

SCHOOL OF

RADIOLOGIC TECHNOLOGY

2026-2027

Student Handbook

UnityPoint Health
Des Moines

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The Student Handbook contains information about the policies and procedures of the UnityPoint Health® – Des Moines School of Radiologic Technology. Students are responsible for reading and complying with the information contained in the Handbook. The program director shall obtain a signed form from each student acknowledging the student received and is responsible for knowing and complying with the information in the Student Handbook. Students are informed of changes prior to their implementation. Information in this handbook was correct at the time of publication.

INTRODUCTION

UnityPoint Health – Des Moines



Healthcare can be defined as having a concern and interest for the mind, body and spirit of people. But it's much more than that. Its compassion and support for the individual. It's reaching out to the community to promote healthy lifestyles. Its technological advancements and research aimed to improve lives and enhance living. We believe the essence of healthcare is healing, caring and teaching.

The staff and physicians of UnityPoint Health - Des Moines are committed to providing quality healthcare to our patients. Whether it's revolutionizing medical treatment through human gene therapy research, creating a hospital just for kids and their families or taking superb care of women of all ages as well as older adults, we're working to improve the quality and convenience of healthcare services in central Iowa.

Accreditations:

- Our hospitals are regularly reviewed by Det Norske Veritas Healthcare, Inc. (DNV).
- Our laboratories are accredited by the College of American Pathologists (CAP).
- The Younker Rehabilitation Center is accredited by the Commission on Accreditation for Rehabilitation Facilities (CARF).
- The John Stoddard Cancer Center's programs are accredited by The American College of Surgeons.
- Iowa Methodist's Level I Trauma Center is accredited by The American College of Surgeons.
- The Food & Drug Administration inspects our pharmacy services and blood bank.
- The blood bank also receives an annual inspection from the American Association of Blood Banks.
- The American College of Obstetrics and Gynecology reviews our Level 3 Perinatal Center.
- The Iowa Department of Health and Human Services (Nuclear Regulatory Agency) inspects Radiology, Nuclear Medicine and Radiation Oncology.
- Medicare inspections are held for our skilled care beds (TCU), chemical dependency unit, rehab, pharmacy and behavioral health.
- Various accredited residency programs, for Emergency Medicine Family Medicine, General Surgery, Internal Medicine, Pediatrics, Podiatric Medicine, Psychiatry, and also a Transitional Year Residency at Iowa Methodist Medical Center.

UNITYPOINT HEALTH – DES MOINES MISSION STATEMENT:

"To improve the health of our communities through healing, caring and teaching."

OUR VISION: "Best outcome for every patient every time."

OUR FOCUS VALUES

Our FOCUS values are designed to guide our organization as we pursue our mission of "Improving the Health of Our Communities through healing, caring and teaching." As individuals, our consistent actions and behaviors demonstrate the values that we hold. This is also true of an organization's FOCUS values. It is our observable behavior that is the true testament of our FOCUS values.

FOSTER UNITY

- Use the skills and abilities of each person to enable great teams.
- Collaborate across departments, facilities, business units and regions.
- Seek to understand and are open to diverse thoughts and perspectives.

OWN THE MOMENT

- Connect with each person, treating them with courtesy, compassion, empathy and respect.
- Enthusiastically engage in our work.
- Be accountable for our individual actions and our team performance.
- Take responsibility for solving problems, regardless of origin.

CHAMPION EXCELLENCE

- Commit to the best outcomes and highest quality.
- Have a relentless focus on exceeding expectations.
- Believe in sharing our results, learning from our mistakes and celebrating our successes.

UNITYPOINT HEALTH

We will be the health care system where leaders want to lead, physicians want to practice, staff want a career and patients must have their care.

SEIZE OPPORTUNITIES

- Embrace and promote innovation and transformation.
- Create partnerships that improve care delivery in our communities.
- Have the courage to challenge the status quo.

RADIOLOGY ADMINISTRATION

The administration and staff of the UPH-DM Radiology Department, Altoona UnityPoint Clinic and Iowa Radiology Diagnostic Clinics are committed to providing a quality educational atmosphere for student learning. Through interactions with dedicated managers and staff, students learn and grow professionally as they progress through the program.

Daniel P. Van Horn	Program Director/ Title IX Coordinator – Radiography Program	(515) 241-6880
Katie Hill	Executive Director – UnityPoint Health – Des Moines	(515) 241-6605
Jenny Birkenholtz	UnityPoint Clinic Administration	(515) 967-0133
Mendy Christensen	Executive Director of Operations – Iowa Radiology	(515) 226-9810



RADIOGRAPHY PROGRAM

Accreditation Statement

The UnityPoint Health – Des Moines School of Radiologic Technology is fully accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Telephone: (312) 704-5300
www.jrcert.org

Students retain the right to contact the JRCERT with questions, issues, or concerns. Note: The JRCERT does not respond to anonymous letters or correspondence; however, the student's confidentially is assured. Students may contact the JRCERT for more information.

Mission Statement

The mission of the UnityPoint Health - Des Moines School of Radiologic Technology is to educate students in the art and science of radiologic technology and to help them become competent and caring healthcare professionals.

Philosophy

UnityPoint Health – Des Moines is committed to its educational program in radiologic technology. The school of radiologic technology contributes to UnityPoint Health – Des Moines' primary goal of providing the best possible healthcare to patients. Students will be introduced to all phases of radiologic technology. This will ensure the delivery of qualified service when meeting the needs of the patients and institutions they serve.

Goals

At the end of the program, the student should be able to:

- Practice as a competent entry-level radiographer
- Integrate critical thinking and problem-solving abilities into clinical practice
- Communicate effectively in the clinical arena
- Demonstrate and evaluate professionalism
- Meet the needs of the community

Learning Outcomes

At the end of the program, the student should be able to:

- Accurately set technical factors for examinations
- Provide quality patient care
- Distinguish between a "difficult exam" and utilizing true critical thinking/problem solving skills
- Demonstrate critical thinking/problem solving skills in the clinical setting
- Communicate through oral methods
- Communicate through written methods
- Develop a Personal Philosophy of Professionalism
- Model professionalism in the clinical arena

ACADEMIC CALENDAR 2026-2027

JULY 2026

Su	M	T	W	Th	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST 2026

Su	M	T	W	Th	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER 2026

Su	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER 2026

Su	M	T	W	Th	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER 2026

Su	M	T	W	Th	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

DECEMBER 2026

Su	M	T	W	Th	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

JANUARY 2027

Su	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY 2027

Su	M	T	W	Th	F	S
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

MARCH 2027

Su	M	T	W	Th	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL 2027

Su	M	T	W	Th	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

MAY 2027

Su	M	T	W	Th	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

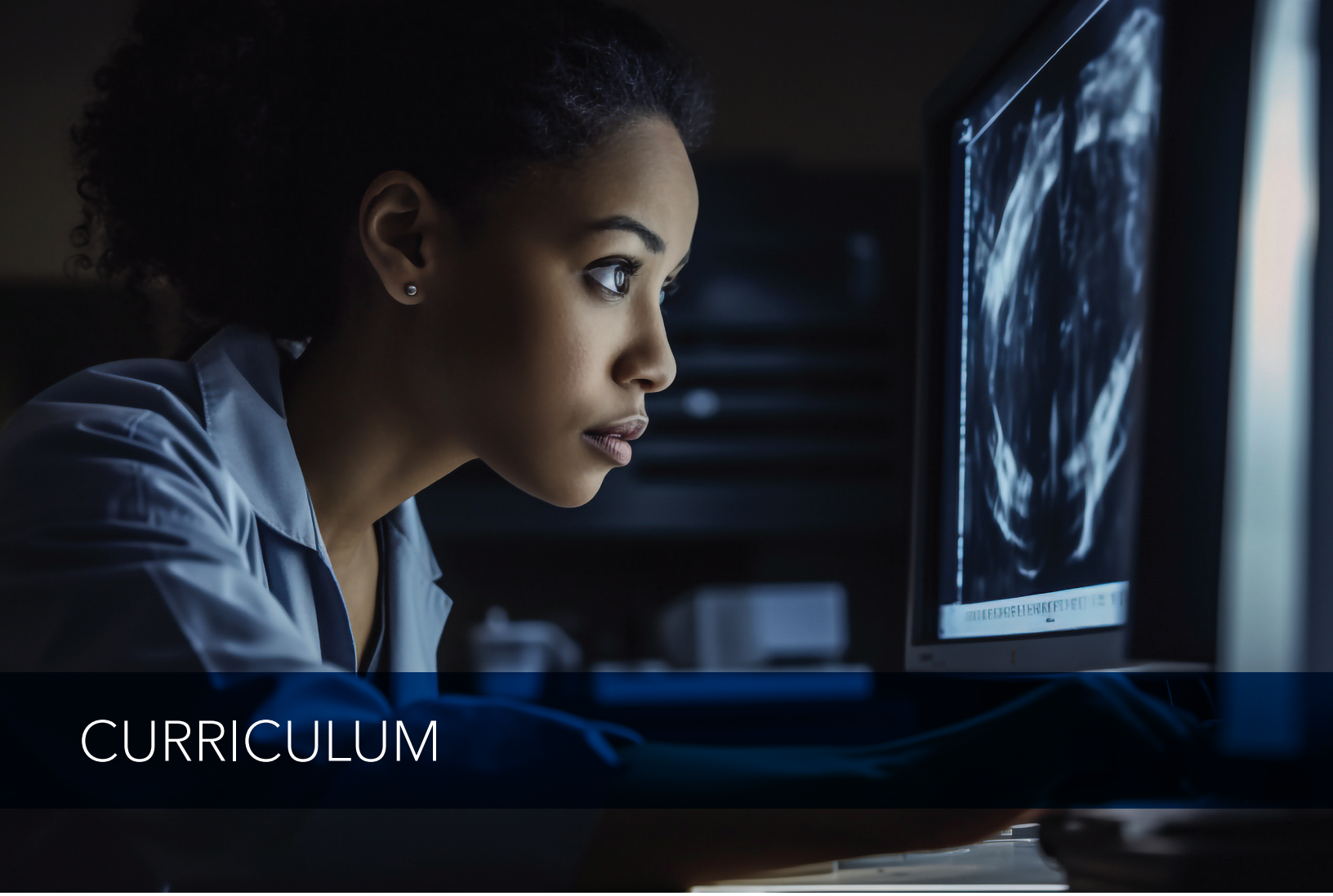
JUNE 2027

Su	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

- 1st Day of Summer Semester
- First Day for new students
- Last Day of Summer Semester
- 1st Day of Fall Semester
- Last Day of Fall Semester
- 1st Day of Spring Semester
- Last Day of Spring Semester
- Winter Break
- Spring Break
- Summer Break

Holidays
(No Class or Clinical)

- 4th of July
- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day



CURRICULUM

POLICY: The educational program shall be twenty-four months duration. Students attend class/clinical assignments Monday – Friday, 7:30 a.m. – 3:30 p.m. beginning the second semester of the program, students are scheduled into selected evening clinical rotations from 3:30 p.m. – 11:00 p.m. or 3:30 – 9:00. Starting second year student are scheduled in weekend rotations from 8:00 a.m. – 6:00 p.m. Sunday and Saturday. Students receive a semester schedule of clinical rotations. Clinical hours may vary for selected clinical sites – students do not spend more than 40 hours/week in class/clinical assignments. All courses are reported in credit hours and figured with the following guidelines.

Clock Hour to Credit Hour Calculation

CLASSROOM - 1:1

LABS - 2:1

CLINICAL - 48:1

PROCEDURES: The educational program curriculum is in accordance with the published American Society of Radiologic Technologists' (ASRT) Curriculum Guide for Programs in Radiologic Technology. Curriculum is available at www.asrt.org

The program shall comply with the Joint Review Committee on Education in Radiologic Technology's *Standards for an Accredited Educational Program in Radiologic Sciences (2021).* Standards are available at www.jrcert.org

Program faculty continually strives to provide the best quality education. At times, changes in the program are necessary to achieve this purpose – students are always notified in advance of any program changes.

Curriculum Plan

Course Number	Course	Credit Hours
First Year - First Semester (July – October)		
RAD100	Introduction to Radiology & Radiation Protection	2
RAD102	Principles of Radiographic Imaging	3
RAD103	Radiographic Procedures I	5
CLN101	Clinical Practicum I	7.5
		Total 17.5
First Year – Second Semester (November – February)		
RAD112	Radiation Physics	2
RAD113	Radiographic Procedures II	5
RAD120	Contrast Media in Radiologic Imaging	2
CLN111	Clinical Practicum II	7.5
		Total 16.5
First Year – Third Semester (March – June)		
RAD104	Radiation Protection & Biology	2
RAD123	Radiographic Procedures III	5
RAD125	Radiographic Image Evaluation	3
CLN121	Clinical Practicum III	7.5
		Total 17.5
Second Year – Fourth Semester (July – October)		
RAD203	Critical Thinking in the Radiologic Sciences	2
RAD204	Computed Tomography I*	4
CLN201	Clinical Practicum IV	9
		Total 15.0
Second Year – Fifth Semester (November – February)		
RAD214	Computed Tomography II*	4
RAD220	Radiographic Pathology	2
RAD210	Advanced Patient Care	2
CLN211	Clinical Practicum V	9
		Total 17.0
Second Year – Sixth Semester (March – June)		
RAD216	Professional Development Seminar	2
RAD230	Registry Review	6
CLN221	Clinical Practicum IV	9
		Total 17.0
		PROGRAM TOTAL 100.5

**Presented as online classes.*

Students are not scheduled into class or clinical more than 40 hours/week.

Semesters' Schedules

	1ST YEAR STUDENTS			2ND YEAR STUDENTS		
	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Sunday				*Clinical 8 a.m. - 6 p.m.	*Clinical 8 a.m. - 6 p.m.	*Clinical 8 a.m. - 6 p.m.
Monday	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.
Tuesday	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	Class 7:30 a.m. - 3:30 p.m.	Class 7:30 a.m. - 3:30 p.m.	Class 7:30 a.m. - 3:30 p.m.
Wednesday	Class 7:30 a.m. - 3:30 p.m.	Class 7:30 a.m. - 3:30 p.m.	Class 7:30 a.m. - 4 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.
Thursday	Class/Labs 7:30 a.m. - 4:00 p.m.	Class/Labs 7:30 a.m. - 3:30 p.m.	Class/Labs 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 - 11:30 a.m.	*Clinical 7:30 - 11:30 a.m.	*Clinical 7:30 - 11:30 a.m. Class 12 - 2 p.m.
Friday	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.	*Clinical 7:30 a.m. - 3:30 p.m.
Saturday				*Clinical 8 a.m. - 6 p.m.	*Clinical 8 a.m. - 6 p.m.	*Clinical 8 a.m. - 6 p.m.

**Clinical times may vary depending on clinical site and if student's rotation is an Evening Rotation or Weekend. The most common start time is 7:30 am for class and clinical.*

Classroom Education

All classroom education is conducted on the IMMC campus.

Online/Distance Education

There are three (courses) that the students must take online once enrolled in the program:

RAD099 – Patient Care (taken as a prerequisite after being accepted but before program starts in July)

RAD204 – Computed Tomography I (taken during the 1st Semester of the 2nd Year)

RAD214 – Computed Tomography II (taken during the 2nd Semester of the 2nd Year)

All online classes carry no additional fees or tuition to the program other than the price the student pays for the textbooks. Students are given their own secure login usernames and passwords which should not be shared with anyone else.

Clinical Sites

To provide students with a variety of clinical experiences, travel to selected clinical sites in the Des Moines metropolitan area is required:

- Iowa Methodist Medical Center
  1200 Pleasant Street, Des Moines, IA
- Methodist West Hospital
  1660 60th St. West, Des Moines, IA
- Iowa Lutheran Hospital
  700 E. University Ave, Des Moines, IA
- UnityPoint Clinic Family Medicine
  2720 8th St. SW, Altoona, IA
- Iowa Radiology MOB III
  1221 Pleasant St. Suite 350, Des Moines, IA
- Iowa Radiology – West (Clive)
  12368 Stratford Drive, Des Moines, IA
- Iowa Radiology - Ankeny
  3625 N Ankeny Blvd Suite H, Ankeny, IA 50023

The program may add or remove clinical sites in a continuing effort to provide a quality clinical education. Students are informed prior to implementation of any changes in their clinical rotations. Students are expected to have reliable transportation and a valid Iowa driver's license. Cost of travel to clinical sites is the student's responsibility.

Mammography

The program has revised its policy, effective July 1, 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging.

Under the revised policy, all students will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows a student to participate in mammographic imaging procedures. The program will not deny students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 and October 2021 meetings. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Program Directors & Faculty, Program Resources.

Faculty

Daniel P. Van Horn, M.S.Ed., R.T.(R)(ARRT) Program Director (515) 241-6880

Rachael Underwood, M.S.Ed., R.T. (R)(CT)(MR)(ARRT) Clinical Coordinator (515) 241-3486

Clinical Preceptors

Drake Adair, R.T. (R) Iowa Methodist Medical Center

Justin Howard, R.T.(R) Iowa Methodist Medical Center

Kayla Yario, MPH, R.T. (R) Iowa Methodist Medical Center

Amelia Yule, R.T.(R) Iowa Methodist Medical Center

Kelsey Figland, R.T.(R) Iowa Methodist Medical Center

Chris Maly, R.T.(R) Methodist West Hospital

Meagan Sorensen, R.T.(R) Methodist West Hospital

Jolene Meythaler, R.T.(R) Iowa Lutheran Hospital

Samantha Day, R.T. (R) UnityPoint Clinic Family Medicine - Altoona

Ali Seymour, R.T.(R) Iowa Radiology – Clive

Elyse Cary, R.T.(R) Iowa Radiology – MOB III

Madilyn Foster, R.T.(R) Iowa Radiology - Ankeny

Student Communication

- EMAIL – Students are assigned a school email address. It is the student's responsibility to check their email daily – computers are available in the radiology department to accomplish this task. Faculty is not responsible for information disseminated via email and not read by the student. **Students are cautioned against getting their information from other students – they should read their OWN email.** Students are expected to read email within 48 hours.
- TRAJECSYS ONLINE SOFTWARE - Students have access to information at all times on Trajecsys. Schedules, announcements, and other information will be posted for students to view. Students are responsible for checking Trajecsys daily for new information.
- MAILBOXES – students have mailboxes in the radiology department and are responsible for checking these daily for information.

Non-Discrimination Statement

The radiology program conducts business and academic activities in a manner free from discrimination and strives to provide equal opportunity and treatment for students without regard to age, race, creed, color, gender, religion, national origin, disability, sexual orientation or gender identity, status as a disabled veteran or veteran of the Viet Nam era, political affiliation, or any other factor protected by law. Persons applying to the program are provided with the Technical (Clinical) Standards during the application process. These standards are available on the program's website at School of Radiologic Technology - Des Moines Area Hospitals (unitypoint.org)

Diversity Philosophy

In accordance with the UPH-DM diversity policy (PC 37), radiology department administrators, program faculty, and staff are committed to providing students with a learning environment that is rich with diversity, energy, creativity, and innovation. Students discuss diversity issues in RAD100 (Introduction to Radiologic Technology).

Educational Program on the United States Constitution

In accordance with Title IV legislation, first semester students attend a program providing basic information on the U.S. Constitution and their role as responsible citizens. This program is presented in September, the anniversary month of the signing of the Constitution, and is a component of RAD100 (Introduction to Radiologic Technology).

Terminal Competencies

The program faculty has established terminal competencies that graduates should achieve through the educational process. These shall include, but not necessarily be limited to, the following:

The graduate should be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics
5. Operate radiographic imaging equipment and accessory devices.
6. Position the patient and imaging system to perform radiographic examinations and procedures.
7. Modify standard positioning procedures and exposure factors to accommodate for patient condition, equipment, accessories and contrast media to maintain appropriate radiographic quality.
8. Determine exposure factors to obtain diagnostic quality radiographs with minimal radiation exposure.
9. Demonstrate the process of obtaining a digital radiographic image, reviewing the image, and electronically sending the image to PACS and EMR.
10. Practice radiation protection for the patient, self and others.
11. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
12. Evaluate radiographic images for appropriate positioning and image quality.
13. Evaluate the performance of radiologic systems, know the safe limits of equipment operation, and report malfunctions to proper authority.
14. Exercise critical thinking and problem solving in technical performance of medical imaging procedures.

Graduation Requirements

To graduate from the program, students must:

1. Achieve a 2.0 cumulative GPA (on a 4.0 scale) with a grade of "C" (81%) or above in each course.
2. Attend 14 hours of Professional Development Seminars
3. Participate in a Financial Aid Exit Interview, if applicable
4. Meet financial obligations to UPH-DM and the program
5. Successfully complete all program and ARRT clinical competency requirements
6. Complete all areas of Clinical Management with 94% accuracy



STUDENT RECORDS

The UnityPoint Health - Des Moines (UPH-DM) School of Radiologic Technology complies with the *Family Educational Rights and Privacy Act (FERPA) of 1974* and its amendments, which governs access to and release of student academic records. Students must provide written permission for a third party to access information. FERPA recognizes that information can, in case of an emergency, be released without student consent when necessary to protect the health and safety of others.

Students requesting the release of information must provide a written request that includes the date of the request, the information desired, a complete address where information should be sent, and the student's signature. Requests are mailed within seven (7) business days of written request. Students will not be charged a fee for this service or for official transcripts. **Final Transcripts are not released until all financial obligations have been met and all required materials (OSL badge, locker key, ID badge, etc.) have been returned.**

Current student records are maintained in the Program Director's office in a secure, locked file cabinet. Previously graduated students' records are kept in secure, locked cabinets in the radiology storage area at Iowa Methodist Medical Center. Recently graduated student records/ transcripts are kept on the Program Directors personal hard drive through the UPH-DM mainframe computer system which is backed up daily. The Program Directors personal drive is password protected and available to only radiography school staff. Records are permanently retained in program files after graduation, resignation, or dismissal. This includes transcripts, authorizations, etc… Every measure is taken to ensure the confidentiality and security of these records.

In the event of school closure, student transcripts will be transferred to the UPH-DM Human Resources Department to allow access by graduates.

A graduate's educational record will contain the following:

- UPH-DM transcript
- Official transcripts including high school or GED
- Written authorization for disclosure of information with documentation as to date information was mailed or given to student
- Documentation of completion of ARRT and Program competency requirements

Current student's files will contain the following:

- Application for admission
- All application documents (point system record, interview scores, etc.)
- Official transcripts including high school or GED
- Financial aid records and receipts (additional information maintained by Financial Aid Officer)
- Clinical Performance Evaluation forms and/or summaries
- Current American Heart Association CPR for the Healthcare Provider card
- Professional Development Seminars attendance record
- Written authorization for disclosure of information with documentation as to date information was mailed or given to student
- End-of-semester evaluations
- Documentation of correspondence and counseling sessions
- Any other information deemed important

Files for students who have withdrawn or been dismissed from the program will contain the following:

- Official transcripts including high school or GED
- UnityPoint Health - Des Moines transcript
- Documentation of correspondence and counseling sessions
- Written authorization for disclosure of information with documentation as to date information was mailed or given to student

Students' Clinical Competency Records, Clinical Evaluations, and Clinical Time Records are maintained through Trajecsys.com.

Applicant files will be maintained if the applicant informs the program director to keep their information on file. Inactive files older than two years will be destroyed.

If a student believes the program has not adhered to the law regarding student records and right to privacy, the student may write to: Department of Education, 330 Independent Avenue. S.W., Washington, DC 20201.

Change of Address

Students are responsible for informing the program director of a change of address. This information is to be in writing. At the end of the program, students need to provide the program director with an address where the graduate will receive mail. This facilitates delivery of graduate surveys and financial statements for tax purposes. A parent's address may be the best solution as graduates often move and change their address shortly after graduation. The program director and finance office are not responsible for mail delivered to a wrong address.

Health Records

Students are required to provide immunization records and must complete a Health Physical at one of UPH-DM's Occupational Health facilities. Documentation is maintained in student files and employee health. Students are required to follow UPH-DM's immunization policies.

Student Review of Records

Students may review their own records in the program director's presence. A written request is required. The program director will have seven (7) business days after receiving the written request to show a student their file. Students have access to grades in the online gradebook and will be given a copy of their grades at the end of each semester.



ADMISSIONS

ADMISSIONS

Compliance with ADA (Americans with Disabilities Act)

UnityPoint Health - Des Moines Policy

Employees with disabilities may be hired to fill any position for which they are qualified. UnityPoint Health – Des Moines will make reasonable accommodations to enable employees with disabilities to perform the essential functions of their jobs.

UnityPoint Health – Des Moines is committed to complying with the Americans With Disabilities Act of 1990. The Act prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment.

The ADA policy and accompanying procedures are designed to prevent discrimination. Employment decisions will be based on the abilities of individual applicants, and not on the basis of presumptions or generalizations about a class of individuals.

Human Resources management will administer this policy and direct UnityPoint Health – Des Moines -wide efforts to provide reasonable accommodations to qualified individuals with known physical or mental impairments, while monitoring the impact on UnityPoint Health System to prevent undue hardship.

The ADA does exclude some disorders. The intent of this policy is to comply with the law, not expand it.

A qualified individual with a disability is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or desires.

Radiology Program Policy

Program policy is based on institutional policy. A student who believes they need an accommodation to meet program requirements must contact the program director to discuss feasibility of accommodations. Student may be required to provide medical

documentation of need for accommodation/s. Human Resources, Radiology Executive Director, and program director will determine if accommodations can be provided. Students may make an appointment with the program director to review the required documentation forms.

(Refer to website: School of Radiologic Technology - Des Moines Area Hospitals (unitypoint.org) for admission and post admission requirements found in School of Radiologic Technology Catalog)

CPR Certification

Students must maintain current American Heart Association Life Support for the Healthcare Provider status. Copy of card must be provided to program director and will be placed in student's file. Failure to do so may result in student not being allowed in clinical rotations.

Transfer Students Policy and Procedure

The UnityPoint Health - Des Moines (UPH-DM) School of Radiologic Technology provides opportunities for students to transfer from other JRCERT accredited programs on a space-available basis. The following standards have been established:

1. Compliance with the JRCERT student capacity for the UPH-DM program must be maintained.
2. Student must be transferring from a JRCERT accredited radiology program
3. Current official transcripts from the program must be provided.
4. Student must meet UPH-DM admission requirements
5. Student must complete UPH-DM Cornerstone Education
6. Transfer credit* is allowed for courses with a grade of "B" or above
7. Students may challenge courses with a grade of "C" – if challenge examination is not successfully passed, student must re-take the course.
8. No transfer credit is allowed for courses with a grade of "C-" or below – courses must be re-taken
9. To maintain program integrity - transfer students must complete simulated radiographic competencies on any exam completed at the school they are transferring from. The student shall perform the examination on a live subject (not a patient) and simulate the exposure. A radiograph of the area in question shall be used in the image evaluation section of the evaluation form. The student shall critique the image.
10. Depending on placement, student's time in the program will be determined on a case-by-case basis.
11. All UPH-DM graduation requirements must be met

Transfer into the program is not guaranteed and is determined on a case-by-case basis. *Transfer credit is at the sole discretion of the program director and program faculty.

Also required:

1. **A letter from the current program director providing information on student attendance in class and clinical assignments as well as assurance that student is currently in good standing with the program.**
2. **Interview with UPH-DM program director and clinical coordinator**
3. **Payment of non-refundable $400 Student Services Fee**



PROGRAM COSTS

Costs are subject to change; students will be notified in advance.

Tuition & Fees

Tuition for the program is $1200/semester (the program operates on a 3 semester per year calendar) and an annual non-refundable Student Services Fee of $400 for a total tuition/fees cost of $8,000 for the two-year program. A non-refundable deposit of $100 is due no more than 30 days following receipt of the acceptance letter. The deposit is applied to the first semester tuition cost.

FUTURE CLASSES: Tuition is based on an annual cost and is subject to change. Students are informed in advance of any changes during the program.

Tuition & Fee Payments

Tuition is due and payable each semester. The Student Services fee is due with the first and fourth semester tuition.

Approximately one month prior to the next semester, the program director prepares an invoice for the student. Tuition is to be paid by the first Friday of the semester. Students receiving financial aid or disbursement of a payment by the U.S. Department of Veterans Affairs, as verified by the Financial Aid Officer, may have their tuition costs waived until receipt of aid with no penalty.

Students who fail to pay tuition by the established due date, or within 3 school days of receipt of financial aid disbursement, will be suspended until payment is received in the program director's office. Graded work missed during this suspension cannot be made up. Time missed will be considered "unexcused". Unexcused hours can negatively impact the clinical grade. Refer to Clinical Manual which is provided on the first day of classes and at the beginning of the 2nd year.

Students should contact the program director immediately if special conditions or terms for payment are requested.

Financial Aid

Financial aid is administered according to the regulations of the current U.S. Department of Education ***Financial Aid Handbook*** *(a copy of the Financial Aid Handbook can be found on the programs website at www.unitypoint.com/desmoines/radtech).* Students may contact Daniel Van Horn at (515) 241-6880 or email him at daniel.vanhorn@unitypoint.org.

The UPH-DM Radiology School is approved by the Iowa Department of Education for education benefits administered by the US Department of Veterans Affairs. Veterans or eligible dependents planning to enroll should contact the VA Regional Office in St. Louis, MO. well in advance of their anticipated enrollment date to establish eligibility and to allow sufficient processing time by the VA. The application process for new claims takes a minimum of eight weeks to complete by the DVA. Please contact Daniel Van Horn if you have any questions.

Radiology School Scholarship

A scholarship may be available to students entering their second year in the program. Recipient(s) of the scholarship(s) is determined by the staff radiographers at the clinical sites. The radiographers vote on which first year student has best demonstrated the FOCUS values and which student demonstrated the most growth during their first year in the program and amount awarded is based on funds available.

Students may also apply for the Iowa Society of Radiologic Technologist (ISRT) Scholarship, an ISRT Scholarship, and/or an American Society of Radiologic Technologist Scholarship.

Textbooks

Students receive a list of required textbooks and supplemental materials at the New Student Orientation held approximately three months prior to the first day of classes. Students are expected to have their textbooks and materials purchased and available on the first day of classes Students are charged for the Trajecsys Report System which is the clinical reporting system used during the entire 2-year program. This cost will be billed on the initial invoice given to students during New Student Orientation. **Due to federal financial aid regulations, incoming students may not receive financial aid disbursements prior to the first day of classes – this will NOT be an acceptable reason for failure to have required textbooks and materials on the first day of classes. Approximate costs of the textbooks are:**

Semester	Approximate Costs
1st Year – 1st Semester	$500
1st Year – 2nd Semester	$0
1st Year – 3rd Semester	$70
2nd Year – 1st Semester	$240
2nd Year – 2nd Semester	$90
2nd Year – 3rd Semester	$100
Total for Program	**$1,000**
Trajecsys Report System	$150
Total for Program	**$1,150**

Textbooks

Students are required to have textbooks on the first day of the course. Students need to budget for these costs as financial aid may not be available prior to the beginning of classes.

Bookstore

Students may purchase textbooks through their favorite bookstore – including online resources.

Students are cautioned to be careful with "free shipping" as the process often takes much longer to receive the books.

Tuition Assistance

Tuition assistance may be available for students in the program who are employees of UnityPoint Health – Des Moines. Please contact Human Resources at (515) 241-6313 for more information.

Employment

Employment with UnityPoint Health – Des Moines may be available. Students should contact the Human Resources Department at (888) 543-2275 for more information.

Housing

Students are responsible for their own housing arrangements and costs.

Program Length

The UPH-DM School of Radiologic Technology is a six-semester, 24 month program. Students take didactic courses and complete clinical radiology rotations. Students are not compensated for clinical rotations.

Articulation Agreements

Des Moines Area Community College (DMACC)
Students have the opportunity to pursue an Associate in General Studies degree through an articulation agreement between DMACC and the UPH-DM School of Radiologic Technology. Students are not given time off from classroom and clinical responsibilities to attend classes during daytime or weekend hours. Students are encouraged to contact DMACC and to look on our website (www.unitypoint.org/desmoines/radtech) for more information.

Saint Joseph's College of Maine
Students also have the opportunity to pursue a 100% online Associate or Bachelor's degree program in Radiologic Science Administration (RSA) with Saint Joseph's College. Courses in the RSA programs start four times per year. Interested students may contact Saint Joseph College's online admissions office for more information:

Online Admissions
Saint Joseph's College of Maine
278 Whites Bridge Road
Standish, Maine 04084-5236
Toll-Free Phone: 1 (800) 752-4723
Direct Call/Text: (207) 893-7841
Email: onlineadmissions@sjcme.edu

North Dakota State University
Students of North Dakota State University (NDSU) may apply to complete a two-year internship at UPH-DM School of Radiologic Technology. That internship can be used to complete a Bachelor of Science Degree in Radiologic Science through NDSU. For more information contact Aleisha Lokken at aleisha.d.lokken@ndsu.edu.

Course Syllabi

Students are provided with syllabi on or before the first day of classes each semester. Syllabi include, but are not necessarily limited to, the following information: course description, instructor/s, schedules, grading scales, grading derivation, course objectives based on cognitive, psychomotor, and affective domains, textbook requirements, and lesson plans. All syllabi are maintained in the Master Plan in the program director's office and students may review these upon request. Course descriptions can be found in the school catalog.

Grading Policy

All didactic and clinical courses in the radiology curriculum are graded according to the following scale:

Grading Scale

A	95 – 100	B-	87
A-	94	C+	86
B+	93	C	81 - 85
B	88 - 92	F	Below 81

* Incomplete – Students receive an "incomplete" grade when they do not meet the requirements for a given semester. At the instructor's discretion, the student may be given a time frame in which to complete the course requirements. The student, instructor, and program director shall determine an appropriate time frame for completion of work. Students, who do not complete the requirements within the established time frame, shall receive an "F" for the course and will not be promoted to the next semester.

Comprehensive Final Examinations

In selected courses (i.e. Radiographic Procedures, Radiation Physics, Principles of Imaging, etc.) – students are required to achieve two standards to successfully pass the course. These are:

1. receive a cumulative score of 81% or higher on coursework (i.e., homework, tests, quizzes, projects, etc.)
2. receive a score of 81% or higher on the Final Comprehensive Examination

BOTH of these requirements must be met for the student to pass the course. In the event that one or both are not met, the student may be dismissed from the program. Additional information is provided in the course syllabus and from the course instructor. Course requirements are fully discussed, and the student has a chance to ask questions, when the syllabus is provided to the student. Course syllabi are provided on or before the first day of scheduled classes.

Dissemination of Grades

Students receive their grades and a progress report at end of the semester. Faculty reviews these records with students in individual counseling sessions and students have the opportunity to discuss their progress. At graduation, students receive an unofficial final transcript. Final transcripts are not released if student has not met graduation requirements. Grades cannot be given over the telephone. Grades for individual exams and assignments are posted on an online gradebook which is accessible by the student within one week of completion.

Examination Return Policy

Instructors make every effort to return examinations by the next scheduled class time. If examinations are ready prior to the next class time, the instructor has the option of posting a note that exams may be picked up. Students need to consider that research papers and portfolios will take additional time to be checked and returned. Students with concerns should contact the program director. If the program director is the course instructor, students should contact the Executive Director of the Radiology Department.

Missing Examinations

POLICY: Students are expected to attend all class sessions. In the event a student misses a class when a test is presented, the instructor of the course reserves the right to administer a different test and/or deduct points – refer to syllabi. Students will not receive credit for in-class graded work missed due to a class absence. The following procedure will be followed:

PROCEDURE: It is the student's responsibility to check in with the instructor within 24 hours of returning to school. If a student has not checked with an instructor for missed work within the allotted 24 hours, the student will receive a zero for any missed graded work (i.e., test, quizzes). Students will be required to make-up test(s) missed the first day they return to school unless prior arrangements have been made with the course instructor. **If a student takes time out of Clinicals to make up a test or lab, the time missed from clinical will be deducted from the student's STO Bank.**

Promotion Policy

Students must maintain a cumulative 2.0 grade point average (based on a 4.0 scale) each semester to remain in the program. Students must have an 81% "C" or higher in 100% of their courses, including Clinical Practicum I - VI, in order to graduate. All graduation requirements must be met.

Students are required to have a "C" (not a C-) or better in every course to progress to the next semester. The student who is unable to complete course requirements may be granted an "Incomplete" – this is at the discretion of the course instructor, approved by the program director, and based on individual student performance. If an "I" is not granted, the student will be dismissed from the program and may petition to be reinstated the following year. Upon receiving the petition in writing, the program director, clinical coordinator, clinical instructor, and the executive director will evaluate the student's past didactic and clinical progress to determine if the student will be allowed to reenter the program, if space is available.

Students, who believe an error has been made in their semester grade(s), should notify the program director immediately. Students have thirty (30) calendar days after receiving their grades to protest a grade.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY & PROCEDURES

To Remain Eligible to Receive ANY and ALL of your Financial Aid

1. You must maintain a 2.0 ("C") cumulative (overall) Grade Point Average, AND
2. You must receive a passing grade (C or above) in 100% of courses each semester.

Students are evaluated for SAP at the completion of each semester.

Failure to maintain # 1 and # 2 above will place you on:

Satisfactory Academic Progress (SAP): WARNING (for the following semester)

(You can receive aid while on SAP WARINING, but you've been warned you're at risk for losing your eligibility for all Financial Aid)

Failure to maintain # 1 and # 2 above for TWO CONSECUTIVE SEMESTERS will place you on:

Satisfactory Academic Progress (SAP): TERMINATION (for the following semester)

(You will receive NO AID for any future semesters until you've fully maintained the above SAP academic requirements.). Student is referred to the Appeals Process below. Students are notified in writing within two (2) weeks of completion of each semester if they have failed to successfully complete the semester.

If you have extenuating circumstances, you may appeal this decision. Please see section on Appeals.

Appeals: Appeals must be filed, in writing, to the Radiology School Program Director within one (1) week of notification of failure to progress in the program. Appeals are handled on a case-by-case basis, and will require sufficient, tangible documentation in writing and solely in writing, from a "third-party" source, supporting and justifying an extenuating highly unusual circumstance(s) that significantly contributed to an adverse academic performance during BOTH of the preceding terms. Furthermore, you must explain in your own words, the situation that caused the academic difficulties, explain why it was outside of your control, provide documentation, and furthermore explain why that extenuating factor is no longer present and is no longer likely to cause an academic problem.

Successful appeals allowing another term of probation eligibility are entirely at the discretion and professional judgment of the Financial Aid Director. The decision to hear and review this initial appeal's finding is solely at the discretion of the Financial Aid Director and Radiology School Program Director. (Allow two (2) weeks for a decision on all "SAP Appeals".)

The maximum time frame for financial aid eligibility is 150% of the normal program length. Since 100.5 credit hours are required for certificate completion, students can receive financial aid for up to 150.75 attempted credits. Upon return, the student must return to the program full-time, and repeat any courses for which they earned a failing grade or incomplete grade prior to their withdrawal. Please note: Academic progress and financial aid eligibility are also subject to other Federal regulations wherever applicable.

Refund Policy

Students who withdraw completely or are dismissed from the UnityPoint Health – Des Moines School of Radiologic Technology by the second Friday of the semester will receive a full refund of applicable tuition. Withdrawal or dismissal from the program after the second Friday of the semester will not receive a refund. A Withdrawal Form must be completed by the student and received by the Program Director prior to this deadline for any refund to be issued. Federal guidelines for refunding disbursed Title IV Funds are found in the section entitled "Return of Title IV Funds." Students will be granted a refund only after refunds required by Federal and State regulations have been made and if there is a credit balance remaining.

If the student 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 national guard duty or federal active duty they may:

(a) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

(b) Make arrangements with the student's 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 and mandatory fees shall be assessed for the courses in full.

(c) Make arrangements with only some of the student's 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 and mandatory fees 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.

Return of Title IV Funds

If a student withdraws completely, fails all classes or is dismissed from the UnityPoint Health – Des Moines School of Radiologic Technology prior to completing 60% of the semester, the Higher Education amendments of 1998, Public Law 105-244 requires any federal Title IV financial aid received to be returned or repaid in accordance with federal policies. (Please see Financial Aid Handbook for Title IV Fund return details)

Students will be notified if they are required to repay federal or state funds (grants and/or loans). Failure to repay or make satisfactory payment arrangements will result in becoming ineligible to receive Federal Title IV funds at any institution.

In addition, the School is required to return any unearned portion of Title IV funds that have been used to pay tuition. Any outstanding balance resulting from such a return of funds will be the responsibility of the student. Repayment arrangements must be made with the UnityPoint Health – Des Moines Finance Office.

Re-admission Policy

Students seeking readmission to the program must comply with all post-admission requirements. JRCERT Standards for student capacity shall be followed.

Students who were dismissed or withdraw from the program will be considered for readmission by the faculty on a case-by-case basis. Students who were dismissed for academic reasons will not be considered for readmission until a period of one year has lapsed. Students will only be considered for readmission once.

When readmission is requested after a dismissal or withdrawal for either academic or non-academic reasons, the program director and/or clinical coordinator will administer didactic and/or clinical placement examination/s to evaluate the student's retention of knowledge and clinical skills and determine appropriate placement in the program. Students seeking readmission to the first semester must meet current admission requirements, will be placed in the pool of applicants, and given equal consideration for admission with other program applicants.



ATTENDANCE POLICIES & PROCEDURES

Students continual attendance in both class and clinical assignments is imperative for their successful completion of the program. Educational programs in radiologic technology are no longer "on-the-job training" – they involve a nationally recognized curriculum designed to provide students with the classroom and clinical experiences needed to successfully complete the program, pass the ARRT national board examination, and become competent and caring healthcare professionals. Due to the rigor of the program, students need to make every effort to attend all class and clinical assignments.

Class/Clinical Attendance

Students are expected to attend all class/clinical sessions. Students are also expected to be on time to their class/clinical assignments. A complete attendance policy is located in the Clinical Syllabus available on the website, Trajecsys, and provided on the first day of classes.

Holidays

POLICY: Seven (7) holidays are observed per year: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

PROCEDURE: Students will **not** be allowed to be on any campuses for either clinical or classroom didactic education during the 7 recognized holidays.

If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If a holiday falls on a Sunday, the holiday will be observed the Monday after the holiday.

Doctor Appointments

POLICY: Doctor appointments should be made outside of regularly scheduled school time.

PROCEDURE: If a student absolutely has to leave school for a short period of time (i.e., one hour), every attempt should be made to schedule the appointment in the afternoon. The time missed will be considered unexcused. Students must inform the program director prior to leaving for an appointment. In the program director's absence, the clinical coordinator must be informed.

Bereavement Leave

POLICY: Students will be granted up to three days funeral leave when the funeral is for an immediate family member. Immediate family shall be considered the husband or wife, parents, sibling, children, grandparents, mother-in-law, father-in-law, stepparents, stepchildren, stepbrothers, and stepsisters.

PROCEDURE: Notify program director and clinical coordinator of bereavement need. In the event another relative would hold the same close relationship, special approval granting funeral leave may be requested from the program director.

Leave of Absence

I. PURPOSE

This policy is written to declare UnityPoint Health – Des Moines' School of Radiologic Technology objectives and policies relative to approved leave of absence from school for a period exceeding ten (10) regularly scheduled school days, commonly referred to as "leave of absence."

II. PROCEDURE*

A. A leave of absence shall be requested in writing by the student and submitted to the program director.

B. The reasons or grounds for which leaves of absence may be granted cannot be stated precisely. In general, leaves will be granted for situations which are not of the student's choosing. Examples of circumstances which may necessitate a leave of absence are extended illness, pregnancy, etc.

C. A student may not request a leave of absence longer than twelve (12) months.*

D. Only one leave of absence will be granted a student.**

E. An approved leave of absence is a commitment that the student may be absent from school for a specified length of time approved in writing at the time the leave is commenced.

F. It will be the responsibility of the program director to terminate students who do not return on the specified date or make other arrangements.

G. The student's time in the program may need to be extended to meet requirements.

* Student capacity, as set by the JRCERT, as well as competency level set by the program shall be adhered to and returning student may not be offered a position in the program at the point the student left for the leave of absence. Student may be required to take "challenge" exams to determine appropriate placement in the curriculum. Due to capacity limits, student may not be able to return to semester in which the student took leave of absence. Student may have to re-apply as a new incoming student. Contact Program Director for more information if considering application for a Leave of Absence.

** If a student needs a leave of absence longer than 12 months and/or needs more than one leave of absence during the program, the student must withdraw and apply for re-admission. Placement in program is determined on an individual basis – see above.

Class Cancellation

POLICY: Students enrolled in the program have chosen healthcare as a future profession. Providing quality healthcare to the community involves a 24/7 commitment from healthcare providers. In an effort to instill this commitment into students, classes and clinical assignments are rarely cancelled. This is in accordance with UnityPoint Health -Des Moines' around-the-clock service to patients and their families. The radiology program faculty has a commitment to student safety; therefore, the following guidelines apply during inclement weather.

PROCEDURE:

1. The executive director of the radiology department, program director or clinical coordinator shall be the only personnel authorized to cancel school.
2. **Students need to check their UPH-DM email as this is the means used to communicate delayed and/or cancelled classes.**
3. **If a "late start" is announced, the time is figured from the regular start time of 7:30 a.m. For example: a student at an off-site who does not have to normally report until 8:00 a.m., would report at 9:30 a.m. for a "2 hour delay" (not at 10:00 a.m.)**
4. Students must be responsible for their own safety. For road conditions, students are encouraged to contact, and comply with, recommendations of the

Iowa Highway Patrol:

1 (800) 575-5555 or from a cellular phone: *55

Note: Students are granted 10 hours/semester of Student Time Off to use at their discretion before the clinical practicum grade is affected.

ACADEMIC POLICIES & PROCEDURES

Title IX/Sexual Harassment & Sexual Misconduct

POLICY: UnityPoint Health – Des Moines School of Radiologic Technology promotes a productive and safe learning environment and does not tolerate any verbal or physical conduct by any individual which harasses, disrupts, or interferes with another individual's performance or which creates an intimidating, offensive or hostile environment, especially if such conduct concerns a protected class as defined by federal, state, or local laws. Consistent with this commitment, the program's Non-Discrimination Notice, and the U.S. Department of Education's implementing regulations for Title IX of the Education Amendments of 1972 ("Title IX") (see 34 C.F.R. § 106 et seq.), the program prohibits Sexual Harassment that occurs within its Education Programs and Activities pursuant to this Sexual Harassment Policy.

In accordance with the established grievance process any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made by complainants, third parties, witnesses, or bystanders, and may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Cornerstone

All students and new employees are required to complete annual modules through the UPH-DM website to document continued knowledge of policies and procedures. Documentation is maintained in the employees' and students' files.

Within the module titled, ***Workplace Violence.*** This module addresses the following topics defined as:

Dating Violence – violence committed by a person who is or has been in a social relation
Domestic Violence
Sexual Assault/Harassment
Stalking

This module demonstrates the signs of workplace violence, identifies the reporting process, and discusses the four *A's to Respond to Violence* (Accept, Assess, Act, and Alert). It also covers ways to prevent workplace violence through the ***Awareness + Action = Prevention*** model. Prevention of personal safety is discussed which include how communication, positive and healthy behaviors, and mutual respectful behavior play a major role in prevention of dating violence, domestic violence, sexual assault, and stalking. The module must be completed once each year the student is enrolled in program and/or each year an employee is employed.

Drug Free School

POLICY: UnityPoint Health – Des Moines School of Radiologic Technology is a drug free school. The unlawful manufacture, distribution, dispensation, possession, use, or sale of a controlled substance in the Medical Center or at any clinical site is prohibited. Additionally, the unlawful use, distribution, or possession of alcohol by students on Medical Center or clinical site premises or at Medial Center or clinical site activities is strictly prohibited. (This prohibition includes after duty alcohol use resulting in intoxication at school or clinical sites).

PROCEDURE: Students who violate this policy will be terminated.

Injured While on Clinical Rotations

POLICY: Student radiographers are not covered under UnityPoint Health – Des Moines' Workman's Compensation Program. All students need to carry medical insurance. Students are allowed to participate in the medical center's insurance program at the same cost as an employee. Students should contact Human Resources at (515) 241-6313 for more information.

PROCEDURE: Students injured during the time they are in a clinical or classroom setting while they are acting in the role of a student are responsible for all medical costs accrued as a result of the injury.

Professional Malpractice/Liability Insurance

Students who are currently enrolled in the radiology program, are functioning within the scope of practice for

student radiographers, and in compliance with program policies on didactic and clinical education are covered under the UnityPoint Health – Des Moines' Professional Malpractice/Liability Insurance. Additional information on coverage is available from the program director and students interested in obtaining additional coverage may visit Malpractice Insurance for Healthcare Providers - HPSO

Smoke Free Environment

PURPOSE

To provide a smoke free environment for all UnityPoint Health – Des Moines patients, employees, students, visitors, and medical staff. UPH-DM is a leader in the smoke free movements because smoking - the nation's leading preventable cause of death - is inherently at odds with our healthcare mission. A smoke free policy is one of the strongest statements UnityPoint Health – Des Moines can make about the dangers of smoking and our concern for our patients and employees.

POLICY

Effective July 1, 2006, UnityPoint Health – Des Moines:

A. Prohibit smoking or the use of tobacco in all facilities and grounds occupied by and vehicles owned by UnityPoint Health – Des Moines.
B. Prohibit smoking in all patient rooms.
C. Prohibit smoking in all meeting and eating rooms at all off campus meetings, retreats, seminars, and other functions held for UPH-DM employed
D. Prohibit the sale of smoking materials and related supplies in all UPH-DM facilities.
E. Permit smoking for patients in chemical dependency programs and for patients in the psychiatric unit.

III. Responsibilities

A. This smoke free policy will be uniformly applied throughout the Health System to employees, students, medical staff, patients, and visitors.
B. This policy will be enforced departmentally and/or by the Facility Support Services Department. Employees and students who fail to follow this policy may be disciplined according to applicable disciplinary policies.

Students: Smoke breaks are not allowed. Students may smoke within their 30 minute lunch break only. Students are not to leave their clinical area to smoke unless on lunch break. Students are not to go with their radiographer to smoke unless it is during the student's lunch break. Smoking must occur off-campus. This policy applies at ALL clinical sites.

Students who do not comply with the policy will receive demerit/s and be disciplined through the following steps:

- 1st violation verbal warning
- 2nd violation written warning
- 3rd violation suspension (missed work must be completed, however, student will not receive credit for missed work)
- 4th violation dismissal

Employment

POLICY: Continuation in the program is conditional upon maintenance of minimum acceptable grades and clinical performance. Work schedules may not conflict with or interfere with program schedules. Failure to maintain a "C" or higher in each course will result in dismissal from the program. Due to the rigor of the curriculum, we recommend that students do not attempt to work full time.

Students, when not on scheduled school time, may NOT perform radiographic procedures. Students may only perform radiographic procedures, based on their competency level, when scheduled in clinical rotations.

If employed as a Limited Radiographer by UnityPoint Health – Des Moines, or another healthcare facility, the student is responsible for following that institution's policies as well as federal and state regulations on using ionizing radiation.

Consumption of Food/Chewing Gum

POLICY: Students are allowed 30 minutes for lunch. Students may not consume coffee, soft drinks or other refreshments in sight of the public or patients. Students are not allowed to chew gum in view of patients, families, or visitors.

PROCEDURE: The disciplinary policy will be invoked for infraction

CLINICAL POLICIES & PROCEDURES

Clinical Syllabus

Students are provided with a Clinical Syllabus on the first day of classes. This syllabus is also available on the website and Trajecsys. It contains information relevant to clinical behaviors, clinical policies, clinical rotations and program competencies. Program faculty reviews the syllabus with students prior to clinical assignments.

Dress Code

PURPOSE: Students are required to dress in a manner that supports the safety, sanitation, environment, legal, and customarily acceptable requirements of their position in the program. **The faculty reserves the right to determine what is appropriate clinical attire.**

Students will dress in a manner that enhances the patients, visitors, and community's confidence in them as competent members of UnityPoint Health – Des Moines health care team's strong commitment to service.

Students are required to be in the school uniform at any time they are attending classes and/or clinical assignments.

POLICY

A. Good taste, courtesy toward other people, and common sense are always expected from students.

B. Good hair grooming is expected. The guidelines are cleanliness and neatness. Beards and mustaches must be trim, neat, and always clean. Long hair must be worn in a controlled and tasteful style which will not interfere with the student's vision or their ability to perform their clinical assignments. Hair that is shoulder length or longer must be pulled back and away from the face. Good grooming also includes body cleanliness. Unusual hair color and other adornments distract patients and family members from the excellent care and service received. These are not appropriate for professional attire.

C. Fingernails should be short, clean and neutral in color if painted. If nail polish is worn, it should be free of chips. Fingernails can promote the spread of infection and be a safety hazard when providing patient care. Artificial nails can harbor bacteria and spread infection. Long nails and long artificial nails are not appropriate in patient care areas.

D. Students are required to wear pewter gray scrub pants and tops or pewter gray scrub dress at any time they are on campus – this includes when only attending classes. They may wear a white lab jacket. Nylons may be white or flesh color. Students must wear nylons or socks. Knee high socks are not permitted with skirts or dresses. Students are to wear undergarments. White slips are to be worn with dresses and skirts. Sweatshirts and T-shirts will not be permitted unless prior approval is received from the clinical coordinator. Tops with advertising and/or printing on them are not allowed. Clothing should be clean, pressed, in good condition (free of holes and tears), and should fit properly. Students may only wear gray, black, or white shirts under their scrub tops.

E. Hose/socks and shoes are required. Students must wear white leather tennis shoes with little to no color present or students may wear leather tennis shoes which are solid black or gray with no additional colors present. Rubber clogs may be worn in navy gray, black, or white – holes in the top of shoes are not allowed. Shoes must be polished or clean to promote a professional appearance. Footwear must meet safety standards established by the medical center. Sandals and canvas shoes are not acceptable. Socks are to be black or white – no multi-colored socks are allowed. If a student questions the acceptability of their shoes and/or socks, they should consult with the program director or clinical coordinator.

F. Jewelry worn in the clinical setting should be kept at a minimum. Wedding rings, engagement rings, earrings, a watch, and a nose ring are permissible. Costume jewelry should not be worn during clinic hours. Dangling necklaces and piercings are not allowed for reasons of safety and cleanliness. Bracelets of any style should not be worn. Excessive jewelry (numerous rings per hand, earrings per ear, and visible body piercings) is not acceptable.

G. Before displaying any tattoo, students must meet with the Program Director in order to determine whether the tattoo is appropriate or inappropriate. Tattoos containing prohibited content must be covered.

Not Acceptable:

Prohibited content includes, but is not limited to, tattoos that are:

- Obscene
- Sexually explicit
- Advocate discrimination based on:
  - Race
  - Color
  - Religion
  - National origin
  - Age
  - Sex, including gender presentation and sexual orientation
  - Citizenship
  - Disability
- In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist groups, advocate illegal drug use, depict nudity, or are of a nature such as to bring discredit to UnityPoint Health - Des Moines must be covered.

H. Makeup must be kept to a minimum and should look as natural as possible. Body odor and perfume/cologne can be offensive to patients, family members or co-workers. Some perfumes/colognes can cause an allergic reaction in sensitive individuals. Perfumes and colognes should not be worn in areas with patient contact. Excellent personal hygiene is an expectation of all students and employees. Body odor is unacceptable.

III. Implementation:

In the event a student does not make a satisfactory impression, the clinical instructor or clinical coordinator shall require the student to correct their appearance. If this involves leaving the clinical site, the student will forfeit the time during the period of absence.

Failure to adhere to these guidelines or repeated failure to comply with requirements regarding dress will be treated in accordance with the program's disciplinary policies.

Consent Forms

Students shall not sign consent forms at any time during their educational program. This includes being the "second signature" on a consent form. **Only a physician, nurse, or staff radiographer is authorized to sign a consent form.** Students may, under the direct supervision of a physician, nurse, or staff radiographer, explain the procedure to gain the knowledge to appropriately perform this task.

Cell Phones

Cell phones are not to be carried during clinical rotations. If a student is expecting an emergency call, the student should notify the clinical coordinator regarding the need to receive a message.

Cell phones are to be turned off when in class and clinical sessions.

Failure to follow this policy will result in the following disciplinary actions:

1st Offence	–	Step B - Written warning using warning notice + **2 Demerits**
2nd Offence	–	Step C - One to five day suspension + **4 Demerits**
3rd Offence	–	Step D – **Dismissal from program**

Telephone Calls

POLICY: The Radiology Department's phone is for business only. Students are not to make or receive personal phone calls in the department.

PROCEDURE: If a student needs to make a personal phone call due to extenuating circumstances, the student should use the phone in the lounge or classroom. Long distance phone calls are not to be made and billed to the Medical Center.

Limited Permit to Practice

At the end of the 1st year of the program, students may have the opportunity to obtain a State of Iowa Limited Permit to Practice. This allows students to be employed as Limited Radiographers during their time off from school. A student who has a written disciplinary action on file may not be granted permission to apply for the Permit to Practice. Additional information is provided at the beginning of the second year in the program.

Technical Standards

Students are required to meet the Technical (Clinical) Standards of the program in order to perform patient care responsibilities in the clinical area. Students needing accommodations to meet these requirements are referred to the Americans with Disabilities Act Policy in this handbook.

Students must review the following clinical standards to determine their ability and compatibility with the physical requirements of radiographers.

Physical Activity Requirements

OCCASIONAL

- Crouching - positioning patients for exams and stocking supplies.
- Repetitive motions - entering computer data.
- Grasping - positioning patients for exams and procedures.
- Pulling - moving laundry bags that can weigh as much as 100 pounds.

FREQUENT

- Pushing - transporting patients in wheelchairs or on carts using 25 pounds of force. Moving portable and C-arm equipment with 20 pounds of force to areas of the hospital.
- Pulling - assisting and moving patients off and onto carts using eight to 24 pounds of force.
- Lifting - moving patients (who can weigh more than 50 pounds) from wheelchairs/carts off and onto exam tables.
- Typing - entering computer data and setting techniques for exams.
- Carrying - carrying cassettes that can weigh as much as 25 pounds.

CONSTANT

- Stooping - positioning of exams and assisting patients in and out of wheelchairs.
- Reaching - positioning patients and manipulating portable equipment.
- Standing - all clinical assignments require standing.
- Walking - transporting and assisting patients into dressing/exam rooms. Walking to other areas of the department and hospital to do exams or have films interpreted.
- Talking - talking to patients, co-workers, and physicians.
- Hearing - perceiving the nature of sounds at normal range; ability to receive detailed information through oral communication – not through lip-reading (ex., when personnel are wearing masks; when patients/staff are not facing the student; telephone communication; overhead paging, etc.) and to make fine discriminations in sound.
- Feeling - perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion.

Physical Demand Requirements

- Heavy clinical assignments: Students may exert up to 50 pounds of force occasionally, and/or up to 40 pounds of force frequently, and/or up to 20 pounds of force routinely while performing exams and pushing carts, wheelchairs, and portable equipment.

Visual Acuity Requirements

- During clinical assignments, students are required to use a computer terminal and set the proper exposure techniques on the X-ray equipment.
- Clinical assignments require critiquing of radiographs.
- Clinical assignments require working with printed and/or written documentation.
- Students must assess patient's condition, i.e., color, respiration, motion, etc.
- Intellectual and Emotional Requirements
- Students must be able to assess radiographs and determine diagnostic quality.
- Students must be able to adapt to perform duties during emergency situations.
- Students must be able to follow protocols.
- Students must maintain patient confidentiality.
- Students must be able to maintain a high standard of courtesy and cooperation in dealing with co-workers, patients, and visitors and satisfactory performances despite the stress of a hospital work environment.

Clinical Conditions

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

Applicants who have been accepted into the program will be required to complete a background check, "Pre-Employment" Physical (including required immunizations). These costs will be paid from the Student Services.

STUDENT CODE OF CONDUCT

Students are expected to adhere to the UnityPoint Health – Des Moines Code of Conduct as well as the School of Radiologic Technology's academic and clinical policies and procedures. The UPH-DM Code of Conduct is discussed during Entry Education (during the student's first week in the program). Program policies and expectations are discussed during review of the Student Handbook and Clinical Manual.

Ethical and Professional Conduct

POLICY: UnityPoint Health – Des Moines School of Radiologic Technology requires students behave in accordance with standards of ethical and professional conduct. Enrollment of a student in the school is considered to constitute their agreement to comply with the standards. All members of this community are responsible for the academic and professional integrity of the school. Students must demonstrate such integrity at all times in completing classroom assignments, when taking examinations, when discharging their patient obligations and in dealing with others. Students also have the responsibility of reporting acts of academic dishonesty and professional misconduct to the program director or executive director of the radiology department.

Ethical and professional conduct means the student will demonstrate the following behaviors:

1. Is truthful.
2. Keeps commitments
3. Demonstrates respect for the dignity and rights of others regardless of age, gender, color, race, religion, creed, physical or mental disability, ethnic origin, national origin, status as a disabled veteran or veteran of the Viet Nam era, political affiliation, or any other factor protected by law.
4. Assumes responsibility for actively participating in the learning process
5. Cooperates and assists with the learning process.
6. Request supervision/guidance appropriately.
7. Adheres to UnityPoint Health -Des Moines and the program's policies and procedures.
8. Uses principles of safe practice when caring for patients.
9. Demonstrates preparedness for assignments.
10. Demonstrates attempts to alter behavior based on constructive criticism.
11. Maintains confidentiality. Complies with HIPAA regulations.
12. Is accountable for the conduct of own guests in the Medical Center complex.

PROCEDURE: Failure to meet expectations for ethical and professional conduct will result in implementation of the disciplinary policy and procedures.

Academic Dishonesty Policy and Procedure

Academic dishonesty consists of any deliberate misrepresentation of an academic record, academic status, examination performance, papers, online course work, or other work prepared outside of class, or of one's efforts toward the fulfillment of course or degree requirements.

Plagiarism is the representation of another person's ideas, statements, or research as one's own and includes having another person write a paper or do an assignment and copying, summarizing, or paraphrasing another's work without appropriate and standard documentation.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject them to civil and criminal liabilities. This includes illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system.

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 Web site of the U.S. Copyright Office at http://www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Cheating refers to dishonesty in completing examinations and includes copying from another student's paper and use of unauthorized materials during an exam.

Students who plagiarize or cheat and students who provide the material for plagiarism or for cheating are guilty of academic dishonesty. The penalty will depend upon the nature, extent and frequency of the infraction and ranges from a failing grade for the exam or assignment to dismissal from the program.

Online academic dishonesty would include, but not limited to, signing on under a different student's secure access to complete assigned work or online examinations, taking an examination as a "group test" with fellow students, or having another individual sign on under your log in information and complete any assigned work or examinations.

Students who cheat on a test (either admitted to by the student or directly observed by the instructor) will receive a zero on the test. The first time a student is found cheating on a test, the student will receive a zero for the test and will be given a verbal warning. If a student cheats a second time, the student will receive a zero for the test and will be issued a written warning. The next regularly scheduled test will be taken individually with the program director, clinical coordinator, or course instructor. The student will sit on the front row in front of the course instructor for additional tests. On the third offense the student will be terminated from the program.

A student who wishes to deny the instructor's allegations or appeal the instructor's decision may do so through the Grievance Procedure.

In the event a student does not adhere to the program's expectation of student conduct, disciplinary action will be initiated according to the program's Corrective Discipline Policy and/or according to UPH-DM policies and procedures. The program reserves the right to suspend, temporarily suspend, dismiss, or expel a student for inappropriate conduct.

- Temporary Suspension*: Students are suspended from all classroom, clinical, and other activities and not permitted on UPH-DM or affiliated clinical site properties for the time frame in which an investigation is being conducted.
- Suspension*: Students are suspended from all classroom, clinical, and other activities and not permitted on UPH-DM or affiliated clinical site properties for a specified period of time.
- Dismissal: Students are dismissed from the program and may be permitted to return through the readmission process.
- Expel: Students are expelled from the program and not permitted to return.

* Suspension: Students who are suspended, either temporarily or for a specified period of time, will have the hours missed deducted from the "student time off bank" and these hours will affect the clinical grade. In addition, due to missing clinical, the student will receive a "0" for that week's Clinical Performance

Evaluation and will be required to repeat the missed rotation after graduation. In the event of a temporary suspension, if the investigation proves the student was not at fault, no hours will be deducted, and the student will have the opportunity to make up the clinical time missed prior to graduation and will receive points from the Clinical Performance Evaluation. **Students do not receive credit for work missed during a suspension (i.e., tests, quizzes, graded homework, etc.). The student is, however, required to complete the missed work to document competency.**

Students retain the right to invoke the Grievance Procedure – refer to policy in this handbook. UnityPoint Health – Des Moines and the Radiology School policies and procedures will be followed to resolve the situation.

Corrective Discipline Policy and Procedures

The ultimate objective of effective discipline is to rectify misconduct in a just and constructive way and to reduce the likelihood of its recurrence. Student is referred to Clinical Syllabus for complete policy and procedure.

GRIEVANCE PROCEDURE

POLICY: The Grievance Procedure was established and is implemented to prevent students' morale from being adversely affected because complaints and/or misunderstandings are ignored or unresolved, and so consistent and fair treatment can be provided.

The objectives of the Grievance Procedure are:

1. To provide students with a means of being recognized and heard.
2. To provide students with a neutral party (i.e., a Human Resources facilitator or Title IX Coordinator) whose role is to assist them in voluntarily reaching a win-win situation together. The HR facilitator encourages the focus of the agreement to be on the interests of each party rather than on their positions in the dispute.
3. To provide a formal mechanism to insure handling of student complaints. Students may contact the Title IX Coordinator with complaints of Sexual Harassment at any time.
4. To resolve student complaints in a sound and fair manner, investigating and considering all the relevant facts.
5. To insure consistency in application of policies and supervisory decisions.
6. Every effort should be made to resolve complaints at the lowest educational levels, however if the complaint involves a party that is involved in a step of the grievance process the student is able to move to the next step in the process.

PROCEDURE: The grievance procedure is as follows:

Step 1

- Student should orally discuss unresolved problems with the clinical coordinator. If the problem involves the clinical coordinator or the grievance is in relation to sexual harassment/ misconduct, the student should go to Step 2.
- The clinical coordinator should arrange a meeting with the student within three (3) academic days from receiving the problem.

Step 2

- Students who perceive their problem to be unresolved following three (3) academic days after Step 1 has been taken, may contact the program director, human resources facilitator or Title IX Coordinator. Student must put in writing their problem and suggested problem resolution.
- The human resources facilitator/Title IX Coordinator should forward a copy of the problem statement to the appropriate level of school management.
- The student's school management should meet with the student and respond in writing within three (3) academic days from receiving the written problem from human resources.
- School management should send a copy of their response and the original problem statement to human resources.

Step 3

- Students who perceive their problem to be unresolved following three (3) academic days after Step 2 has been taken may contact the human resources facilitator and request a copy of their problem statement to be sent to the executive director of the radiology department.
- The executive director of the radiology department should meet with the student and respond in writing within three (3) academic days from receiving the written problem from the student.

Step 4

- Students who perceive their problem to be unresolved following three (3) academic days after Step 3 has been taken may contact the human resources facilitator and request a copy of their problem statement to be sent to the appropriate vice-president or their designee.
- The vice-president or their designee should meet with the student and respond in writing within three (3) academic days from receiving the written problem.
- A final decision will be given to the student within three (3) academic days following the meeting with the vice-president or their designee.

The decision of the vice-president or their designee will be final.

If the student still feels that the problem is unresolved, the student does have the option to have their grievance reviewed by Iowa College Aid, a bureau of Iowa Department of Education, at: https://educate.iowa.gov/higher-ed/student-complaints

At any time that the student feels there is a situation that needs the attention of the Program Director or Clinical Coordinator and they feel that it isn't a true "Grievance", they are always welcome to stop by the faculty offices, send an email, or make a phone call to inform them of their concerns. If the concern is about faculty they may choose to contact the UPH-DM Radiology Executive Director, Paige Moore, at (515) 241-6171 or via email at paige.moore@unitypoint.org.

Student Complaint Records

In compliance with Federal Title IV regulations, the program director is charged with maintaining records of student complaints. Records are maintained in the program director's office and are available to the appropriate federal, state, and accreditation agencies.

RADIATION SAFETY POLICIES & PROCEDURES

Adapted from The Ten Commandments of Radiation Protection - Bushong, S.C. (2008)

1. Understand and apply the cardinal principles of radiation control: time, distance, and shielding
2. Do not allow familiarity to result in false security.
3. Never stand in the primary beam
4. Always wear protective apparel when not behind a protective barrier.
5. Always wear a radiation monitor and position it outside the protective apron at the collar.

   Note: Iowa Law: 40.37(3) (Students must comply with Iowa Law at all sites)

   Wear an individual monitoring device in accordance with the dosimetry vendor specifications and processed in accordance with NVLAP- approved calculation methods. ***Landauer specifications - One dosimeter at collar level outside the lead apron.***
6. **Should not hold a patient during radiographic examination.** Use mechanical restraining device when possible. Otherwise, have parents or friends hold the patient.
7. The person holding the patient must always wear a protective apron and, if possible, protective gloves.
8. An adequate number of protective shields shall be available to provide necessary radiation protection for all patients. Gonadal shielding should only be utilized when it will not interfere with the purpose of the exams and when it aligns with clinical facility policy.
9. Examination of the pelvis and lower abdomen of a pregnant patient should be avoided whenever possible, especially during the first trimester.
10. Always collimate to the smallest field size appropriate for the examination.

Also, Students must not hold image receptors during any radiographic procedure.

Radiation Safety

In accordance with federal regulations for maintaining radiation exposure "As Low As Reasonably Achievable" – ALARA," faculty provides students with information about protecting themselves, patients, patients' families, and the healthcare team. Core principles of radiation safety for the student, patient, patient's family, and health care team, as well as how to correctly wear the OSL monitoring badge is provided during orientation, prior to clinical rotation assignments, and continues in depth during RAD100. Students are reminded that film badges are not a protective device – they are a radiation measuring device.

POLICY: Students receive and are required to wear an OSL badge during clinical rotations. The radiology department provides the badge at no cost to the student. Failure to wear the OSL badge, or failure to wear the OSL badge correctly, will result in disciplinary action.

To assure student safety:

1. The health physicist reviews radiation monitoring badge reports
2. Radiation monitoring badge reports are discussed at the quarterly Radiation Safety Committee Meeting.
3. If a student's badge report exceeds the Iowa Department of Public Health (IDPH) safety levels, as adopted by the Radiation Safety Committee, the student receives a letter documenting the exposure. Depending on dose level, the student may be required to wear an additional radiation monitoring badge. The program director is notified.
    a. ALARA limits are; Level I = 200 mrem DDE/ quarter and Level II = 400 mrem DDE/quarter.
4. **Inaddition to the IDPH safety levels, the student will also be counseled by the Program Director if their assigned quarterly badge report is above 40 mrem DDE, or if their assigned yearly badge report is above 150 mrem DDE.**
5. Quarterly radiation monitoring badge reports are posted for student review and then maintained in the radiology supervisor's office. Students receive an annual report and a copy is maintained in their file.
6. Coursework (RAD 100 Intro to Radiology & Radiation Protection and RAD104 Radiation Protection and Biology) covers information on radiation monitoring devices and radiation protection in greater detail during first & third semester of program.
7. Students are required to leave their radiation monitoring device in the rack provided next to the classroom and not take them out of the department – unless scheduled at an off-site clinical rotation.
8. If a student loses their radiation monitoring device they must inform the program director ASAP so a replacement badge may be ordered.

In the event a student was required to leave clinical assignments due to a high radiation monitoring reading, the program director would counsel the student on policies and procedures for completing the program. A student's time in the program may need to be lengthened to allow time to meet program competencies.

MRI Safety

In accordance with American College of Radiology (ACR) safety guidelines and JRCERT Standards students will complete MRI orientation and screening prior to the clinical experience. Students will be shown an MRI safety video and are required to fill out the MRI safety and screening form on their first day before they are in the clinical setting. This form is reviewed by the Program Director and Lead MRI Technologist and a copy of the screening form is kept in the student's file. Students should notify the program of any status changes.

Pregnancy

POLICY: The radiology program has adopted the following position statement in regard to pregnant radiology students "Customary radiation safety practices for pregnant radiation workers shall be followed."

PROCEDURE: In addition to the above position statement the following recommendations should be considered:

1. Students are not required to declare a pregnancy.
2. If the student chooses to inform the program director of her pregnancy it must be in writing and indicate the expected date of confinement (delivery). (Forms are available in the program director's office.)
3. For declared pregnancies, the adaptation of the guidelines for occupationally exposed pregnant workers identified in NRC's Regulatory Guide 8.13 will be followed:

    "During the entire gestation period, the effective absorbed dose equivalent limit to fetus from occupational exposure of the expectant mother should not exceed 0.5 Rem."
4. The student may choose to un-declare her pregnancy at any time in writing by completing the bottom portion of the original Declaration of Pregnancy Form.

Radiation could be damaging to the human embryo or fetus. The first three months of pregnancy are the most critical for protecting the embryo from radiation. Upon confirmation of a pregnancy, a student may:

1. Continue the educational program without modification or interruption.
2. Continue the program with modification of clinical assignments. The student must complete required class and clinical objectives prior to graduating.
3. Take a one-year leave of absence.

A copy of Regulatory Guide 8.13 is available for viewing upon request.



PATIENT CARE

Student Supervision in Clinical Rotations

The UPH-DM School of Radiologic Technology complies with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards and Guidelines for protecting patients from unnecessary radiation exposure.

Standard 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.

The JRCERT defines direct supervision as student supervision by a qualified practitioner* who: reviews the procedure in relation to the student's achievement; evaluates the condition of the patient in relation to the student's knowledge; is present during the conduct of the procedure; and reviews and approves the procedure and/or image. Students must be directly supervised until competency is achieved.

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

*Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Also, students must be directly supervised during fluoroscopic, surgical, and all mobile procedures, including mobile fluoroscopy, regardless of the level of competency.

*A qualified practitioner is defined as: A radiographer possessing American Registry of Radiologic Technologists certification or equivalent and active registration in the pertinent discipline and practicing in the profession. Additional information on clinical supervision is provided in the Clinical Manual.

American Registry of Radiologic Technologists (ARRT) Code of Ethics

Students are expected to comply with the ARRT Code of Ethics during their educational program. Additional discussion of this Code is conducted during RAD100 – Introduction to Radiologic Technology. Failure to comply with the ethical code will result in disciplinary action according to the program's Corrective Discipline Policy and Procedures.

Preamble

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, "Certificate Holders"), and to persons applying for certification and registration by ARRT in order to become Certificate Holders ("Candidates"). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed

tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement. The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements. (retrieved February 1, 2021 from www.arrt.org).

The ARRT Code of Ethics is available at www.arrt.org

Patient's Rights & Responsibilities

UnityPoint Health – Des Moines promotes the rights, interests, and well-being of the patient. It is our policy that these rights be respected, and no patient shall be required to waive these rights as a condition of treatment.

The UPH-DM Patients' Rights & Responsibility brochure is provided on the first day of classes and a copy is available online at : Patient Rights and Responsibilities (unitypoint.org)

Patient Confidentiality (HIPAA)

HIPAA, which stands for the *American Health Insurance Portability and Accountability Act* of 1996, is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2003. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy. In addition, HIPAA requires that all patients be able access their own medical records, correct errors or omissions, and be informed how personal information is shared used. Other provisions involve notification of privacy procedures to the patient. HIPAA provisions have led in many cases to extensive overhauling with regard to medical records and billing systems.

POLICY: Students in the UnityPoint Health Des Moines Radiology program are expected to comply with the Health Insurance Portability and Accountability Act (HIPAA). Information on patient confidentiality is provided in Entry Education Modules. Unauthorized disclosure of any confidential patient information by any student, whether by accident or by intent, may be grounds for termination.

Confidential information consists of all privileged information received as a result of treatment, examination, observation, and conversation. Professional codes of ethics and laws protect the confidentiality of this information.

Because the information in the medical record is privileged, information can only be released with the authorization of the patient, or by court order, subpoena, or statute. In cases of substance abuse, information can only be released by a valid court order and subpoena.

Confidential information also includes written reports, documents, records, computer printouts, electronic data, schedules and any other written means of presenting information incident to the Medical Center operation.

Patient information that is available on the computer terminals or personal computer is subject to the same confidentiality and is not to be displayed except when it is necessary to view the computer display as part of your job assignment. Do not allow others to view the display.

Procedure: Students are informed about this policy during the First Day Orientation and by completing the Cornerstone learning exercises. Students not complying with this policy will be subject to the disciplinary policy and procedure.

Reporting of Child Abuse

Pursuant to Iowa Code Section 261.9(1)(h), any UnityPoint Health – Des Moines employee or student located in Iowa who in the scope of the person's employment/training responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution's administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to the Program Director and the employee/student shall immediately make a report to local law enforcement. Nothing shall prohibit an employee from reporting suspected abuse in good faith to law enforcement.



RESOURCES FOR STUDENTS

Chapel

Students are invited to use the chapel on either the Methodist campus or the Iowa Lutheran campus for individual and group worship, as well as for reflection and solitude.

Check cashing/ATM machines

Students may cash personal checks at the Cashier's Office located by the main entrance on the Methodist campus. Students must present ID badge for identification.

ATM machines are located throughout the Methodist and Lutheran campuses

Day Care Facilities

Students may use the UPH-DM day care facilities. Students should contact Sue Huffman at (515) 241-8828 for more information.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to enrolled students in the UPH-DM School of Radiologic Technology.

The EAP program helps employees, students, and their families utilize counseling or other types of assistance with personal and work-related problems. The assistance center offers confidential counseling and referral services to help students deal with school-related problems.

All students, their spouses, children, and significant others are eligible to use this service. Students may contact the Assistance Center for confidential counseling and referral services 24 hours a day at (515) 263-4004 or 1 (800) 732-4490. The Assistance Center is staffed with professional counselors to help with problems including:

- Marital and family problems
- Needs of elderly parents
- Financial problems
- Emotional problems
- Alcoholism or substance abuse
- Stress and other personal problems
- Costs: up to six (6) visits per year are provided at no cost to the student or family member. Students or family members are responsible for the cost of additional therapy if additional help is requested or required. Factors such as a student's insurance program and the type of assistance needed are considered before any referral is made.

When a student voluntarily seeks assistance from the Assistance Center, no information about the student is provided to the program director, faculty, or other department administration.

Employee Health Services

All students should carry medical insurance. Students are allowed to participate in the medical center's insurance program at the same cost as an employee. Students are not covered by Employee Health Services. Students may contact the Human Resources Department at (515) 241-6313 for more information.

Food Service

Students may use the cafeterias available at UnityPoint Health - Des Moines, Iowa Methodist, Methodist West, and Lutheran campuses. They may also bring their lunch. A microwave and refrigerator are available in the department lounge.

Gift Shops

The Iowa Methodist Medical Center and Blank Children's Hospital Gift and Flower Shop on the Methodist Campus provides a variety of cards, candies, gifts, UPH-DM apparel, and other items. Students may use payroll deduction if they are employees of UPH-DM. A gift shop is also available on the Iowa Lutheran Hospital campus.

Health and Fitness Center

Student memberships are available. Your membership fee includes the use of exercise facilities at both Iowa Methodist Medical Center and Iowa Lutheran hospital:

- Expert qualified staff
- Fitness center orientations
- Rowing machines
- Life Fitness & Cybex Weight Equipment
- Exercise bikes
- Treadmills
- Stair machines
- Gravitron weight machine (Lutheran location)
- Dumbbells
- Nordic Track (Iowa Methodist Medical Center location)
- NuStep
- Elipticals

These services are available for an additional fee:

- Specialty exercise classes
- Fit-n-Fun
- Personal training (for employees only)
- Body Composition Analysis
- Fitness evaluations
- Tae Kwon Do
- Massage Therapy
- Recreational programs
- Guest passes

Call the Health and Fitness Centers at (515) 241-6073 (Methodist) or (515) 243-5736 (Lutheran) for more information.

Library

Policy: Students are encouraged to use the UPH-DM library resources.

Procedure: Students are welcomed to use the Oliver J. Fay medical library. Students have 24 hour/day, 7 days/week access to the library, computers, and online resources.

- Computer Usage Rights and Responsibilities

  Throughout program coursework, students will utilize computer and online resources to augment their education. User's rights and responsibilities are presented and discussed during Entry Education sessions. Students are expected to comply with these rules and regulations. Failure to appropriately use computers and online resources will result in disciplinary action.

Lockers

Student lockers are available. Students may be required to share a locker. Students should contact the Program Director at (515) 241-6880 for more information.

Parking

Students are allowed to park in the Employee Parking Lots while at the Iowa Methodist Medical Center, Methodist West, and Iowa Lutheran clinical sites. **Parking cards are issued to students on the first day of class. Students turn in these cards when finished with the program.**

Photocopy Machine

POLICY: The photocopy machine is to be used for school related items only. It is not to be used for personal use.

PROCEDURE: Students not abiding by the policy will be disciplined according to program policy.

Photo Identification Card

POLICY: Each student shall be issued an identification badge during their "sign-in" process. This identification badge will carry a photo of the student and the student's

first name, title, and department. When the student is scheduled to be on UPH-DM or other clinical site premises, the photo identification badge **must be worn at all times** where it can be clearly seen, and the photo and name are visible. There should be no stickers or other objects obscuring the identity of the student. A temporary badge may be issued pending preparation of the permanent badge. The photo identification badge may be utilized to identify authorized UPH-DM personnel, confirm authorized presence at the UPH-DM in the event of a disaster, and access restricted areas in the facility.

Students in the program are given access to the same hospital areas as staff radiographers. This access is appropriate when on clinical rotations only.

PROCEDURE: Any change of name must be reported to the Human Resources Department immediately so a new photo identification card, with current information, may be issued in exchange for the old one. There is no charge for this badge.

Loss of photo identification badge must be reported as soon as possible so a duplicate can be issued. A photo identification badge lost or stolen while in the custody of a student will require a replacement fee. Contact Human Resources for fee.

A photo identification badge damaged beyond use may be exchanged for a new one without charge if the damage badge is presented at the time of replacement. Willful damage of the photo identification badge will result in a replacement fee.

At the time of graduation, withdrawal, or termination, students will return their photo identification badge to the program director. Failure to do so will result in the program not releasing the final grade transcript and UPH-DM not releasing the terminal paycheck (if student was employed by UPH-DM) until the identification badge is returned or the fee is paid.

If students come to school without their photo identification badge, they will be required to obtain their photo identification badge before they can be in the clinical area. **If a student must leave the clinical site to obtain their identification badge, the time they are absent will be considered unexcused and affect their clinical grade.**

Voter Registration

Students are encouraged to learn more about voter registration and obtaining a voter registration card by calling 1-800-SOS-VOTE (1-800-767-8683).

Drug, Alcohol, and Sexual Abuse Resources

Iowa

Iowa Department of Public Health Your Life Iowa
https://yourlifeiowa.org/resources
(855) 581-8111

Iowa Coalition Against Sexual Assault
http://www.iowacasa.org/
Sexual Abuse Hotline: (800) 284-7821
Sexual Violence Prevention
https://www.iowacasa.org/resources

National

Alcoholics Anonymous
http://www.aa.org/

National Institute on Alcohol Abuse and Alcoholism
Alcohol & Your Health
http://www.niaaa.nih.gov/alcohol-health
Public education materials
https://niaaa.nih.gov/publications/brochures-and-fact-sheets

Federal Substance Abuse and Mental Health Services Administration
Behavioral Health Treatment Services Locator
https://www.samhsa.gov/find-treatment

DEA – United States Drug Enforcement Adminstration
https://www.dea.gov/recovery-resources

Rape, Abuse & Incest National Network (RAINN)
(800) 656 HOPE (4673)
Safety and Prevention
https://www.rainn.org/safety-prevention

Center for Changing our Campus Culture
Victim Services/Advocate
http://changingourcampus.org/category/victim-services/

Foundation For A Drug-Free World
https://www.drugfreeworld.org/

National Institute on Drug Abuse
https://www.drugabuse.gov/

STUDENT SAFETY AND SECURITY

Disclosure of Campus Security Policies and Crime Statistics

As an eligible educational program participating in Federal Title IV, the UPH-DM School of Radiologic Technology will prepare, publish, and distribute (via the Student Handbook) to all current students and potential students (School of Radiologic Technology - Des Moines Area Hospitals (unitypoint.org)) a security report with the following information in relation to campus security and campus crime statistics. This information is also available, upon request, to any applicant or interested party. If additional information is needed, the program director should be contacted at (515) 241-6880 or daniel.vanhorn@unitypoint.org.

Crimes on UPH-DM Campuses	**2022**	**2023**	**2024**
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Arrests Made – On Campus			
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Illegal Weapon Possession	0	0	0

Data obtained from The Campus Safety and Security Data Analysis Cutting Tool which can be found at http://nces.ed.gov/collegenavigator/?q=UnityPoint+Health+-+Des+Moines&s=IA&id=153542.

PROGRAM ACCREDITATION

The JRCERT promotes excellence in education and enhances quality and safety of patient care through the accreditation of educational programs. The only agency recognized by the United States Department of Education to accredit educational programs in radiography and radiation therapy, the JRCERT accredits educational programs in radiography and radiation therapy and in the related disciplines of magnetic resonance and medical dosimetry.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the relevant JRCERT accreditation standards: Standards for an Accredited Educational Program in Radiologic Sciences (radiography and radiation therapy), Standards for an Accredited Educational Program in Magnetic Resonance, or Standards for an Accredited Educational Program in Medical Dosimetry.

Accreditation of an educational program offers value to each of the following groups:

Students: Accreditation of an educational program provides students, as graduates, assurance that the educational program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the professional society, the American Society of Radiologic Technology, it also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Patients: Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Educators: Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

Profession: The profession is assured, through programmatic accreditation, that educational programs in the field are providing consistent minimum education in the profession as the profession itself has defined it. (available at www.JRCERT.org)

Program Status and Accreditation Term

The UnityPoint Health – Des Moines School of Radiologic Technology holds full accreditation status with the JRCERT.

Standards for an Educational Program in the Radiologic Sciences

The development of each of the sets of accreditation standards includes not only a thorough review of current standards by the JRCERT Board of Directors but also the input of relevant communities of interest. By policy, the standards are comprehensively reviewed at least every ten years. During this cycle, the Directors identify concepts that merit specific review and discussion and develop appropriate survey instruments to solicit feedback. The results of surveys, input received during professional meetings across the country, and input from a variety of other sources are considered as the standards are reviewed and potentially revised. As the Directors consider all of the input and attempt to reconcile differing opinions, draft documents are developed and distributed for comment (available at www.JRCERT.org)

The JRCERT *Standards* are available at www.jrcert.org

Program Non-Compliance with JRCERT Policies & Procedures

POLICY: This policy has been implemented to prevent students' morale from being adversely affected because complaints and misunderstandings are ignored or unresolved, and so consistent and fair treatment can be provided. If a student believes the program is not in compliance with the JRCERT Standards of Education, the following policy has been established and implemented:

1. To provide the student with a means of being recognized and heard
2. To provide a formal mechanism to insure handling of student complaints.

3. To resolve student complaints in a sound and fair manner, investigating and considering all the relevant facts.
4. To insure consistency in application of policies and supervisory decisions.
5. To resolve complaints at the lowest management level.

The PROCEDURE is as follows:

Step 1: A student's complaint should be initially discussed by the student with the program director. It is the responsibility of the program director to act on the complaint issue and respond to the student within three (3) working days from receipt of the complaint.

Step 2: If within four (4) working days after Step 1 is taken, the complaint is not resolved, the student should discuss the complaint with the executive director of radiology. It is the responsibility of the executive director to act upon the complaint and respond to the student within three (3) working days from the receipt of the complaint.

Step 3: If the complaint is not resolved, the student may place the complaint in writing and send it to:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850
Chicago, Illinois 60606-3182
www.jrcert.org

Contacting the JRCERT is not a step in the formal grievance process. Individuals must attempt to resolve all complaints through the Procedure/Policy prior to contacting the JRCERT.

Note: The JRCERT office does not respond to anonymous correspondence; however, student confidentiality is assured. Students should contact the JRCERT for more information.

ASSESSMENT OF STUDENT LEARNING OUTCOMES & PROGRAM EFFECTIVENESS

The UnityPoint Health – Des Moines School of Radiologic Technology has established a process of program review to assure a quality educational process in compliance with *Standard Six of the Standards for an Educational Program in the Radiologic Sciences:*

The program, in support of its mission and goals, and in compliance with the JRCERT, developed and continually implements a system of planning and evaluation to determine student learning outcomes and program effectiveness – the information is used for program improvement. Program effectiveness data can be found on the program webpage.

Program faculty has developed multiple assessment tools. These include, but are not limited to:

1. A Cycle of Assessment to assure ongoing review of student academic learning and program effectiveness.
2. An assessment plan "Assessment of Student Academic Achievement."
3. A process for annual review of assessment
4. Advisory Committee – meets annually (students may be invited as deemed appropriate)
5. Student Evaluation forms – students are informed of these tools through the Clinical Syllabus provided on the first day of the program
   a. Weekly Clinical Performance Evaluation forms
   b. Clinical competency check-offs (pediatric, adult, geriatric, mobile radiography, surgery, trauma, etc.)
   c. Performance Evaluation (test-out) forms
   d. Daily Achievement Record
   e. Other forms as needed to document competencies
6. End-of-semester evaluations
7. Course Instructor Evaluation forms
8. Clinical Staff Evaluation forms
9. Clinical Site Evaluation Forms
10. Terminal Evaluation of the Program
11. Graduate Surveys
12. Employer Surveys

Through continual assessment of student academic achievement and program effectiveness, the UPH-DM School of Radiologic Technology continues to provide a quality program educating students for today's exciting healthcare responsibilities and opportunities.

REGISTRATION, LICENSING AND PROFESSIONAL SOCIETIES

ARRT Certification and Iowa Permit to Practice

To become a registered technologist, graduates must take the American Registry of Radiologic Technologists (ARRT) examination. Upon passing this examination, the initials "R.T. (R)(ARRT)" signifying "registered technologist, radiographer," are carried after the name. The ARRT may restrict eligibility for certification if a person has a felony conviction or has participated in other illegal or unethical activities. Students with questions may contact the ARRT for further information.

The American Registry of Radiologic Technologists®
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA
Phone (651) 687-0048
www.arrt.org

To be employed in Iowa, graduates must obtain a Permit to Practice from the Iowa Department of Public Health, Radiological Health Section, Lucas State Office Building, 5th Floor, Des Moines, Iowa 50319. Telephone: (515) 281-0415. Information on application and fees is provided during the last semester of the program.

Professional Societies

American Society of Radiologic Technologists (ASRT)

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care.

ASRT Publications

Members Only Newsmagazine

All members receive the ASRT Scanner , an informative monthly newsmagazine covering local and national issues, news and research in the radiologic sciences. The editors welcome your letters, articles and photographs.

Scholarly Journals

Radiologic Technology is the radiologic sciences' oldest peer-reviewed scientific journal. Published bimonthly, the Journal covers all professional disciplines and specialties. Members also enjoy free, online access to the Journal via the ASRT Web site. The Journal includes peer-reviewed articles, essays, regular department columns, commentary and other editorial features. Also, you can earn Category A continuing education (CE) credits by completing the Journal's Directed Reading Quizzes. Members who select radiation therapy as their area of interest receive four issues of Radiologic Technology and two issues of Radiation Therapist with continuous membership professional

Enjoy Full ASRT Membership on a Student Budget – cost is $35/year*

Enhance your professional future by joining the association that will enrich your career. The ASRT is the largest organization in the world representing radiologic science professionals like you.

ASRT membership opens the door for networking opportunities to help you make that transition from obtaining your education to building your career. With a wealth of resources, the ASRT will support your journey as you grow professionally. Including the possibility of winning scholarships to help pay for your radiology education.

As a student enrolled in a radiologic science program, you will enjoy the privileges experienced by registered radiologic technologists. Simply ask your program director for a letter of enrollment verification on school letterhead, write in the date you anticipate graduating and include it with your membership application. The application is available online.

Students graduating within six months of applying for membership or who have an initial certification are ineligible for the student category. The $10 application fee is waived in the student category.

*Costs are subject to change – check ASRT website for current information www.asrt.org

Iowa Society of Radiologic Technologists (ISRT)

PURPOSES

The purposes of this Society shall be to advance the science of radiologic technology, to assist in establishing and maintaining high standard of education and training, to elevate the quality of patient care, and to improve the welfare and socioeconomics of radiologic technologists. These purposes shall not be restricted by any consideration of nationality, race, color, sex or creed.

FUNCTIONS

To provide meetings at which to transact Society business, to present scientific papers, to carry on educational activities, to discuss professional problems; to encourage similar programs among organizations affiliated with the Society. A scholarship is awarded to a 2nd Year Radiology Student each year.

An application for membership is available online – go to www.isrt.org to download the application and view membership costs.

Notes

Information in this Student Handbook was correct and accurate at the time of publication. Policies and procedures for UnityPoint Health - Des Moines, the School of Radiologic Technology, and the associated clinical sites may change. Every effort is made to provide current and accurate information. Enrolled students are informed in a timely manner of policy and procedure changes prior to their implementation

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