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April 2018
Handbook Revised: April 2017
March 2016
March 2015
March 2014
March 2013
March 2012
INTRODUCTION

The Methodist University Hospital School of Radiologic and Imaging Sciences is located in Methodist University Hospital, the largest component of Methodist Healthcare. The school is located on 8 Service. The school has been at Methodist University Hospital since 1947.

Methodist Healthcare is a six-hospital system with licensed bed complement of 1650. It is the second largest private hospital in the country. Chartered in 1918, Methodist Hospitals of Memphis with its parent company Methodist Healthcare Systems is owned by the North Arkansas, North Mississippi and Memphis Conferences of the United Methodist Church.

The following hospitals make up the Methodist Healthcare six-hospital system:

- University Hospital - located in midtown Memphis, was formed in 2002 through the momentous partnership of two healthcare leaders—Methodist Healthcare and the University of Tennessee Health Science Center. This 617-bed facility, formerly known as Methodist Healthcare-Central Hospital, is now the principal adult private teaching hospital for the University of Tennessee (UT) in the Shelby County area.

- Methodist Healthcare South - South Hospital, which is our 156-bed facility serving South Memphis and North Mississippi. This acute care satellite hospital, the first of its kind in Memphis, has a 24-hour Level II Emergency Department with 15 treatment rooms equipped to evaluate urgent situations and take the proper course of action. It is certified by Le Bonheur Children's Medical Center as part of the Pediatric Emergency Network to treat children's emergencies.

- Methodist Healthcare North - is a 246-bed community hospital offering a complete range of services, including an emergency department, acute inpatient care and treatment, extensive surgical services, state-of-the-art cardiac care and maternity services.

- Methodist Healthcare Germantown - The newly expanded Methodist Le Bonheur Germantown is a 319-bed community hospital serving Germantown and the surrounding areas. Our areas of expertise include acute inpatient care and treatment, extensive surgical services, maternity services, children's services featuring a Le Bonheur unit, an Emergency department providing urgent and emergency care for adults and children, and a new adult Cardiac Services department.

- Le Bonheur - Le Bonheur Children's Medical Center is the Mid-South's premier pediatric hospital and operates the region's only pediatric emergency department and pediatric intensive care unit. A licensed, fully accredited 255-bed center, it is recognized as the region's pediatric specialty referral center. Now part of the Methodist Healthcare family, Le Bonheur serves a 95-county area in six states and has satellite facilities in East Memphis, Germantown, Cordova and Southeast Memphis. Satellite facilities include an inpatient pediatric unit at Methodist Le Bonheur Healthcare - Germantown Hospital, pediatric subspecialty clinics, a diagnostic center; two urgent care centers and a same-day outpatient surgery center.

- Methodist Healthcare Olive Branch - the newest hospital in the Methodist system, designed to care for the community of north Mississippi. The five-story, 100-bed hospital opened in 2013 and features an innovative, environmentally friendly design.

Revised 4/26/2018
METHODOIST UNIVERSITY HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY

TO THE STUDENT OF RADIOLOGIC SCIENCES:

Methodist Healthcare of Memphis, the Radiology Department, and the School of Radiologic Sciences would like to welcome you as a student to the School of Radiologic Technology. Radiologic Science is a unique and challenging field in the health professional team. It is one of which the technologist deals with the patient from day to day as he or she is coping with a possible life threatening illness. It takes a very special person to deal with the stress, personal patient contact and clinical expertise required by the radiologist to perform the job of a radiologic technologist. You have chosen radiologic technology as your profession because you are one of those special people. It is the School of Radiologic Sciences purpose and responsibility to help you as a student to learn about the interesting career you have chosen and the important role it plays in the care of the patient.

As you continue on in the education of radiologic sciences, you as a student will acquire the skills, confidence, and expertise needed in performing the functions of a technologist. Personal and professional satisfaction can be obtained through the knowledge you acquire and the opportunities you take to learn during your educational experience.

This handbook has been compiled to acquaint students with the policies and procedures utilized by the Methodist University School of Radiologic Technology. It is the student's responsibility to read the entire handbook.

Students enrolled in the Radiologic Science Program are responsible for observing all policies and procedures stated in this handbook, in addition to any rules and regulations which as contained in the Methodist Healthcare Handbook. Failure to read this handbook does not excuse students from the requirements and regulations contained herein.

Students are expected to adhere to the highest standards of medical ethics while in the clinical setting. Any infraction of medical ethics in clinical setting will be dealt with under the appropriate disciplinary policy of the Hospital and/or the School of Radiologic Sciences.
PREFACE

The Sponsor of this Program of Radiologic Sciences is Methodist Healthcare.

It shall be understood that all rules and regulations in this manual are required by various organizations:

1. The Joint Review Committee on Education in Radiologic Technology requires that all programs follow the Standards for an Accredited Educational Program in Radiography.

2. The American Society of Radiologic Technologists formulates the required curriculum outline of academic instruction.

3. The American Registry of Radiologic Technologists has requirements and deadlines that must be met.

4. Methodist Healthcare and the Radiology Department have requirements and regulations that must be followed.

5. The Faculty of this Program meets regularly to discuss the contents of this manual to meet the requirements of the above organizations.
WHAT IS A PATIENT?

What a patient means to you and our hospital:

1. Our patient is the most important person in the hospital.

2. Our patient is not dependent upon us; we are dependent upon him.

3. Our patient is not an interruption of work, he is the purpose of it.

4. Our patient is not an outsider to our business; he is our only business.

5. Our patient is a person, not a statistic; he has feeling, emotions, and desires.

6. Our business is to satisfy the patient.
Methodist University Hospital
School of Radiologic and Imaging Sciences

School Mission Statement and Program Goals

The Methodist University Hospital School of Radiologic Technology will graduate students with the entry level employment skills required of a registered radiologic technologist. The program will fulfill its mission to the community through the evaluation and achievement of the following goals:

1. Students/graduates will be clinically competent.
   - Students/graduates will select appropriate technical factors.
   - Students/graduates will utilize proper positioning skills.
   - Students/graduates will practice radiation protection for the patient, self, and others.

2. Students will demonstrate problem solving and critical thinking skills.
   - Students will be able to adapt positioning for trauma patients.
   - Students will be able to adjust technical factors for non-routine exams.
   - Students will evaluate images for diagnostic quality.

3. Students will be able to communicate effectively with patients, staff, and others.
   - Students will demonstrate oral communication skills.
   - Students will demonstrate written communication skills.

4. Students will demonstrate an understanding of professionalism.
   - Students will maintain an understanding of ethical and professional values.
   - Students will understand the importance of professional organizations within the profession.

Professional Duties

Radiologic Technologists perform an important function in the ever-expanding field of medicine known as radiology. They are professional assistants to the radiologist. Radiologists are physicians who specialize in the use of x-rays and other imaging modalities that assist in the diagnosis and treatment of disease and injuries. The technologist adjusts x-ray equipment to the correct settings for a specific examination, positions the patient, and produces radiographic images to demonstrate specific anatomical structures. The technologist also assists the physician in administering chemical mixtures to make certain organs show up clearly in x-ray examinations, and is called upon to use mobile equipment at the patient’s bedside in surgery, coronary care units, intensive care units and emergency treatment rooms.
**General Information**

- Twenty-four month educational program
- All courses taught at Methodist Facilities
- Clinical Education provided by multiple sites throughout the Memphis area
- Upon completion of the program, the student is eligible for the certifying examination given by the American Registry of Radiologic Technologists (ARRT)
- Successful completion of this examination enables the individual to use the title “Registered Technologist”, Radiography, after their name
- We have an articulation agreement with both Saint Joseph’s College of Maine and Arkansas State University. Students may pursue an Associate’s or Bachelor’s degree with these institutions.

**Accreditation**

The radiography program is accredited by:

**Joint Review Committee on Education in Radiologic Technology (JRCERT)**

20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3128
(312) 704-5300
(312) 704-5304 fax
[www.jrcert.org](http://www.jrcert.org)
[mail@jrcert.org](mailto:mail@jrcert.org)

**Fees and Expenses**

A $50.00 non-refundable application fee must be submitted at time of application. Tuition is $6000 per school year. Tuition does not include other personal expenses. A total cost of books during the two-year period is approximately $1000. All books must be purchased prior to the beginning of the first day of school. There is a $150.00 non-refundable Activity Fee. This fee is due the first day of school. Malpractice insurance is approximately $25.00 annually. There is a $150 non-refundable technology fee that will be paid directly to the vendor of our paperless system.

The program is approved for veteran training. A financial aid student loan option is available through Meritize. See [www.meritize.com](http://www.meritize.com) for more information.

Students are also responsible for the cost of meals, clothing, laundry, transportation, and living accommodations. Parking will be free for enrolled students.
School of Radiologic and Imaging Sciences Admissions Requirements

- Applicants to the program may qualify for admissions in one of two ways:
  - Applicants may already hold a minimum of an Associate’s degree from an accredited college or University.
    - Applicants must document 15 college hours in certain subjects. Applicants must document that they have taken a College Algebra, Anatomy and Physiology or Biology, and English Composition or Oral Communication. The remaining hours can be met with a number of different courses. Courses such as Psychology, Sociology, Medical Terminology, Computer Science, Introduction to Radiology, any Natural Science, and any other Math class will meet the requirements for the remaining hours. Other courses may be submitted for review and approval. A minimum of a C average is required in each course.
  - Applicants who do not already possess a minimum of an Associate’s degree, must have the minimum of 15 college hours that were described above.
    - If an applicant does not hold a degree, then the applicant must be willing to complete the Associate’s degree while enrolled in this program. Under the articulation agreement with Saint Joseph’s College, the applicant must finish the Associate’s degree while enrolled in the radiology program. Please see http://online.sjcme.edu/radiologic-science-programs.php for more information.
  - Complete and submit an application which must include:
    - Non-refundable application fee of $50.00
    - A short essay concerning your desire and decision to become a Radiologic Technologist
- Applicants must have official transcripts sent from high schools and colleges attended documenting a GPA of 2.0 or higher.
- Three letters of reference to be mailed in by the individuals submitting the reference.
- Four hours of observation (scheduled by school office). Observation time is time spent in the radiology department observing radiographers at work.
- Qualified applicants are scheduled for a pre-admission test.
- Qualified applicants who meet the above requirements will be scheduled for an interview with the admissions committee.
The final selection of students is based upon a numerical points system with emphasis being on the scholastic ability of the applicant. The school notifies all applicants in writing whether accepted or rejected. Students who are accepted into the program must pass a drug test and background check. The School of Radiology complies with all state and federal laws prohibiting discrimination in student admissions practices with regards to race, color, religion, sex, national origin, disability, predisposed genetic characteristics, and age 40 and over.

Your application packet must be postmarked by March 1st. Applications are accepted each year from December 1st to March 1st. Transcripts and reference letters must be in our office no later than April 1st to be considered for admission into the program.

**Dexterity and Health Standards**

Each applicant must meet the following dexterity and health standards:

- Ability to exert force and lift objects of 50 pounds with assistance.
- Ability to perform simple motor skills for unrestricted time periods
- Ability to perform manipulative skills (positioning and assisting patients)
- Ability to perform tasks requiring hand-eye coordination
- Sufficient eyesight to observe patients, read charts, computer screens, and equipment instructions.
- Sufficient hearing to maintain effective communication with members of the health care team and patients.
- Excellent communication skills
- Protection from unnecessary radiation exposure
- Good health to maintain the demands of the program in attendance, punctuality, and progress

Website for:

The American Registry of Radiologic Technologists – [www.arrt.org](http://www.arrt.org)
The American Society of Radiologic Technologists – [www.asrt.org](http://www.asrt.org)

Revised 4/1/2015
School of Radiologic Technology
Organization Flow Chart

DIRECTOR RADIOLOGY SERV.
Mary Carroll

MEDICAL DIRECTOR
Chris Boals, M.D.

SCHOOL DIRECTOR RAD. TECH.
Melissa Yarbro, MBA, RT (R)

CLINICAL COORDINATOR
Laura Baker, MBA, RT (R)

MANAGERS

STUDENTS

TECHNOLOGISTS
## Curriculum

### Methodist University Hospital  
**School of Radiologic Sciences**

### FIRST YEAR - FIRST TERM

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<td>Anatomy, Physiology and Pathology I</td>
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<tr>
<td>Intro. To Rad. Tech.</td>
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<tr>
<td>Patient Care I</td>
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<tr>
<td>Radiologic Exposure I</td>
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<td>Physics I</td>
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<td>Medical Terminology I</td>
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<td>Procedures I</td>
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**Term Class Hours:** 160  
**Term Clinical Hours:** 532.5

### SECOND YEAR – FIRST TERM

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<td>Radiation Protection and Radiation Biology</td>
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<td>Radiography Imaging I</td>
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<td>Radiation Biology</td>
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<td>Image Evaluation III</td>
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<td>Procedures III</td>
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<tr>
<td>Patient Care III</td>
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</tbody>
</table>

**Term Class Hours:** 160  
**Term Clinical Hours:** 735

### FIRST YEAR – SECOND TERM

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<td>Physics II</td>
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<td>Medical Terminology II</td>
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<td>Image Evaluation II</td>
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<td>Radiographic Path I</td>
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<tr>
<td>Procedures II</td>
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**Term Class Hours:** 160  
**Term Clinical Hours:** 695

### SECOND YEAR – SECOND TERM

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**Term Class Hours:** 180  
**Term Clinical Hours:** 690

**TOTAL CURRICULUM HOURS:** 660  
**TOTAL CLINICAL HOURS:** 2652.5

Revised – 4/1/2015
COURSE DESCRIPTIONS

ANATOMY, PHYSIOLOGY, AND PATHOLOGY I: Study of the human body anatomy, function, and disease of each system. Includes cells, tissue, skin, and bones and joints of the upper and lower extremity.
TEXT: Structure and Function of the Body, Thibodeau and Patton

ANATOMY, PHYSIOLOGY AND PATHOLOGY II: Continuation of Anatomy I. Study of the vertebral column, the thorax, the skull, the muscular system, circulation and blood, and the respiratory system.
TEXT: Structure and Function of the Body, Thibodeau and Patton

ANATOMY, PHYSIOLOGY AND PATHOLOGY III: Continuation of Anatomy II. Includes studies of the digestive, urinary, male and female reproductive, nervous, and special sense systems. Additionally, endocrine glands, body cavities, and embryology are introduced.
TEXT: Structure and Function of the Body, Thibodeau and Patton

CROSS SECTIONAL HUMAN ANATOMY: Study of the human body anatomy in the cross sectional plane.

INTRODUCTION TO RADIOLOGIC TECHNOLOGY I: Introduction includes an explanation of the field in general, student personal adjustment, healthcare delivery, professional organizations, radiation protection, and clinical education.
TEXT: Introduction to Radiologic Imaging Sciences and Patient Care, Adler and Carlton

IMAGE EVALUATION I: Instruction on the evaluation criteria of the upper extremity, chest and abdomen, and shoulder girdle.

IMAGE EVALUATION II: Continuation of Evaluation I. The vertebral column, bony thorax, and lower extremity, pelvis and upper femora.

IMAGE EVALUATION III: Continuation of Evaluation II, Evaluation of the digestive system, urinary system, reproductive system, mouth, and salivary glands.

IMAGE EVALUATION IV: Continuation of Evaluation III. Evaluation of skull, sinuses, Facial bones, nasal bones, mandible, and orbits

MEDICAL TERMINOLOGY I: Instruction of the medical vocabulary. Includes suffixes, prefixes, and root words. Words relating to the individual systems of the skeleton, muscular, respiratory, and cardiovascular circulation are studied.
TEXT: Quick and Easy Medical Terminology, Leonard
MEDICAL TERMINOLOGY II: Continuation of Terminology I. Further word studies into the GI, GU, endocrine, nervous, reproductive, integumentary, and special sense systems.
TEXT: Quick and Easy Medical Terminology, Leonard

PATIENT CARE I: Instruction of professional roles and behaviors, safety and transfer of patients, disease and infection control, and professional attitudes and communications.
TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Dawn Coakes

PATIENT CARE II: Continuation of Patient Care I. Study of patient assessment, medication information and administration, emergency response, and dealing with acute situations.
TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Dawn Coakes

PATIENT CARE III: Continuation of Patient Care II. Study of contrast media, patient preparation, exams of the GI tract, bedside radiography and surgical radiography.
TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Dawn Coakes

PROCEDURES I: Instruction on the procedures of and proper positioning techniques of the upper extremity, Chest and abdomen, shoulder girdle.

PROCEDURES II: Continuation of Procedures I. Positioning instruction for the lower extremity vertebral column, bony thorax, pelvis and upper femora.

PROCEDURES III: Continuation of Positioning II. Positioning instruction for the gastrointestinal system, genitourinary system, biliary system, and other areas of special procedures.

PROCEDURES IV: Continuation of Positioning III. Positioning instruction for the skull, sinuses, facial bones, nasal bones, mandible, and orbits.

PHYSICS I: Study of matter, energy, radiation sources, radiology history and development, basic protection, exposure units, units of measurement, velocity and acceleration, Newton’s laws, work, power, the atom and atomic structure, and electromagnetic radiation.
TEXT: Radiologic Science for Technologists, Stuart Bushong

PHYSICS II: Continuation of Physics I. Covers electricity, magnetics, Ohms law, alternating and direct current, the solenoid, electromagnetic induction, motors, generators, transformers and rectification, the x-ray tube, x-ray production, x-ray emission, and x-ray interaction with matter.
TEXT: Radiologic Science for Technologists, Stuart Bushong

PHYSICS III: Continuation of Physics II. Covers radiographic image quality, scatter radiation, screen-film radiography and technique, computer science, computed radiography, digital radiography, digital radiographic technique, ad viewing the digital image.
TEXT: Radiologic Science for Technologists, Stuart Bushong
PHYSICS IV: Continuation of Physics III and completion of course. Covers screen-film artifacts, screen-film radiographic quality control, digital radiographic artifacts, digital radiographic quality control, fluoroscopy, digital fluoroscopy, and computed tomography. TEXT: Radiologic Science for Technologists, Stuart Bushong

RADIATION PROTECTION AND BIOLOGY: Instruction on quantities and units of radiation, maximum permissible doses, biological and genetic effects, radioactivity terms, shielding procedures, examination requiring special protective measures, radiation biology, diseases caused by overexposure, instruments used to measure radiation, and introduction to radiation therapy. TEXT: Radiation Protection in Medical Radiography, Sherer

RADIOGRAPHIC EXPOSURE I: Includes simple mathematics in radiography, prime factors that influence brightness, contrast, and the image formation process, and an overview of the x-ray tube. TEXT: Essentials of Radiographic Physics and Imaging, Johnston and Fauber

RADIOGRAPHIC EXPOSURE II: Continuation of Exposure I. X-ray production, X-ray interactions, scatter control, image receptors, and more technical factor problems. TEXT: Essentials of Radiographic Physics and Imaging, Johnston and Fauber

RADIOGRAPHIC IMAGING I: Overview of technical factors and the influence on the radiographic image, image production and image evaluation, and the influence of pathologic conditions on the image. TEXT: Essentials of Radiographic Physics and Imaging, Johnston and Fauber

RADIOGRAPHIC IMAGING II: Exposure timing devices, technical factory review, fluoroscopy, additional special equipment including tomography, and the x-ray circuit. TEXT: Essentials of Radiographic Physics and Imaging, Johnston and Fauber

RADIOGRAPHIC PATHOLOGY I: Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Respiratory, skeletal, gastrointestinal, and urinary systems will be covered in this class. TEXT: Comprehensive Radiographic Pathology, Eisenberg and Johnson

RADIOGRAPHIC PATHOLOGY II: Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Cardiovascular, nervous, hematopoietic, endocrine, and reproductive systems will be covered in this class. TEXT: Comprehensive Radiographic Pathology, Eisenberg and Johnson

RADIOLOGY ORIENTATION: This is an initial orientation to the Radiologic Technology profession, the School of Radiologic Sciences, Methodist Healthcare, and the Radiology Department. Introduction includes explanation of the field in general, student personal adjustment, health care delivery, hospital and department organization, professional organizations, radiation protection and clinical education. Policies, procedures, and rules of the education program area also discussed. TEXT: Student Handbook
REGISTRY REVIEW: Review and discussion of all courses in the curriculum. Simulated registry examinations are given several times during this course. TEXT: Review for the Radiography Examination, D.A. Saia

SPECIAL PROCEDURES: Introduction to the special procedures of computed tomography, magnetic resonance imaging, ultrasound, mammography, and angiography. TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Long, Rollins, and Smith

Revised 04/26/2018
ADDRESS or NAME CHANGE

The Program Director is to be notified in writing within one week following a change of name, address, or phone number. Official documentation (marriage license, divorce decree, etc.) must be submitted at the time of notification.

ACCIDENTS

All accidents that occur during scheduled school hours resulting in patient, hospital personnel or personal injury, and/or damage to equipment must be reported immediately to the Clinical Coordinator and/or Program Director.

Students are required to follow the proper procedure for documenting accidents outlined in the Methodist Healthcare Manual.

__________________________
Program Director

Revised 05/1/2013
METHODIST UNIVERSITY HOSPITAL
SCHOOL OF RADIOLOGIC SCIENCES

POLICY AND PROCEDURE MANUAL

Subject: ATTENDANCE, TARDY AND ABSENCE REPORTING POLICIES

Regular attendance is an essential expectation of a radiologic technologist in order to provide quality patient care. Absenteeism and tardiness become undesirable habits that are unfortunately very difficult to change. This policy is established to ensure prompt and regular attendance by the student and to provide uniform guidelines for monitoring and supervising absence.

1) All students will be in the Radiologic Technology education center from 8:00 a.m. until 4:00 p.m., Monday through Friday.

2) The Program Director/Clinical Coordinator is responsible for upholding school standards as outlined in this policy and responsible for maintaining records of attendance. If the student's attendance becomes unsatisfactory, the attendance record will be reviewed and progressive counseling will result.

3) Absences will be counted on a semester basis beginning with the entrance date in May. Each student will be allowed five (5) days of absence for sickness per semester. All days missed during the semester, up to the 5 days allowed, will be made up starting with the first day of the end of semester break. The student will be dismissed from the program if more than 5 days are missed per semester. Each semester corresponds to the dates on the academic calendar. As such, the absence accruals will restart the Monday after the end of semester break. An absence is considered to be any time a student is not in his/her assigned area. The only exceptions will be if the student is hospitalized. Days in which the student is admitted into the hospital will not count towards the regular sick days, and the student will not be required to make up the missed time, up to 5 days. If a student is hospitalized for more than 5 days, this time must be made up. For long term illnesses over two days, a doctor’s note will excuse any sick days beyond two days. Therefore, the first two days will count against the five sick days. Any additional days as specified in the doctor’s note, will not count against the students’ five days, but will have to be made up. These occurrences will need discussion between the Program Director/Clinical Coordinator and the student.

4) Exclusions from the attendance policy standards are limited to:

   A. State of Emergency designated by the Program Director
   B. Jury Duty
C. Military Leave (exchanged for vacation time)
D. Scheduled Vacation
E. Holidays (except when absent the day before or after without advance permission of the Program Director)
F. Professional Leave

5) See Failure to Report Policy. Failure to report is failing to notify the Program Director or Clinical Coordinator of intent to be tardy or absent. If neither of these persons is available you must contact the Administrative Assistant. It is also your responsibility to contact your clinical instructor as well. The notification must be made by a phone call or email, and that notification must be made **BY 8:30 A.M. FOR EACH DAY OF TARDY OR ABSENCE.** A phone message left with anyone else is **NOT** acceptable. Text messages to program faculty are also **NOT** acceptable. The School and the Radiology Department needs to know of a student's intention to be absent or tardy. Failure to report is a serious offense and will result in progressive corrective action.

- First - failure to report in any one school year will result in the student being placed on a 1-day suspension.
- Second - failure to report in any one school year will result in 3-day suspension
- Third – failure to report in any one school year will result in termination from the education program.

6) Students should only park in the associate parking garage. Parking near the hospital and coming in to clock in is not permitted. Parking anywhere other than the parking garage and coming in to clock in will result in the following actions:

- First offense – 3 day suspension
- Second offense - dismissal

7) The Program Director and/or clinical faculty member reserve the right to verify the illness of a student. The student may be required to provide documentation in the form of a physician's statement if requested by either school official.

A student will be recorded 1/2 day absent if reporting in after 9:00 a.m. and recorded absent for the entire day if reporting in after 1:00 p.m. If the student must leave after reporting in, he/she must stay till noon or be recorded absent for the entire day. All instances of leaving early must have prior approval of the Program Director.

8) If the student is absent the day before or the day after a holiday, without advance permission, the holiday will be counted as a day of absence also.

9) An official attendance record will be maintained on each student and is subject to periodic review. These records will be available to your future employers if the student signs an information release when applying for employment.
10) Continued absence calls for the following response:

<table>
<thead>
<tr>
<th>Days of Absences</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4 per semester</td>
<td>Written warning</td>
</tr>
<tr>
<td>5 per semester</td>
<td>Second written warning</td>
</tr>
<tr>
<td>5.5 per semester</td>
<td>Termination from the program</td>
</tr>
</tbody>
</table>

11) The possibility exists for highly unusual or extraordinary circumstances to warrant a special review of the attendance policy. In such cases, the Program Director reserves the right to make exceptions to the policy.

12) Final examinations for each term are given at the discretion of each instructor. The examination schedule will be given or announced at least two weeks prior to the end of the regular term. Types of testing and frequency of testing are left to the instructors' discretion. Absence from a final exam is given a grade of F unless the student can be excused by the individual instructor, the Program Director, or provide documentation of a physician visit.

**TARDINESS**

This policy is established to encourage students to arrive at the clinical center and remain on a timely basis and to provide guidelines for monitoring and controlling tardiness.

1) Tardiness is defined as arriving after 8:00 a.m. to the center for the beginning of the day or leaving the clinical center between 3:00 and 4:00 p.m. at the end of the day.

2) The Program Director and/or Clinical Coordinator are responsible for maintaining records relating to tardiness.

3) Tardiness will be monitored on a semester basis beginning with the entrance date in May. Students are allowed three tardy occurrences per semester.

4) Continued tardiness calls for the following responses:

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Tardy Periods</td>
<td>Written Warning</td>
</tr>
<tr>
<td>4 Tardy Periods</td>
<td>Termination from school results on the 4th tardy period in any one semester.</td>
</tr>
</tbody>
</table>

__________________________
Program Director

Revised 4/26/2018
FAILURE TO REPORT
Failure to report is failing to notify the program director/clinical coordinator and appropriate clinical instructor of intent to be tardy or absent. An office telephone call or email must be made by 8:30 a.m. for each day of tardy or absence. A text message to a program official will not be accepted as notification.

You must notify one of the following:

   Melissa Yarbro
   Laura Baker
   Donna McRae

You must also notify the clinical instructor at your clinical site.

INCLEMENT WEATHER
In the event of inclement weather, all clinical rotations and classes are subject to cancellation. For information on closing or late start, please watch WREG News Channel 3 and look for MUH Radiology Schools.
Subject: FAILURE TO REPORT POLICY

Failure to report is failing to notify the School of intent to be absent or tardy. You must contact a member of the faculty on the day of tardy or absence. If they are not available, a message should be left with the Administrative Assistant. You must also contact the clinical instructor at your clinical rotation site. Notifying faculty of a tardy/absence but failing to notify the clinical instructor, is still considered to be a failure to report. The notification must be made by a phone call or email, by 8:30 a.m. FOR EACH DAY OF TARDY OR ABSENCE. A phone message left with anyone else is NOT acceptable. A text message to a program official will not be accepted as notification. The school and the Radiology Department need to know of a student’s intention to be tardy or absent. Failure to report is a serious offense and will result in progressive corrective action. One failure to report in any one school year will result in the student being placed on a 1-day suspension. Second offence will result in a 3-day suspension. Three failures to report in any one school year will result in termination from the educational program. The faculty reserves the right to verify the illness of a student. The student may be required to provide documentation in the form of a physician’s statement if requested. Any time logged as suspension will be taken on the beginning days of the students’ next scheduled annual vacation.

Revised 4/26/2018

Program Director
CLASSROOM ATTENDANCE

Regular class attendance is the student’s obligation, and a student is responsible for all work including tests, and written work of all class meetings. No right or privilege exists which permits a student to be absent from any given number of class meetings. The School of Radiologic Sciences gives each instructor the authority to regulate attendance for his/her class. Instructors will keep attendance records in each class. If a student misses three consecutive classes, or misses more class time than the instructor deems advisable, the instructor will report these facts to the Program Director for appropriate action. A student may be dismissed from the educational program for missing three consecutive class periods.
Subject: Trajecsys Time Clock Policy

Any time a student is present on any campus during school hours he/she is required to clock in/out in Trajecsys. You must do so from a computer in the clinic. You may not clock in on your cell phone. There are no exceptions to this rule.

Failure to clock in/out from your clinical site will result in an automatic tardy. You must clock in when you get to your site, and out when you leave to come to class or for the day. When you get to University for class, you need to clock in again. Students must clock in/out for lunch.

Students are not authorized to make exceptions in Trajecsys.

All students are expected to be present for school from 8:00 a.m. until 4:00 p.m. Monday through Friday. Students are not to clock in prior to 7:50 a.m. or clock out prior to 4:00 p.m.

Student hours are kept totally separate from work hours.

Program Director

Revised: 4/26/2018
The following standards are mandatory for all classes in this program.

1) Uniforms will be worn when reporting to class by all students

2) Students will be prompt to class, no tardiness is allowed.

3) Talking to classmates during class will not be tolerated.

4) Sleeping or the appearance of sleeping, decided by the instructor, will result in dismissal from the class period.

5) Students should report to the program director or clinical coordinator if an instructor does not arrive to class within 15 minutes of the scheduled class time.

6) Cell phones shall be placed in the cell phone holder on the wall. Cell phones will remain in the holder until the instructor has left the room.
For information on health and social welfare problems, call LINC at 415-2700

For specialized help:
- AIDS Switchboard 544-7575
- Alcoholics Anonymous 454-1414
- Cancer Hotline 516-7049
- Child Abuse, Neglect 578-4184
- City Information and Complaint Center 545-4584
- County Assistance Center 576-4585
- Community Services Agency, 528-4548
- Emergency Utility Bill Assistance 278-9308 or 278-9307
- Deaf Interpreting 274-7477
- After 9:00 P.M. 274-7477
- Emergency Medical Services 354-6720
- Emergency Mental Health Services 577-9400
- Family Service 416-7264
- Mental Health Information 272-1111
- Memphis Alcohol and Drug Council 274-0056
- Narcotics Anonymous 276-5483
- Poison Control 528-6048
- Rape Crisis 272-2020
- The Family Link/Runaway Shelter 276-Safe
- Shelby County Office on Aging 324-3399
- Suicide and Crisis Intervention 274-7477
- Wife Abuse Crisis Center 458-1611

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Through the Employee Assistance Program, Methodist Healthcare provides a major benefit to Associates and family members by making available independent and objective assistance and referral for marital, family, pastoral, legal, financial, emotional, and chemical dependency problems. The EAP staff is dedicated to maintaining absolute confidentiality and you may be assured that no one other than the EAP coordinator has access to information pertaining to your inquiry or use of services without your permission and/or in those situations when problems are life threatening. For information call EAP at 901-683-5658.
The School of Radiologic Technology has a policy in place that addresses all student concerns. If a student has a complaint, then the following steps should be followed:

1. A written complaint should be submitted to the Program Director within 5 days of the occurrence.
2. The Program Director will respond to the student within 5 school days.
3. If the grievance is not resolved, then the complaint must be submitted in writing within 5 days to the Director of Radiology for judgment and review.
4. The Director of Radiology will have 5 school days in which to respond to the complaint.
5. If still not resolved, the final decision will be made by a representative of the Methodist University Hospital Human Resources department. The student must submit the complaint in writing to the Human Resources Department within 5 days. The Human Resources representative will respond within 5 school days.

All grievances must be handled through the chain of command.

Program Director

Revised: 5/7/2012
Any student may present in writing to the Program Director an appeal for any disciplinary action. Written appeals must be submitted within five regularly scheduled school days following the actual date of the action. The appeals board will be advised to convene for a decision within two weeks of the appeal submission date. Where legal criminal issues are concerned, the Program Director will follow hospital administrative channels.

The purpose of the Program Appeals Committee is to be sure that all facts are presented so that the Board can determine whether an unfair treatment has occurred. Depending upon the reason for the appeal, the questions typically asked during the appeal are:

- was there a rule
- was the rule known to the student
- was corrective action consistent with the policy regarding progressive corrective action
- has the rule been consistently enforced

The appeals board shall consist of the following members:

1) Two students, one representative of the first year class and one representative of the second year class.
2) One school official.
3) The Medical Advisor of the Education Program.
4) One representative from the clinical education center.
5) One faculty member from an alternate allied health education program.

The process will be informal and the student and School Representative will have ample time to present information to the Board. This is not a legal proceeding. The standard that must be met in determining whether corrective action taken was appropriate and is one of fairness to the student in this circumstance.

Chairman, without a vote, will moderate the appeal. Each official board member will have one vote by secret ballot and the Board decision is final. If the Board believes the action giving rise to the appeal was in error, the Board has the authority to recommend overturning or modifying the Program Director's decision. Any appeal should be a last resort. The student should use all available resources to resolve the question before it comes to an appeal.

Revised: 5/7/12
OVERVIEW OF CLINICAL EDUCATION

The clinical education coursework helps to integrate the cognitive ("classroom") aspect with the psychomotor and affective skills required of a student radiographer in the Radiologic Technology Program. Clinical education involves three phases: observation, assistance, and performance.

The student begins clinical participation by first assisting a radiographer in the execution of duties. This participation moves from a passive mode of observation to a more active mode of assisting the radiographer in radiographic examinations. The rate at which the student progresses is dependent upon the ability of the student to comprehend and perform the various assigned tasks.

As the student gains experience in the various examinations, he gradually moves to an independent clinical performance stage. At this point, the student is actually performing the examination under the direct supervision of a radiographer. "Direct Supervision" means that the qualified radiographer:

1. Reviews the request for the examination in relation to the student's achievement;
2. Evaluates the condition of the patient in relation to the student's achievement;
3. Is present during the conduct of the examination, and
4. Reviews and approves the radiographs.

After demonstrating competence in performing a specific radiographic procedure, the student may be permitted to perform procedures under indirect supervision. "Indirect Supervision" means that the qualified radiographer reviews, evaluates and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer 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.

According to the "Standards for an Accredited Educational Program in Radiography," 2014 Edition, the supervising radiographer MUST be present in the radiographic room if any repeat exposures are made.

During the Student's clinical education, his / her performance is evaluated primarily by the clinical instructors on an on-going basis. The student is evaluated on the specific radiographic examinations as outline in this handbook, the clinical education units, their general competence in performing previously mastered procedures, and the development of their professional skills.
CLINICAL ASSIGNMENT

Students reporting to Clinical Assignments will not be allowed in their possession:

1. Backpacks (lockers are provided for personal belongings: Locker trips will be accomplished prior to 8:00AM)

2. Books (this includes textbooks, novels, reference etc.)

3. Students will be in their assigned areas ready to begin clinic at 8:00AM, and remain in that area until 4:00PM.

4. Students will report to their clinical assignment directly after all classes.

5. Cell phones are not allowed in the clinic

Disciplinary action for failure to adhere to these policies is as follows:

First Offense - Three day suspension (Time must be made up first three days of vacation)

Second Offense - Termination from the program.
The Technologists in the clinic need to know where you are at all times. In the event you need to leave the department, be sure to let your technologist know. Absence from the clinical assignment without authorization will result in the following actions:

- 1\textsuperscript{st} offense: 3 day suspension
- 2\textsuperscript{nd} offense: dismissal

Program Director
Until students achieve the program’s required competency in a given procedure, all clinical assignments will be carried out under the DIRECT SUPERVISION of qualified radiographers.

**DIRECT SUPERVISION**

1. The qualified radiographer reviews the request for examination and reviews the procedures in relation to the student’s achievement.

2. The qualified radiographer evaluates the patient's condition, is present during the procedure, and reviews and approves the procedures and radiographs.

3. The qualified technologist is always present during student performance of a repeat of any unsatisfactory radiograph.

**INDIRECT SUPERVISION**

After demonstrating competence in performing a specific radiographic procedure, the student may be permitted to perform procedures under indirect supervision.

1. Indirect supervision means the qualified radiographer reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist the student.

2. “Immediately available” is interpreted as the presence of a qualified radiographer adjacent to the room where a radiographic procedure is being performed. This availability means: a student asking for help in a normal tone of voice can be heard.

3. This availability applies to all areas where ionizing radiation equipment is in use, i.e., surgery, bedside, Emergency Department.
ADDITIONAL NOTES CONCERNING
STUDENT SUPERVISION

1. All students are prohibited from being in the ED without **DIRECT SUPERVISION**.

2. All students are prohibited from doing mobile (portable) radiography without **DIRECT SUPERVISION**.

3. **NO STUDENT** is permitted to do surgical radiographic procedures without the **DIRECT SUPERVISION** of a qualified radiographer.

4. Both first and second year students must have a qualified radiographer for **DIRECT SUPERVISION** when doing repeat radiographs.

5. A ratio of one student per qualified radiographer during all clinical assignments will not be exceeded.

All students must comply. Any Student in Non-Compliance will be dismissed immediately from the School of Radiologic Sciences.

__________________________________________
Program Director

Revised 05/1/2013
COMMUNICABLE DISEASE

Absences related to Communicable Disease must be reported to the Program Director so that appropriate and reasonable actions may be taken with regard to clinical assignments and patient contact.

The School of Radiology complies with the Methodist system policy in regards to Communicable Diseases. A copy of the Methodist Exposure Control Plan can be found in the School Library. There is also a copy available on MOLLI under the System Policies link.

COMPLAINTS

Complaints must be submitted in writing to the Program Director immediately following the incident in question. All written complaints will be addressed within five school days.
Code of Professional Conduct

POLICY:
MLH has a common code of professional conduct which is upheld by our leaders, Associates and medical staff partners, and is the foundation that allows Methodist Le Bonheur Healthcare (MLH) to realize our mission of providing high quality care to our patients. We expect mutual respect in our shared work as part of our values of service, quality, integrity and teamwork.

PURPOSE:
To address intimidating and disruptive behaviors which can foster medical errors, poor patient satisfaction, and preventable adverse outcomes as well as increase the cost of care and cause qualified staff to seek new positions in more professional environments. This policy is intended to address conduct which:

• Creates fear and intimidation in the work environment that affects patient care.
• Interferes with a team member’s ability to practice safely.
• Disrupts the delivery and coordination of patient care.
• Reinforce an atmosphere of mutual respect for all who work or practice at MLH.
• Improve the care given to our patients.
• Optimize communication, collaboration and interpersonal relations.
• Establish a process for reporting and addressing problematic behavior.

This policy is not intended to replace or serve as a substitute for the complaint mechanism found in the MLH Equal Employment Opportunity policy on harassment found in the Associate Handbook.

PROCESS:

Standards of Behavior
Expected Behaviors:

• Communication will take place in a timely fashion, involving the appropriate person(s), in an appropriate setting.
• Communications, including spoken remarks, written documents, and emails, will be honest and direct and conducted in a professional, constructive, respectful and efficient manner.
• Telephone communications will be respectful and professional using the SBAR (situation, background, assessment, recommendation) method.
Cooperation and availability are expected of Associates, medical staff, AHPs and staff on call. When individuals are contacted, they will respond promptly and appropriately.

Understand that a variety of experience levels exists and demonstrate tolerance for those who are learning.

Unacceptable Behaviors:
- Shouting or yelling.
- Slamming or throwing of objects in anger or disgust.
- Hostile, condemning, or demeaning communications.
- Criticism of performance and/or competency delivered in an inappropriate location (i.e., not in private) and not aimed at performance improvement.
- Other behavior demonstrating disrespect, intimidation, or disruption to the delivery of safe, quality patient care.
- Degrading, profane or demeaning comments directed at or regarding patients, families, nurses, physicians, hospital Associates or the hospital.
- Public derogatory comments about the quality of care being provided by other physicians, nurses, hospital Associates or the hospital.
- Inappropriate medical record entries concerning the quality of care being provided by the hospital or any other individual.
- Overt, passive or uncooperative behaviors which undermine team effectiveness.
- Retaliation against any person who addresses or reports unacceptable behavior (refer to policy S-10-013, Prohibiting Retaliation Against Associates, Individuals and Others).

Immediate Patient Care Need
In the event an immediate patient care need occurs at the same time defined unacceptable behavior may be happening, the immediate response for patient care need is that the Associate, physician or resident should initiate the chain of command.

Communication for Resolution
The optimal way to address inappropriate conduct is a face-to-face discussion between the parties involved using the following steps:
- The concerned person is expected to address the issue with the other party in a timely manner and private setting using this code of conduct as a reference.
- This discussion may be more productive after a “cooling off” period of a few hours or a few days so that the parties involved can gain perspective on the precipitating events and process breakdowns that may have been contributing factors.
• If facilitation of the discussion is needed, the department leader and appropriate physician leadership can serve as facilitators.
• Sincere apologies should be encouraged and every reasonable attempt should be made to resolve the situation without further intervention.
• If clinical care/hospital process deficiencies are discovered during this face-to-face discussion, these concerns need to be addressed by the department’s leadership for improvement.
• No documentation of incidents resolved by the parties is required, unless it impacted quality of patient care.

A face-to-face discussion to express concerns is strongly encouraged to promote effective communication and working relationships. Parties who do not believe that they can address issues effectively face-to-face may seek assistance from their leader or use the MLH compliance hotline to address concerns.

**Reporting Unresolved Issues**
• If the issue is not resolved after a reasonable attempt by the affected parties, the situation may be reported using the Safeguard incident reporting system.
• Concerns will be reviewed by the Risk Management Office, the facility Human Resources department and the Associate’s leader or Physician Quality as appropriate.

**Action for Unresolved Issues**
After completion of the review process, if the complaint is found to have merit, the following action should be taken:
• For Associates, their leader and a representative from Human Resources will be sent a copy of the complaint and the review. They will develop a plan for appropriate counseling and intervention.
• For medical staff or AHPs, a copy of the complaint and the review will be sent to Physician Quality for appropriate counseling and intervention as outlined in the Medical Staff Policies.

Any incident reported in accordance with this code of conduct which requires review or follow-up is not considered by MLH to be corrective action; however, actions reported may result in corrective action including termination depending on the seriousness of the deviation from behavior expectations. Any necessary corrective action will be taken in accordance with MLH policies.
For medical staff, any necessary disciplinary action will be taken only after the MEC makes a determination that it is appropriate to take corrective action as defined in the Medical Staff governance documents and UT GME policies.
Any necessary disciplinary action for resident physicians will be conducted pursuant to UT GME policies and practices.

**Review and Reporting of Data**
Semi-annual review of aggregate data trends will be conducted through Corporate Human Resources and reported to the Quality Council, MLH Patient Safety Committee and the Quality Committee of the Board.

**Reference: S 05 079**
### Methodist University Hospital School of Radiologic Technology

#### Disciplinary Action Grid

<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence from clinical assignment without authorization. (see Clinical Assignment Policy)</td>
<td>3 Day Suspension</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Consumption or possession of intoxicants on hospital property.</td>
<td></td>
<td>Dismissal</td>
</tr>
<tr>
<td>Reporting for school while under the influence of an intoxicant.</td>
<td></td>
<td>Dismissal</td>
</tr>
<tr>
<td>Arrest and charge of felony or other serious crime.</td>
<td>Suspension until settled</td>
<td></td>
</tr>
<tr>
<td>Conviction of a felony or other serious crime.</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Unauthorized possession of hospital property.</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Threatening or fighting with an employee, patient, visitor, or another student.</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Willful destruction of hospital property.</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Gross negligence</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Parking in unauthorized areas, ie: Visitors’ Lot</td>
<td>3 Day Suspension</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Parking illegally and leaving after clocking in to move vehicle</td>
<td>3 Day Suspension</td>
<td>Dismissal</td>
</tr>
<tr>
<td>OFFENSES</td>
<td>1st Offense</td>
<td>2nd Offense</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>HIPAA Violation - Unauthorized release of confidential information.*</td>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Unauthorized absence from the Classroom or Clinical Rotation Site after reporting in. (See Absence/Tardy Policy)</td>
<td>3 Day suspension</td>
<td>Dismissal</td>
</tr>
<tr>
<td>Loud or disruptive behavior.</td>
<td>Counseling Notice</td>
<td>Written Warning</td>
</tr>
<tr>
<td>Smoking or tobacco use on hospital property.</td>
<td>Documented verbal counseling and referral to Associate Health for information regarding MLH smoking cessation resources.</td>
<td>Written corrective action and recommend EAP.</td>
</tr>
<tr>
<td>Failure to adhere to uniform</td>
<td>One day suspension (Time deducted from the beginning day of next assigned vacation.)</td>
<td>Three-day suspension (Time deducted from the beginning day of next assigned vacation.)</td>
</tr>
<tr>
<td>Excessive absence</td>
<td>(See School Absence Policy)</td>
<td></td>
</tr>
<tr>
<td>Excessive tardiness</td>
<td>(See School Tardy Policy)</td>
<td></td>
</tr>
</tbody>
</table>

*Unauthorized release of information is any divulgence of patient information or confidential hospital data to anyone other than authorized personnel.
<table>
<thead>
<tr>
<th>OFFENSES</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
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<tbody>
<tr>
<td>Insubordination</td>
<td>Dismissal</td>
<td>Dismissal</td>
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</tbody>
</table>
(a.) Absolute refusal to comply with reasonable instructions from a school official. | Written Warning | |
(b.) First refusal and later complying with reasonable instructions from a school official. | | |
| Falsifying time records | Dismissal | |
| Time Clock Policy | Written Warning | 1 day suspension |
| Failure to Report | (See Failure to Report Policy) | |
| Sleeping or the appearance of sleeping during school hours. | Written Warning | 1 day suspension |
| Cheating on academic or clinical examinations. | Dismissal | |
| Calling a physician’s office to change a patient’s exam for the purpose of obtaining a clinical competency. | Dismissal | |
| Use of abusive or obscene language | Dismissal | |
| Rudeness to patients | Dismissal | |
| Exam Subversion of any kind. Examples: taking pictures of tests, sharing information that was on a test with another student, etc. | Dismissal | |
| Failure to adhere to Repeat Policy | Dismissal | |
| Failure to adhere to Direct & Indirect Supervision | Dismissal | |
| Failure to tell the truth to program faculty regarding personal behavior, academic behavior or clinical behavior. | 3 day suspension | Dismissal |
| Holding patients for radiographic procedures. | Dismissal | |

**Other violations not specifically covered above** - Penalties for other violations not specifically covered in the above list will be in an individual policy or determined by the Program Director of the School. Since the hospital is a sponsor of the school, all students are also covered by hospital policies. Suspensions - Any days missed due to suspensions will be deducted beginning the first day of the next assigned vacation.

**Any student dismissed from the program forfeits the right to reapply and return to the program at a later date.**

_______________________________________
Program Director
The Methodist University Hospital School of Radiological and Imaging Sciences adheres to the Methodist LeBonheur Healthcare Policy Manual. Policy addressing drug and alcohol use is included on the following pages.
Drug and Alcohol Use

PURPOSE:
To ensure effective and safe work performance, enhance patient care, protect property, and promote public confidence in MLH as a health care institution by identifying and eliminating illegal drug use and drug/alcohol abuse.

POLICY:
For the safety of our patients, visitors, Associates and physicians, we are committed to a workplace free of alcohol and unauthorized drugs. MLH advocates treatment for alcohol/drug addiction in order to overcome the devastating effects of addiction on the Associate, family and society.

We encourage early detection and voluntary treatment of addiction. The MLH Employee Assistance Program (EAP) is available to Associates for counseling or referral to alcohol or drug treatment programs. This policy prohibits all individuals including Associates, contractors, patients, visitors and all others from the manufacture, possession, sale, distribution, use, dispensation, consumption or being under the influence of illegal drugs or alcohol, or misuse of legally prescribed drugs on property which is owned, leased, or under the control of MLH or its subsidiaries, including but not limited to premises, parking lots (including in privately owned vehicles on MLH lots), offices, desks, and lockers. Associates and their possessions are subject to search and surveillance at all times while on MLH property or while conducting MLH business. The prohibition related to alcohol does not apply to company sponsored events where alcohol is served.

Associates, volunteers and outside contractors are prohibited from reporting to work or being on MLH property (either on duty or off) with an identifiable level of illegal or unauthorized substances, alcohol or other intoxicants in his/her system, regardless of how or when the substance entered the system. These prohibitions also apply while on paid travel time, work assignment at any location, and while conducting any MLH business at any location.

An “identifiable level” means a level of alcohol or drug or its metabolite in an Associate’s blood, urine or other body fluid or tissue exceeds the level determined by MLH or its testing laboratory as a cut-off level for a positive result. As a condition of employment, all MLH Associates agree to cooperate fully with drug/alcohol screening upon request and agree that MLH has the sole final authority to interpret and act upon the results of such screens.
Failure to cooperate in screening, including any attempt to avoid, subvert or adulterate, as determined by MLH, is grounds for discharge. Associates may use prescription drugs during work time (as prescribed) provided they are 1) prescribed for the Associate in the possession of them and 2) the medication is not one that alters the Associate’s ability to reason or function in an acceptable manner. If an Associate is prescribed a medication which has the potential to alter their ability to reason or function in an acceptable manner, the Associate is responsible for reporting the use of such drugs to their supervisor. The Associate will be referred to Associate Health Services for a fitness for duty evaluation.

Any prescription drugs intended for the use or treatment of our patients may be handled or administered only in the authorized course of the Associate’s work duties and in accordance with established protocols and procedures. Violations of this policy will result in corrective action, up to and including discharge. Should a violation of this policy occur, treatment will not be an alternative to corrective action. Any Associate charged with illegal drug activity on or off the job may be discharged. All Associates are required to report to the employer any criminal drug charges or convictions within forty eight (48) hours. Violation of this reporting requirement may result in discharge.
The Educational Rights and Privacy Act of 1974, with which the School of Radiologic Sciences intends to comply fully, is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the Act.

Provisions for the release of information about students and the rights of students and others to have access to Methodist University Hospital-School of Radiologic Sciences records are as follows:

A. Release of personally identifiable students education records. The School of Radiologic Sciences shall not permit access to or release of any information in the educational records which is specifically identifiable as referring to any student, other than directory information, without the written consent of the student to any party other than the following:

1. Hospital and school staff who have legitimate educational interests written requests from such officials shall be retained by the school, and proper identification will be required.

2. Officials of other schools in which the student seeks admission, if the student has executed a release form from that institution.

3. Appropriate persons in connection with a student’s application for or receipt of financial aid.

4. Federal or state officials as defined in the regulations concerning this law.
5. Federal or state officials as defined in the regulations concerning this law.

6. Accrediting organizations to carry out their functions.

7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954. Note: Husband or wife cannot get records of his/her spouse regardless of dependency.

8. In compliance with judicial order or subpoena after the school has made reasonable effort to notify the student.

9. Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health and safety of a student or other persons. Verification of the conditions involved will be fully documented.

NOTE:

All individuals and agencies who have requested or obtained access to a student’s record (except as stated in A-1 and 7) will be noted in a record to be kept in each student’s closed file. A request must be in writing stating the purpose of the request. This record will also indicate the legitimate reason interest that the person or agency had in obtaining the information and the information made available will be limited to that necessary to satisfy such demonstrable needs.

B. Definitions:

Educational Records- those records, files, documents, and other material which (1) contain information directly related to a student; and (2) are maintained by the school of Radiologic Sciences or by a person acting for the school. They do not include: (1) personal notes in sole possession of maker; (2) records available to law enforcement personnel; (3) students employed by the institution in the capacity of an employee; (4) student’s medical report; (5) and records containing information relating to a student after that person is no longer a student at the school.

Student- any person who is or has been enrolled at Methodist University Hospital- School of Radiologic Sciences. Whenever “student” is used in reference to personal rights, an eligible parent of a dependent student has
similar rights if that parent of a dependent student has similar rights if that parent has satisfied section 152 or the Internal Revenue Code of 1954, and who presents proof of such to the record custodian. Normally, this will be notarized affirmation by the parent declaring that the student is dependent for federal income tax purposes.

**Directory Information** - Information of the student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, the student’s full or part time status, and the most recent education agency or institution attended by the student. At the time the student is accepted for training, the student may personally deliver to the school a written request that directory information for the student not be released. This notification is effective for the two year training period of school for which the student has entered. Such information will then be withheld if the request is received within the first week of training at the school.

**Access** - to have access to an educational record is to be allowed to see the original record. It implies the right to obtain copies of the original record.

**School Officials** - those institutional and school representatives with general or specific responsibility for promoting the educational objectives of the institution. Persons whose responsibilities place them within this category include: teachers, faculty advisers, counselors, directors, and other administrative officials responsible for some part of the academic enterprise or supporting activity. Access by these officials is restricted where practical only to students for whom they have professional responsibility and only that portion of the student record necessary for the discharge of assigned duties.

Legitimate education interests - those interests which are essential to the general process of higher education prescribed by various legislative acts and the body of policy adopted by the institution. Legitimate educational interests would include teaching, research, public service, such directly supportive activities as discipline, and financial assistance.

**Custodian** - The program director or representative of the training program with the responsibility of maintaining educational records and medical services.
**Records Location**- all past, present, and future student educational records are maintained within the School of Radiologic Sciences office on the 8th floor Service Wing in the Hospital.

C. Procedure for gaining access to educational records to gain access, the student must request the custodian to allow him/her to inspect the educational record, which request will be granted within a reasonable period of time. The student may ask for an explanation and/or copy of his educational record. Examination will be performed and permitted under conditions which will prevent alteration or mutilation of the record. A student must present proper identification upon request.

If the student believes the records content to be inaccurate, he/she may submit a request for amendment of the record. Normally such matters will be satisfactorily settled in the course of informal discussion with the student. When this is not the case, the request and the challenge must be submitted to the custodian who will inform the student.

The student may then submit a written request for a hearing to the appeals committee of the school of Radiologic Technology. The appeals committee will designate a time, date, and place for the appeal.

The appeals committee will convene with the student within 45 days from the date of the request, allowing the student or parents if the student is a dependent, to present relevant evidence. A written decision based solely upon the evidence presented at the hearing will be given to the student within 45 days after the conclusion of the hearing, including a summary of the evidence and reason for the decision and notification of his right to place a statement in the educational record.

**NOTE:** This procedure does not provide for a hearing to contest an academic grade.

D. In order to assure the educational record will not be altered or mutilated, the School of Radiologic Sciences reserves the right to have a second person present during any inspection of a record this second person will be the school program director or his designated representative.

E. Any individual or institution that does not have a legal right to inspect the educational record must have an official signed release of information
form. This form is available from the school and it must include the specific information to be viewed, the student individual signature, and the date the student gives consent.

F. Right of access does not include:

1. Financial records of parents or any information therein.

2. Confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975.

3. Records to which access has been waived by the student.

G. No institution or office receiving information shall, and all agencies receiving student information will be advised not to release the information to another party without the written consent of the student.

H. The School of Radiologic Sciences retains all rights to the student’s academic and clinical record and may withhold transcripts of the record because of unfulfilled obligations to the hospital or school.

I. Eligible students and parents have the right to file a complaint with the department of education concerning an alleged failure by the school to comply with the Privacy Rights of parents and Students Act.

Revised 05/24/2011

___________________________
Program Director
The Joint Review Committee on Education in Radiologic Technology standards for an accredited educational program in radiological sciences outline the program’s requirements for accreditation. If concerns regarding the program’s non-compliance with standards cannot be resolved at the program level, students may contact appropriate individuals at the:

Join Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Fax: (312) 704-5304
mail@jrcert.org
www.jrcert.org

Program Director

Revised 08/8/2014
Subject: SAFETY POLICY

This policy is established to provide guidelines for patient and student general safety procedures.

FIRE SAFETY

1. If you discover a fire:
   a. Remove the patient to a place of safety.
   b. Pull fire alarm, if not feasible; call 68080, and announce Dr. Red, giving hospital operator the location and type of fire – the operator in turn will notify proper persons.
   c. After reporting fire, turn off electrical supply and oxygen valves and close doors sealing area until help arrives. Do not re-enter the room.

2. If you smell smoke:
   b. Notify Radiology Control area and they will contact the hospital operator.
   c. Locate where the fire is.

3. When the fire alarm rings:
   a. Stay calm – do not alarm patients. You will be notified if it is necessary to remove patients.
   b. Evacuate the floor only when told to do so.
   c. Do not use the elevators.

4. Know locations and proper use of the following safety devices:
   (Electrical power shut off mains)
   a. Main supply box to rooms in general
   b. Switches to control panels
   c. Switches to powered tables
   d. Processor power supply

5. Extension cords are prohibited unless approved by the fire department. In all cases relocation of the item to an outlet is more desirable to using an extension cord.

6. All electrical appliances that have heating elements such as coffee pots, soup warmers, hot plates, etc. shall be approved in writing by the fire department prior to being used.

7. Electrical heaters are prohibited.

8. All electrical circuits of fixed equipment and installed facilities will be grounded.
CLEANLINESS

1. Used syringes and capped needles will be placed in a labeled box for safe disposal.

2. All isolation material and other known infectious materials will be properly prepared for disposal.
   a. Properly handled with gloves
   b. Placed in marked bags for laundry
   c. Double bagged for disposal in trash
   d. Area cleaned with antiseptic

3. Disposable gloves will be worn while performing certain procedures such as inserting enema tips, cases of isolation for patient and student safety, and while cleaning with strong detergents.

4. Hands are to be washed after each procedure or after handling dirty equipment, etc.

5. Long hair will be restricted when working near processor, sterile set-ups, and any area involving equipment with moving parts.

6. All spills will be immediately wiped up and washed with water.

7. X-ray tables will be washed with a disinfectant after each use.

8. Do not leave items on the floor that may cause you or others to fall.

9. Place all empty boxes and disposable in trash.

10. Keep all cords, hoses, and tubes on cart where they will not drag on the floor and be damaged or cause someone to trip.

EQUIPMENT - MECHANICAL

1. Document malfunctions on maintenance work sheet. Contact Radiology Supervisor if it is an emergency.

2. Safe operation of equipment: Adhering to safety signal of Control panels.
   a. Yellow light - caution, be aware of heat loading and tube limits (charts provided in each room)
   b. Red light or beep signals - STOP, Do not make exposure, allow for cooling time, recheck technical factors, and adjust technique to lower setting.

3. Should the equipment malfunction or have a performance issue, it is important to move the patient. Hot oils leak from the tube. Never move a blown tube, anode may act as gyro and travel outside the housing.

4. Never open or tamper with the x-ray control panel internal mechanisms.
5. Heavy equipment will be stored as near floor level as possible.

6. Stretcher, beds, wheelchairs, and carts must have wheels securely locked during any maneuver involving patient movement to and from the same.

7. Stretcher, beds, wheelchairs, and carts must have rails secured in the up position before transport of patients.

8. Radiography performed using cart (air BE, decubitus) must have all wheels secured by locks, sandbags.

9. Patients on the x-ray table must be restrained by mechanical means affixed to the table and by raising side panel radiation shields.

10. Foot boards must be secured to x-ray tables and checked each time they are attached onto the table.

11. Foot stools and step stools must have rubber stops in working order and checked daily for proper balance.

12. All cones, collimators, shields, and filters placed onto the tube head will be checked for proper placement and seating into tracks and checked for lock alignment before usage.

13. All clothing, linens, and lines will be kept free of the moving parts of the x-ray table/equipment.

14. All containers will be clearly labeled, contents checked before each usage and discarded at expiration date.

15. Electrical cords to all equipment will be checked before use for proper grounding prong in place and plug end of cord not separated or loose.

EXPLORIVES / FLAMMABLES

Non-flammable - non-explosive gases:

Oxygen - An element which, at atmospheric temperatures and pressures, exists as a colorless, odorless, tasteless gas. Its outstanding property is its ability to sustain life and to support combustion. Although oxygen is non-flammable, materials which burn in air will burn much more vigorously and create higher temperatures in oxygen or in oxygen enriched atmosphere.

- All compressed gas cylinders will be stored in dollies designed for that purpose.
- No smoking is permitted where oxygen is used/or stored.
- Storage room will be maintained in a neat, orderly, and safe manner. Trash will not be left in this area.
- Oxygen/suction wall outlets will be checked daily for function and preparedness of use.
- Cylinders in use will be properly labeled as to content and tagged according to use. (full, empty)
- Care should be observed in attaching connections from gas services to equipment and equipment to patient.

1. Oxygen-enriched atmospheric hazards:
a. In areas such as operating rooms and area containing oxygen tents, infant incubators, oxygen respirators, and anesthesia machines, caution must be taken to limit the oxygen content of the environment. An increase in the atmospheric oxygen content increases the likelihood of ignition of a combustible material.

b. Non-flammable or inert gasses should be used for explosion prevention.

c. Electrical equipment used in oxygen-enriched atmospheres is limited to that approved at the maximum anticipated oxygen pressure and concentrations.

d. Water has been shown to be an effective extinguishing agent in oxygen-enriched atmospheres. All electrical equipment should be disconnected prior to use of water for extinguishing.

e. Use of combustible materials in an oxygen-enriched atmosphere must be kept at an absolute minimum. Storage of such materials shall not be permitted in an oxygen-enriched atmosphere.

f. All textile-based materials such as curtains, carpeting, and wall covering whether obtained by procurement or donation, will be of flame retardant nature.

CAUSTIC AND CORROSIVE MATERIALS

1. When using or carrying such materials, only one container at a time will be carried.

2. These materials are not to be stored higher than waist height.

3. When pouring form one container to another, safety goggles must be worn.

4. The containers are to be labeled Caustic Chemicals or Corrosive Chemicals.

Reviewed 5/7/2012

Program Director
FINANCIAL REQUIREMENTS

**Tuition** - $6000.00/Year and **Books** are Approximately $1,000. Total tuition is to be paid prior to graduation. **Uniforms** - It is suggested that three complete uniforms would be adequate at the beginning of the first year.

**Patches** - First two patches are free to the students. Additional patches may be purchased at a cost of $10.00 per patch.

**Lodging/Food/personal Expense** - as needed or required.

**Health Insurance** – You must show proof of an acute basic health insurance policy on the first day of school.

**Malpractice Insurance** – Total premium cost to be announced at the beginning of each year. (Approximate cost $25.00 annually)

**Image Markers** – First set is free. $21.00 charge for each additional set ordered.

**Student Activity Fee** - $150.00. One Time, non-refundable.

**Technology Fee** - $150.00 One time, non-refundable.

FUNERAL LEAVE

Students may be granted up to three days funeral leave to attend to the personal matters surrounding the death of the following family members:

- Spouse, child, stepchild
- Mother, father, stepparent, spouse’s parent
- Sibling (including step), spouse’s sibling
- Grandparent, grandchild

You must obtain approval from the Program Director to take the needed time off, which would normally occur between the day of the death and the day of the funeral. You must provide proof of the date, time and location of the funeral (such as the funeral program or obituary) in order for the Program Director to authorize funeral leave. If additional time is required, approval of the Program Director is required and will be charged to any accrued vacation hours.

GUEST LECTURES

Radiologists, radiologic technologists, and technical representatives of commercial companies will sometimes present lectures as regular classes. These lectures are part of the formal education and examinations may be given on material presented.

EMERGENCY PREPAREDNESS

The Methodist system emergency/disaster preparedness policies and website may be found on MOLLI under Non-Clinical departments and then Safety.
STUDENT EMAIL

Schedules and information pertaining to classes, assignments, and other aspects of the Program will be sent via email. Each student will be issued a hospital email account. Each student shall check their email frequently for important announcements and information.

GRADING

<table>
<thead>
<tr>
<th>Grades</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - 94-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B - 83-93</td>
<td>3.0</td>
</tr>
<tr>
<td>C - 75-82</td>
<td>2.0</td>
</tr>
</tbody>
</table>

NOTE: Below 75 is considered a failure in the Radiologic Technology academic grading. AN AVERAGE OF 75% MUST BE MAINTAINED IN EACH COURSE. 74% OR BELOW WILL RESULT IN DISMISSAL FROM THE PROGRAM.

The clinical component of the program is graded on pass/fail. To earn a pass in the clinical component, the student must earn an 85% average during each term in order to progress to the next semester. An 84% or below will result in dismissal from the program. Please see the clinical requirements and grading on the next page.

The averages of the academic courses and clinical component will be reviewed each term for determining satisfactory progress.
CLINICAL REQUIREMENTS AND GRADING

In order to pass Clinical Applications for the term each student must:

First Term
1. Receive an overall average of 85% on the Weekly Affective Behavior Evaluations and Clinical Rotation Evaluations.
2. Complete the required number of Clinical Competencies as stated on the Master Clinical Record (11) by the end of the clinical semester.
3. If a student fails to complete the required number of Clinical Competencies by the due date, the student will be granted a two week extension. If the student fails to complete the required competencies within the two week extension, the student will be dismissed from the program. As a consequence of not completing the Clinical Competencies on time, the student’s clinical time will be extended the number of days it took the student to finish the required exams. These days will be added on at the end of the program.

Second Term
1. Receive an overall average of 85% on the Weekly Affective Behavior Evaluations and Clinical Rotation Evaluations.
2. Complete the required number of Clinical Competencies as stated on the Master Clinical Record (22) by the end of the clinical semester.
3. If a student fails to complete the required number of Clinical Competencies by the due date, the student will be granted a two week extension. If the student fails to complete the required competencies within the two week extension, the student will be dismissed from the program. As a consequence of not completing the Clinical Competencies on time, the student’s clinical time will be extended the number of days it took the student to finish the required exams. These days will be added on at the end of the program.

Third Term
1. Receive an overall average of 85% on the Weekly Affective Behavior Evaluations and Clinical Rotation Evaluations.
2. Complete all the required Clinical Competencies as stated on the Master Clinical Record (34) by the end of the clinical semester.
3. If a student fails to complete the required number of Clinical Competencies by the due date, the student will be granted a two week extension. If the student fails to complete the required competencies within the two week extension, the student will be dismissed from the program. As a consequence of not completing the Clinical Competencies on time, the student’s clinical time will be extended the number of days it took the student to finish the required exams. These days will be added on at the end of the program.

Fourth Term
2. Complete all the required Clinical Competencies (45) and 14 Elective Clinical Competencies.
3. If a student fails to complete the required number of Clinical and Elective Competencies by the end of the clinical semester, the student will be granted a two week extension. If the student fails to complete the required competencies within the two week extension, the student will be required to attend an additional four weeks of school in addition to the two weeks for a total of six weeks. These days will be added on at the end of the program. Any student not completing their competencies during the six week extension, will be dismissed from the program.
GRADUATION REQUIREMENTS

The graduating student shall 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. Perform basic mathematical functions.
6. Operate radiographic equipment, imaging equipment, and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate for patient condition and other variables.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
12. Practice radiation protection for the patient, self and others.
13. Recognize emergency patient conditions and initiate first aid and basic life support.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

In addition to the above skills and knowledge and other academic and clinical education requirements of the program the following criteria must be met by the graduating senior in order to participate in graduation ceremonies and receive a diploma:

1. The student must have successfully met the academic requirements of the School of Radiologic Sciences as established by the grading policy and academic standards of the program. All students must have met the Associates degree requirement as set forth by the ARRT.

2. The student must have successfully met the clinical requirement of the School of Radiologic Sciences as established by the grading system and clinical standards of the program.

3. Before the student can receive credit for courses at the hospital, the student must have met any financial obligation accrued against the hospital and this must be paid in full. The student will not be able to sit for the ARRT board exam until all debts to Methodist University Hospital School of Radiologic Technology have been paid in full.
4. A student that has exceeded their clinical competency deadlines must make up this time. This will involve clinical assignments after the scheduled date of completion.

5. The student must have completed all projects and required work before receiving the graduating certificate from Methodist Healthcare.

6. The student must make sure all Program library books and materials have been turned in.

7. The student must ensure that all name badges, and radiation dosimetry badges are returned to the hospital.

The date for meeting these criteria shall be **ON OR BEFORE THE END OF THE CLASS SEMESTER OF THE YEAR OF GRADUATION.**

The exception to this is the turning in of badges of which the Program Director will give a specified date.

____________________________________
Program Director

Revised 1/16/2019
The following services are offered to students of Methodist School of Radiologic and Imaging Sciences free of charge:

- EAP (Employee Assistance Program)
- Computer Access
- Internet Access
- Hepatitis B Vaccine
- Flu Vaccination
- Library Access
- Tutoring
- Parking
- Bereavement Leave
- Health Consultation/physical
- Break room with Kitchen and Personal Locker
- CPR Certification
- Graduation Invitations
- Graduation Awards

Revised 05/1/2015
STUDENT HEALTH SERVICES

The Methodist University Hospital - School of Radiologic Sciences students are provided health services in the Methodist Healthcare Associate Health Service. The Associate Health Service initially conducts pre-admission health examinations for the School of Radiologic Sciences.

Students who have on-the-job or school related illnesses are seen in the Associate Health Office. The medial status and approval to return to school are coordinated by the Associate Health Service.

The Associate Health Service is responsible for approving students to return to school following contagious illnesses and medical reasons of absence.

The Associate Health Service conducts annual routine TB tests on all school students. They also conduct hepatitis screening and other preventive measures as indicated. Flu vaccination programs and other inoculations are available on an optional basis.

The Associate Health Nurses are available for health counseling and referral and for monitoring blood pressure.

All Health Records on Radiologic Technology students are maintained in the Associate Health Service.

All students of the Methodist University Hospital - School of Radiologic Sciences are provided the same provisions of health as any other educational student of the hospital and the same provisions as any employee of the system.

Injuries or illnesses occurring outside of school related experience will not be covered by the Hospital Health Service that is provided free normally.

HEALTH INSURANCE

A basic health insurance policy is required for each student. Proof of this courage must be made to the Education office.
Methodist University Hospital School of Radiologic and Imaging Sciences
Academic Calendar

No academic classes or clinical assignments are conducted on official hospital holiday. These holidays are as follows:

New Year’s Day
Martin Luther King Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Christmas Day

Methodist University Hospital of Radiologic and Imaging Sciences
May 2018 – April 2019 Academic Calendar

May 1, 2018 Start of First Clinical Semester - Seniors
May 28, 2018 Memorial Day Holiday
May 29, 2018 First Day of Class – Junior Students
June 18, 2018 First Day of Class – Senior Students
July 4, 2018 Independence Day Holiday
July 23 – July 27, 2018 Summer Break
September 3, 2018 Labor Day Holiday
October 15, 2018 End of First Semester Clinic and Class
October 16, 2018 Start of Second Semester Clinical
October 22-26, 2018 End of Semester Break
November 5, 2018 Start of Second Semester Classes
November 22 & 23, 2018 Thanksgiving
December 20 – 31, 2018 Winter Break
January 1, 2019 New Year’s Day Holiday
January 21, 2019 Martin Luther King Holiday
March 14 & 15, 2019 Spring Break
April 1, 2019 End of Second Semester Senior Classes
April 12-18, 2019 End of Semester Break – Seniors
April 15, 2019 End of Second Semester Junior Classes
April 18, 2019 Graduation
April 19, 2019 Good Friday
April 22-26, 2019 End of Semester Break – Juniors
Methodist University Hospital School of Radiologic and Imaging Sciences
Academic Calendar

No academic classes or clinical assignments are conducted on official hospital holiday. These holidays are as follows:

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Methodist University Hospital of Radiologic and Imaging Sciences
April 2019 – April 2020 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 29, 2019</td>
<td>Start of First Clinical Semester - Seniors</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>May 28, 2019</td>
<td>First Day of Class – Junior Students</td>
</tr>
<tr>
<td>June 17, 2019</td>
<td>Start of First Semester Class - Seniors</td>
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<tr>
<td></td>
<td>Start of First Clinical Semester - Juniors</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day Holiday</td>
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<tr>
<td>July 22 – July 26, 2019</td>
<td>Summer Break</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 11, 2019</td>
<td>End of First Semester Class – Juniors</td>
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<tr>
<td></td>
<td>End of First Semester Clinic – Seniors</td>
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<tr>
<td>October 18, 2019</td>
<td>End of First Semester Class – Seniors</td>
</tr>
<tr>
<td></td>
<td>End of First Semester Clinic – Juniors</td>
</tr>
<tr>
<td>October 21-25, 2019</td>
<td>End of Semester Break</td>
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<tr>
<td>October 28, 2019</td>
<td>Start of Second Semester Class – Seniors</td>
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<tr>
<td></td>
<td>Start of Second Semester Clinic – Juniors</td>
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<tr>
<td>November 4, 2019</td>
<td>Start of Second Semester Class – Juniors</td>
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<tr>
<td></td>
<td>Start of Second Semester Clinic – Seniors</td>
</tr>
<tr>
<td>November 28 &amp; 29, 2019</td>
<td>Thanksgiving</td>
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<tr>
<td>December 19 – 31, 2019</td>
<td>Winter Break</td>
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<tr>
<td>January 1, 2020</td>
<td>New Year’s Day Holiday</td>
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<tr>
<td>January 20, 2020</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>March 12 &amp; 13, 2020</td>
<td>Spring Break</td>
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<tr>
<td>April 3, 2020</td>
<td>End of Second Semester Class – Seniors</td>
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<tr>
<td>April 9, 2020</td>
<td>End of Second Semester Clinic – Seniors</td>
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<tr>
<td></td>
<td>End of Second Semester Class – Juniors</td>
</tr>
<tr>
<td>April 10, 2020</td>
<td>Good Friday</td>
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<tr>
<td>April 13-17, 2020</td>
<td>End of Semester Break – Seniors</td>
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<tr>
<td>April 17, 2020</td>
<td>Graduation</td>
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<tr>
<td></td>
<td>End of Second Semester Clinic - Juniors</td>
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<tr>
<td>April 20-24, 2020</td>
<td>End of Semester Break – Juniors</td>
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</table>
INCIDENT REPORT FILING

A Report of Incident form should be filled out for any unusual occurrence or personal injury. The Program Director or Clinical Coordinator should be consulted in order to file the proper paperwork.

This will follow MHM policy index #01-49-011 in the Procedures Manual.

LIBRARY POLICY

The School of Radiologic Sciences library is located on 8 Service.

Students have access to the online library that is made available through the Memphis and Shelby County public library. Please see the clinical coordinator to receive the log in information for this resource.

Students have internet access in the Radiology Classroom on 8 Service and in the Library. There is also a computer available in the scan lab room that may be used when scan lab is not in progress.

IDENTIFICATION BADGES

To diminish the possibility of patients and hospital staff mistaking students as registered technologist, this policy is established:

1. The student badge will be worn in plain view on left shoulder location.
2. The student will orally state their student status to patients and to the hospital’s staff if in question.
3. The front of the badge must be visible and the student picture, name and position status easily readable.
4. No stickers or other material will obscure the front of the ID.

Following these procedures should protect the student from charges of fraud, deceit, and misrepresentation of actual status.

VISITORS

Students are not allowed to have visitors during duty hours or class time. If you wish to have anyone visit the department, school, classroom, or locker room, you must get approval from the Program Director.
PARKING

All students are issued parking access at the beginning of their education. The student must park in assigned lots only. Failure to abide by the hospital parking regulations will result in disciplinary action. (See Disciplinary Action page 36)

LOCKERS

Students will be assigned a locker. Books and other personal belongings must be kept inside the lockers. Students are strongly urged to place a lock on his/her locker.

Methodist University Hospital - School of Radiologic Sciences cannot accept responsibility for articles lost or stolen.

Locker inspection may occur at any time without advance notice by school officials or security.

STUDENT LUNCH PERIOD

Each student will be given 30 minutes for the lunch period. The Junior students will go to lunch from 11:45 to 12:15. The Senior students will go to lunch from 12:30 to 1:00. Any student who decides to go off site for lunch should still adhere to these times. Students must clock out/in for lunch in Trajecsys.

PERSONAL APPEARANCE

The personal appearance demeanor of Radiologic Technology students at Methodist University Hospital - School of Radiologic Sciences reflects the program standards and area indicative of the students' interest and pride in their profession. The uniform dress code in effect states all students shall wear uniforms clean and pressed. All uniforms will have the Methodist University Hospital - School of Radiologic Sciences patch sewn on the left sleeve. The policy further states:

1. School uniform includes a ceil blue scrub top and bottom. A lab coat is also required. Any shirt worn under scrub tops must be solid white or gray with no visible writing ONLY. The school patch must be visible at all times.

2. Hair will be neat at all times. It is recommended that it does not touch the collar. Anyone having hair of this length should keep it pulled up.

3. Make-up, perfume and shaving lotion should be worn in moderation. No acrylic nails. Nails should be kept short and neatly trimmed. Nail polish should be light color to be appropriate.

4. Jewelry should be kept at a minimum and in good taste; no more than two earrings per ear; no other visible body piercing, including tongue piercing and nose piercing. Program officials reserve the right to rule on jewelry and visible tattoos.
5. Tennis shoes should be worn with the uniform. They must be clean and in good repair.

6. The Uniform Policy is effective when reporting in on the time clock. Excluded from acceptable wear is:
   a. Jeans (including corduroy)
   b. Shorts
   c. Cut-offs
   d. T-shirts, tank tops, or sweatshirts
   e. Provocative, soiled or untidy dress of any type

Any student reporting to school in improper uniform or attire, or in soiled or untidy uniform, with dirty shoes, may be sent home by the Program Director or any faculty member. This time will be accrued as a tardy or absence (See Tardy and Absence Policy). Disciplinary action for failure to adhere to uniform or appearance requirements is as follows:

- First Offense – One day suspension (Time deducted from the beginning day of next assigned vacation.)
- Second Offense – Three-day suspension (Time deducted from the beginning day of next assigned vacation.)
- Third Offense – Dismissal

Revised 04/26/2018

Program Director
Subject: PERSONAL APPEARANCE POLICY

Any student reporting to school in improper uniform or attire, or in soiled or untidy uniform, with dirty shoes, may be sent home by the Program Director or any faculty member. This time will be accrued as a tardy or absence (See Tardy and Absence Policy). Disciplinary action for failure to adhere to uniform or appearance requirements is as follows:

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- Third Offense - Dismissal

Revised 05/24/2011

Program Director
In keeping with the recommendation from the Center for Disease control, a new policy has been approved.

- Effective 11/1/03, no artificial nails or nail extenders may be worn while on the job
- Natural nails will be no longer than 1/4\textsuperscript{th} inch
- Nail polish must be in good repair
- Applies to any Associate, MD, MD staff member, student or contractual staff who touches any patient (escort, attendant, speech pathology, etc.)
- Non-compliance will result in the following corrective action:
  The student may be sent home by the Program Director or Clinical Coordinator. This time will be accrued as a tardy or absence (See Tardy and Absence Policy). Disciplinary action for failure to adhere to uniform or appearance requirements is as follows:

  - First Offense – Three day suspension (Time deducted from the beginning day of next assigned vacation.)
  - Second Offense – Dismissal

Revised 05/24/2011

Program Director
The pregnancy policy of the School of Radiologic Technology is such that a student has the option to inform program officials of her pregnancy. If the student chooses to voluntarily disclose this information, it must be done in writing. At this point in time, the student will be a Declared Pregnant Student. Without this document and information, a student cannot be considered pregnant. The student may withdraw this declaration at any time during the pregnancy. If the student wants to withdraw the declaration, she must do so in writing to the Program Director and the Radiation Safety Officer.

If a student wishes to voluntarily declare their pregnancy, it must be done in writing and submitted to the Program Director. Once written notification is received, the student must then follow the procedure outlined below:

1. Meet with Program Director in order to sign the Declaration of Pregnancy statement.
2. Counsel with the Program director and Radiation Safety officer at Methodist University Hospital regarding the nature of potential radiation injury associated with in-utero exposure. The RSO will provide a copy of the U.S. Nuclear Regulatory Commission Regulatory Guide, which will include instruction for prenatal radiation exposure and the regulatory limits, established by the NCRP and the Tennessee Department of Public Health. The required preventative measure must be taken throughout the gestation period.

At this time the student must choose from the following options:

1. Take immediate Leave of Absence. If the student takes an immediate leave of absence and was making satisfactory progress, she may be reinstated at a later date. It shall be understood that upon her return, all clinical competencies and didactic classes must be completed prior to graduation from the program.

2. Continue in the program throughout the pregnancy.
   a. All didactic and clinical competencies must be completed as scheduled.
   b. Appropriate accommodations will be made to assure fetal protection as outlined in the federal guidelines.
   c. The student will be provided an additional radiation monitoring devise as stipulated in the federal guidelines.
   d. The student must review and implement radiation safety practices as outlined by the Radiation Safety Officer.
   e. The clinical coordinator will maintain all documentation relating to decisions and requirements related to the pregnancy.
In accordance with the Americans with Disabilities Act, the School is committed to providing equal access for individuals with disabilities. Current professional documentation of a disability is required to help assist the faculty to determine the appropriate accommodations. Disclosure of a disability is voluntary, and the information will remain confidential.

Procedure to Request Accommodations:
The student is required to:
- Provide current professional documentation of disability to the Program Director
- Submit the completed Accommodation Request form to the Program Director for inclusion in the student’s file.
- Keep the faculty informed regarding matters of concern.

______________________________
Program Director
I, ____________________________, have submitted professional documentation of a disability to the Director of the Methodist University Hospital School of Radiologic Technology.

I am requesting the following accommodation(s) as described in the submitted documentation:

(Please check all those that apply)

☐ Extended testing time for examinations
☐ Separate testing environment
☐ Other accommodations as listed here:

These accommodations are being requested for the following classes:

Student
Signature_______________________________________Date_________

Program Director
Signature________________________________________Date_________
The School of Radiography urges all students to be conscientious and careful when using Social Media (Facebook, YouTube, Twitter, etc.). At this time, there is no way to erase digital content and inappropriate use can diminish personal reputation as well as the reputation of the school, program, employers and the local community. False and defamatory comments spoken and heard are called slander, and when these comments are written and published it is libel. Together, slander and libel are referred to as defamation of character. Legal actions have been taken when inappropriate content has been published and confidentially has been compromised. Posting of information relative to clinical sites and activities, technologists, patients or their families, faculty and didactic course content is considered an ethical breach of confidentiality and is in direct violation of HIPAA and the Professional Code of Conduct to which you have agreed to adhere. This statement is not meant to inhibit your freedom of expression or speech. However, extreme caution is urged when mixing professional and personal on-line information and communication. It is advised to remember that multiple individuals will be able to read and/or see your posts.

Any social media posting in direct violation of this policy will result in a 3 day suspension for the first offense. Second offense will be dismissal from the program. In the case of a HIPAA violation or other egregious posting, the student will be dismissed from the program.
PROFESSIONAL ORGANIZATIONS

In order to create interest in the various concerns and problems of technology today, participation in the national, state, regional, or local professional organizations is strongly encouraged.

Students who are members of regularly organized and authorized hospital activities (professional, local, state, and national organizations) are to be excused during the approved period of absence.

Following is an example list of these organizations:

- Tennessee Society of Radiologic Technologists, District. #1 (Local)
- Tennessee Society of Radiologic Technologists, (State)
- American Society of Radiologic Technologists, (National)

STUDENT SEMINAR / MEETING ATTENDANCE POLICY

If the student is attending a seminar or meeting on school time, the Program Director will designate the mandatory sessions that must be attended by each student.

Students under the age of 21 are responsible for observing and obeying state laws regarding drinking alcoholic beverages. Any illegal acts are the responsibility of the individual.

Students are personally responsible for any damages incurred at a seminar/meeting which are the direct result of the student's actions.

Methodist University Hospital - School of Radiologic Sciences, and/or any of its associates are not liable for any physical or personal damages or injuries incurred during or in route to or from a seminar/meeting.
RADIATION PROTECTION

GENERAL GUIDELINES IN THE CLINICAL USE OF RADIATION

The fundamental objective of the medical use of radiation is to obtain optimum diagnostic information with minimum exposure to the patient, the radiological personnel, and the general public. These objectives will be met under the regulations of the Tennessee Division of Radiological Health, Department of Environment and Conservation as stated in the "State Regulations for Protection Against Radiation". The following regulations are not intended to be all-inclusive of not to substitute for the State regulations, but rather to be used in conjunction with them. The regulations listed herein are those for which the students of the School of Radiologic Technology will routinely observe.

MAXIMUM OCCUPATIONAL DOSE LIMIT

Radiation limits pertinent to the protection of personnel exposed to radiation in the course of their work. For a radiation worker:

Maximum Occupational Dose Limit = 50 mSv per year

In accordance with this limit the Tennessee Division of Radiological Health, Department of Environment and Conservation requires that occupational exposed persons not receive a dose of radiation in excess of the following:

- Deep dose equivalent to any individual organ or tissue, other than the lens of the eye = 50 mSv
- Lens – dose equivalent = 150 mSv annually
- Shallow – dose equivalent to the skin or any extremity = 500 mSv annually

Individuals in a restricted area may receive a dose to the whole body greater than the above provided:

- The individual’s accumulated occupational dose to the whole body has been determined on a clear and legible record containing all the information required by the TDRH.

The primary objective in establishing values for occupational exposure is to keep the exposure of the radiation worker well below a level at which adverse effects are likely to be observed during his or her lifetime. Another objective is to minimize the incidence of genetic effects for the population as a whole. An individual chooses to work in radiation with the understanding that under normal working conditions his health is not likely to be impaired, although there may be certain associated risks. The risks incurred are slight and are to be accepted the same way, as are risks by workers in other fields. The radiation exposure to personnel for their own medical diagnosis is not to be included in the above limit.
Occupationally exposed individuals are limited to a minimum age of 18 years. Personnel who enter a restricted area for whom there is a possibility of exposure of more than 10% of the occupational dose limit are classified as a radiation worker and required to wear a radiation monitor. It must be emphasized that the risk to individuals exposed to the doses less than the occupational dose limit is considered to be very small; however, risk increases gradually with dose received. For this reason the dose must be kept as low as reasonably achievable (ALARA).

**DOSE LIMIT FOR EMBRYO AND FETUS**

During the entire gestation period, the maximum permissible dose equivalent to the embryo-fetus from occupational exposure of the expectant mother is 5 mSv with an equivalent dose on less than 0.5 mSv per month.

Radiation workers who are pregnant should report this fact to the Radiation Safety Officer as soon as it becomes known.

Pregnant radiation workers will wear two film badges during the gestation period. One badge is to be worn on the collar outside the lead apron while a second badge (fetal badge) is to be worn under the apron at waist level.

**EXPOSURE OF PERSONS OTHER THAN THE PATIENT**

Reduction of radiation exposure to an individual from external sources of radiation may be achieved by anyone or any combination of the following measures: (a) increasing the distance of the individual from the source (b) reducing the duration of exposure and (c) using protective barriers between the individual and the source.

**EXPOSURE OF THE PATIENT**

Techniques employed in radiography should be those which achieve the desired objectives with a minimum dose to the patient.
1. Notice of this plan will be given to all current and new students assigned radiation areas, who may receive occupational exposure to ionizing radiation.

2. Upon arrival to the School, each student will be furnished a radiation badge for the purpose of monitoring accumulated radiation dosage. The student's name, social security number, birth date, and starting date will be furnished to the hospital radiation safety officer. Each month a new film badge will be issued to each student and the previous month’s film badge must be turned in.

3. The radiation monitor badge must be put on facing away from the body at collar level with nothing obstructing the front of the badge. This badge should be protected from heat and wetness, and it must be handled carefully. BADGES ARE TO WORN ONLY FOR SCHOOL CLINICAL HOURS. Students who work student tech hours will be issued a separate radiation monitor badge by the manager.

4. Radiation records of your occupational exposure will be ongoing during your lifetime as a radiologic technologist. When employed as a radiologic technologist, your employer will keep your radiation records on file. This occupational exposure is added to the record that began when you were a student. If you have been previously monitored for occupational exposure, you should inform the Program Director or Clinical Coordinator.

5. It is the student’s responsibility to check their dosimetry report each month. The report will be posted on the bulletin board in the locker room as soon as we receive it from Landauer. Each student must initial next to their name indicating that they have reviewed and understand the report.

6. In the rare event of an overexposure, students with excessive radiation dosages will meet with the Radiation Safety Officer and Program Director to determine the cause. An overexposure would be a dose over .42 mSv/month. The annual dose limit should not exceed 5 mSv/year. An investigation will be conducted to determine the reason for the overexposure, and remedial instruction will be given. The student’s clinical rotation schedule will be changed to place the student in a low radiation area. The student will be returned to his/her normal rotation schedule once the Radiation Safety Officer has deemed it safe.
7. This program believes in keeping radiation doses at the lowest possible level in accordance with the As Low As Reasonably Achievable (ALARA) principle. Radiation safety is taught in various didactic classes and in the clinical setting. Verification that the student is following the ALARA principle occurs through ongoing review of each student’s clinical performance.

8. Radiation workers will be encouraged to inform as early as possible the Program Director and Radiation Safety Officer (RSO) of their pregnancy, in confidence.

9. The occupational exposure to the fetus will be limited to 5mSv in nine (9) months. See student pregnancy policy.

__________________________________________
Revised 4/1/2017 Program Director
The School of Radiology has established a MRI safety policy in order to protect students from the potential risks that come with the MRI environment. Since students do rotate to this area as part of their clinical education, the following guidelines shall apply to all students:

1. Students shall attend a MRI safety lesson. The Methodist Healthcare MRI Safety Manual will be covered in this class. There is also a copy of the MRI Safety Manual in the School library and on MOLLI.

2. Student shall complete a MRI safety questionnaire prior to the start of their clinical education and again prior to the start of their rotation. This screening questionnaire will become part of the student’s school record. The screening questionnaire will be evaluated for potential risks by the lead MRI technologist at University. Any student found to be at risk shall not be allowed access to the MRI suite at any of the program’s affiliate sites. The student will be placed in an alternate rotation not involving MRI.

3. As part of the safety screening, any student with implanted medical devices must obtain documentation from the device manufacturer describing the safety status of such devices.

4. Students will be supervised during their MRI rotation by the site’s registered MRI technologists.

5. All adverse events, MRI safety incidents, or “near misses” that occur in MRI shall be reported to the appropriate persons in accordance to the incident reporting
Radiation Safety Policy

1. All students will wear radiation monitoring dosimeters at the collar level at all times while in the clinical area.

2. All students are required to monitor their monthly exposure report and discuss any concerns with the Program Director, Clinical Coordinator, or Radiation Safety Officer.

3. During all exposures, the student should stand behind a protective barrier or wear a lead apron. For portable exams, the student must stand 6 feet from the beam and wear a lead apron.

4. All exam room doors should be closed during the performance of radiographic exams.

5. Only individuals required for the radiographic procedure should be in the exam room during the exam. If someone must be in the room, all appropriate protective devices should be worn.

6. A lead glove must be worn if the hand must be placed in the primary beam.

7. When a patient must be held in position, mechanical supports or restraining devices should be used. This program does not allow student radiographers to hold patients during an exam.

8. Gonadal shielding should be used on all patients of either sex whenever possible.

9. All equipment malfunction must be report to biomedical engineering immediately.

10. The primary beam should be collimated to the area of clinical interest or to the size of the image receptor.

11. All students should adhere to the Cardinal Principles of time, distance, and shielding.

________________________________________
Program Director

Revised: 4/26/2018
NO student will repeat a radiograph unless a Clinical Instructor or a Registered Radiographer is present in the radiographic room.

This policy applies to ALL procedures including portable radiography. This policy is in effect regardless of the level of student competency.

Failure to adhere to this policy will result in immediate DISMISSAL from the Methodist University Hospital School of Radiologic Sciences.

___________________________________

Program Director

Revised 05/24/2011
SAFETY PROCEDURE

Most accidents are caused by unsafe acts of the person involved. Because of the nature of some of the activities at the hospital, it is of vital importance that each employee and student become well acquainted with the hazards involved in the operations of his department to protect himself, his co-workers, and his patients, and to effectively safeguard hospital equipment and property.

It is important that the student observe practices, keeping the clinical area clean, and actively participating by suggesting improvements which will help make the clinical experience a safe one.

In case of an accident, incident reports must be filled out in triplicate and forwarded to the Program Director, immediately. Should the incident involve a patient, the patient is not to be sent away until seen by a physician. Appropriate care must be administered.

The Program Director is to be informed immediately even if the incident appears to be of minor significance.

STUDENT AWARDS

All students successfully completing the Program take part in a formal graduation ceremony. The student may earn the following awards:

♦ John Gerstenberger Award: for the highest academic average achieved for the 24 months of education.

♦ JRCERT Certificate of Excellence Award: for outstanding clinical performance. Each instructor of the final year of training has one vote for a student. This vote is based on Technical Ability, Attitude, Initiative, Assuming Responsibility, and Cooperation.

♦ William Robinson, R. T. Award: for clinical excellence.

♦ Outstanding Senior Student Award

♦ Outstanding Junior Student Award
SMOKING POLICY

PURPOSE: Smoking is the single most preventable cause of illness and early death. There is convincing evidence that secondhand smoke also presents health problems to non-smokers. As a healthcare system, Methodist Le Bonheur Healthcare has an obligation to its patients, Associates and to the public to address the risk of tobacco use. Establishing a smoke and tobacco-free environment will contribute to the health of our patients, Associates and the public. This policy sets guidelines for providing a healthier, tobacco-free environment in which to care for patients.

FUNCTIONS AFFECTED: All Methodist Le Bonheur Healthcare, patients, visitors, (including vendors and contractors), volunteers, residents, fellows, students and medical staff.

POLICY: Smoking is prohibited in and around all property owned or leased by Methodist Le Bonheur healthcare. This includes, but is not limited to, all property grounds, medical office buildings, physician office building, parking lots, ramps, storage facilities, company vehicles, privately owned vehicles parked on hospital property and sidewalks or streets adjacent to MLH properties. There will be no designated areas for smoking.

The responsibility of communicating this policy is placed upon all MLH Associates. The responsibility is two-fold and applies to individual behavior as well as the responsibility to inform Associates, patients, medical staff, students, contracted personnel, volunteers, visitors, vendors and tenants of Methodist Le Bonheur healthcare property, as well as the general public. All managers are responsible for consistent application of this policy and the corrective action process in their areas.

DEFINITIONS:
Tobacco Products- Any form of tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc.
Tobacco Free Areas - MLH campuses, facilities or worksites, whether owned or leased property including building stairways and outside areas adjacent to building entrances and exits. Tobacco use is discouraged on properties neighboring MLH worksites.

Program Director

Revised 05/24/2011
STUDENT TRANSFER

The transfer of a student from one Radiography program to the Methodist University Hospital School of Radiologic Technology is not permitted.

STUDENT RECORDS

Records of current students and graduates are kept on file in the School of Radiologic Sciences office under lock and are available upon request by the student/graduate for review. The Program Director MUST be present when a student wishes to review all or part of their record. No portion of the file will be removed from the School Administrative Office. Records shall not be open to third party inspection without the expressed written consent of the student/graduate. This policy is designed to comply with the regulations under the Family Educational Rights and Privacy Act of 1974 as amended (The Buckley Amendment). All clinical, academic, grievance and disciplinary appeals records will be kept in the school office for a period of five years.

TRANSCRIPTS

Students or graduates who wish to have an official copy of their transcripts from this program forwarded to another educational institution, or to a prospective employer must sign a transcript release form containing the name and address of the third party. This form is available in the Program Director's office. Official copies of transcripts will be mailed by this program to the third party or sealed in an envelope for hand-delivery by the student/graduate. Transcripts issued to the student/graduate are not official. There is a nominal charge for this service. No transcript or other official material received by this program from any applicant or student shall be released to any other institution. Transcripts are kept indefinitely.

______________________________
Program Director

Revised 05/7/2012
STUDENT EMPLOYMENT

In order to pursue the goals of Methodist Healthcare, especially to provide better patient care, and in meeting the educational achievement needs of the students, the following policies are established. Along with meeting these goals, the Director of the Program is concerned with the physical and mental capabilities of the student.

1. Student attendance to the Program is of utmost importance. Students who are employed will make every effort to attend school as a priority over employment.

2. Sleeping in class or poor clinical performance due to lack of sleep will not be tolerated. Working late night or early morning shifts prior to a school day is not recommended.
Subject: CELLULAR PHONE/ELECTRONIC DEVICE POLICY

Cell phones/ electronic devices (IPads, tablets, etc.) are not allowed in the clinic or the classroom. They may be checked during lunch. In the event of an emergency, people may reach you through the office during clinic and class hours. These devices should be kept in your locker or locked in your car.

Cell phones shall be placed in the cell phone holder on the wall during class. Cell phones will remain in the holder until the instructor has left the room.

The use of headphones with radios or CD players or any audio playback device is not allowed while on duty, as it interferes with the student's ability to hear overhead pages during emergencies and provide the best quality service to all of our customers.

Failure to adhere to the cell phone/electronic device policy will result in a one day suspension for the 1st offense, 2nd offense will be a 3 day suspension, and dismissal from the program will result on the 3rd offense.

__________________________________________

Program Director

Revised 4/26/2018
The radiography program sponsored by Methodist Healthcare has implemented a policy regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

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

The program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.
TUITION AND FEES

Tuition for the Methodist University Hospital School of Radiologic Technology is $6,000.00 per school year. Since this is a 24-month program, the total tuition for the entire educational curriculum is $12,000.00. A $2000 tuition payment is due by the first day of school. The remaining $10,000 balance will be divided into monthly payments over the length of the program.

Method of payment: The student is required to pay tuition in full prior to graduation. Monthly payments are due to the school office by the 15th of each month. The School office can accept cash or check. We cannot accept credit cards. A $25 late fee will be assessed if tuition is not paid by the 15th of the month.

TUITION PAYMENT POLICY

Tuition payments are due in the school office by the 15th of the month. If the 15th falls on the weekend, then the payment is due by Monday. A full tuition payment is expected each month. A full tuition payment is $454.55. However, if there is a month when a student cannot make a full payment, then the student must at least make a $225 payment by the 15th. A $25 late fee will be assessed if tuition is not paid by the 15th of the month. If a student has still not paid tuition by the 17th of the month, then the student will be suspended until tuition is paid. The suspension day will be made up on a scheduled break. If a student pays a year in advance, then the student will not have to make any monthly payments the first year.

For those students who are utilizing the loan program through Meritize, Meritize will disburse tuition payments to School of Radiology each year upon completion of the application process.

Revised 4/26/2018
TUITION REFUND POLICY

Tuition for the School of Radiology is $12,000. This tuition is non-refundable. Any student entering the program is responsible for the full tuition. If a student withdraws or is dismissed sometime during the program, the student is still required to make tuition payments to the school. In the event the student stops making payments to the school prior to full repayment, all cost of collections, enforcement, and litigation will also be the responsibility of the student.
WITHDRAWAL FROM SCHOOL

A student who withdraws from school at any time must arrange a conference with the Program Director and must submit an official letter stating reasons for withdrawal.

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Program Director

Revised 05/24/2011
HANDBOOK ACKNOWLEDGEMENT

I have received a copy of Methodist University Hospital School of Radiologic Technology Handbook; I understand this acknowledgement will be placed in my file. The policies and rules have been explained to me by the Program Director, I understand that it is my responsibility to adhere to these rules.

I have read, understand, and accept the Policies and Procedural rules of the School.

_________________________________________  ____________________________
Student Name                                    Date

_________________________________________
Program Director

Revised 05/24/2011