



2022-2023
Student Handbook

I hereby certify the contents of this handbook to be
true and accurate at the time of this publication.

Stephanie Setter 5-26-2022
Stephanie Setter, M.B.A. R.T.(R)(MR) Date
Program Director, FAA, SCO

WELCOME TO MERCY/St. LUKE'S SCHOOL OF RADIOLOGIC TECHNOLOGY

We are so excited you are here! Your student days here can be a wonderful and exciting experience. We are confident you will receive an excellent education and hopefully these days will provide you with pleasant memories later in life. To better assure this and to provide for the best interest of all students and also for the betterment of the School, specific policies, rules, and regulations have been established and put in the form of a Student Handbook to assist in your professional development.

To document compliance with Iowa Code, Section 261B.9, disclosures regarding the program, including but not limited to name of the course, subject matter, tuition, refund policy, award granted at graduation, and accreditation information are all contained within this handbook. The Handbook is meant as a source of information upon which accurate and responsible decisions may be made and highlights the primary policies and rules that govern didactic and clinical education.

I have read the Student Handbook in full, my questions have been satisfactorily answered, and I understand the contents of this handbook. My signature signifies my understanding and agreement to the terms contained herein.

Printed Name

Signature

Date

Directors Initials

A signed copy of this form will be maintained in the students' file in the administrative offices.

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ADMINISTRATION

SCHOOL ADMINISTRATIVE OFFICE

810 First Avenue NE

Cedar Rapids, IA 52402

319-369-7097

<https://www.mercycare.org/employment/school-of-radiologic-technology/>

<https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx>

PROGRAM DIRECTOR

Stephanie Setter, M.B.A. RT(R)(MR)

Stephanie.setter@unitypoint.org

MERCY MEDICAL CENTER, CLINICAL COORDINATOR

Crystal Crandall, B.S. RT(R)

Crystal.Crandall@unitypoint.org

ST. LUKE'S HOSPITAL, CLINICAL COORDINATOR

Rochelle Holt M.Ed. RT(R)(CT)

Rochelle.Holt@unitypoint.org

SCHOOL SECRETARY

Joyce Finn-Dirks

Joyce.Finn-Dirks@unitypoint.org

GOVERNING COMMITTEE

Dr. Darren Davenport, M.D., Ph.D., Medical Advisor – Radiology Consultants of Iowa

Dr. Brian Hopper, M.D., Assistant Medical Advisor – Radiology Consultants of Iowa

Mary Brobst, Vice President, Patient Care Services & CNO – Mercy Medical Center

Casey Greene, Vice President, COO – St. Luke's Hospital

Eric Brooks, Director of Radiology – Mercy Medical Center

Ann Sealy, Director of Imaging Services - St. Luke's Hospital

CLINICAL SITES

ST. LUKE'S HOSPITAL

Imaging Services (319) 369-7363

1026 A Avenue NE

Cedar Rapids, IA 52406-3026

Rochelle.Holt@unitypoint.org

Office: (319) 369-7078

ST. LUKE'S HOSPITAL – MARION CAMPUS

Imaging Services (319) 286-4344

2992 7TH Avenue, Suite A

Marion, IA 52302

Rochelle.Holt@unitypoint.org

Office: (319) 369-7078

MERCY MEDICAL CENTER

Department of Radiology (319) 398-6050

701 10TH Street SE

Cedar Rapids, IA 52403

Crystal.Crandall@unitypoint.org

(319) 398-6055

MERCY HIAWATHA MEDICAL PARK

CT/X-Ray 319-861-7740 or ext. 3454

1195 Boyson Rd

Hiawatha, IA 52233

Crystal.Crandall@unitypoint.org

(319) 398-6055

OBSERVATION ROTATIONS

Radiology Consultants of Iowa (RCI) (319) 364-0121

1948 First Avenue NE

Cedar Rapids, IA 52402

Crystal.Crandall@unitypoint.org

(319) 398-6055

Jones Regional Medical Center

Imaging Services

1795 Highway 64 East

Anamosa, IA 52205

Rochelle.Holt@unitypoint.org

Office: (319) 369-7078

PRECEPTORS	
St. Luke's Hospital	Mercy Medical Center
Kim Matteson, RT(R)	Kerri Jolley, RT(R)
Amanda Rios, RT(R)	Kim Sargent, RT(R)
Nancy Novotny, RT(R)	Curt Fullenkamp RT(R)
Erin Yates, RT(R)	Austin Cassell, RT(R)
Marissa Roe, RT(R)	Carly Jorgensen, RT(R)
St. Luke's Hospital -Marion Campus	Mercy Medical Plaza - Hiawatha
Nicole Hardin, RT(R)	Coree Owens, RT(R)

CLINICAL MENTORS		
Rotation	St. Luke's Hospital	Mercy Medical Center
CT	Amy Sickels	Jaymie Koser
MRI	Ryan Klein/Megan Beebe	Cherie Thompson
IV lab	Kaley Swallom	N/A
Cath	Bryan Wright	Allison Forbes
PC/OR	Kim Matteson	Kerri Jolley
Therapy	Michael Messer	Amy Hatfield
Mammo	Shelly Oehlert	Traci Mitchell
US	Mary Myers	Jodi Neuhaus
Weekends	Amber Roling	Kim Aarhus
Fluoro	Erin Yates	Kim Sargent
Evenings	Marissa Roe	Daryl Zweigle
Nuc Med	Danielle Hollinrake	Tom Juhl
Lead	Erin Yates	N/A
Marion	Nicole Hardin	N/A
HIA	Coree Owens	N/A
RCI	Jerrica Anson	

GENERAL INFORMATION

In the early 1940's, Mercy Medical Center and St. Luke's Hospital each saw the need for establishing schools to prepare students in the profession of Radiologic Technology. At that time, each school received and thereafter maintained accreditation by the Committee on Allied Health, Educational and Accreditation of the American Medical Association. In January 1981, the two schools were merged into the present Mercy/St. Luke's School of Radiologic Technology. Through the high standards set forth by the Joint Review Committee on Education in Radiologic Technology.

The School of Radiologic Technology is committed to providing students with the knowledge, skills, techniques, and professional ability to enable them to become Radiologic Technologists capable of rendering quality health care. The School exposes students to all facets of Radiologic Technology to insure that an acceptable quantity and quality of clinical experience is attained.

The education provided consists of lectures, demonstrations, laboratory simulations, and supervised clinical experiences. When not in class, the students, with staff technologists and school faculty, perform various types of radiologic procedures. Students gradually increase responsibilities as their knowledge and competency increases.

During the two years at Mercy/St. Luke's, the student participates in imaging modalities by scheduled rotations through appropriate divisions of the Radiology Departments of St. Luke's Hospital, Mercy Medical Center, Hall Radiation Center, St. Luke's Marion Campus, St. Luke's Imaging Services – Hiawatha, and an observation rotation at Radiology Consultants of Iowa.

PROGRAM DESCRIPTION

The 24-month certificate program of radiologic technology is designed to prepare health care professionals skilled in the use of ionizing radiation for diagnostic purposes. To this end, a course of study is offered that will develop the knowledge, skills and attitudes necessary for working with patients and radiology equipment.

The full-time curriculum provides instruction in both the classroom and clinic. The didactic component consists of the factual and theoretical basis of radiology. The clinical setting provides the opportunity for applying classroom knowledge in a supervised patient care environment.

The entire curriculum is competency based requiring mastery learning in all entry-level skills identified. Educational objectives are provided to students, which are expected to be achieved in specific time intervals and at specific levels of achievement. This system allows for productive learning.

Assuming the student already has a College Degree, upon successful completion of the certificate course of study, the student is eligible for the radiography certification examination administered by the American Registry of Radiologic Technologists, providing they meet all education and ethics requirements. Upon passing the exam, the student becomes a registered Radiologic Technologist.

The course of study includes all courses required and recommended in the *Curriculum Guide for Programs in Radiologic Technology*, developed by the American Society of Radiologic Technologists. General education prerequisite courses are required to be

completed prior to beginning the program. The School is fully accredited by the Joint Review Committee on Radiologic Technology.

MISSION STATEMENT

Mercy/St. Luke's School of Radiologic Technology Mission Statement:

To provide a high-quality education in the profession of Radiologic Technology through the use of competency based, patient-centered clinical education and comprehensive didactic education.

Mercy Medical Center Mission Statement:

To care for the sick and enhance the health of the communities we serve, guided by the spirit of the Sisters of Mercy.

Mercy Medical Center Vision Statement:

Working together to provide exceptional healthcare with the *Mercy Touch*.

St. Luke's Hospital Mission Statement:

To give the healthcare we'd like our loved ones to receive.

St. Luke's Vision Statement:

Best outcome for every patient every time.

GOALS & EXPECTED OUTCOMES

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- Students will demonstrate proper positioning skills.
- Students will demonstrate quality patient-centered care.
- Students will demonstrate radiation protection.
- Students will select appropriate radiographic techniques.

Goal 2: Students will demonstrate critical thinking skills.

Student Learning Outcomes:

- Students will perform non-routine exams.
- Students will analyze images.

Goal 3: Students will demonstrate professionalism.

Student Learning Outcomes:

- Students will demonstrate professional behavior in the clinical setting.
- Students will apply the principles of ethics.
- Students will demonstrate professionalism in all interpersonal interactions with hospital and contract employees.

Goal 4: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- Students will demonstrate effective non-verbal communication skills.

- Students will demonstrate effective verbal communication skills with patients.

OUTCOMES ASSESSMENT

One requirement of accreditation is the implementation of an Outcomes Assessment Plan and Report. The goal of assessment is to determine if the program is meeting specific goals and benchmarks to foster continuous improvement. The assessment plan and report for Mercy/St. Luke's is performed on an ongoing basis and copies are available to current students and staff in the office of the Program Director and in both classrooms. Anyone desiring a hard copy may contact the Program Director. Part of the assessment also includes Program Effectiveness Data including items such as program completion rate, placement rate, etc. This information is reported annually on the Assessment Report and is posted on the JRCERT website at www.jrcert.org.

ACCREDITATION

IOWA COLLEGE STUDENT AID COMMISSION (ICSAC)

Mercy/St. Luke's has historically been considered exempt from registration in Iowa under Iowa Code Section 261.11, subsection 1, paragraphs "k" and "l". However, in 2012, the School voluntarily applied for registration with the ICSAC to comply with federal regulations in 34 CFR 600.9, which requires a school participating in federal student aid programs to be authorized to operate, by name, as a postsecondary educational institution by an action of the state in which the school is located. Current registration is valid until August 21, 2021. See <http://www.iowacollegeaid.gov/PostsecondaryRegistration/postsecondaryapplications.html>. Since that time, the ICSAC amended Iowa Code, Section 261.3, Chapter 21. This amendment specifically lists Mercy/St. Luke's School of Radiologic Technology as an institution exempt from registration (283-21.10(261B), 21.10(1), 21.10(2)). Individuals wishing to inquire about the school or file a complaint may contact the ICASC by writing to 475 W Fifth St., Suite D., Des Moines, IA 50309-4608, or by calling the commission at (515) 725-3400.

The state authorization is required to include a process where the state reviews and acts on complaints arising under state laws, including laws related to fraud or false advertising (75 Fed. Reg. 66865-66, Oct. 29, 2010). To meet this requirement, the ICSAC has a "Constituent Request for Review" form available online to field any student complaints. The Iowa College Student Aid Commission has that state-based student complaint process. A student may file a complaint with the commission online at <https://www.iowacollegeaid.gov/sdrf-start>. This information is being made available to all enrolled/prospective students in accordance with 34 CFR 668.43(b).

JOINT REVIEW COMMITTEE ON RADIOLOGIC TECHNOLOGY (JRCERT)

Schools of radiologic technology may voluntarily seek programmatic accreditation from the JRCERT. The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of educational programs in radiologic technology.

During this peer review process, the educational policies and procedures of the school are examined to ascertain compliance with the established educational standards for the profession as contained in the "Standards for an Accredited Educational Program in Radiography". Students may view a copy of the "Standards for an Accredited Educational Program in Radiography" in either classroom or online at www.jrcert.org.

Within 6 to 12 months after the application and Self Study report is filed, a site visit is scheduled. Radiography educators specially trained as site visitors examine the program's policies and procedures. This process takes two to three days and includes interviews with students, among others. The site visitors report along with the Self Study, is then presented to the JRCERT board.

The JRCERT board determines one of the following accreditation awards:

Accreditation: Awarded for various lengths of time based on the degree of compliance with the relevant accreditation standards.

Probation: Awarded when the program is NOT in substantial compliance with the relative accreditation standards.

Administrative Probation: Awarded for 90 days maximum when the program is not in compliance with administrative procedures (see JRCERT Policy 10.202).

Withdrawal of Accreditation: Awarded when the program is not in compliance.

MStL is fully accredited by the JRCERT, effective 2018, with next accreditation review scheduled for Fall 2026. Persons interested in viewing the MStL current accreditation award may either contact the school program Director at (319) 369-7097 or the JRCERT at 312-704-5300.

STUDENT ACCESS TO JRCERT

Students have the right to contact the JRCERT if they believe the school is not adhering to the JRCERT Standards as contained in the "Standards for an Accredited Education Program in Radiology". A copy of the "Standards" is located in each classroom, on school webpage, and online at www.jrcert.org. According

to the JRCERT, it is assumed if student has a concern, the concern has been made known to the Program Director prior to contacting the JRCERT, although not required. Any allegations of non-compliance will be documented by the Program Director including the allegation and resolution of the concern. The JRCERT may be contacted at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300

UNITED STATES DEPARTMENT OF EDUCATION

MStL has been declared eligible and certified to participate in Federal Student Aid programs by the USDE. The Federal School Code is 014918, the next action date is September 30, 2026. This approval expires December 31, 2026, if no action is taken. Interested persons may view the eligibility documents by contacting the Program Director at (319) 369-7097.

PROFESSIONAL ORGANIZATIONS

THE AMERICAN COLLEGE OF RADIOLOGY (ACR)

The ACR is a professional membership organization representing the interests of physicians and specialists in the various disciplines of radiology. The ACR provides numerous educational programs for its members and participates in a number of educational related activities for radiologic technologists. The ACR maintains its headquarters at 1891 Preston White Drive, Reston, Virginia, 20191 and may be found online at: www.acr.org.

THE AMERICAN REGISTRY OF RADIOLOGIC TECHONOLOGISTS (ARRT)

The ARRT is the world's largest certification organization that seeks to ensure high quality patient care in medical imaging, interventional procedures, and radiation therapy. The ARRT tests and certifies technologists and administers continuing education and ethics requirements for annual registration. The ARRT is not involved in the accreditation process but does require evidence that candidates for certification are graduates of accredited programs and hold an academic degree. For information on the ARRT and other eligibility requirements, contact the organization at 1255 Northland Drive, St. Paul, Minnesota 55120-1155, or call (651) 687-0048 or online at www.arrt.org.

THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

The ASRT is a national professional organization whose mission is to advance the medical imaging and radiation therapy profession and to enhance the quality of patient care. The ASRT sponsors numerous educational programs for all ranks of technologists and holds an annual meeting with a wide range of professional and continuing education offerings. The ASRT developed and publishes the "Curriculum Guide for Educational Programs in Radiologic Technology" and provides for periodic review of curricula in radiologic technology. The ASRT maintains its headquarters at 15000 Central Avenue SE, Albuquerque, New Mexico, 87123, and may be reached at: (505) 298-4500. Students may request a copy of the curriculum guide from the Program Director or view it online at www.asrt.org. Applications for membership to the ASRT are available to technologists and students online at www.asrt.org.

IOWA SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ISRT)

The ISRT is the state affiliate of the ASRT. The ISRT sponsors educational programs for students and technologists throughout the year, annually hosts a Senior Review Seminar for senior radiologic technology students, and offers educational scholarships to technologists and senior radiologic technology students who are members of the ISRT annually. For membership information, visit: www.isrt.org.

CURRICULUM PLAN OF STUDY

SEMESTER	COURSE NUMBER	COURSE TITLE	SH CREDIT
FIRST YEAR SUMMER <i>July - September</i>	1110	Patient Care I	1 SH
	1120	Rad Anatomy & Procedures I	6 SH
	1130	Intro to Rad & Protection	2 SH
	1100	Applied Clinic I	<u>3 SH</u> 12 SH
FIRST YEAR FALL <i>September - December</i>	1210	Radiographic Science I	3 SH
	1220	Rad Anatomy & Procedures II	9 SH
	1200	Applied Clinic II	<u>5 SH</u> 17 SH
FIRST YEAR SPRING <i>January - May</i>	1310	Patient & Personnel Protection	1 SH
	1320	Radiographic Science II	3 SH
	1330	Rad Anatomy & Procedures III	9 SH
	1300	Applied Clinic III	<u>4 SH</u> 17 SH
SECOND YEAR SUMMER <i>May - September</i>	2110	Advanced Procedures	2 SH
	2120	Radiographic Physics	2 SH
	2130	Cross-Sectional Anatomy	1 SH
	2100	Applied Clinic IV	<u>7 SH</u> 12 SH
FIRST YEAR TOTALS			46 SH
SECOND YEAR FALL <i>September - December</i>	2210	Pathology	1 SH
	2220	Radiographic Critique I	2 SH
	2230	Patient Care II	2 SH
	2200	Applied Clinic V	<u>7 SH</u> 12 SH
SECOND YEAR SPRING <i>January - May</i>	2310	Radiation Biology & Protection	3 SH
	2350	Professional Ethics	1 SH
	2330	Radiographic Critique II	2 SH
	2300	Applied Clinic VI	<u>5 SH</u> 12 SH
SENIOR CAPSTONE <i>May – mid-June</i>	2340	Senior Review Seminar	8 SH
	2400	Applied Clinic VII	<u>4 SH</u> 12 SH
SECOND YEAR TOTALS			48 SH
PROGRAM TOTALS			94 SH

COURSE DESCRIPTIONS FIRST (JUNIOR) YEAR

Applied Clinic I, II, III - 1100, 1200, 1300

These courses offer supervised clinical application of radiologic principles by the student in their performance of routine radiographic procedures. For specific descriptions per semester, see associated syllabus.

Instructors: Holt/Crandall

Patient Care I - 1110

This course discusses patient care procedures used in the general care of the patient. This class encompasses such topics as physical examination, vital signs, emergency care, aseptic technique, body mechanics, and other subjects pertinent to the care and examination of the patient.

1 credit

Instructor: Crandall

Radiographic Anatomy and Procedures I - 1120

Lectures, demonstrations and simulations dealing with anatomical positioning of the chest, abdomen, and fluoroscopic exams. Laboratory check-offs are also included.

6 credits

Instructors: Holt/Crandall

Introduction to Radiography and Protection - 1130

This course is designed to acquaint the new student with the goals, philosophies, policies, and organizations of the radiology program and the radiology department. An appreciation of radiologic technology will be presented through descriptions of the ASRT Code of Ethics, the evolution of radiologic technology and the professional organizations. The knowledge of career advancements within the profession will enable the student to establish and maintain high goals. Basic radiation protection techniques are addressed in a required online module prior to the first day of classes. This information is reviewed again in the first class session. The general intent is to set the pace for the students' professional growth in radiologic technology.

2 credits

Instructor: Setter

Radiographic Science I - 1210

This course will introduce the fundamentals of radiographic science. It will include radiation concepts, exposure technique, the x-ray tube and production, interactions, image production and image characteristics.

3 credits

Instructor: Setter

Radiographic Anatomy and Procedures II - 1220

Lectures, demonstrations and simulations dealing with anatomy and positioning of the upper extremity, lower extremity, shoulder girdle, and bony thorax. Laboratory check-offs are also included.

9 credits

Instructors: Holt/Crandall

Patient & Personnel Protection – 1310

This course will involve in-depth discussion of radiation protection for self, personnel, and patients. Sources of exposure, quantities and units will also be emphasized.

1 credit

Instructor: Setter

Radiographic Science II – 1320

This course continues discussion of the image production and qualities as well as digital imaging techniques. The student will be introduced to image intensification and miscellaneous imaging equipment. AEC, image receptors, and scatter control will also be addressed.

3 credits

Instructor: Setter

Radiographic Anatomy and Procedures III - 1330

Lectures, demonstrations and simulations dealing with the anatomy and positioning of the pelvis, spine and cranium. Laboratory check-offs are also included.

9 credits

Instructors: Holt/Crandall

COURSE DESCRIPTIONS – SECOND (SENIOR) YEAR**Applied Clinic IV, V, VI, VII – 2100, 2200, 2300, 2400**

These courses allow for clinical application of radiologic principles by the student technologist through performance of radiologic procedures. Clinical aspects of special modalities are introduced in these semesters. Emphasis is placed upon developing the ability of the student to think and act independently in various clinical situations. For specific descriptions per semester, see associated syllabus.

Instructors: Holt/Crandall

Advanced Procedures – 2110

Lectures, demonstrations and simulations dealing with the anatomy and positioning for exams not commonly performed. Topics will include general, fluoroscopic, pediatric and trauma exams.

2 credit

Instructors: Crandall

Radiographic Physics - 2120

This course deals with the production, characteristics and control of radiation as applicable to diagnostic radiology. Equipment design is the primary focus through discussion of electromagnetism, motors and generators, rectification, and transformers.

2 credits

Instructor: Setter

Cross-Sectional Anatomy - 2130

This course teaches the student to identify anatomical structures and their interrelationships on axial, sagittal and coronal images. 3-D imaging as well as the basics of computed tomography will also be introduced.

1 credit

Instructor: Holt

Radiographic Pathology - 2210

This course acquaints the student with various pathologic conditions of the body and their impact on the radiographic process. The basic knowledge of the disease processes will enable the student to produce optimum diagnostic radiographs and insure effective patient care.

1 credit

Facilitator: Dr. Darren Davenport, RCI; Dr. Brian Hopper, RCI

Instructor: Pike/Nystrom, RCI

Radiographic Critique I - 2220

During this course, proper critique for a portion of all procedures learned will be reviewed. The student will review radiographs for correct positioning and radiographic quality. Students will be required to use critical thinking skills as well as their accumulated knowledge of all subject areas to solve complex radiographic positioning and exposure problems. In addition, two projects will be presented.

2 credits

Instructors: Crandall

Patient Care II - 2230

This course reviews basic principles taught in Patient Care I and expands upon them. The student is introduced to venipuncture, pharmacology, and critical situations.

2 credits

Instructor: Holt

Professional Ethics - 2240

This course provides the student with the fundamentals of ethical thinking and legal issues in patient care situations. Topics include nonmaleficence, beneficence, justice, Patient's Bill of Rights, Scope of Practice, Code of Ethics, and moral and ethical dilemmas. Legal discussions will center on issues such as malpractice, torts, and negligence.

1 credit

Instructor: Setter

Radiation Biology and Protection - 2310

This course will explore current dose limits and radiation monitoring. Extensive discussion will occur in relation to somatic and genetic effects, long term versus short term effects, and molecular and cellular effects. Radioisotopes, the effect of equipment on radiation dose to patients and personnel, as well as radiation emergencies will round out the curriculum.

3 credits

Instructor: Setter

Radiographic Critique II - 2330

During this course, proper critique for a portion of all procedures learned will be reviewed. The student will review radiographs for correct positioning and radiographic quality. Students will be required to use critical thinking skills as well as their accumulated knowledge of all subject areas to solve complex radiographic positioning and exposure problems. In addition, two projects will be presented.

2 credits

Instructors: Holt

Senior Review Seminar - 2340

This course offers a comprehensive review of all course content intended to serve as preparation for the examination administered by the ARRT.

8 credits

Instructors: Setter/Holt/Crandall

TECHNOLOGIST, INSTRUCTOR & COURSE EVALUATIONS

Each student will have the opportunity to evaluate each course, Clinical Coordinator, preceptor, and clinical site rotation(s) each semester in anonymous surveys administered via Populi (course and clinical site evaluations), E*Value (preceptor evaluations & graduate survey), and paper (technologist evaluations). Evaluation materials will be made available to students two weeks prior to the end of the semester.

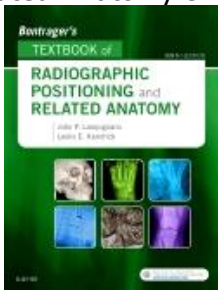
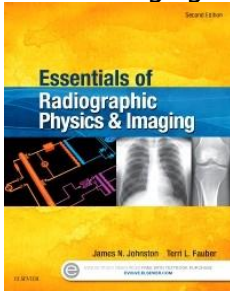
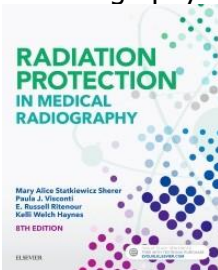
The Program Director reviews the results of course evaluations and distributes anonymous copies of course evaluations to the course instructors. Any needed changes will be discussed and documented and an implementation date set.

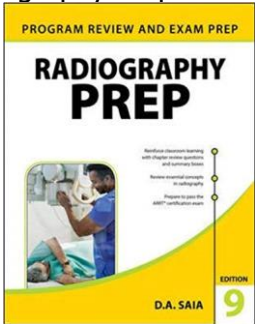
The Program Director and Clinical Coordinators review all results of clinical rotation, preceptor, and technologist evaluations. Any needed changes will be discussed and documented at the next Faculty Meeting and with Departmental Administration and shared with the Governing Committee Vice President. Clinical Coordinators review the results of the preceptor and technologist evaluations with the respective Clinical Coordinator and copies of the evaluations are forwarded to the respective Departmental Administration for consideration during employee performance appraisals.

Each graduate will be asked to evaluate the educational program. Additionally, an Employer Survey will be sent to the graduates' employer by the program if the graduate signed the survey release at graduation. These surveys provide the School with valuable assessment information for program improvement. These surveys will be discussed at the next Faculty Meeting and Governing Committee Meeting.

TEXTBOOKS

Students are responsible for purchasing required textbooks on their own. Students are expected to have in their possession the required textbooks for each class. Students who do not have possession of the required textbook may be subject to disciplinary action.

Year	Text Title	Format	ISBN	Author	Pub.	List Price*
Jr/Sr	Radiographic Positioning & Related Anatomy-9 th Ed. 	Print	978-0-323-39966-1	Bontrager & Lampignano	Elsevier	\$205
Jr/Sr	Essentials of Radiographic Physics and Imaging-2 nd Ed. 	Print	978-0-323-33966-7	Johnston/Fauber	Elsevier	\$117
Jr/Sr	Radiation Protection in Medical Radiography-8 th Ed. 	Print	978-0-323-44666-2	Statkiewicz-Sherer	Elsevier	\$87

Sr	Corectec Online Review Course – <i>Information will be provided to students six months prior to graduation date.</i>	Online	-	-	-	\$80 for 6 mos
	Radiography Prep-9 th Edition 	Print	978-1259863578	D. Sia	McGraw- Hill	\$65

* Prices are approximate and are subject to change.

ADMISSIONS

ADMISSIONS POLICY

Eligible applicants to the MStL program must meet the following criteria:

1. Have a high school diploma, GED, or equivalent. Students are not considered for admission if they cannot prove one of these; therefore, the program has no Ability to Benefit policy or criteria.
2. 18 years of age upon entering the program.
3. A US citizen or permanent resident of the US.
4. Have no physical/mental impairments that would affect their ability to perform in the program.

EQUAL OPPORTUNITY STATEMENT

The Mercy/St. Luke's School of Radiologic Technology (MStL) recruits students and employs faculty who are the most qualified people available, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or genetics. In addition to federal law requirements, UnityPoint Health complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training of students and employee of MStL.

TRANSFER STUDENTS

Mercy/St. Luke's does not offer Advanced Placement. However, students from other radiography programs may apply and request transfer credit. The acceptance of a student transferring from another radiography program is based on whether or not the candidate meets the standards set forth by the school and whether or not the class enrollment for the class the transfer student would be entering is not at maximum capacity. MStL will accept transfer credits from accredited colleges, universities and other radiography programs on a course by course basis. Students requesting transfer credit must do so upon application to the program. The Program Director will assess the student's transcripts and course syllabi from the other school to make final determination of what, if any, credits will transfer. Students who are not required to take specific courses due to credit transfer will remain in clinic until their next scheduled class. The transfer student must meet the following standards:

1. Prior attendance at a program accredited by the JRCERT.
2. The combined length of both previous and present programs, including all transferred credit, must equal no less than 24 months.
3. An agreement between the student and the Program Director will be developed which specifies the credit and previous achievement of the transfer student, courses (including clinical education) which remain to be taken by the transfer student, the date the student is to begin the program and the anticipated date of graduation if the student's performance is satisfactory.
4. All transcripts may be forwarded from previous programs only on the expressed written request of the student. The transcripts are accepted as official when received directly from the previous program.
5. The student requesting transfer must not have any prior disciplinary actions including but not limited to dismissals, suspensions and probation for any reason.
6. The student will be required to demonstrate competency in all required competencies, even if they have proof of competency from the program they previously attended.

TECHNICAL STANDARDS

A student radiographer must be:

1. Physically able to move, lift or transfer patients from a wheelchair, stretcher or cart to an x-ray table or patient's bed.
2. Physically able to move, adjust and manipulate a variety of x-ray equipment.

3. Physically able to manipulate patients into the proper position for the x-ray examination.
4. Able to communicate verbally in a manner the patient can understand.
5. Able to handle stressful situations and provide physical and emotional support to the patient.
6. Able to visually distinguish between various shades of black and gray.
7. Able to hear patients speak.

Students who are unable to satisfactorily meet these technical standards will be referred to the School's Medical Advisor and to their family physician for their professional opinions as to whether the students limitations would allow them to perform the duties of a radiologic technologist. A decision based on the information from the above sources will determine if the student is physically capable of this goal.

ACCOMODATIONS

Request for Accommodations

Students who claim a learning disability must have their physician complete a request for accommodations form, which is available upon request. Please contact the Program Director for the request for accommodations form. If these students had a Title 504 plan in effect in a previous school, that plan must be made available to the Program Director. The Program Director and the faculty will work together with the student and the student's physicians, counselors and/or therapists, to develop a plan and investigate possible accommodations to assist the student to successfully complete the program. It is the student's responsibility to initiate the request for accommodations process prior to the start of the program if they have a known condition and as soon as possible during the program as the need arises. Disciplinary action will not be impacted by pending accommodation requests.

ARTICULATION AGREEMENTS

Kirkwood Community College (KCC) is located at 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404. Information may be found at www.kirkwood.edu. An Articulation Agreement for reverse credit transfer is maintained with KCC for students who do not hold a degree from an accredited college prior to applying at Mercy/St. Luke's. Under this agreement, students must take 29 semester hours of prerequisite credit plus 4 semester hours of elective credit prior to graduation from KCC and application to MStL, or at minimum, 12 semester hours to meet KCC residency requirements after transferring credit from another institution. KCC will award 29 semester hours of transfer credit from MStL toward a Diagnostic Assistant AAS degree upon completion of the first two MStL semesters. All paperwork required for KCC is the responsibility of the

student. Students who have questions about the AAS degree should contact the Allied Health Department at KCC at (319) 398-5566. Estimated cost for the KCC portion of the MStL degree option is \$200 per credit hour for Iowa residents and \$268 per credit hour for non-Iowa residents. Current costs may be seen at <https://www.kirkwood.edu/get-started/paying-for-college/tuition-costs>.

MStL also maintains clinical affiliations with North Dakota State University (NDSU). In this affiliation, NDSU students may apply to MStL, as well as many other Radiologic Technology programs for the internship portion of their bachelor's degree programs. If accepted at MStL, the university remains the students' "home" institution for financial aid purposes. Upon completion of the MStL program, NDSU award transfer credit for the Rad Tech curriculum at MStL. MStL is not required to accept a specific number of students from these programs.

STUDENT RECORDS

FERPA

This program does comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education and provides four fundamental rights to students who attend postsecondary institutions:

To inspect and review education records. To seek amendment of education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. To consent to disclosure of "personally identifiable information" contained in education records, except to the extent that the Act authorizes disclosure without consent. To file with the Department of Education, a complaint concerning alleged failures by the program to comply with the requirements of the Act.

At the postsecondary level, rights under FERPA are afforded the student and not the parents. Because of this, program faculty can not discuss any information regarding enrolled students with anyone other than the student without their written consent. In accordance with this federal law, the program has adopted policies and procedures governing the confidentiality of student educational records. Students wishing to grant permission for faculty to visit with parents or others should file a written authorization in the office of the Program Director stating specifically what records they are allowing to be discussed. Students may view their entire education record at any time by contacting the Program Director. The review will occur in the office of the Program Director. No education records are allowed to be removed from this office.

The law also states certain information, such as name, address, phone number, e-mail address, photograph, date/place of birth, dates of attendance, degrees and awards, etc., is directory information, and each college can formulate its own policy about what directory information it will release. It is the policy of MStL not to release names, addresses, e-mail addresses and phone numbers. Exceptions are made when names are listed in graduation programs and when releasing communications of honor roll students and birthdays internally to the radiology departments of the sponsor hospitals. Students can ask that even directory information be withheld. Requests must be filed each semester with the Program Director.

In case of the need to seek access or amendment of an education record, contact the school official responsible for records, Stephanie Setter, Program Director. A list of information that FERPA authorizes disclosure without consent may also be obtained from the Program Director. Student consent forms for the release of information are kept in the office of the Program Director after completion by students. Compliance with this Act does not require the School to disclose directory information, and discretion will be used. No routine disclosures of directory information are made by the school.

The school may disclose student information to members of the Governing Committee, should there be a legitimate educational interest in the education records. Additionally, the school does provide Kirkwood Community College with transcripts without the students' written permission, solely for the purpose of conferring the AAS degree in Diagnostic Assistant.

If there is reason to believe that these rights have been violated, a complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

For any other questions regarding FERPA, please contact the Program Director or visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> .

Confidentiality of Student Records

Information contained within the student file is considered confidential and will not under any circumstances be released to unauthorized persons without written consent from the student. Members of the Governing Committee, Admissions Committee and the individual student are allowed to review the student's record if the need is for educational purposes. Any other individual requesting to see the student's file must obtain permission from the student. While enrolled in the program, the student's "educational record" consists of the following:

- A. Transcripts of grades
- B. Course descriptions
- C. Evaluation records
- D. Disciplinary notices
- E. Radiation exposure records
- F. Attendance records

The student may review the contents of his/her educational records at any time. The student will sign a waiver indicating their preference as to who may have access to their "educational records" and to whom their transcript may be sent, for purposes of continuing education and employment. After graduation, the student's "educational records" include:

- A. Transcripts of grades
- B. Course descriptions
- C. Radiation exposure records
- D. Clinical competencies
- E. Attendance records

While the grade report is the unofficial notification to the student, the only valid document is the official transcript that has been signed by the Director and embossed with the school seal. The transcript is available through the process described in this handbook titled "Transcripts". More information regarding confidentiality of student records may be found in this handbook under "Protection of Privacy for Students and Parents".

Maintenance of Records

The School maintains all student records in a secure location and backs up all records via secure electronic medium.

Transcripts

Official transcripts will be maintained in the School office. Two official transcripts will be given to each graduate at graduation at no charge. A Release of Student Information/Transcript Release Form will be completed prior to graduation so transcripts may be sent to educational institutions or employers upon verbal request of the graduate for a period of one year. After that time, these requests must be made by contacting the School Office at (319) 369-7097 or by completing an online form at: <https://www.unitypoint.org/cedarrapids/request-a-transcript.aspx> and accompanied by a \$5.00 check or money order made out to St. Luke's Hospital. Payments may be mailed to the school address found in this

Handbook. The school will not send transcripts for any students who fail to pay all school charges in the prescribed manner.

STUDENT EMPLOYMENT

Students at Mercy/St. Luke's students, while not employees of either hospital, are provided an employee number/clock number for HR and compliance tracking. Students may NEVER work at either hospital for pay during clinic hours assigned by the School. Students may seek part-time employment in any hospital department. Students MAY NOT wear their student dosimeter when working for any hospital departments. Job openings are posted on both hospitals' websites.

Background Check

Upon acceptance, ALL students must pass a background check at both MMC and StL. If any background check results in a "hit", the student will be expected to provide documentation outlining the charges and resolution of such charges. If a student believes they may have something in their background that may result in a "hit" they should contact the Program Director at (319) 369-7097 upon acceptance.

Drug Testing

All students are provided with a copy of the Standard Operating Procedure (SOP) for a drug free workplace prior to entering the program and must also undergo a drug screen. Refusal to participate in the testing will result in the program withdrawing the offer of acceptance. Any non-negative result will be investigated and discussed with the student per the SOP. The drug screens will be performed by Mercy Medical Center or St. Luke's Hospital and will be at no cost to the student. If students are taking certain types of prescription medications, they may be asked to provide proof of such prescription. Students may be ordered to have a drug screen at any time, providing there is documented reasonable suspicion to do so per the SOP.

Liability Insurance

Liability Insurance Protection provides students with insurance protection if held liable while performing their duties for the hospital. All students are covered individually as additional insureds in the hospitals' comprehensive liability insurance program while they are acting within the scope and tour of their duties on behalf of St. Luke's Hospital and Mercy Medical Center both on and off the hospital premises. Conversely, the hospitals' insurance does not cover activities outside the scope of educational activities as a student in the School of Radiologic Technology.

LEAVE OF ABSENCE

A "Request for Leave of Absence Form" must be submitted to the Program Director. A Leave of Absence (LOA) may be requested for maternity leave, family medical leave, or student medical leave. Students on an approved LOA are considered for re-entry into the program at the discretion of the School's administration, typically one year from the onset of the LOA. A Leave of Absence will result in an extension of the twenty-four month program.

Medical leave of absence -- Students who must leave the MStL because of medical or psychological conditions that necessitate their absence may request a medical leave of absence. Documentation of the serious nature of the medical condition must be provided to the health center. Approval must be given by the Program Director. Application forms for medical leaves of absence are available at the school office.

Applications for medical leave must be submitted by the last date to withdraw as published in the academic calendar. Applications submitted after the withdrawal deadline date will not be considered, except in extraordinary circumstances. In such circumstances, additional documentation and information may be required, and the decision will involve input from the Program Director and MStL Governing Committee.

To seek re-entry to the program following any type of leave, the student will be required to complete many of the initial requirements of the program, including but not limited to a Health Assessment, immunizations, and a Criminal Records Check. Documentation from the student's physician must be submitted to MStL stating that the medical or psychological condition has been remedied and that the student is capable of resuming study at the College. To seek re-entry to the program following a maternity leave or a student medical leave, the conditions described herein must also be met. The student must provide a statement from their physician indicating whether they are fit for duty. Additionally, the student will be required to see an Occupational Physician at Mercy Medical Center or St. Luke's Hospital. The Occupational Physician will be the final authority in determining whether or not the student is able to be considered for re-entry from a health standpoint. All information submitted becomes part of the student's health record and will remain confidential.

Students on medical leave are not eligible to register for courses until approved to return from medical leave. The student must secure approval from MStL Program Director in order to return from a medical leave of absence.

If the student does not return after the medical leave of absence and does not extend it, he or she will be medically withdrawn from the College and must go through a medical and academic readmission process in order to return. In such instances, there is no guarantee of readmission. The date of separation for the leave of absence will be used as the date of separation for the withdrawal. Students on Medical leave of

absence, who are accepted back into the Program must submit a \$250 deposit fee according to the current academic year fee schedule, see Program Director for more information.

MATERNITY LEAVE

Female students are eligible for 6 weeks of (excused) maternity leave following vaginal delivery and 8 weeks of (excused) maternity leave for a c-section. Students requesting maternity leave following the birth of a child must provide documentation as indicated above and must be released to return to work from their physician with no restrictions before being allowed back into clinic. The School will follow the recommendations of the physician regarding a safe return date. Any time missed in excess of 10% of class/clinic time (excused or unexcused) must be made up, see Attendance Policy, p. 40.

Female students who adopt a child are eligible for up to forty (40) hours of (excused) maternity leave following the adoption of a child. Any time missed in excess of 10% of class/clinic time (excused or unexcused) must be made up, see Attendance Policy, p. 40.

PATERNITY LEAVE

Students are eligible for up to forty (40) hours of (excused) paternity leave following the birth of a child or adoption of a child assuming that time would be spent caring for the child or the child's mother. Scheduled well-child visits do not qualify for paternity leave and would be subject to routine appointment policy as outlined in the Attendance Policy, p. 40. All LOA documentation must be completed as indicated above. Any time missed in excess of 10% of class/clinic time (excused or unexcused) must be made up, see Attendance Policy, p. 40.

MILITARY CALL TO DUTY

Pursuant to Section 261.9(1)"g" of the Iowa Code, a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, has the following options:

1. Withdraw their entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with their instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition shall be assessed for the courses in full.

3. Make arrangements with only some of their instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

PROCESS TO WITHDRAW

If a student decides to withdraw from the program, he/she must inform the Program Director and state their intentions in writing. A conference will be held to ascertain the reason for the withdrawal and to determine whether or not there are alternative solutions or assistance from the program that may help prevent the withdrawal. If no solution is determined, appropriate action will be taken to formally withdraw the student. This will include termination papers, collection of hospital ID badges, name tags, anatomic markers, dosimeter, and any other item supplied by the school. The student's student account balance must be paid in full. The student will be informed of the impact of their withdrawal on financial aid. Specific policies may be seen in the Financial Aid Handbook. Students who complete this process will not be allowed to re-apply for the program.

In case of voluntary withdrawal from the program, the resignation must be submitted in writing to the School and an interview with the Program Director is mandatory. Students withdrawing from the program will not be allowed back in the program at a later date. Withdrawing/dismissal/probation/suspension may impact financial aid eligibility. See the Financial Aid Handbook for further details.

GRADUATION REQUIREMENTS

1. Completion of all courses in program's curriculum.
2. Successful completion of a school authored comprehensive exam with a scaled score of 75 or higher. Students who fail will have one additional opportunity to pass. Failure the second time will result in non-graduation.
3. Return of all library books, school and hospital identification cards, nametags, dosimeters, and other school related materials.
4. Payment of all school related fees.
5. Completion of all make-up time.
6. Completion of the "Graduate Survey".

7. Completion of all required competencies.
8. Achievement of a 2.5 minimum GPA.
9. Recommendation of all faculty.

Students not completing all of the above requirements may be allowed to participate in the graduation ceremony but will not receive their certificate and will not be eligible to take the ARRT registry exam until all graduation requirements are completed.

ARRT CERTIFICATION EXAMINATION

After completion of an academic degree and the MStL program, the student will be eligible to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT) providing they meet all education and ethics requirements. Having passed the examination, he/she will become a Registered Radiologic Technologist and can use the credentials of RT(R) after his/her name. As a registered radiologic technologist, graduates are eligible to join the American Society of Radiologic Technologists and the Iowa Society of Radiologic Technologists, and participate in the activities of these organizations. The cost of the ARRT exam is borne by the graduate.

CONTINUING EDUCATION COMPLIANCE

To maintain compliance with the ARRT, technologists must renew their certification annually AND complete 24 continuing education units within (CEUs) each biennium. Upon initial certification, the ARRT will provide the technologist with current biennium dates. Additionally, technologists must complete Continuing Qualification Requirements (CQR) every 10 years. The CQR consists of a structured self-assessment, proctored quiz, and assignment of required CEU's to cover any gaps in technologist knowledge. CEUs completed for the CQR may be used towards your next or current biennium requirements. Every 7 years, the ARRT will alert the technologist that he/she may begin the process of the CQR. The technologist will three years to complete the CQR, however, it is recommended that technologists begin the CQR as soon as possible to allow adequate time for CEU completion.

PROFESSIONAL CERTIFICATION AND LISCENSURE

Upon successful completion of the ARRT Certification Examination, students may need to apply to and maintain licensure in the state(s) they are employed. Interested parties may visit:

<https://www.unitypoint.org/cedarrapids/filesimages/Careers%20and%20Volunteers/Disclosure.pdf> to determine certification and licensure requirements in the state(s) in which

they desire employment. Employees may be required by their state(s) to maintain continuing education compliance and ARRT certification to renew certification.

POST-GRAUDATE EMPLOYMENT

Although the School of Radiologic Technology does not operate as or participate in an employment agency service, we will do all we may assist the graduate in securing employment by responding to phone calls of inquiry, answering requests for letters of reference, sending transcripts, etc.

The School will not allow any information from your academic records to be given out to employers without authorization by the student for the release of such information.

PROGRAM COSTS & FINANCIAL AID

COSTS

Estimate of Costs

Category	1st year	2nd year	Total
Tuition	4125.00	4125.00	8250.00
Deposit	250.00 ¹		
ARRT Exam Fee*			200.00
IDPH Permit to Practice Fee*			125.00
Textbooks ^{2,3}			500.00
Uniforms/Shoes ^{2,4}			600.00
Miscellaneous expenses ⁵			130.00
Health Insurance ^{2,6}	Single and family plans available at the St. Luke's associate rate. Dental is not included. Premiums must be paid monthly.		
Make-Up Days	\$35 per 8 hours make-up for absences over 10% which are made up within the semester, over school breaks, and/or post-graduation, make-up in amounts under 8 hours will be prorated.		

* Fees are paid directly to the appropriate agencies.

¹ 250.00 of the first year's tuition is due upon acceptance.

² Estimate

³ Textbooks will be purchased by students with exception to review book.

⁴ Potential retailers are discussed during Orientation.

⁵ Miscellaneous expenses include cost for replacement markers, graduation expenses, etc.

⁶ Optional

The school of Radiologic Technology reserves the right to change tuition and fees with approval of the Governing Committee without prior publication. Increases typically become effective June 1 of each year.

Replacement Fees

All required school and hospital ID badges are initially provided at no cost to the student. The student will be charged a fee for their personal radiographic markers which are to be paid on the first day of classes. If replacements are necessary, the student will be billed per the following schedule (see next page):

Initial Marker Fee (2 sets)	\$26.00
Replacement Markers	\$13.00 per set
	\$9.00 for single marker
Replacement Hospital ID Badges	\$10.00 each (St. Lukes)
	\$25.00 each (Mercy)
Replacement School Badge (RCI only)	\$5.00 each

Payment Schedule

Class of 2023

Semesters	Cost	Date Billed	Pay By Date
Sr. Summer/ Sr. Fall 2022	\$2062.50	June 1, 2022	June 25, 2022
Sr. Spring 2023	\$2062.50	January 1, 2023	January 31, 2023

Class of 2024

Semesters	Cost	Date Billed	Pay By Date
Deposit	\$250.00	Upon Acceptance	March 18, 2022
Jr. Summer/ Jr. Fall 2022	\$1812.50	July 5, 2022	August 5, 2022
Jr. Spring 2023	\$2062.50	January 1, 2023	January 31, 2023
Sr. Summer/ Sr. Fall 2023	\$2062.50	June 1, 2023	June 30, 2023
Sr. Spring 2024	\$2062.50	January 1, 2024	January 30, 2024

PAYMENT FOR ALL TUITION AND OTHER EXPENSES IS EXPECTED WITHIN ONE CALENDAR MONTH OF THE DATE BILLED. HOWEVER, A STUDENT WILL BE ALLOWED TO REMAIN IN CLASSES UNTIL THE END OF THE SEMESTER. IF THE TUITION/EXPENSES ARE NOT PAID BY THE END OF THE SEMESTER, THE STUDENT WILL BE BARRED FROM ALL DIDACTIC AND CLINICAL CLASSES UNTIL PAID.

If a student is unable to pay according to the above schedule, they should contact the Program Director.

Student Accounts

A student account is maintained through St. Luke's Hospital. Tuition, books, and other items required are charged to this account. All accounts that have balances will receive a monthly statement. At the beginning of each semester in which tuition is billed to the account, students should pay the balance within three weeks. If account balances are not entirely paid by the end of the semester, the student will not be allowed to attend school until the balance is paid. Payments may be submitted via check, money order, or credit card at the St. Luke's cashier. Additionally, you may pay by check, money order or cash in the school office. Student accounts must be paid in full prior to graduation.

Meals, Common Grounds, Java City, Pharmacy purchases, Gift Shop purchases, and Fitness Center memberships may NOT be charged to student accounts.

Refund Policy

The \$250 tuition deposit is non-refundable by the time classes begin. (See Student agreement for refund schedule of deposit). Tuition refunds for the remainder of the first semester tuition will be made according to the following schedule for all students with or without Title IV Aid:

COST	REFUNDED	NOT REFUNDED
<u>Start date to August 5, 2022</u>		
\$1812.50 Tuition	\$906.25	\$906.25
<u>After August 5, 2022</u>		
\$1812.50 Tuition	\$0.00	\$1812.50

Beginning in the second billable semester (September), if a student attends a portion of any one day of classes or clinical in a semester for which tuition has been billed, there will be no refund if the student withdraws or is dismissed. Students leaving the program for any reason will be expected to pay all remaining charges to their student account. In the event a student leaves the program with unpaid balances and does not pay them in a timely manner, they will be turned over to collections. All balances must be paid prior to a student receiving a diploma.

Insurance premiums are non-refundable and the withdrawing student must pay all accumulated insurance fees.

FINANCIAL AID

The primary purpose of the financial aid program is to provide assistance to students who, without such aid, would be unable to attend Mercy/St. Luke's School of Radiologic Technology. All students wishing to apply for Federal financial aid must first complete a FAFSA at <https://www.fafsa.ed.gov>. The MStL Financial Aid Policies & Procedures Manual is available in the office of the Program Director and may be viewed upon request.

Campus Ivy, a third-party servicer, processes students' financial aid through their CORE website: <https://solutions.campusivy.com/apps/core/account/login>. Instructions are provided to each student in the Financial Aid Handbook. It is imperative for students to have access to a reliable e-mail address and cell phone for correspondence with the servicer via text or email. Once the servicer receives all required information from the student and processes the financial aid, an award letter will be sent to the student, and the monies will be sent directly to St. Luke's Hospital. Once this aid has been applied to students' account balances, any remaining monies will be distributed to the student by Unity Point Health, per the students' direction. The Program Director of MStL serves as the Financial Aid Administrator.

A hard copy of the Financial Aid Handbook is offered to each enrolled student annually. Additionally, they may view the handbook online in Populi, the college management system or visit <https://www.mercycare.org/employment/school-of-radiologic-technology/> then click on "Financial Aid" OR visit <https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx>. Copies are also maintained in both classrooms and the Director's office. A very useful financial aid website may be seen at www.studentloans.gov. A loan comparison chart may be found at: <https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx>.

Return of Title IV Aid (R2T4) Calculation

MStL operates under standard semester-based academic terms. A term is a discrete period of time during which all courses are scheduled to begin and end. The amount of earned/unearned Title IV funds will be calculated as a percentage of the portion of the program completed days of attendance during pay period divided by the total number of days scheduled in the pay period; multiplied by the Title IV Aid awarded rounded to the one-hundredth decimal. Students begin earning aid through attendance from day one of each pay period.

The amount of assistance that the student has earned is determined on a prorata basis. For example, if they completed 30% of the payment period (days actually attended), they earn 30% of the assistance they were originally scheduled to receive for that payment period (semester). Once they have completed more than 60% of the payment period, they earn all the assistance that they were scheduled to receive for that period.

For example: A student withdrawing 21 days into the Junior Fall Semester (payment period 105 days) would be eligible to receive financial aid for 20% the junior fall semester. The percentage completed would be determined by taking the number of days in attendance divided by the total number of days in the payment period multiplied by the amount of funds disbursed during that payment period. Every day in the payment period will be counted, including weekends and holidays, except: scheduled breaks of five or more consecutive days when no classes are offered, days of leave of absence are not included in total days.

$\frac{\text{Actual \# of Days in Attendance}}{\text{Total \# of Days in the Pay Period}} \times \text{Funds Disbursed} = \text{Earned Funds}$
--

$\frac{21 \text{ Days in Attendance}}{105 \text{ Total Days in Pay Period}} \times \$1800 = \$360 \text{ Earned Funds}$

Veteran's Benefits

If you are receiving veterans' benefits and no other federal financial aid you do not need to apply for financial aid. You must contact the Mercy/St. Luke's Program Director directly to process veteran's education benefits. All financial aid questions should be directed to Ashley at 319.369.7097.

Preferred Lenders

Private loans are not awarded as part of the original financial aid package but can be initiated by the student in the event that the award package does not provide enough funds to cover their educational costs. Please be careful when you are choosing what loan is right for you. **Students should be sure they have used all federal options before choosing one of these loans.** The total of all aid, including private loans, cannot exceed the student's yearly budget. These loans are sponsored by banks and private lending institutions. Currently, private loans have very high interest rates and do not provide as many benefits compared to Federal loans. The interest rates and repayment schedules vary. MSTL has researched various lenders and has compiled a list of "Approved

Educational Lenders” who offer additional personal loans to cover the cost of tuition which was not first covered by financial aid. Please visit: <https://www.unitypoint.org/cedarrapids/filesimages/LOAN%20COMPARISON%20CHART%202.pdf> to compare the interest rate, eligibility requirements, annual maximum limits, aggregate limits, fees, repayment, and more information about Federal Direct Subsidized and Unsubsidized Loans and MStL Approved Private Lenders Meritize and Sallie Mae Career Training Smart Option Student Loan.

SCHOLARSHIPS

MStL DOES NOT offer scholarships to cover the cost of tuition and/or fees. However, students are encouraged to apply for local, organizational, or professional scholarships as the opportunities arise.

Students who are/have been employees in other departments of StL or MMC prior to their appointment to a student role, may be eligible for tuition reimbursement from the StL or MMC, assuming they have met minimum requirements for eligibility which are set forth by the employer. For information on employer-sponsored tuition reimbursement, current employees should contact MMC or StL Human Resources.

The Iowa Society of Radiologic Technologists (ISRT) offers a scholarship opportunity to Senior Radiologic Technology Students who: 1. Are ISRT members and 2. Complete an application for scholarship prior to the application deadline. Visit www.isrt.org for more information.

Grundy County Memorial Hospital offers scholarship opportunities to individuals who graduated from high schools in Butler, Grundy, Hardin, or Tama counties pursuing health care career training programs. For more information visit <https://www.unitypoint.org/grundycounty/scholarships.aspx>.

POLICIES & PROCEDURES

ATTENDANCE POLICY

It is recognized that students must be away from the education program for brief periods of time due to illness, personal business and bereavement. In anticipation of these inevitable instances, specific policies and guidelines have been developed. In accordance with the School's philosophy, this time is granted in addition to vacation leave. Specific guidelines that address vacation are set forth in a separate policy.

Attendance in both classroom and clinical instruction is a requirement of the utmost importance in the education program. If you are not present, you cannot learn, and if you are frequently absent, you will quickly fall behind. Additionally, attendance reflects highly on professionalism and work ethic. All classroom and clinical objectives must be

achieved at an acceptable level of mastery to insure student competence. Absences (including illness, excused absences & personal time) that exceeds more than 10% of a course may inhibit the achievement of the objectives in a satisfactory manner. In this instance, a student may be required to repeat the course, placed on probation, issued a grade of "Incomplete", and/or dismissed from the program.

Personal Time Policy

1. At the beginning of the first semester, each student is given 8 hours of personal time. At the beginning of the second semester, and each subsequent semester, each student will be given 16 additional hours of personal time. (Spring semester has an additional four (4) hours added due to the potential for severe winter weather.) Personal time is cumulative, meaning any time not used in each semester will "carry over" to the next semester. Students may use any/all of their personal time for any reason they need to be absent from clinic. **Use this time very wisely!**
2. Requests for personal time must be made via e-mail to the Clinical Coordinator. **At minimum**, the request must be made before the end of your scheduled rotation the day before the requested day off. Personal time will be taken from student's bank of hours.
3. When the request for personal time results in **missing any class**, you **MUST notify the Program Director in addition to the instructor of the course and your Clinical Coordinator**. This must be done in advance of the scheduled absence and may be accomplished via e-mail. Failure to notify the Program Director of personal time used during class will result in the loss of a clinical point. Personal time will be taken from student's bank of hours.
4. **You may NOT request personal time if you do not have a credit of personal time hours.** If the student uses all of their accumulated personal time and then needs additional time off prior to the beginning of a new semester and the receipt of additional time, they must make up the personal time requested **prior** to the day of their absence.
5. You must **always** notify the lead in your area that you have requested time off via e-mail with a copy to the Clinical Coordinator. Failure to do so will result in the loss of one (1) Clinical Point.
6. If you are ill, school faculty and clinical preceptors, and/or technologist may send you home. If you are sent home "ill", your time will be deducted

from your personal time bank unless you see a doctor and provide proof of visit on the day you return by the end of the school day.

7. If you are not showing interest or pay attention during a particular rotation, the preceptor or technologist has the authority to send you home. Time will be removed from your personal time bank and you may be subject to additional disciplinary action, including probation, suspension, or dismissal.

Reporting absence

If you are ill during a weekday rotation:

1. Call your Clinical Coordinator's OFFICE and leave a voicemail BEFORE the start time of your scheduled rotation. If you are ill the night before and know you will not be in the next day, simply call the night before.
2. Document your illness with an email to your Clinical Coordinator via hospital email, upon your return to school by the end of the school day.

If you are ill on a weekend rotation:

1. Call your Clinical Coordinator's office and leave a voicemail.
2. Call clinic and report to a technologist (not office staff).
3. Document your illness with an email to your Clinical Coordinator via hospital email at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org, upon your return to school. This must be done on the day you return to class/clinic. Weekend illness MUST be made up OR will result in a score of zero ("0") for each day missed and not made up.

If you need to leave early *without* prior approval for illness or emergency situation:

1. You MUST speak to a faculty member if they are available. If they are not available, you must leave a voicemail in your Clinical Coordinator's office in ADDITION to notifying your area.
2. Email your Clinical Coordinator at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org upon your return to school, indicating the absence/amount of time you missed. This must be done on the day you return, by the end of the school day.

If you need to leave for a routine appointment (doctor/dentist):

1. Routine appointments should be made at a time that does not interfere with class, it is preferred you schedule routine appointments during clinic

time, NOT class time. Requests must be made by the end of the day prior to the absence at minimum. Exceptions may be made with prior approval of the faculty and treated as personal time.

If you plan to leave home later than normal and will be late due to weather (wait until roads are plowed, daylight, etc.):

1. Call your Clinical Coordinator's office BEFORE the start of your rotation. The time you miss will be deducted from your personal bank of hours. It will not be counted as a tardy as long as you call at the time you make the decision to leave later.
2. Document the tardy and amount of time missed to your Clinical Coordinator via hospital email at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org before the end of the school day that the late arrival occurred.

If you would like to use personal time during clinic the weekdays:

1. Request time via hospital email to your Clinical Coordinator at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org. The request must be made **at minimum**, the day before the requested day off (by the end of that school day).
2. Notify your area that you have requested time off via email and ***include your Clinical Coordinator in the email*** crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org.

If you would like to use personal time on a weekend:

1. Requests must be submitted to your Clinical Coordinator via hospital email at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org by the end of the day on the **Thursday prior to your scheduled weekend.**
2. Notify the lead weekend tech (or a tech that will be there) that you have requested time off via email and ***include your Clinical Coordinator in the email at*** crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org. ****If you are taking time on a Saturday evening, you must notify weekend tech.**

If you will be late to class or clinic:

1. Call your Clinical Coordinator's office before your designated start time and leave a voice message.
2. Document your tardiness/amount of time missed via hospital email to your Clinical Coordinator at crystal.crandall@unitypoint.org or Rochelle.holt@unitypoint.org by the end of the school day.

If you are ill/injured and are gone 5 days or more:

1. You **MUST** have documentation of a doctors' visit with diagnosis and any restrictions listed before you are allowed to return to school.
2. You may also be required to be assessed by Employee Health or Work Well prior to returning per Clinical Coordinator's discretion.

*** NEVER call or text Clinical Coordinator's cell phone to report absence or tardy.**

* ONLY call Clinical Coordinator's Office to report weekday absences due to illness, do NOT call the Clinical Coordinator at the other site, do NOT call the Program Director.

Weather Related Absence

Each student will receive an extra four (4) hours of personal time during the Spring semester each year (for a total of twenty (20) hours), due to the potential for severe winter weather and the inability to travel safely. These additional "weather hours" will simply remain in the student's "Bank" of personal hours if not used for weather related absences. If school is canceled due to inclement weather, no extra time will be given to students who end up in clinic more days than others for that week, due to weekend or evening rotations.

Students are advised to personally observe weather conditions before they make a decision whether they will attempt to come or stay home. Remember that area elementary, secondary, and post-secondary schools may close at the slightest hint of weather problems and that hospitals never close. Your personal safety is our primary concern and should be considered when making this decision.

1. If you do not anticipate needing extra time due to weather conditions and you are late arriving, this will count as a tardy. If, however, you plan to leave home later than normal to allow for daylight or plowing, etc., **and you call before the start** of your rotation this will not be counted as a tardy. In this case, the time absent will simply be deducted from the personal bank of hours.
2. Your absence or tardy time must be reported to the Clinical Coordinator via hospital e-mail to avoid receiving a clinical point. Tardy time must be reported in this manner before the end of the day that the tardy occurred and absence time must be reported in this manner by the end of the day that you are next in attendance.

Tardiness

1. Tardiness includes reporting late for clinical assignments and being late for class for any reason except performing exams. If you know you will not be able to arrive by your designated start time you must call ahead. If you do call before your start time, you will not receive a clinical point, but the time will be deducted from your bank and it will be recorded as a "tardy".
2. The amount of time that a student is late to a clinical or classroom assignment will be deducted from the student's bank of hours. Students are allowed two (2) tardies in any twelve (12) month period without penalty. The third (3rd) tardy in any twelve (12) month span or less will result in the loss of a clinical point and the student will be placed on attendance probation for 6 months and must comply with Attendance Probation Policy guidelines (see Attendance Probation, p. 60).

Trades

1. Trading clinical assignments is permitted only with Clinical Coordinator approval. Appropriate forms must be completed for submission.
2. When requesting weekend, late generals, or evening trades, they must be late generals for late generals, weekend for weekend, and evening for evening trades.

Bereavement Leave

1. Bereavement leave is for funerals or to take care of personal business related to a death in the family. One to three days off may be authorized. Please refer to [St. Luke's SOP Policy 2.HR.43](#).
2. In cases where a longer absence is needed, the student may request the additional time as admissible absence.

Make-Up Time

1. Students with clinical absenteeism in excess of 10% of scheduled clinical time for any semester will be placed on probation and a subsequent plan for making up missed hours in excess of 10% will be created, allowing semester schedule permits, under the advisement of the Program Director and Clinical Coordinator. If hours cannot be reasonably made up, the student may be subject to dismissal.

2. Make-up time will be charged a rate of \$35.00 per 8 hours and must be paid in full PRIOR to performing make-up time. Make-up in increments of less than 8 hours will be pro-rated.
3. All make-up must be scheduled in advance with the Clinical Coordinator. This is to assure 1:1 supervision ratios are maintained in the clinical setting.
4. If you choose, you may make up time on regularly scheduled days off. **Be advised** this will result in you being involved in school more than forty (40) hours for that week. **You may not perform any clinical activities on a hospital-recognized holiday or "reduced staffing" day.** The following guidelines will be used to schedule make-up time.
 - a. Students in Applied Clinic I and II: opportunities are limited as you are not prepared to be assigned to weekend and evening rotations. Therefore, the only options for make-up are the Friday before Labor Day, weekdays of the fall recess, and during Christmas Break.
 - b. Students in Applied Clinic III: You may not perform make-up on weekends or evenings. Opportunities are limited to Spring Break, and the late spring Recess.
 - c. Students in Applied Clinic IV – VII: Spring Recess, Junior Vacation, Fall Recess, Christmas Break, regularly scheduled days off.
5. All attempts **MUST** be made to complete make-up within the same semester in which the time off was used, not to exceed 40 hours, assuming there are days available following guidelines listed above. Make-up time exceeding 40 hours per semester must be made up during subsequent student breaks or after graduation, delaying receipt of certificate, not to exceed 40 hours per week. If make up time is completed after graduation, make up time will be charged at a rate of \$35 per 8 hours, or pro-rated if under 8 hours per item (2) above. If there are days available during semester and you fail to perform the make-up at these times (not to exceed 40 hours), you may be subject to dismissal. If there are no days available, the time must be made up on the next school recess, if not a regularly scheduled day off, not to exceed 40 hours of make-up time per semester. Situations will be handled on an individual basis.

6. Once you schedule the make-up time, it is YOUR responsibility to remember that you are scheduled. You will not be reminded by the Clinical Coordinator.
7. All make-up time must be properly documented by a technologist using the yellow "Documentation of Make-Up and Overtime" form.
8. **If you schedule your make-up time and then you are ill on the scheduled make-up day, you must provide medical documentation of the illness** and you are required to reschedule again, per the same process listed above. If you do not have medical documentation you will be placed on Attendance Probation. If you know in advance you need to reschedule a make-up session, you must do so within 48 hours prior to the scheduled make-up shift, failing to do so will result in the loss of a clinical point.
9. Special circumstances will be handled on an individual basis.

ADVANCE MAKE-UP FOR PERSONAL TIME

In addition to the General Policies above, if you do not perform make-up time for advance personal time off as scheduled, and you do call to report the absence, you may choose to either forfeit the personal time requested off or be placed on Attendance Probation. If you choose the probation option you still need to perform the make-up time for the time off. This will be scheduled for the next school recess. Exceptions are made for documented illness only as outlined in the section below titled "When you are ill on your scheduled make-up day". See item 8 of make up time, above.

MAKE-UP FOR ILLNESS

1. If you/your dependent are ill but you choose to not see a doctor, the time missed may be made up.
2. Upon return to school from these undocumented illnesses, you must e-mail the Clinical Coordinator indicating your absence before the end of the day of your return. Within five (5) working days, you must arrange the dates you plan to make up the time with the Clinical Coordinator. This must also be done via e-mail and requires the Clinical Coordinator's approval. Failure to meet these time requirements will result in the loss of a clinical point.

Compensatory Time (Overtime)

Compensatory time off may be accrued for such things as staying late in the clinic after the end of assigned shift or for attending ISRT events (not including Student-Educator Seminar). However, you may NOT stay late just to accumulate time. You must be legitimately involved in an exam or otherwise assisting the technologists. Compensatory time will be added to personal time providing a "Documentation of Make-up and Overtime" form is completed within 24 hours and signed by the supervising technologist.

Holidays and Vacations

1. Students will not be assigned clinical or class on the following seven holidays:
 - A. New Year's Day
 - B. Memorial Day
 - C. Independence Day
 - D. Labor Day
 - E. Thanksgiving Day
 - F. Christmas Day (Winter vacation)
2. Three weeks of vacation are assigned each year:
 - A. The dates of winter vacation approximately 10 days from late December to early January (See Appendix)
 - B. Both Junior and Senior students will have a one-week Spring break in March.
 - C. Junior students will be scheduled for one week of summer vacation during June. Requests for specific vacation weeks cannot be granted.
3. Vacation time will not be granted during regularly scheduled class time without the approval of the Program Director.

PERFORMANCE STANDARDS

Evaluation of student learning is a vital part of the School's function. To accurately monitor student progress, instructor effectiveness, and program accountability and integrity, evaluation and grading of students is necessary on a periodic basis. All students are expected to achieve at least the minimum standards of the School and to strive for academic excellence.

ACADEMIC STANDARDS

Students must achieve a minimum of a 2.5 grade point average each semester to continue in the program. If this standard is not met, the student is placed on academic probation for the next semester. Failure to obtain a 2.5 GPA during that semester will result in dismissal from the program. Additionally, a student must earn at least a "C" in

each course. Failure to earn at least a "C" results in dismissal from the program. If the student is dismissed for not meeting the Academic Standards Policy, he/she may re-apply for the program the following year. No special considerations are given to candidates who have been in the program, fail, and re-apply. If a student withdraws from the program, he/she will not be eligible to re-apply to the program. Allowances are made for a Leave of Absence as discussed later in this handbook. There are very detailed policies regarding Satisfactory Academic Progress for students receiving financial aid, although the minimum requirements are the same for all students. See the Financial Aid Handbook for details

The following grading scale is used for every course in the program except Radiographic Pathology and Senior Review Seminar. The grading scale for these two courses is included on the respective syllabi.

99-100= A+
94-98 = A
91-93 = B+
87-90 = B
84-86 = C+
80-83 = C
0-79 = F

This grading scale is included on each course syllabi. No "minus" grades are awarded or recognized by the School. Grades of "D" or "D+" are not awarded or recognized by the school either. Any score less than 80% is considered failing. Incomplete grades are occasionally assigned under special circumstances as deemed necessary due to major illness, etc. These are handled on an individual basis. Grade points used in the determination of grade point averages are awarded as follows:

4.25 = A+
4.00 = A
3.50 = B+
3.00 = B
2.50 = C+
2.00 = C
0.00 = F

To calculate GPA, multiply the number of grade points earned from each letter grade times the number of semester hours of credit. Once you have done this for each course in the semester, sum all grade points earned and divide this number by the total number of semester hours of credit.

Class work, examinations and clinical practice determine a student's grades and the components of the grade vary by course. The content and grading of each course is

determined by the instructor. Details of each course are provided in the course syllabi which are made available to all students for every course via Populi, the School's online college management system.

If a student is dismissed for failing a course, reapplies, and is re-admitted, a second failure in any course will result in the student's dismissal from the program. Re-admittance will not be allowed a third time.

Grades are issued at the end of each academic semester but may be viewed at any time by students on Populi. All courses must be satisfactorily completed before the certificate is granted.

Formal conferences are scheduled at the end of each semester, with the student, Program Director and Clinical Coordinators in attendance. The conferences are to discuss grades, progress, and opportunities for improvement. Faculty members serve as advisers for the students during the entire program. Additional conferences may be scheduled if so desired by a faculty member or the student.

Students are encouraged to meet with the hospital chaplain, the Program Director, faculty or EAP to discuss personal, academic, and health problems.

Satisfactory Academic Performance

Students are evaluated for SAP at the completion of each semester (payment period). This applies to all students, whether or not they are receiving any federal student aid. To remain eligible to receive ***any*** and ***all*** financial aid students must:

1. Students must pass a majority of Unit Exams as specified in course syllabi for each course offered during the student's Junior Year. If students do not pass the designated majority of courses, the student will receive a grade of "F" for the course and the student will be dismissed regardless of any pending accommodations decisions.
2. Maintain a 2.5 semester GPA, as well as a 2.5 cumulative (overall) GPA.
3. Receive a passing grade (C or above) in 100% of courses each semester.

Failure to maintain any of these requirements will place students on financial aid warning for the following semester. Students will receive written notification of financial aid warning from the Program Director. Students can receive aid while on financial aid warning, but they are warned they are at risk for losing eligibility for all Financial Aid.

Failure to maintain items 2 and 3 above for two consecutive semesters (payment

periods) will result in termination from the program, in accordance with the academic policies of the program. Because the student would be terminated from the program, the student would obviously lose financial aid eligibility from MStL as well. Also in accordance with program policies, a student who is terminated for failure to maintain SAP, may reapply to the program the following year. For more information regarding SAP in regards to Financial Aid Awards, please visit: <https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx>, click on Financial Aid Handbook.

AWARDS

DIRECTOR'S HONOR ROLL

Students achieving a GPA of 3.5 or higher in a semester will be placed on the Director's Honor Roll with Honors. Each student so honored will receive a certificate and a notation in the student's permanent file. Additionally, these students will receive a silver star to display on the class star award chart.

Students who achieve a GPA of 3.75 or higher in a semester will be placed on the Director's Honor Roll with High Honors. During semesters I-IV, these students will receive a letter authorizing an "Honor Day". Honor Days provide the student with an extra day off that must be taken during the semester following the award and with the permission of the Clinical Coordinator at the assigned clinical facility. Additionally, these students will receive a gold star to display on the class star award chart. The Honor Day letter must be presented to the Clinical Coordinator at least one day in advance of the selected date. There will be no exceptions. **NO** Director's Honors are given for Senior Spring or Senior Capstone semesters.

STAR AWARD PROGRAM

The Star Award Program recognizes the achievements of students in all areas of clinical practice and academics. Star Awards will be displayed in the classroom on the star award chart. Students will be presented with Star Awards using the following guidelines:

- Gold Star** Director's Honor Roll with High Honors
- Silver Star** Director's Honor Roll with Honors
- Green Star** Documented actions in clinical practice over and above normal duty, recognized by clinical faculty or department staff during the first year of the program.
- Red Star** Actions in patient care situations deemed above and beyond the call of duty where a letter recognizing the achievement is received from the patient or patient's family.

Blue Star Documented actions in clinical practice over and above normal duty, recognized by clinical faculty or department staff during the second year of the program.

15-min card If a student receives written recognition by any tech or staff, or patient survey for actions that are not deemed above and beyond by the Program Director, the student will receive a 15-minute card. Faculty members feel that if a tech or staff member takes the time to note students are doing well, this recognition is important.

Once five stars in any color combination are accumulated on the recognition board, the student will receive a coupon for one hour of personal time from the Program Director.

Once ten stars are accumulated on the recognition board, an "Excellence Day" will be awarded. This entitles the student to an extra day off and will be recognized with a "Letter of Excellence". This letter must be presented to the Clinical Coordinator at least one day in advance of the selected date. There will be no exceptions.

THE DR. ARTHUR ERSKINE AWARD FOR ACADEMIC EXCELLENCE

Arthur Erskine was a pioneer in research on the effects of radiation on human tissue. He practiced in Cedar Rapids in the 1930's and '40's where he helped found the radiology departments at both Cedar Rapids hospitals. In his honor, The Erskine Award for Academic Excellence is presented to the graduate with the highest academic achievement for the entire program, as measured by cumulative GPA. A 3.50 minimum GPA is required.

THE FACULTY AWARD FOR CLINICAL EXCELLENCE

The Faculty Award for Clinical Excellence is awarded to the graduate who has shown the greatest initiative, technical excellence, patient care skills, patient empathy, and attitude. Technologists vote for three students they feel exemplify these attributes. The student with the highest number of votes is recognized at graduation.

CLINICAL PERFORMANCE STANDARDS

1. During clinical experience, the student will demonstrate responsibility by:
 - a. Reporting to clinical area and class on time (see Attendance Policy, p. 40)
 - b. Staying in assigned clinical area until work is completed or dismissed by technologist with Clinical Coordinator approval.
 - c. Checking off room supply list after room has been stocked with supplies (see Expectations, p. 81).

- d. Turning in examination and repeat count sheets on time (see Exam Sheets, p. 81).
 - e. Properly caring for and exchanging dosimeter at the end of each quarter (see Radiation Protection Policy, p. 66).
 - f. Submitting personal time requests, reporting illness, and submitting trade forms correctly (see Attendance Policy, p. 40).
 - g. Parking in designated area (see parking, p. 94).
 - h. Contacting instructor if delayed or absent (see Tardiness, p. 45).
 - i. Obtaining RT initials on all images (see Expectations, p. 81).
 - j. No use of cell phones in clinic or class (see Personal Electronic Devices Policy, p. 75).
 - k. Standards are NOT limited to this list. Everything in the Student Handbook may be considered a Standard of Expectation, deviation from these standards may result in a one (1) clinical point deduction per infraction.
2. The student will exemplify excellence in personal appearance by:
- a. Following School's policy on dress code (see Dress Code, p. 72).
 - b. Speaking well and showing appropriate choice of vocabulary.
3. The student will demonstrate appropriate ethical standards by:
- a. Maintaining patient confidentiality.
 - b. Preserving the patient's personal privacy.
 - c. Recognizing own limitations and asking for assistance.
 - d. Communicating effectively and professionally with patients, visitors, school faculty, hospital staff, and contracted staff.
4. In the clinical experiences, the student will demonstrate safe implementation of care by:
- a. Asking for assistance if unsure of correct procedure.
 - b. Finding technologist to assist them with all repeat films (see Direct/Indirect Supervision Policy, p. 64).
 - c. Not performing any radiographic procedures without direct supervision, until they have proven competency (see Direct/Indirect Supervision Policy, p. 64).
 - d. Using correct radiation protection techniques (see Radiation Protection Policy, p. 66).
 - e. Reporting all accidents and errors of patient care and equipment (see Incident Reports, p. 88).
 - f. Correctly identifying patient and procedures to be performed (see Radiation Protection Policy, p. 66; Expectations, p. 81).
 - g. Correctly using lead markers on all exams (see Expectations, p. 81).
 - h. Expectations are NOT limited to this list. Everything in the Student Handbook may be considered a Standard of Expectation, deviation from these standards may result in one (1) clinical point deduction per infraction.

ARRT CODE OF ETHICS

Preamble

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, health care consumers, employers, colleagues, and other members of the health care 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.

Principle 1

The Radiologic Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 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.

Principle 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, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legal protected status.

Principle 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.

Principle 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.

Principle 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.

Principle 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 health care team.

Principle 8

The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 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.

Principle 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.

Principle 11

The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Copyright Infringement

Students should be aware of current laws protecting copyrighted materials. Detailed information regarding current copyright laws may be found at <http://www.copyright.gov/title17/>. The unauthorized distribution of copyrighted material may subject students to civil and criminal liabilities, including fines and imprisonment. This includes peer to peer file sharing. Additionally, students committing copyright infringement, unauthorized peer to peer file sharing, or illegal downloading using either personal resources or hospital IT systems will face disciplinary action in the MStL program, up to, and including dismissal.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Confidential Information

No matter where you are working in the Radiology Department or other areas of the hospital, you may hear or see intimate and private information about patients. This information is confidential and must never be disclosed to others except as it is required in caring for the patients.

Necessary information that must be made available to proper authorities, such as cases of suspected child abuse, must be reported directly to your supervisor.

Confidential information about your fellow students, associates, doctors, and all internal relationships in the hospital should also be treated in a similar manner.

Students are not permitted to take pictures of any radiographic films, as may result in a HIPPA violation. Students may not share films or classroom materials on social media or other sharing sites or applications.

The provisions and policies of HIPAA must be maintained and followed at all times. Didactic instruction concerning HIPAA and confidentiality are provided prior to any clinical education.

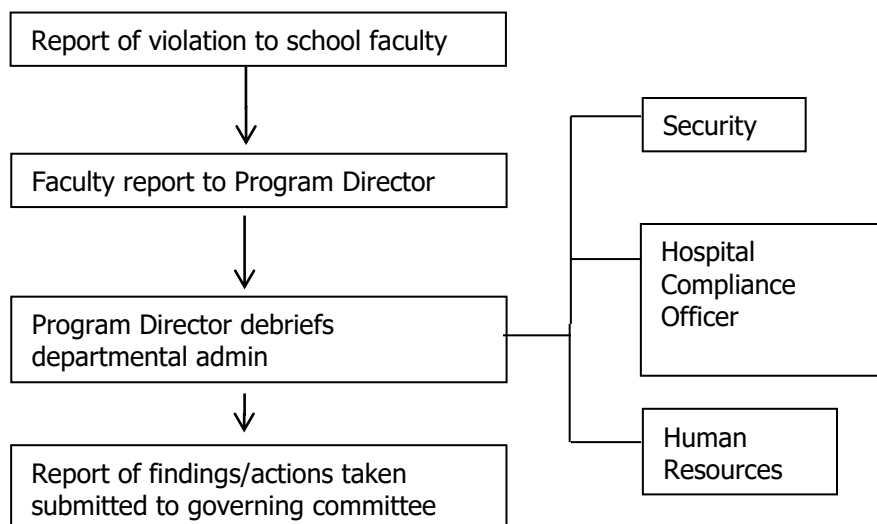
Social Media Policy

St. Luke’s Hospital and Mercy Medical Center have specific social media policies which do apply to students in this program. This policy is to help employees (students) understand how these policies apply to publishing and engaging in conversations on the Internet. In part, this policy states that employees/students are legally responsible for their postings and may be held liable if the posts are found to be defamatory, harassing, tortuous or in violation of any other applicable law. This includes the sharing of any School materials on social media or sharing apps online. This relates to hospital-sponsored sites, program-sponsored sites, and public domain sites. Any violation of this policy is grounds for disciplinary action, which may include dismissal from the program.

The policy in it's entirety will be distributed during Orientation. Additional hard copies of the policy are available from the Program Director.

Hospital Policy Violations

If a student is found to be in violation of hospital policy at St. Luke's Hospital or Mercy Medical Center, the violation shall be brought to the Program Director's attention immediately upon receiving word of the violation. The Program Director will then debrief the Director of Imaging at St. Luke's Hospital or the Director of Radiology at Mercy Medical Center of the specific hospital policy in violation. The Program Director in collaboration with any of the following: departmental administration, Human Resources, hospital compliance officer and hospital security will determine the proper action steps to deal with the policy violation. All findings and any action taken will be reported to the governing committee in a timely manner.



Classroom Conduct

Common courtesy, respect, and sense should dictate conduct in the classroom. An environment conducive to learning must be maintained to achieve the goals of the program. Specific course syllabi will contain any specific information pertinent to a particular class. No cell phones are allowed to be visible or turned on in any classroom or clinical area. If you must make a call during a break, you must exit the classroom and find a private area to do so.

I-pads, laptop computers and other similar devices ARE allowed in the classroom with approval from the instructor of the course. You must have the wireless internet capability and all sound capabilities turned off during all class times unless the instructor has given you permission to do otherwise. No cell-phones may be used at any time in the classrooms (unless otherwise directed by instructor), must be turned to silent mode, with alerts disabled, and must be placed in a designated location in the

room during lecture and lab. For further policies regarding phones, please refer to the "Personal Electronic Devices" section of the Student Handbook.

DISCIPLINARY ACTION

When disciplinary action is necessary, the student's records will be reviewed by the Program Director, in conjunction with faculty members and the Governing Committee, to determine the appropriate action necessary: probation, suspension or dismissal. The student will receive a copy of the Disciplinary Action Report (Appendix D & E) detailing the disciplinary action taken.

MISCONDUCT RESULTING IN DISCIPLINARY ACTION

There are certain types of misconduct, which may be so serious as to warrant immediate suspension or dismissal without prior warning. The following are examples of such misconduct:

Negligent or unauthorized acts which contribute to a serious hazard for, or injury to any patient or other persons on hospital premises.

1. Deliberate or careless damage to hospital property, including buildings, grounds, equipment, supplies, or records.
2. Unauthorized use, possession or removal of property belonging to the hospital, patients, visitors, personnel, or others associated with the hospital.
3. Plagiarism, infringement of copyright laws, theft, pilfering, fraud, or other forms of dishonesty, including cheating.
4. Unauthorized possession of firearms or other dangerous weapons on hospital properties.
5. Assaulting, threatening, or intimidating anyone associated with the hospital.
6. Possessing, using or being under the influence of intoxicants or drugs while on hospital premises, smelling of alcohol in clinic, or being convicted in the legal system for drug and alcohol charges.
7. Insubordination, blatant disrespect for others, or refusal to perform assigned duties.
8. Gross negligence of duty.

9. Falsifying any type of document, including false recording of clinical time, patient information, financial aid information.
10. Absence without authorization, including "walking off from clinical".
11. Unauthorized disclosure of confidential information about patients or the hospital.
12. Failure to report a communicable disease immediately to the Employee Health.
13. Malicious gossip or derogatory attacks concerning anyone associated with the hospital.
14. Discrimination against anyone associated with the hospital because of race, color, creed, age, sex, or national origin.
15. Any form of improper conduct detrimental to hospital operations or patient care.
16. Setting a false fire alarm in the hospital.
17. Improper or inappropriate use of hospital computers.
18. Failure and/or refusal to comply with School policies.

This list is not all-inclusive of all the types of misconduct that may result in suspension, probation, or dismissal.

Probation

Probation is the subjection of a student to a period of testing and "on trial" to ascertain suitability for continuation in the program.

The probationary period for academic grades is one semester and all other probationary periods are for a minimum of six months. This will afford the student and the administration ample opportunity to determine the student's aptitude for radiologic technology.

The student may be placed on probation at any time by the administration during the program if the student has not met the academic, clinical, professional, or health requirements of the program or for disciplinary reasons.

Attendance Probation

Attendance Probation is reserved for major infractions of the attendance policy.

1. One example is if you do not call and do not show up at all. In this scenario, you will immediately be placed on Attendance Probation for six (6) months.
2. After two (2) tardies, the student will be placed on attendance probation.

While on attendance probation for one of the above reasons, **any** two (2) additional attendance infractions within the six months or probation will result in an extension of the attendance probationary period, beginning the date of the second tardy while on probation, and three (3) days suspension, which must be made up. Each time you are placed on probation or have probation extended you will receive a one (1) clinical point deduction. Additionally, each tardy will be awarded a one (1) clinical point deduction. If the problem persists, suspension or dismissal may be considered.

Suspension

Suspension is the temporary removal of a student from the program due to any infringement of rules, regulations or poor ethical conduct. In-school suspensions may be given at the discretion of the Program Director in conjunction with the Governing Committee. This includes attending class and/or clinic, depending on the situation, but any work completed during the period of time will be graded as "0". Out-of-school suspensions may be given in some circumstances, including when the school administration feels the student would be a danger or disruption to students and/or faculty.

If a student is suspended, but not considered a threat to others, they will still be required to attend all classes, excluding clinical experiences. If a student misses class due to a suspension, it is their responsibility to contact the instructor to determine what, if any, work needs to be made up after returning from the suspension.

The administration determines the amount of time of the suspension. Suspension time will be made up following graduation with no fees associated. Students are not eligible for graduation until suspension time is made up.

Dismissal

The dismissal is the permanent removal of a student from the program. It must be clearly understood by all students that the School of Radiologic Technology has the authority to drop any student from the rolls or to refuse readmission at any time prior to graduation, if circumstances of a legal, moral, health, social, or academic nature justifies such a request. It is the responsibility of the both StL and MMC and the School to maintain patient safety and program integrity at all times.

1. The Program Director, in conjunction with the Governing Committee reserves the right to dismiss a student at any time from the program if:
 - a. The student's technical clinical work is unsatisfactory or the student fails to meet academic standards.
 - b. The student is in ill health, which makes him/her unable to maintain the required academic and clinical standards as set forth in previous section.
 - c. The student has committed a breach of the rules or regulations of the School of Radiologic Technology, Department of Radiology or of the hospital itself.
 - d. It is found that the student does not have a cooperative attitude, is of an antagonistic disposition or any unethical conduct to the patients or the hospital staff, or otherwise fails to meet the standards of Radiologic Technology.
 - e. The student has committed a breach of legal, academic or clinical integrity such as drug/alcohol convictions, abuse convictions, plagiarism, fraud, falsifying records, cheating, theft, or other forms of dishonesty.

The decision to dismiss a student for scholastic failure or other infringements not mentioned here is initiated by the Program Director and must have concurrence of the Governing Committee. A dismissal request as a result of misconduct requires concurrence of the Governing Committee.

A student may appeal his suspension or dismissal by following the Student Grievance Procedure. The student will receive a written notice from the committee as to the outcome of the appeal.

Student Grievance Policy

Grievance is defined as any claim by an individual with respect to interpretation, application, or compliance with the policies, procedures, rules and regulations of the school.

Should the student have a grievance or complaint their complaint shall be documented at every level and shall be heard in the following manner and order:

1. Should the matter involve technologists, preceptors, or other hospital staff, contact the Clinical Coordinator of the facility to which the student is assigned within ten calendar days (excluding weekends or holidays) of the day in which the grievance arises or becomes known to the student. Should the matter involve didactic courses, contact the course instructor involved within ten calendar days. A written response will be provided within four calendar days (excluding weekends, holidays, or school vacations). Step 1 must be completed within 14 days. If there is no satisfaction at this level or if the grievance concerns either of these people, proceed to step 2.
2. A written appeal the Program Director within four calendar days (excluding weekends, holidays, or school vacations) of the written answer in step 1 or within ten calendar days (excluding weekends, holidays, or school vacations) if the grievance involves the Clinical Coordinator. The Program Director will schedule an appointment to meet with the student. In both steps 1 and 2, the grievance will be recorded and documented by the Clinical Coordinator or Program Director on behalf of the student and become part of the student's permanent record. A written response at this level may be expected within four calendar days (excluding weekends, holidays, or school vacations). Steps 2 must be completed within 14 days maximum. If there is no satisfaction at this level or if the grievance is about the Program Director, proceed to step 3.
3. The student may ask the Program Director to schedule an appointment for the student to meet with the Director of Imaging Services at St. Luke's Hospital and/or Director of Radiology at Mercy Medical Center within four calendar days (excluding weekends, holidays, or school vacations) of the written decision provided in step 3. The Director of Imaging Services must provide a decision within four calendar days (excluding weekends, holidays, or school vacations). If the Director of Imaging Services or Director of Radiology is unable to bring the grievance to a satisfactory conclusion, proceed to step 4.
4. The Governing Committee is the final step in School authority on the grievance. A written appeal to the Governing Committee must be submitted within four calendar days (excluding weekends, holidays, and school vacations) following the decision provided in step 3 to the Program Director. It is the Program Director's responsibility to provide the Governing Committee with the student's written grievance and poll the Governing Committee's votes. The Program Director and Clinical Coordinator(s) do not act as a

voting member of the Governing Committee in any grievance procedure at this level. It is the responsibility of the Program Director to insure that the decision of the Governing Committee is carried out. The Program Director will provide a written report of the Governing Committee's decision in regards to the appeal within four calendar days of the request (excluding weekends, holidays, and school vacations).

If the student has been suspended pending the decision of the Governing Committee, he or she may be reinstated depending on the nature of the infraction. If the suspension time lasts more than one week and the student has not been allowed in the classroom during that time, the student will be given the opportunity to make up missed academic assignments. If the suspension did not exceed greater than 10% of the semester's clinical time, the student will not be required to make up any missed clinical time due to the suspension. Suspension time will be made up after graduation with no associated fees in excess of 10% total semester clinical time. If the time is longer than one week, the Governing Committee may mandate the student withdrawal of the program and re-enter one year later, at the beginning of the semester in which the infraction occurred.

Infractions involving incompetence, patient abuse, abuse of confidentiality, professional negligence, academic or clinical dishonesty, possession, use, or being under the influence of controlled substances or alcohol on hospital property, theft of property or any infraction involving the health and safety of patients, employees or students require out of school suspension during the grievance procedure.

Steps 1 & 2 must be completed within 14 calendar days (excluding weekends, holidays, or school vacations) of the original complaint or filing of grievance. Once past step 2, the complaint or grievance must be handled in as expeditious a manner as possible. The entire grievance procedure should be completed within 40 school days (excluding weekends, holidays, or school vacations) of the initiation of the grievance or complaint.

The state authorization agency is required to include a process where the State reviews and acts on complaints arising under State laws, including laws related to fraud or false advertising (75 Fed. Reg. 66865-66, Oct. 29, 2010). The Iowa College Student Aid Commission has that State-based student complaint process. A student may file a complaint with the Commission online at <https://www.iowacollegeaid.gov/sdrf-start>. This information is being made available to all enrolled/prospective students in accordance with 34 CFR 668.43(b).

To review the standards for a JRCERT accredited program, visit <https://www.jrcert.org/> , select accreditation information, select 2014

Radiography Standards. If the student believes the school is in violation of any JRCERT standard they are encouraged to follow the grievance procedure as outline above. These steps should be followed by all students to insure satisfactory resolution of any problem. The intern also has the right to bypass the above steps and contact the JRCERT directly with any question of a standards violation.

Radiation/MRI Safety Policies

Direct/Indirect Supervision Policy

According to JRCERT Standards, the following conditions constitute direct supervision:

- A. The qualified staff radiographer will review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success, or to determine if the condition of the patient contraindicates performance of the examination by the student.
- B. Closely watches the student during the performance of the examination.
- C. The qualified registered radiographer checks and approves the radiographs prior to the dismissal of the patient, by annotating their initials on the exam. Medical judgment may supersede this provision.
- D. All repeat exams must be performed under direct supervision of a technologist. Tech initials must be present to signify their supervision.

The following conditions constitute indirect supervision by staff radiographers and apply to all students:

- A. A qualified staff radiographer will review the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success, or to determine if the condition of the patient contraindicates performance of the examination by the student.
- B. If patient condition permits, the student will be allowed to perform the examination independently. A staff radiographer will be on the premises in the vicinity of the radiographic area and available for immediate assistance to the student.
- C. The qualified registered radiographer checks and approves the radiographs prior to the dismissal of the patient, again annotating the exam with their initials. Medical judgment may supersede this provision.

- D. Under NO circumstances will students be allowed to perform repeat, portable or surgical exams unsupervised. Students who have not gained competency in portables will always be under the direct supervision of a staff radiographer. Students who have gained competency will be allowed to perform portables under indirect supervision. The supervising radiographer must be within audible range of the student and able to provide immediate assistance if required. Audible range means in an adjacent room on the same floor not phone audible range.
- E. Technologists must supervise ALL pediatric exams (patients ages 12 and under).
- F. Students shall not obtain patient consent for invasive procedures. Students may not serve as a witness to consents for invasive procedures. Students may participate in "Time Outs" when a technologist is present.
- G. Students shall question all female patients of childbearing age (12-55) as to the possibility of pregnancy. If there is a question of a possible pregnancy, the student is to consult a radiologist or supervisor prior to performing the exam. Students may initial patient pregnancy screening forms at Mercy Medical Center, unless the patient acknowledges she is pregnant, then a technologist must initial the form. Students MAY NOT serve as a witness for consent forms for direct exposure of the fetus.
- H. In accordance with the NCRP Report #48, NO person shall be employed specifically to hold patients, nor shall members of the Radiology Department who are classified as radiation workers, be asked to do so. Students are NEVER allowed to hold patients or image receptors during routine exams. When in the course of clinical rotations it is necessary to be exposed to limited secondary radiation (i.e. fluoroscopy, pain clinic, cardiac cath, interventional, or surgery), a protective lead apron and gloves are required. Mobile protective shielding may also be available in fluoroscopy areas both in radiology and the surgical procedure rooms.
- I. The use of immobilization is the best method to reduce motion. Students are encouraged to employ devices such as tape, sandbags, sheets, etc. In the event these devices fail, students are encouraged to solicit assistance from non-radiology workers such as aides, orderlies, nurses, clerical staff or members of the patient's family. Questions regarding acceptable radiation practices should be referred to the Program Director or the Radiation Safety Officer.

Radiation Protection Policy

The physical facilities at St. Luke's and Mercy Hospitals meet all existing standards as outlined by the Iowa Department of Public Health, The Joint Commission, the Nuclear Regulatory Commission and other regulatory bodies as well. These standards will be incorporated into the curriculum of the School of Radiologic Technology, so that students are aware of these various standards.

1. An assigned member of the medical staff will serve as radiation safety officer. He/she will be in charge of the various safeguards used to protect the staff, students and the patients. He/she will function as chairman of all radiation activities of employees and students in regards to patients and procedures, as defined by the Radiation Safety Committee.
2. All students shall wear a personnel dosimeter. Students are required to wear the dosimeter at chest level, under a lead apron (as prescribed by Iowa law) when applicable. You may not be in the clinical area without it. If the student damages or loses a dosimeter, he/she should report it immediately to the Clinical Coordinator and necessary actions will be taken.
 - a. Any damaged or lost dosimeter will result in the loss of a clinical point.
 - b. If a dosimeter is accidentally left in a radiographic room during a patient exam, a Dosimeter Incident Report should be obtained from the Clinical Coordinator, completed, and given to the Program Director.
 - c. Dosimetry reports are posted in the classroom each month. All students must document review of this report each month. All current and historical dosimetry reports are also available in the Program Director's office.
3. All students will have didactic education in Radiation Protection prior to being assigned in the clinical setting, a protection course in the third semester and a more extensive course in the second year of the program. Instructions concerning the proper care and wearing of the dosimeter will be discussed within the first two days of the program, prior to attending clinical experiences, as will basic protection methods.
4. Students are NEVER allowed to hold patients or image receptors during routine exams. When in the course of clinical rotations it is necessary to be exposed to limited secondary radiation (i.e. fluoroscopy), a protective lead apron and gloves are required. Mobile protective shielding may also be available in fluoroscopy areas both in radiology and the surgical procedure rooms. When patient procedures require your attendance in

close proximity to the patient, such additional shielding must be utilized. Questions regarding acceptable radiation practices should be referred to the Program Director or the Radiation Safety Officer.

Any students involved with radioactive materials (Nuclear Medicine Rotation) will comply with standards written in the Radiology Department's manual.

A quarterly dosimeter review is completed at the Radiation Safety Committee meetings of St. Luke's. Any outlying dosimetry results are discussed. The dose limits (deep dose, lens of the eye and skin dose limits) for internal investigational review are as follows:

Quarterly: ALARA Investigational Limits

	Level I	Level II
DDE	125	375
LDE	375	1125
SDE	1250	3750

Monthly: ALARA Investigational Limits

	Level I	Level II
DDE	200	400
LDE	600	1200
SDE	2000	4000

These limits are half the limits set by state regulations. The departments/school keep their internal limits lower than state regulations in order to identify individuals who might be at risk of exceeding their yearly limits. This gives a chance to correct any bad habits, incorrect badge placement, etc. The state requires individuals with Level I violations to receive a notice from the Radiation Safety Committee. Level II violations require a formal written investigation. All violations are discussed with the Program Director and follow-up is performed with the student to determine the rationale for the reading such as lengthy surgery rotations, etc. Education is provided to assure students understand policies, placement, work habits, etc. All investigation findings are relayed to the Radiation Safety Committee to determine if further follow-up, education, etc. is required.

Pregnancy Policy

If a student becomes pregnant during the program, "customary radiation safety practices for pregnant radiation workers shall be followed". While the school does not place restrictions on student pregnancy, it is felt that if a student

becomes pregnant before graduation, she may place herself in an extremely high stress situation. This level of stress may affect her grades as well as her health.

A student who becomes pregnant has the option of formally declaring her pregnancy or not declaring her pregnancy (see Appendix D). This written voluntary declaration may be revoked, in writing, at any time by the student (see Appendix A, B & C).

If a student does not voluntarily declare her pregnancy in writing, no extra radiation protection procedures will be initiated, and the school and the clinical sponsors assume no liability for the protection of the embryo/fetus.

If a student declares her pregnancy and chooses to remain in the program:

1. The declaration must be in writing.
2. An estimated date of conception (month and year) must be given.
3. The student will observe proper radiation safety practices.
4. A fetal dosimeter will be provided which is to be worn under the protective apron to monitor dose to the embryo/fetus.
5. The student must obtain documentation from her physician approving her continuation in the program and detailing any restrictions he/she feels are necessary.
6. The potential risks of radiation exposure to the embryo/fetus will be reviewed with the student by the Program Director. No modification to the program will occur, unless the students' physician and/or Medical Director agree this is necessary.

The Medical Director will review any restrictions placed on the student by her physician and determine if program modifications as a result of restrictions will/will not interfere with student learning. If the restrictions will interfere with normal clinical education, the Medical Director, in consultation with the student's own physician, may suggest that the student take a Leave of Absence (LOA).

If the student does take a LOA, she will be phased back into the program at a point consistent to where she was prior to the LOA. See LOA policy for more explanation.

During the entire gestation period, the embryo/fetus should not exceed a dose equivalent of 0.5 rem (5 mSv), not to exceed 0.05 rem (0.5 mSv) in any 1 month period. This will be monitored and recorded monthly.

Any injury or illness associated with the pregnancy at any time in the pregnancy will be accepted at the student's own risk.

The student is encouraged to return to classroom activities as soon after delivery as she and her physician feels appropriate. She may return to clinical only with the signed permission of her physician. For more information on maternity leave, see Maternity Leave, p. 31.

Each year, all female employees and students receive a copy of the U.S. Nuclear Regulatory Commission (NRC) Regulatory Guide 8:13 memo, "Instruction Concerning Prenatal Radiation Exposure" (Appendix A) and are asked to read it thoroughly and document by signature that they have complied. A copy of the guideline is maintained in the St. Luke's classroom for students to review.

MRI Safety Policy

Every student must complete an MRI Safety and Screening Form and will view an MRI safety presentation prior to obtaining access to the area. An MRI technologist shall be present in the MR suite at all times when a student is present.

The MRI scan room door will be locked at all times unless an MRI technologist with Level 2 training or previously approved personnel, such as an MR Service engineer, are present. Level 2 MRI personnel are defined as those who have been more extensively trained and educated in the broader aspects of MR safety issues including, for example, issues related to the potential for thermal loading or burns and direct neuromuscular excitation from rapidly changing gradients.

It is the responsibility of the MR medical director, Dr. Gerald Decker, not only to identify the necessary training, but also to identify those individuals who qualify as Level 2 MR personnel. It is understood that the medical director will have the necessary education and experience to MR safety to qualify as Level 2 MR personnel. The MRI medical director has been appointed by MR associates and is responsible for implementing and enforcing safety procedures in the MRI suites at all facilities.

Student Health Policies

Initial Health Assessments

Prior to beginning the program, accepted candidates must obtain a Health Assessment from their physician, at their expense. The School will provide the assessment form as well as a list of required immunizations.

The Employee Health Nurse at Mercy Medical Center or the Employee Health Coordinator at St. Luke's Hospital will review all pre-entrance physicals and immunizations. Significant variances and disqualifying abnormalities will be reported to the Director of the School.

Students may be subject to periodic examinations at the discretion of the hospital or a representative of the school. These exams are done under the direction of the Employee Health Nurse/Employee Health Coordinator.

Drug Testing

All students are provided with a copy of the Standard Operating Procedure for a drug free workplace prior to entering the program and must also undergo a drug screen. Refusal to participate in the testing will result in the program withdrawing the offer of acceptance. Any non-negative result will be investigated and discussed with the student per the SOP. The drug screens will be performed by Mercy Medical Center or St. Luke's Hospital and will be at no cost to the student. If students are taking certain types of prescription medications, they may be asked to provide proof of such prescription. Students may be ordered to have a drug screen at any time, providing there is documented reasonable suspicion to do so per the SOP.

Vaccinations

All students must provide an original record of immunizations by the School's established deadline. These include 2 MMR vaccines, Tdap (tetanus), and varicella vaccine (chickenpox) unless documented verification of disease by a physician. Hepatitis B vaccines are highly recommended. Students are offered the Hepatitis B vaccination, at no cost to the student. If the students' physician has drawn titers for any of these vaccinations, these results are also required to be submitted to the School. If there are no titer results available, these will be drawn by Mercy Medical Center or St. Luke's Hospital at no cost to the student. Other vaccinations may be required by the hospital, some of which the students may be required to pay for.

Tuberculosis (TB) Testing

TB testing is required to document tuberculosis screening and will be required upon entry to the program. The test is a simple blood test performed to indicate a positive or negative TB screen. This test will be provided free of charge.

Medical Insurance

Routine and emergency outpatient health care is not provided by Mercy Medical Center or St. Luke's Hospital. Students are encouraged to carry medical insurance, although this is not required. All Mercy/St. Luke's students are eligible to enroll in the plans offered by St. Luke's Hospital. Details of the plan are presented to students upon entrance into the program. Mercy Medical Center and St. Luke's Hospital will assess any clinical-related illness or injury at no cost to the student. However, they are not obligated to provide ongoing treatment except for clinically-acquired communicable diseases.

Infection Control

Students with suspected infectious/communicable diseases will be required to leave the clinical area and seek the advice of their physician. If diagnosed with an infectious/communicable disease, the Clinical Coordinator may request the student consult with employee health to assess if the student is "fit for duty" prior to return to class/clinic. "Fit for Duty" may be requested under the following circumstances:

1. There are work restrictions from the attending physician.
2. Restrictive appliances are needed (i.e., crutches, slings, etc.)
3. There has been an absence of five or more calendar days (Clinical Coordinator discretion)
4. A procedure has been performed (i.e., angioplasty, lithotripsy)
5. The student has been treated as an inpatient within a hospital
6. The student has had either conscious sedation or general anesthetic for a procedure

Infectious/Communicable diseases include but are not limited to conditions such as cold sores, chicken pox, shingles, hepatitis, staph infections, skin rashes, eye infections, pink eye, strep throat, etc. students must notify the Clinical Coordinator and may require a "Fit for Duty" prior to return to class/clinic. The Program Director or Clinical Coordinators may require a student leave the class/clinic in cases of suspected infectious diseases.

Students prescribed antibiotics must be on the medication for 24 hours prior to returning to school. Students with a fever or diarrhea must be diarrhea or fever-free or diarrhea-free for 24 hours as well, prior to returning. Our goal is to reduce the number of patients, staff, and other students infected.

Retention of Health Records

Upon graduation or withdrawal from school, the student's health record will be scanned and maintained by St. Luke's Hospital. Students may have copies of their Health Service records sent to their own physician by signing a release. Students should call (319) 369-7863 to obtain the release form.

DRESS CODE

Uniforms

1. Students are expected to maintain a professional appearance at all times (clean, pressed, free of stains and odors, no fraying or major fading evident).
2. Cost of uniforms, shoes and lab coats are the responsibility of the student.
3. Proper attire must be worn in **ALL** clinical assignments and classroom or laboratory settings. Only students rotating through pain clinic, surgery, cardiovascular lab or other areas requiring scrubs may wear hospital issued surgical scrubs to clinic. Students in these rotations may wear sensible street clothes to class, all other rotations must wear their navy scrubs to class. If students are found to wear inappropriate street clothes to class they will receive a written warning and may risk losing the privilege to wear street clothes in class on pain clinic, surgery, cardiovascular lab rotations, at the discretion of school faculty. As an exception, during Senior Review, senior students who have all their comps may wear sensible street clothes to class regardless of assigned rotation.
4. Upon entering and exiting the building or visiting the cafeteria between class and clinic, you must either be completely in uniform, or completely out of uniform. If you are not in uniform, you are NOT allowed to wear your badge in public.
5. Uniform Requirements-ALL NAVY BLUE:
 - a. Shirts: "Surgery style" scrub tops are prohibited for female students. Other scrub uniform-style tops are acceptable, as are polo-style shirts. Necklines should not be low and revealing.

- b. Undershirts: Only navy blue undershirts may be worn. If you wear a different color undershirt and it shows in the clinical environment, you will be assigned a Clinical Point. This shirt should not contain any writing or logos that may be visible while in the clinic. "Waffle-weave" or thermal underwear may not be worn under uniforms. Sleeves of short-sleeved T-Shirts should not be visible below the sleeves of the uniform top. Long sleeve navy blue under shirts or turtlenecks may be worn.
- c. Lab Coats: At least one navy blue lab coat is recommended to provide additional warmth during cooler seasons. No sweatshirts are allowed.
- d. Pants: "Surgery-style" scrub uniform pants with a drawstring only are prohibited. Pants should be well-fitting and must sit at or slightly below the natural waist. Loose, baggy uniforms are hazardous in the clinical environment while tight uniforms do not look professional. Pant legs must be worn full length and not rolled up. They should not drag the floor/ground or be frayed. Jogger style pants should cover the student's ankles. If the pants do not cover the student's ankles, his/her socks (preferably navy blue or black) cover the exposed skin.
- e. Shoes: Shoes must be approved by your Clinical Coordinator prior to wearing in clinic. Footwear must be closed-toed, non-permeable, clean, polished, in good repair and conducive with assigned duties. Clogs, nursing shoes, or other non-permeable tennis shoes having an interior lining and solid structure are permitted in the clinic. Sock shoes are not permitted. No yellow, orange, green, or pink neon colored shoes are allowed. No extreme colors or patterns (ie. red, bright yellow, etc.) Preferred dark, solid colors (black, dark blue, gray, white, and tan).
- f. Undergarments: Underwear must not be visible during routine bending and lifting. Socks must be worn, there are no restrictions on sock color.
- g. Hair: Must be kept clean, well-groomed and professional in appearance. Hair longer than shoulder-length must be pulled back and fastened with a non-sharp clasp *at all times, class or clinic*. All hair must be pulled back in a *complete ponytail, braid, or bun*. This means no hair may be hanging loose, such as simply pulling back the sides. Ponytails should not hang in front of the student's shoulder. Headbands may be worn. The only exception, senior students may wear their hair down in class in the 810 building. Hair colors may not

be of unusual shades such as orange, yellow, pink, or blue. Beards or mustaches may not allow proper N-95 mask-fit, therefore at current time, beards or mustaches are not allowed in clinical rotations.

- h. Fingernails: Nail polish (including clear), designs, artificial nails and nail tips are prohibited. This is an infection control standard.
- i. Jewelry: Restricted to watches, engagement/wedding rings, or promise rings. Small beads or posts may be worn in pierced ears. Hoops less than the size of a quarter are allowed. Lip, tongue, eyebrow, nose or other facial rings, posts or bars are not allowed. Small, short chain necklaces are permitted. Dangling earrings, bars, gauges and loose chains are not permitted. Patients may easily grab these items possibly causing injury to the student. The wearing of expensive jewelry is NOT RECOMMENDED while in clinic. There are too many ways that rings or necklaces can be lost or damaged. The school or the clinical sponsors assume no responsibility for lost or damaged jewelry.
 - i. Visible tattoos: Not permitted and must be covered at all times and may be handled on a case by case basis.
 - ii. Colognes: Heavy use of colognes, perfumes, after shave lotions, or other scented products are offensive to patients and staff and is not allowed.

Badges

All students are required to wear their hospital badges when in clinic. Junior students MUST wear their MMC badge while at MMC for class. If a student cannot find their badge, he/she is responsible for replacing the badge. For replacement prices (see Replacement Fees, p. 35).

Dosimeters

All students shall wear a personnel dosimeter. Students are required to wear the dosimeter at chest level, under a lead apron (as prescribed by Iowa law) when applicable. If a student cannot find their dosimeter, he/she will receive a one (1) Clinical Point deduction and will be provided a back-up dosimeter, assuming one is available. IF there is no back-up dosimeter available, the school will order the student a replacement dosimeter and the student will not be permitted back into clinic until they receive a replacement dosimeter. Any time missed due to lost dosimeter will be deducted from the student's personal time. More information on dosimeters and dosimeter reports may be found in the Radiation Protection Policy.

Lead Markers

Two sets of lead markers will be provided to each student at the beginning of the program. They are also considered part of the uniform and one set must be on your person at all times. Students must always have one complete set of spare markers. If you lose a marker, you must notify Crystal Crandall immediately to order a replacement set. The cost is \$13.00 per set and is payable by the student directly to Crystal Crandall.

PERSONAL ELECTRONIC DEVICES

Cell Phones, Smart Watches, and Fit-Bits

Students are required to provide the school with a phone number as a point of contact. Hospital phones must be kept open at all times for hospital business. You may not use hospital phones for personal calls unless absolutely necessary. You are requested to discourage friends and relatives from calling you except in an emergency. Students may not use hospital phones to make long distance calls without permission from the school faculty.

The Program Director may be contacted via cell phone call or text message. The Director's phone is a "work phone" and is for that purpose. However, Clinical Coordinators do not have "work phones", therefore; you should not contact them via their personal cell phones via phone call or text message for routine questions. **Do not text or call your Clinical Coordinator's cell phone.** You will see them every day and any attendance related issues should be handled face to face or phoned directly to the Clinical Coordinator's office.

Personal electronic devices (cell phones) must be ***turned off, removed from your body and placed in the designated spot in each classroom*** during all academic class times. These devices may be used **outside the classrooms**. The only time they are allowed in the classroom is when you are on break or lunch.

During clinical assignments, you are forbidden to carry your cell phone. If you are found to be carrying these items during clinic, you will be required to take it to your locker and you will lose a clinical point. Personal electronic devices that go off during class time or in the clinical area will result in the loss of 1 clinical point. If they go off during an exam when a patient is present or during a classroom test, a 2 clinical point deduction will occur.

Any sound from the device indicating any type of message such as voicemail, text, or low battery **does** constitute the device "going off". **Turn devices off!** You may only wear Fitbit and smart watches that are incapable of accessing the

internet during clinical and didactic assignments. Any audible alerts must be disabled so as to not interrupt patient care experiences. Since these devices typically communicate with your phone, it is essential that your phones are shut off and secured in your locker.

Laptops & Tablets

Students are permitted to bring laptops or tablets to class, and in some cases are instructed to do so by the course instructor for completion of special projects. However, when these devices are in use, unless otherwise noted, the device should NOT be connected to wifi and sound should be muted. Please keep in mind, the School provides ample printed materials and students rarely need to bring a personal laptop or tablet to class. If a student does not have a laptop or tablet for special projects, the school will provide access to a computer.

Campus Policies

Title IX Sexual Harassment Policy

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Any sex-based discrimination complaints are to be addressed to the Title IX Coordinator, Stephanie Setter, Mercy/St. Luke's School of Radiologic Technology, St. Luke's Hospital, 1026 A Avenue NE, Cedar Rapids, IA 52402. Phone number (319) 369-7097. Please refer to Sexual Harassment Policy posted at: <https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx>, click on Sexual Harassment Policy.

All hospital employees are required to complete Sexual Harassment in the Workplace training annually at each clinical site. Additionally, The School Title IX Coordinator and Title IX Investigator have been trained on School Title IX claims processes via online training provided by Thompson Coburn, LLP. Training materials may be viewed at: <https://www.thompsoncoburn.com/title-ix-training-series-materials>.

Campus Crimes and Security Act

The security of students and faculty members is of vital concern to us. Mercy/St. Luke's is in compliance with the submittal of crime statistics required by law in Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092)). This information is maintained in the office of the Program Director and students are informed of the availability of this information on an annual basis. The information includes statistics for the previous three years concerning

reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Mercy or St. Lukes; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.

Safety Report, Policies & Procedures which may be viewed online at <https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx> and choosing the "Campus Safety" link. Included at this link is the full Annual Security Report that is required by federal law and contains policy statements and crime statistics for the school. Additionally, the school's policies, procedures and programs concerning safety and security such as responding to emergency situations and sexual offenses are found here. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus and off campus on adjoining public property. You may request a hard copy of this report by contacting Stephanie Setter, Director, at 319.369.7097 or via e-mail at Ashley.Balliet@unitypoint.org. Crime statistics can be found on the Department of Education's website at www.ope.ed.gov/security.

Tobacco Policy

Both Mercy Medical Center and St. Luke's Hospital are tobacco-free campuses. The use of tobacco and vaping products at any hospital-owned facility or on hospital grounds is prohibited. This policy affects employees, visitors and patients alike. A tobacco-free campus sends a clear message of the two hospitals' commitment to create and sustain healthy communities.

Drug & Alcohol-Free Campus Policy

Mercy/St. Luke's School of Radiologic Technology maintains a drug and alcohol free campus. Because of the serious nature of the health risks inherent in the use of illicit drugs and the abuse of alcohol, the School urges all students to refrain from these activities in the off-duty hours. Drugs and alcohol may cause death and create serious health effects such as lung disease, liver cirrhosis, pancreatitis, neurological deficits, cardiovascular disease, cancer, and gastrointestinal diseases/disorders.

Due to the serious risk to our patients' lives, health and peace of mind, the School requires all students to be free of the influence of intoxicants or illicit drugs while on the school campus. This includes but is not limited to the possession, distribution and/or use of any intoxicant or any substance listed on the Controlled Substance Act. Violation of the above is grounds for immediate dismissal, as called for in the school policies, and possible reporting to the proper

state, local or federal authorities for their action. Violators are not subject to re-instatement.

An exemption to the above policy is medications taken under the order of a physician. Any student who feels they may have an alcohol or substance abuse problem may utilize the Employee Assistance Programs of either sponsoring institution.

School employees should refer to the St. Luke's Hospital Drug-Free Workplace Standard Operating Procedure (#9510-44) for policies concerning the possession, distribution and/or use of alcohol or illicit drugs on hospital property. This policy is distributed to and discussed with enrolled students during Orientation, in compliance with the Higher Education Act of 1965 as amended by the Drug Free Schools and Committees Act Amendments of 1989 (Pub. L. 1101-226) (20 U.S.C. section 1145 g).

Students should be aware that drug or alcohol convictions may result in fines, imprisonment, probation, and suspension or revocation of a driver's license. These convictions may result in ineligibility to take the ARRT exam upon graduation.

A federal or state drug conviction can also disqualify a student for federal student aid funds if the offense occurred during a period of enrollment for which the students was receiving Title IV aid. Ineligibility for funds may extend up to an indefinite period of more than two years. Contact the FAA for more information of this requirement.

CLINICAL EDUCATION

INTRODUCTION

Your clinical experiences can be wonderful and exciting experiences. We are confident these experiences will allow you to become a professional, competent technologist if you take advantage of them as such. To this end, specific policies have been established to provide you the tools you need to be successful.

General Responsibilities

1. Obtain competency and experience in all entry-level areas of clinical education.
2. Demonstrate personal conduct indicative of a mature, professional student radiographer.
3. Contribute to the department and hospital in such a way as to promote compassionate, effective patient-centered care.

CLINIC HOURS

Normal day time school operating hours may range from 0700 (7:00 am) to 2030 (8:30 pm) Monday through Friday. Students will be assigned clinical along with classroom education during those hours, no more than 8 hours per day and 40 hours per week total. An equal number of evening and weekend assignments will be scheduled beginning in May of the first year. The hours assigned for evenings are 1200 (12:00 pm) to 2030 (8:30 pm) Tuesday through Thursday and on Friday and Saturday, the hours assigned are 1400 (2:00 pm) to 2230 (10:30 pm). Weekend rotations also begin at this time and are from 0700 to 1530 hours.

Additional hours such as those spent attending professional society meetings or time spent above the normal 8 hours will be added to the students "bank" of hours providing they are properly documented on a "Documentation of Make-up and Overtime" form. Students are expected to stay beyond their shift if they are completing a patient exam. Students may stay if they are involved in a special case or one that is considered rare. In these instances, they may stay without prior permission from the faculty.

Weekend/Late Generals & Special Rotations

WEEKEND ROTATIONS

All students are assigned an equal number of weekend rotations. Each rotation will consist of two weekend day shifts per semester starting in AC IV. The hours are 0700-1530. When assigned a weekend you will be scheduled days off during the week. Each Saturday scheduled will be given the Friday prior off, and each Sunday scheduled, the following Monday off. There are no assigned "rotations" during weekend hours. Report to generals to be assigned where needed (ie: fluoro/portables). For more information regarding weekend rotation attendance, see **Attendance Policy, p. 40, Reporting Absence, p. 41, and trades, p. 45**. All clinical rules remain in effect for weekends as during other scheduled hours.

EVENINGS, LATE GENERALS, AND SPECIAL ROTATIONS (AC IV – VII)

1. Evening rotation hours are Tuesday – Thursday 12-2030 and Friday and Saturday 1400-2230. All students are assigned an equal number of evening and late general rotations. Lunches are to be taken after class on class days during the week, and as assigned by evening techs on non-class days. A specific Study Guide is designated for the evening rotation which is due to the Clinical Coordinator on Saturday evening when you leave your last evening rotation for the semester.
2. Late Generals rotations are from 1200-2030 Monday through Friday. Lunches are treated the same as they are for evenings. (See #1 above).

3. Special Rotations:

A. Optional Rotations:

- Radiation Therapy, 0800 to 1530, MMC & STL
 - Mercy Medical Center Hall Perrine Cancer Center
 - St. Luke's Helen G. Nassif Cancer Center is observation only*
 - Ultrasound: MMC & STL
 - Mammography: MMC & STL
 - STL is observation only*
 - See #4 below for detailed policy regarding Mammography
 - MRI: MMC & STL.
 - If you show good initiative, you may be allowed to scan.
 - Nuclear Medicine: MMC & STL
 - RCI Rotation
 - Observation only*
 - Wear only your school ID, provided to you, do not wear your hospital IDs. You must return the school ID after your rotation. This rotation will be from 0830-1130 on Tuesday, Wednesday, and Thursday. If you are unable to attend clinic, please call the Clinical Coordinator. Do not call RCI or Ashley. We will take care of informing the area regarding your absence.
 - Jones Regional Medical Center*
 - Wear your St. Luke's Hospital school ID
- *Observation only means students are not allowed to participate in patient care.**

B. Required Rotations:

- CT: You are expected to learn how to scan patients; possibly including non-contrast heads, appendix and non-contrast abdomens.
- Cardiac Cath/Interventional

4. Effective July 2016, the policy regarding Mammography rotations has been revised. All students, male and female, will be offered the opportunity to participate in observational mammography rotations. The program will make every effort to place a male student in this rotation if requested; however, the program is not in a position to override Mercy Medical Center or St. Luke's Hospital policies that may prohibit this. Male students are advised that placement in this rotation is not guaranteed and is subject to the determination of Mercy Medical Center and St. Luke's Hospital policies and procedures. The program will not deny female students the opportunity to participate in mammography rotations if

clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in the position statement on student mammography clinical rotations adopted by the Board of Directors of the JRCERT at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site at www.jrcert.org, Programs & Faculty, Program Resources.

This same policy is applied to any/all imaging procedures performed by professionals who are of the opposite gender of the patient, such as hysterosalpingograms.

CLINICAL GUIDELINES

Expectations

Violation of policies will result in discipline, with a one (1) Clinical Point deduction at minimum.

1. Students are supervised in the clinical area by the Clinical Coordinator, Preceptor and by staff radiographers (techs) and are ultimately responsible to the school faculty. It is your responsibility to immediately notify program faculty if a 1:1 student/tech ratio is not being maintained.
2. The techs will assign students a 30-minute lunch period on full clinic days. Lunch may not be "skipped" in order to leave early. If you are here five hours or more, you must take a lunch break, whether you eat or not.
3. Students are expected to stay in their rotations until at least 2:30pm. If the technologists in that rotation wish to release the student before 2:30, the student must contact the Clinical Coordinator for approval. Failure to contact the Clinical Coordinator will result in time taken out of the student's personal bank and the deduction of one (1) clinical point.
4. Students at both St. Luke's and Mercy are expected to stock dressing rooms at the beginning and end of their shift. St. Luke's students are expected to check and empty laundry at the beginning and end of their shift. The importance of stocking your room and dressing rooms cannot be overstated, hence any violation of these policies results in a one (1) clinical point deduction.

When you are assigned to Mercy, your first task when arriving in clinic is to stock your designated areas and if there is a checklist, complete the checklist. Each room contains many supplies that are needed quickly in emergency situations. As a Junior student, it is your responsibility to assure every item is available, re-stock as necessary, initial the checklist, and assure the room is cleaned every day. If you are in class at 0700, the room checklists must be done when you arrive at clinical later in the day. Monthly checklists are turned in to the faculty and reviewed. If any room check list is found to be incomplete, including daily initials, the person(s) assigned for the incomplete weeks will receive a clinical point for each infraction. If you simply initial the list but do not re-stock as appropriate, you will also be assigned a clinical point. You should monitor the contents of the room throughout the day and restock and clean as needed.

5. Students are responsible for ensuring the technologist's initials (tech initials) are on at least one projection per exam. If a student's image is found to not have tech initials, the student will receive a one (1) clinical point deduction.
6. Students are not permitted to accept gratuities or gifts from patients.
7. Any information that is learned regarding the diagnosis, prognosis, or personal life of any patient is classified confidential information and must not be discussed in public or with the patient.
8. Student may only bring small notebooks or loose papers as study materials into the clinic, no binders, folders, or files, as long as it does not interfere with clinical education. This is subject to change at the discretion of the Clinical Coordinators upon abuse of the privilege.
9. Students are to refrain from profanity, private, and intimate conversations or remarks while in clinic.
10. Students who are involved in or witness any unusual incidents during school hours are to immediately report the incident to the program faculty and complete an incident report.
11. Students shall comply with all Radiation Safety and MRI Safety Policies, including Indirect/Direct Supervision policy, p. 64 see Radiation Safety, p. 64.
12. No personal electronic devices allowed in clinic.
13. No gum allowed.
14. Beverages with lids are allowed in designated areas only.

15. The Internet may not be accessed for personal use.

Study Guides

A clinical education packet will be given out at the beginning of each semester consisting of Study Guides specific to each area. During each rotation, the student will be required to complete all Study Guides for that area/room in the presence of a technologist. Clinical Study Guide due dates vary slightly from semester to semester. As a general rule Study Guides for typical weekday rotations must be turned in to the Clinical Coordinator no later than 1530 hours on the Friday ending the rotation. The Clinical Coordinators will inform you where they prefer these to be turned in.

Work on Study Guides throughout the rotations/weeks, NOT on the Friday they are due. You will not be able to accomplish all tasks on the Study Guide if you are not working on them throughout the week. Study Guides are not "graded". However, if the Study Guide is turned in one day late, the result is a 10% deduction on final technologist evaluation score and a score zero (0) for the technologist evaluation if the study guide is turned in more than one day late. Any items left blank on the Study Guide will result in a score of "0" for that entire week as well. *These are YOUR responsibility!*

Performance Evaluations

Students will be assigned specific rotations for evaluation, as marked with (*) on the clinical schedule. Students MUST follow the directions for assigning evaluations in E*Value as provided in Appendix G. Appendix G outlines the consequences for submission errors and late submission.

There are a few rotations for which E*Value is not used. In these instances, you will be provided with a paper evaluation to submit to the tech, office staff, or transport person responsible for completing it.

Formative evaluations will be completed by the Clinical Coordinator each semester and results of the formative evaluation will be discussed with the student during their end-of-semester performance appraisal. A terminal evaluation will be performed by the Clinical Coordinator the final semester of the program.

Competencies

A procedure competency is the performance of a routine radiographic examination on an actual patient. For each procedure competency, the student

will begin with 100 possible points. Any error that will result in a repeat radiograph is a 10-point deduction. Minor errors result in a 2-point deduction. Three minor errors equal a repeat. Any repeated projections automatically result in a 10 point deduction and failure of that competency. No more than 10 points will be deducted per projection per attempt. The total number of deductions subtracted from 100 will determine the procedure grade. Only one repeat may be performed per projection. If more than one repeat is performed for any projection, the student will not receive a competency for that projection.

At the discretion of faculty and technologists, the student may be asked to redo **the entire procedure on their next comp attempt** (A procedure consists of all routine projections for that body part). No splitting of exams on one patient for competency is allowed. On subsequent attempts, the student will begin with the score from their previous try. Students must let the technologist know prior to the exam when attempting competency and have their comp book accessible to the technologist observing. The comp book NEVER leaves the department. The supervising technologist must sign competency attempts. Any special patient situations should be noted in the comp book by the tech. Students may NOT use any resources during the comp attempt such as notes or "flippy books".

The student must notify the Clinical Coordinator within 7 working days utilizing the comp critique form. After approval by the school faculty, the student is considered competent in the procedure. The average of all competencies comprises a portion of the Clinical grade. The number of required procedure competencies varies by semester. The syllabus for each semester of Applied Clinic will state the required number of comps for each semester.

Generally, the following guidelines are used:

AC I	1 comp
AC II	5 comp
AC III	8 comp
AC IV	10 comp
AC V	10 comp
AC VI	All remaining sigs
AC VII	All remaining comps

Failure to obtain the required number of procedure competencies will decrease the clinical grade by 6 points. The minimum number of competencies required is just that, a minimum. If the Clinical Coordinator deems it necessary, a competency may be revoked at any time. All procedure competencies listed in the Comp Book must be completed in order to graduate. Up to 8 procedure competencies may be simulated during Senior Capstone semester. Exams which may be simulated are identified in the Comp Book provided at the start of the

program. Simulations required on weekly Study Guides may not be used for exam signatures or competencies.

A competency may still be granted, with no point deductions, if the student uses the posted technique chart as appropriate for the patient, and the exposure value number does not end up in the appropriate range. If the image is such poor quality as to warrant a repeat, the repeat should be performed, documented, and still turned in to the Clinical Coordinator, and they may still achieve the comp.

Similarly, a comp may still be granted, with a five-point deduction in the following circumstance. If the student performs the exam and realizes the exam is repeatable and knows the correction, they may perform the repeat with the correction. If this repeat corrects the original error and the image is acceptable, the comp will likely be granted. The student must be the one to decide what the error was and to perform the repeat. The technologist cannot do this for the student if the student expects to be granted the competency. Proper documentation from the supervising technologist must be evident on the comp form.

A student is not considered "competent" on any exam until they have obtained competency in ALL projections of said exam and MAY NOT perform the exam under indirect supervision until obtaining competency on ALL projections for said exam (See Direct/Indirect Policy ,p. 64).

Random Competencies

Throughout your clinical experiences you will be required to perform graded simulated exams that will demonstrate your critical thinking skills. These exams will vary by semester, becoming progressively more difficult. No resources such as notes or books will be allowed during the Random. You will be given one hour to perform these exams and they will be graded as follows:

Minor errors will result in a deduction of two (2) points

Examples:

- forgetting to shield
- forgetting markers
- not using lead strip
- minor positioning errors that are not repeatable such as CR slightly off or SID less than 1" off

Major errors will result in a deduction of six (6) points

Examples:

- marker in anatomy

- major positioning errors causing repeats such as clipping anatomy, incorrect obliquity, or incorrect angulations

Types of Random Competencies to be performed:

AC II - The student will perform 3 exams drawn from a pool of exams taught during Radiographic Procedures I and II.

AC III - The student will perform 3 exams drawn from a pool of exams taught during Radiographic Procedures I, II, and III.

AC IV - The student will perform an exam scenario that is drawn from a pool of several specific scenarios. These scenarios will be similar to actual exams that could be ordered on any patient. These scenarios will test your ability to perform the images in a logical order as well as your positioning skills.

AC V - The student will perform 3 exams. Two exams will be drawn from a pool of routine exams. One exam will be drawn from a pool that includes exams from Advanced Procedures and headwork exams from Procedures III.

AC VI - The student will perform an exam that is drawn from a pool of several specific scenarios. These will be of a higher level of difficulty than the ones contained in previous Random Competency situations. These exams will reflect more traumatic situations that will test your patient care abilities as well as procedural skills and order of imaging.

Exams in the pool may be modified from the typical departmental routine in order to assure a consistent number of projections for all students. The maximum number of projections per scenario is twelve.

For AC IV and VI, there will be no prior notification of the actual scenarios that will be in the pool. Sometime during these semesters, you will be called to a room to draw the scenario and perform the indicated exams. You will have one hour to complete all projections/exams listed. If you are not finished in one hour, any remaining projections will receive a score of "0".

The Random Competency will comprise a percentage of your clinical grade each semester. See the Applied Clinic syllabi for the specific percentage of the grade.

In the event a student's clinical performance is under review, the Clinical Coordinator may request of the student to perform additional random competencies. These additional random competencies would not be awarded a

letter grade; however documentation of the completion of these random competencies would be retained in the student's permanent record.

Exam Sheets

A record of the number of radiographic exams and repeat exposures that the student performs must be kept for each calendar month. At the end of the month, the student tallies each specific exam for total number of exams, exposures, and repeat exposures. These are then written on the students' tally sheet. Exam sheet data is used for Random Critiques, Critique I & II projects and exam statistics derived from the data are shared with each student during end of semester evaluations beginning with the second semester of the program.

All individual exam sheets and the tally sheet are then turned in to the Directors office prior to or on the 15th of each month for the preceding month. If the office is un-occupied, please slide the completed exam sheet under the door. DO NOT leave them in the mail slot as this is a violation of the confidentiality policy. If the 15th falls on a weekend (Saturday or Sunday), school closure date, or a student is scheduled to be off on that date, the exam sheets must be turned in on the last day of attendance prior to the 15th. If the exam sheet is turned in late, the student will receive a one (1) clinical point deduction. You may NOT ask the Clinical Coordinators to take them to the Director's office. Occasionally, you may be asked to turn in exam sheet tallies prior to the 15th of the month. Ample notice will be provided. One (1) clinical point will be deducted if exam sheets or the tally sheet are lost or destroyed to the point they cannot be tallied. (ie...washing them in the pocket of your uniform) It is suggested you keep the tally sheet in your slot in clinic for ease of locating it at the end of each month.

Here are a few tips for completing the exam sheets correctly.

- Write your name on the exam sheet (half sheet), do not write your initials
- Only document exams for which you were primarily responsible for performing, meaning the majority of, or all of, the positioning. If you merely assisted or set technique, it is not your exam.
 - If the patient was particularly difficult OR the technologist did not let you repeat an image, put a star (*) next to the exam on your half sheet.
- Make sure you enter the date of the exam and the patients' medical record and accession number.
- Bilateral exams count as one exam.
- If you perform an exam that does not appear on the tally sheet, simply write it in at the bottom of the sheet in the section reserved for that month.
- Exam specific requirements:
 - Use standard Radiology abbreviations such as CxR, Decub CxR,

- S&U, C-Sp, LSS, etc.
- The "Number of Exposures" should contain ALL exposures, including the number of repeat exposures.
- A "spot" chest does count as an exposure and a repeat.
- Soft Tissue neck falls in the C-spine category.
- All exams ordered as "portable" belong in the Portable category, exams that are not ordered as "portable" but performed portable per technologist should NOT be logged as portable.
- All chest x-rays (decub, lordotic, etc.) go in the Chest category.
- S & U Abdomen with PA CXR should be counted as 1 abdomen with three exposures
- Shunt Series exams should be tallied with Bone Surveys

Incident Reports

A report is to be made using the appropriate hospital incident reporting mechanism for any incident which adversely affects or threatens to affect:

1. The comfort, health, or life of a patient, visitor, associate, student or volunteer.
2. The quality or promptness of any service.
3. Patient, personnel, or public relations.
4. Hospital or personal property.

There does not have to be injury before a report is completed. These reports are safeguards, not punitive in nature. Any student observing or involved in an incident, or the first one on a scene following an incident, should notify his/her supervisor as promptly as possible. The student should then complete the electronic Incident Report form during the work period in which the incident occurred. Reports not completed within 90 days are not covered, refusal to be seen by a provider may result in loss of coverage. Instructions on the use of this electronic reporting requirement will be demonstrated within the first month of the program. At Mercy, the Midas system is used and at St. Luke's, a R & L report is initiated.

Flippy Books

Pocket positioning guides will be created as part of the Radiographic Anatomy & Procedures courses and include information about all general projections presented in class. The guide must be updated by the date of the test for each unit. If the book is not updated, the student will receive a one (1) clinical point. If the positioning guide is not in the clinical area each day, one (1) clinical point will also be given.

You may prepare the pages of the guide on the computer. Any information

indicating one student prepared the information and simply re-printed it for other students will be considered subversive behavior (attempting to be deceitful) and dishonest. Disciplinary action will be taken.

INFECTIOUS DISEASE PROTECTION

Unless otherwise advised, students will follow standard, contact, droplet and airborne precautions according to both organizations infection prevention policies. All clinical sites will provide students with necessary protective apparel, including respirators, to perform their duties safely. MStL students are permitted and expected to care for ALL patients, regardless of contact status, assuming a necessary PPE has been provided and the student has been trained on how to safely don and doff PPE. Infection prevention protocol will be reviewed in Patient Care II, and students are required to complete NetLearning Modules at both hospitals, and in clinical rotation study guides.

Any student who cannot care for a subset of patients out of medical necessity must submit in writing a request for a Leave of Absence (LOA), including a letter from the student's physician which will be reviewed by the Program Director. Any student taking a LOA must complete the program within 150% of expected completion time or risk starting all over again. The School may not be able to provide a timeline for safe return due to the complexity of the current pandemic.

COVID-19 PROTECTION

Mercy/St. Luke's School of Radiologic Technology has been very fortunate to be able to offer COVID vaccines to ALL students. ALL students must care for ALL patients, including those who are confirmed COVID +. This decision comes from recommendations from the Joint Review Committee on Education in Radiologic Technology (JRCERT) Town Hall Meeting, November 10, 2020.

Students retain the right to accept or decline the COVID vaccine, however those who decline the vaccine will not receive any additional clinical assignment accommodations and are expected to care for ALL patients, even those who are COVID +, provided all recommended PPE is available to the student. If a student who has previously declined the vaccine has changed their mind, they can still get the vaccine, they would need to reach out to the Program Director to arrange for vaccination.

The Program Director will provide ALL students with a COVID + Training Checklist. Students must document the date(s) of their COVID vaccines, or sign and acknowledgement of their declination. Students will be required to view a thirty-minute COVID + PPE training video sponsored by the ASRT with the Program Director and obtain a signature from a technologist documenting successful donning and doffing of PPE prior to being allowed to care for confirmed COVID + patients.

The following tables summarize of the recommendations at Mercy Medical Center and St. Luke's Hospital with COVID + policy changes effective March 1, 2021 (this information is subject to change. Students are advised to follow PPE policies at their clinical site and to continue to check their e-mail at their sight twice a day. Students should review any COVID announcements that are shared by hospital or departmental administration on a regular basis.

Mercy Medical Center	MSTL Student Participation Permitted?	Recommendations for MSTL Students
COVID + Patient	YES	MUST N95 mask, iso mask over the top, and goggles or face shield.
COVID suspected	YES	Recommend N95 mask, iso mask over the top, and goggles or face shield.
COVID rule out (test pending)	YES	Recommend N95 mask, iso mask over the top, and goggles or face shield.
COVID Recovered	YES	MUST wear isolation mask, goggles or face shield
Any other patient (Not suspected or rule out)	YES	MUST wear isolation mask, goggles or face shield.
Fluoroscopy patient not wearing mask during study	YES	MUST wear N95 mask, iso mask over the top, and goggles or face shield.

Students in any rotation at Mercy Medical Center MAY choose to wear surgical scrubs while on rotation at Mercy Medical Center.

St. Luke's Hospital	Student Participation Permitted?	Recommendations
COVID + PATIENT	YES	MUST wear N95 mask, iso mask over the top, and goggles or face shield.
COVID suspected NO symptoms present	YES	MUST wear iso mask and goggles or face shield. MAY wear N95 under iso mask, MAY wear isolation gown.
COVID suspected acute symptoms present	YES	MUST wear N95 mask, iso mask over the top, and goggles or face shield, may wear isolation gown.
COVID rule out (test pending) NO symptoms present	YES	MUST wear iso mask and goggles or face shield. MAY wear N95 under iso mask, MAY wear isolation gown.
COVID rule out (test pending) acute symptoms present	YES	MUST wear N95 mask, iso mask over the top, and goggles or face shield, may wear isolation gown.
COVID Recovered	YES	MUST wear isolation mask, goggles or face shield.
Any other patient (not suspected or rule out)	YES	MUST wear isolation mask, goggles or face shield.
Fluoroscopy patient not wearing mask during study	YES	MUST wear iso mask and goggles or face shield. MAY wear N95 under iso mask, MAY wear isolation gown.

At this time ONLY SURGERY students at STL are permitted to wear surgical scrubs at this time, however ALL students may wear an isolation gown over their scrubs when patient is COVID suspected, COVID rule out, or the patient must remove their mask during a fluoroscopy study.

DISASTER AND WEATHER EMERGENCY PLANS

In the event of either a disaster or weather emergency while a student is attending school, each respective hospital's Disaster and Emergency Plan as posted within the Radiology Departments will be followed. In-service classes will be held presenting information regarding emergencies. It is imperative students maintain a current phone number listing with the school office. In the event of a disaster/emergency, students will receive a SMS text message through Populi. The Program Director and Clinical Coordinators will also follow up with all students individually.

STUDENT SERVICES

FACILITIES

Classrooms

Mercy/St. Luke's has two classrooms currently in use. One is located at Mercy Medical Center and one on the St. Luke's campus. Both classrooms are well-equipped with standard classroom furnishings such as a computer, overhead projector, chalk/white boards, anatomic model, articulated and disarticulated skeletons, textbooks and other printed resources, and student tables and chairs. Other miscellaneous supplies are also contained within each classroom.

Laboratories

Energized Laboratory

If a lesson calls for an energized lab, a general radiography room at Mercy Medical Center will be reserved for the allotted class time. Every effort will be made to avoid interruptions in energized laboratory time. However, if time in an energized room is interrupted due to patient care demands, any time missed will be made up at a different date or time. Clinical Coordinators may also reserve general exam rooms at either clinical site to serve as an energized lab to facilitate student positioning practice, check-offs, signatures and random competency performance. Every effort will be made to avoid interruptions in energized laboratory time. However, if time in an energized room is interrupted due to patient care demands, any time missed will be made up at a different date or time. Energized laboratory sessions must be supervised by the Program Director, Clinical Coordinator, Preceptor or technologists.

Non-energized Laboratory

A non-energized laboratory is located at Mercy Medical Center. The lab is primarily used for demonstrations and check-offs for Radiographic Anatomy & Procedures class and lab, although it is also routinely used for other simulation activities. The lab contains a general radiographic table, tube, upright bucky, and control panel. Numerous supplies are also contained in the lab such as sponges, carts, immobilization devices, etc. Students are encouraged to use the non-energized lab outside normal school hours in addition to the time spent there during school hours.

The lab is not a lunchroom. If you have food in the lab or classrooms, it is your responsibility to clean up after yourself. Junior students may store their jackets and backpacks in the laboratory using storage space provided, assuming the items stored do not contribute to clutter or an otherwise unsafe environment.

Senior students on rotation at MMC MAY NOT store their jackets and personal artifacts in the laboratory in an effort to minimize interruptions in junior laboratory sessions Monday through Thursday.

Library

Library rules and regulations must be followed in all libraries. Students enrolled in the Mercy/St. Luke's School of Radiologic Technology have access to the following reference and circulating library facilities:

- a. Program Director's office
- b. Clinical Coordinators' offices
- c. Mercy Medical Center Watts Library
- d. School classrooms at Mercy and St. Luke's

WATTS MEDICAL LIBRARY

Mercy Medical Center

319-398-6165

Fax – 319-369-4524

Hours: Monday – Thursday, 7:00 a.m. – 5:30 p.m.

Friday, 7:00 a.m. – 4:30 p.m.

Watts Medical Library Objectives:

1. To maintain the best possible collection of library materials commensurate with the informational needs of the hospital staff and schools.

2. To provide maximum reference and bibliographic service within the scope of the library.
3. To stimulate interest in the use of the library among members of the hospital community.
4. To maintain library standards of content and performance that will exceed the requirements of accrediting agencies.

Lockers

Storage space within the Radiology Departments is provided for storage of students' books and personal effects. Lockers are issued during the first week of the program. A record of the locker assignment is made. It is important to cooperate at all times in keeping the storage and locker areas clean. Lockers are the property of the hospital and as such are subject to inspection at any time for compliance with safety, security, and sanitary requirements. Locker space is provided as a convenience. The School or hospitals assume no liability for loss or damage of personal property. The student may be required to provide a lock.

Senior students on rotation at MMC must store their jackets and personal artifacts in their locker NOT in the laboratory to avoid disruption of laboratory sessions Monday through Thursday.

Cafeteria

1. A thirty-minute meal period is allotted each day. Meal periods must be taken if a student is in attendance for more than five hours in a day. Students cannot skip meals in order to leave early.
2. Meals may be purchased at both hospital cafeterias at the employee discount rate. Meals cannot be charged to your employee badge at either hospital. You MUST pay via cash, debit, or credit card.
3. Trays or dishes may be removed from the cafeteria when dinner or luncheon meetings have been scheduled outside the dining facilities, or to be taken to the Radiology Department lounge when patient workload dictates. Any items taken from the cafeteria should be returned as soon as possible. DO NOT MAKE OTHERS CLEAN UP AFTER YOU.

Pharmacy

StL and MMC pharmacies may be used by students for personal prescriptions and over the counter items (family members are not eligible for the employee discount). Students will receive the associate discount prices. Students must pay

by cash, debit, or credit card. It is advised that you retain all receipts from payment.

Parking

Parking is available for students at both hospitals in designated lots only. Campus/Parking maps for both hospitals are distributed during Orientation. Students are required to follow employee-parking regulations during a school day. Failure to do so will result in a loss of a clinical point for each occurrence. All students will obtain and properly display parking permits from both institutions. If a new vehicle is obtained, you must notify the school if you transferred your old parking stickers to your new card. If you need new parking stickers, you must notify the Program Director at (319) 369-7097.

Computer, Copier & Printer Access

The school does provide computer access to students. Laser printing is available in the school office. The Watts Medical Library has computers with Internet connections available. Even though there is Internet access on computers in the Radiology departments at both hospitals, students are prohibited from accessing the Internet for personal use on these computers. Wireless internet is available throughout both hospitals. See section titled "Classroom Conduct" for information regarding personal computer use.

Address & Phone Changes

Students are required to maintain current phone numbers and addresses with the School within one week of a change. Students must change this information in their own personal file on Populi, Lawson system at St. Luke's, and Mercy's Employee Self-Service website. Changes at St. Luke's should occur by going to The Hub and signing into Lawson. Then choose the Talent Management icon and the Employee icon next. Then click on Choose My Profile. At Mercy, go to <https://laborworkx.mercycare.org/LaborWorkx/Login.aspx>. Once logged in, click on the "Personal" tab. This will take you to the API Employee Self Service portal. Once signed in, choose the Employee tab at the top and from the selections listed, choose Change personal information to update information. The Program Director will provide assistance if needed to accomplish this. Students should also follow this process for a name change, marital status change, or emergency contact information change within one week after said change(s). Additional information may be requested of the student by the hospitals

Helpful Websites & Links

Mercy/St. Luke's Program Information

<https://www.unitypoint.org/cedarrapids/school-of-radiologic-technology.aspx> or
<https://www.mercycare.org/employment/school-of-radiologic-technology/>

National Certification Agency – American Registry for Radiologic Technologists

www.arrt.org

National Professional Society – American Society of Radiologic Technologists

www.asrt.org

Accrediting Agency – JRCERT

www.jrcert.org

State Professional Society – Iowa Society of Radiologic Technologists

www.isrt.org

St. Luke's Hospital

www.unitypoint.org

Mercy Medical Center

www.mercycare.org

Financial Aid Processing – Campus Ivy

<https://solutions.campusivy.com/apps/core/account/login>

Financial Aid Information

www.studentloans.gov Federal Student Loan, FAFSA

<https://www.icansucceed.org/> Free information for Iowa borrowers

Courseware - Populi

<https://mstl.populiweb.com/>

Clinic Evaluations - E-Value

<http://e-value.net>

Email Access- St. Luke's

<https://www.unitypoint.org/cedarrapids/employees.aspx>, click on "Intranet", log in to access The Hub, click on "Mail" or under "Apps click on "Mail", you are required to enter a confirmation code, so have your cell phone ready

NetLearning – St. Luke’s

<https://www.unitypoint.org/cedarrapids/employees.aspx>, click on “Intranet”, log in to access The Hub, click on “NetLearning”, follow the directions

Email Access – Mercy

Mercy DOES NOT offer remote email access to employees. If your instructor needs to reach you *outside of normal clinic hours* when you are assigned to Mercy clinical rotation, he/she will contact you via your personal email listed in Populi.

NetLearning-Mercy

<http://lms.netlearning.com/MyNetLearning/Login.aspx?ID=222>

Performance Manager-Mercy

<https://pfm.healthcaresource.com/performance/mercyare>

STUDENT GOVERNMENT***Student/Faculty Committee***

This committee meets once each month between September and April to discuss questions, problems or issues, and to solicit input regarding program assessment from the students. Also, this forum is used to pass on information from the faculty to the students. Students can express concerns to their class representatives who bring them to the committee meeting. Actions taken at these meetings are then reported back to the student body by the class reps. Additionally, meeting minutes are maintained in each of the two School classrooms as well as the office of the Program Director.

The committee consists of all faculty members and a representative from each class and side. Student representatives are elected by their peers and must maintain a 3.0 GPA to remain on the committee. The faculty reserves the right to ask a student to step down from the committee at any time they deem it necessary. Individual students may, on request, address the student/faculty committee. The student should contact the Program Director on the Monday prior to the meeting.

ACCESS TO FACULTY

Faculty members maintain an open-door policy. Faculty schedules are made known to all students. Some office time may be marked as “by appointment”. Students are advised to check with the individual faculty member before going to their office. There are many times throughout the year that faculty need to meet

privately to plan and prepare. Students will be notified when the faculty members will not be available.

EMPLOYEE WELLNESS PROGRAMS

Insurance

Routine and emergency outpatient health care is not provided by Mercy Medical Center or St. Luke's Hospital. Students are encouraged to carry medical insurance, although this is not required. All Mercy/St. Luke's students are eligible to enroll in the plans offered by St. Luke's Hospital. Details of the plan are presented to interested students upon entrance into the program and may be access through Human Resources.

Mercy Medical Center and St. Luke's Hospital will assess any clinical-related illness or injury at no cost to the student. However, they are not obligated to provide ongoing treatment except for clinically-acquired communicable diseases.

Wellness Program

Students of MStL are eligible to participate in Employee Wellness Programs at MMC and StL free of charge. For more information, contact MMC and StL employee health offices.

Employee Assistance Program (EAP)

Students may take advantage of and are encouraged to use the services provided by the EAP of both hospitals. These services include counseling and psychiatric services. Initial appointment and some additional sessions are free of charge to the student. Phone numbers for EAP are as follows: St. Luke's-(319) 369-8152, and Mercy, (319) 398-6694. Student selection of EAP provider is not clinical site dependent and students may choose their provider.

Both Mercy Medical Center and St. Luke's Hospitals have pastoral care departments that are available to all MStL students as well. Pastoral care counseling covers both spiritual and personal needs of the students and is available free of charge.

Referrals to the EAP may be made by the faculty prior to initiating, or as part of any disciplinary procedure. If EAP counseling is required by the School, the EAP staff is only allowed to verify the student did attend the session and will not reveal any other information regarding the session, unless authorized by the student.

Catherine's Cupboard

Catherine's cupboard is a free grocery store for all Mercy employees (including School of Radiologic Technology students) in need.

Location: 1016 9th Ave SE, Cedar Rapids, IA
Hours: Noon – 4 PM, Mondays and Thursdays

APPENDICES

TO: All Female Associates Occupationally Exposed to Radiation

SUBJECT: **Instructions Regarding Prenatal Radiation Exposure**

In compliance with Title X, part 19, of the Code of Federal Regulations, a written guide is being provided to those individuals who work in a restricted area, of the health protection problems associated with radiation exposure. Specific attention should be given to prenatal exposure to radiation and the biological risks to embryos and fetuses.

Although this information is an essential part of every radiologic technologist's education program, documentation to verify that this guide has been made available to you is required. We are, therefore, asking you to detach, sign, and return this memo to my office in order that I may incorporate it into your personnel file.

Thank you.

I hereby acknowledge that I have received a copy of and have read the appendix to Regulatory Guide 8:13 concerning risks for prenatal exposure to radiation and have been informed of the biological risks that may result from such exposure.

NAME _____ DATE _____

DEPARTMENT _____

TITLE _____

SIGNATURE _____
(Verification of Receipt)

Appendix A

VOLUNTARY DECLARATION OF PREGNANCY

TO: _____, Program Director

FROM: _____, Student Radiographer

I am formally declaring my pregnancy as of _____ **(Date).**

My Estimated date of conception is _____ **(Date).**

I have been informed of the risks of pre-natal exposure to the embryo/fetus, of the School's pregnancy policy and of the precautions that will be taken to protect my baby and me.

I desire to remain in school during my pregnancy.

Signature

Date

I wish to take a leave of absence during my pregnancy. I understand that efforts to place me back into the program at the point that I have currently reached will be made, but no guarantee that I will not have to repeat already completed portions of the program.

Signature

Date

Witness:

Signature

Date

I am making this declaration voluntarily. I understand that I am not obligated to inform the program of my pregnancy.

Student initials

Date

I understand that I may voluntarily withdraw my declaration of pregnancy at any time using the Withdrawal of Declaration of Pregnancy form (Appendix E).

Student Initials

Date

VOLUNTARY WITHDRAWAL OF DECLARATION OF PREGNANCY

TO: _____, **Program Director**

FROM: _____, **Student Radiographer**

I am formally withdrawing my declaration of pregnancy as of
_____ **(Date).**

Comments:

Signature

Date

Witness:

Signature

Date

DISCIPLINARY ACTION REPORT PART I

DISCIPLINARY ACTION - Students will be subject to disciplinary action for any inappropriate conduct or unsatisfactory work performance. This action may take the form of written warnings, probation, suspension, or dismissal.

STUDENT _____

DATE OF INCIDENT _____

ACTION INITIATED BY: _____
Signature Title Date

REASON FOR REPORT:

- Excessive absenteeism (Illness)
- Excessive tardiness
- Violation of policies
- Failure to follow instructions
- Unsatisfactory clinical performance
- Unsatisfactory academic performance
- Misconduct
- Violation of safety rules

EXPLANATION OF CIRCUMSTANCES: _____

ACTION TO BE TAKEN:

- **WARNING:** (Indicate any improvement required and the date by which student is expected to comply) _____

- **PROBATION:** (Indicate period and conditions of probation) _____

- **SUSPENSION: NUMBER OF DAYS** _____ **EFFECTIVE** _____
Date

RETURN TO SCHOOL _____
Date

- **IMMEDIATE SUSPENSION PENDING ADMINISTRATIVE DETERMINATION OF STUDENTS SUITABILITY TO CONTINUE IN PROGRAM.**

Appendix D

DISCIPLINARY ACTION REPORT - PART II

ACKNOWLEDGEMENT AND COMMENTS BY THE STUDENT: _____

Student Signature

Date

**REVIEWED BY
PROGRAM DIRECTOR**

Signature

Date

**REVIEWED BY
GOVERNING COMMITTEE
REPRESENTATIVE**

Signature

Date

DISMISSAL STATEMENT

Due to the aforementioned reasons, we the Governing Committee have decided that it is not in the best interest of the school, the sponsoring institutions or their patients that this student remains in the program. This student is therefore dismissed as of _____.

Date

Governing Committee Representative Signature

Date

Distribution: Original to the Student's Permanent Record
Copy 1 - To Student
Copy 2 - To Program Director

**ACADEMIC CALENDAR
SCHOOL HOLIDAYS 2022-2023**

***CLASS OF 2022 GRADUATION-JUNE 10, 2022**

***CLASS OF 2024 BEGINS CLASSES-JULY 5, 2022**

Junior (Class of 2024) summer semester ends September 1, 2022

Senior (Class of 2023) summer classes reconvene July 11, 2022 & clinic/classes end September 1

***INDEPENDENCE DAY**

All students off/School Closed on Monday, July 4, 2022

***FALL RECESS/LABOR DAY**

All students will have a school recess from Friday, September 2 through Monday, September 5. Clinic will resume Tuesday September 6.

- *Seniors scheduled on evenings the week of August 29 are scheduled Monday through Thursday from 12:00 noon – 8:30 PM*
- *No Seniors scheduled for weekends on Sept. 3 & 4*

***FALL SEMESTER BEGINS SEPTEMBER 6 AND ENDS DECEMBER 21**

***SCHOOL CLOSED FRIDAY, OCTOBER 21, 2022**

- *No Seniors on weekends, October 22 & 23*
- *Seniors scheduled on Evenings week of October 17 are scheduled Monday through Thursday, 12:00 8:30 pm*

***THANKSGIVING**

All students will have a school recess from Thursday, November 24 through Sunday, November 27. Classes/clinic will resume on Monday, November 28.

- *No Seniors on evenings the week of November 21.*
- *No Seniors on weekends November 26 & 27.*

***CHRISTMAS**

All students will have a school recess from Monday December 19, 2022 through Monday January 2, 2023. Clinic will resume on Tuesday January 3, 2023

- *No Seniors on evenings the week of December 11*

***SPRING SEMESTER BEGINS JANUARY 3 AND ENDS APRIL 26, 2023**

***JUNIORS SWITCH TUESDAY, JANUARY 3, 2023**

***SENIORS SWITCH MONDAY JANUARY 16, 2023**

APPENDIX F (PAGE 1 OF 2)

***SPRING BREAK**

All students will have a school recess from Saturday, March 11, 2023 through Sunday, March 19. Classes/clinic resumes on Monday, March 20

- *No Seniors on evenings the week of March 6*
- *No Seniors on weekends March 11 & 12 as well as March 18 & 19*

***JUNIOR & SENIOR RECESS**

ALL STUDENTS will have a school recess from Thursday, April 27 through Sunday, April 30. Class/clinic resumes Monday, May 1.

- *No Seniors on evenings the week of April 24*
- *No Seniors on the weekend of April 29 & 30*
- ***JUNIORS SWITCH MONDAY MAY 1.***

***JUNIOR WEEKEND, EVENING AND LATE GENERALS ROTATIONS BEGIN
WEEK OF MAY 1, 2023**

***SENIOR REVIEW BEGINS MAY 1, 2023**

***CLASS OF 2023 GRADUATION IS JUNE 9, 2023**

***MEMORIAL DAY**

All students will have a school recess from Friday, May 26 through Monday, May 29, 2023. Classes/clinic resume on Tuesday, May 30, 2023

- *Students on evenings the week of May 22 will receive a "Holiday Slip" for being scheduled one extra day this week*
- *No students scheduled for weekends on May 27 & 28*

***JUNIOR VACATIONS**

Juniors will have vacation from Saturday, June 10, 2023 through Sunday, June 18, 2023. Clinic will resume on Monday, June 19, 2023

- *No students will be scheduled for evenings the week of June 5 or weekends on June 10 & 11 or June 17 & 18*

PERFORMANCE EVALUATION

Tech evaluations of student performance are due for specific weeks of clinic. You will know when they are assigned by an asterisk (*) on the printed clinical rotation schedule. Comments only evaluations should be completed in E*Value, "Who Did You Work With – Comments Only". **You will need to assign the evaluation to a technologist for all assigned evaluations (*).**

DIRECTIONS

1. **Gen/ER/FL/S/PC/GL/Eves/CC/IR/CT/MRI/HIA/UPM:** Log into E*Value by **Thursday:** <https://www.e-value.net/login.cfm>. Evaluations for ALL rotations EXCEPT weekends must be sent to the technologist by **Thursday 1159pm**. Submissions occurring on Friday will receive a 10% grade deduction. Evaluations submitted Saturday or later will receive a score of zero.
Weekends: Weekend evaluations must be submitted **each day** of your weekend shift. Saturday evaluations are due Saturday 1159 pm. You will receive a 10% grade reduction for submitting a Saturday evaluation on Sunday and a score of zero for anything later than Sunday. Sunday evaluations must be submitted by Sunday 1159pm. If a Sunday evaluation is submitted on Monday, you will receive a 10% grade deduction and a score of zero for anything later than Monday.
2. On your home screen, under "Tasks" (middle of page) click on Initiate Ad hoc Evaluations.
3. Select your evaluation type. Select the name of the rotation and semester you are currently enrolled in. *For example generals rotation, junior spring semester would call for "Who did you work with Gen ER - AC I, II, III?".**
4. Skip the second dropdown "Who would you like to evaluate".
5. Next, under Rotation dropdown, select the correct rotation; you will have limited choices here. If your rotation doesn't show up here, look at the first dropdown, you may have entered the wrong evaluation.
6. Next, under Site dropdown, ALWAYS choose the first option: *Mercy/St. Luke's School. If the list of sites doesn't show up right away, click the "marshmallow" to expand your choices.
7. Select a time frame, select the week of the rotation you are being evaluated for.
8. Click "Next"
9. Highlight the technologist who will be evaluating you (some rotations have mandatory evaluators).
10. Click Add. The technologist's name should move to the right box.
11. Click Submit.

There are specific evaluators for MOST rotations (with the exception of Generals and control).

ALWAYS send your evaluation to the assigned evaluator even if they are not working unless the Clinical Coordinator instructs you otherwise.

The assigned evaluator will communicate with ALL technologists you worked with to compile your evaluation. The consequence for not sending the evaluation to the assigned evaluator, wrong date, and/or wrong rotation as specified in Appendix G will be a score of 0% for that evaluation.

MERCY MEDICAL CENTER

Generals: Kerri Jolley, Austin Cassell, Curt Fullenkamp, Erin Wilson, Carly Jorgensen, Michelle McSpadden, Sarah Moore, Katelyn Escher

Fluoro: Kim Sargent

Surgery: Kerri Jolley

Pain: Michelle McSpadden, Curt Fullenkamp, Sarah Moore

Generals Late/Evenings: Bailey Weig

Weekend: Molly Lothspeich

CC: Ally Forbes

CT: Jaymie Koser

MRI: Cherie Thompson

Marion Clinic: Madison Digmann

Rad Therapy: Amy Hatfield

Nuc Med: Tom Juhl

US: Barb Taylor

Mammography: Traci Mitchell

ST. LUKE'S HOSPITAL

Generals/Control: Erin Yates, Colleen Abodeely, Kim Matteson, Nancy Novotny, Amanda Rios, Nicole Hardin, Anita Jackson, Marissa Roe

ER: Colleen Abodeely

Generals Late/Evenings: Marissa Roe

Surgery: Kim Matteson

Fluoro: Erin Yates

Weekend: Amber Roling

CC: Bryan Wright

Interventional: Kaley Swallom

CT: Amy Sickels

MRI: Ryan Klein/Megan Beebe

Marion Clinic: Madison Digmann

Rad Therapy: Michael Messer

Nuc Med: Danielle Hollinrake

US: Mary Myers

Mammo: Shelly Oehlert

WEEKENDS

You will generate an evaluation for both days of the weekend that you work, Saturday AND Sunday. Use Weekend 1 for both days of your first weekend, and Weekend 2 for both days of your second weekend of the semester. If you work Saturday, generate the eval before you leave Saturday. If you work Sunday, generate the eval before you leave Sunday. Weekend evaluations must be submitted each day of your weekend shift.

- You may take up to 4 hours personal time on a weekend day without receiving an eval score of zero. You will be evaluated on your 4 hour shift for that day. If you take more than 4 hours personal time or call in sick for the entire 8 hour shift, you'll only receive a score of 0% for the day that you were absent
- If you are sick on a weekend shift, you do have the option of making that day up over another weekend, as coordinated with your Clinical Coordinator, rather than getting a score of 0%.

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