

**Methodist University Hospital School of Radiologic and Imaging
Sciences**
Advanced Medical Imaging Internship Program Policies

1. Tuition

Tuition is \$1,000 per three-month internship. A deposit of \$250 is required to schedule your internship dates. This \$250 deposit is applied to the \$1,000 balance. A payment of \$250 is due prior to the first month of the internship. A payment of \$500 is due at the start of the second month of internship. Failure to pay tuition at the designated times will result in immediate dismissal from the internship. All tuition is **non-refundable**.

2. Attendance

Each shift is to be completed Monday-Friday during the scheduled four hours per day. Currently, the available shifts for CT are 8a-12p, 12p-4p, and 4p-8p. The available shifts for MRI are 8a-12p, 1p-5p, and 5p-9p. Twenty hours per week are required in order to meet the requirements of the program. Two missed shifts or a missed total of eight hours may be granted without penalty. The Director or the Clinical Coordinator must be notified prior to the absence.

3. Early Completion of Exams

It is possible that the intern may complete the required number of exams prior to the end of the three-month internship. It is the intern's right to withdraw early or to complete the three-month program. If the intern chooses to withdraw from the program, all remaining tuition is still due. There is no reduction in tuition based upon early completion of exams. If the intern decides to withdraw, then all remaining shifts are forfeited. These shifts will be assigned to the next participant. If the participant chooses to remain in the program, he/she must follow all attendance and clinical participation requirements as though the required number of exams has not yet been obtained.

4. Withdrawal from the Program

If an intern decides to withdraw from the program for any reason, all remaining tuition is still due. If there is an unpaid balance on the account, then the account will be turned over to a collection agency. All costs associated with collections will be the responsibility of the intern. If an intern decides to withdraw from the program, then all remaining shifts will be forfeited.

5. Scheduling

Only one intern will be scheduled per shift. The intern to clinical instructor ratio will not exceed 1:1. Scheduling is done on a first come first served basis. The order in which interns are scheduled will be determined by the date of the \$250 deposit.

6. Extensions

If the required number of examinations is not completed within the three-month time period, an extension of one month may be granted to begin immediately following the three month internship. However, in order for an extension to be granted, certain conditions must have been met. The participant should not have missed more than the allowed two shifts or a total of eight hours.

The intern may be granted an extension up to one month, or until the required number of examinations is obtained, whichever comes first. No extension beyond one month will be granted. Interns who do not complete the required number of exams during the extension, must reapply for another three-month internship. Attendance is still required during the one month extension. One missed shift or a total of four hours is allowed during this extension period. Any missed shifts (aside from the one shift/four hour policy) will automatically forfeit the intern's extension.

Failure to attend all scheduled shifts (aside from the allowed two shift/eight hour policy) will automatically forfeit the participant's right to a one month extension.

7. Supervision

Interns must be supervised by a registered radiologic technologist through the ARRT in order to receive credit for the examinations performed. The supervising technologist must sign the intern's Clinical Experience Documentation Form. The Clinical Experience Documentation Form must be verified by the Program Director or Clinical Coordinator every three weeks. Failure to do so will forfeit the intern's right to a one month extension.

8. Dress Code

Interns must wear clean ceil blue colored scrubs and clean shoes. Interns are to follow hospital policy in regards to other appearance standards. A hospital ID badge and radiation badge should be worn at all times.

9. Hospital Orientation, Criminal Background Check, Physical, and Drug Test

All interns must submit to and pass a criminal background check, physical, and drug test prior to the start of the internship. Once these have been cleared, the intern must go through the Methodist University Hospital orientation prior to the start of the internship. Current Methodist Healthcare employees are not required to submit to these procedures.

10. Hospital Policies, Code of Conduct, and HIPAA Requirements

All interns must follow all hospital policies as outlined in hospital orientation. These polices are also available on MOLLI for review. Failure to adhere to hospital policies may result in the forfeiture of the internship.

I have read, understand, and accept the policies of the Advanced Medical Imaging Internship Program.

Signature

Date