



School of Medical Imaging  
Radiologic Technology Program  
Academic Handbook

2023 - 2025



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Ascension St. Vincent's  
Schools of Medical Imaging  
Radiologic Technology

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## Certification

I certify that the following statements, together with any supplements that may be attached, are correct and accurate to the best of my belief.

*Alexis Cran*

Alexis Cran, BSRS, RT(R) (ARRT)  
Program Director  
Radiologic Technology Program



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# Welcome to the Radiologic Technology Program

The faculty welcomes you to the program of Radiologic Technology at Ascension St. Vincent's. Our role as educators is to prepare students to serve the total needs of the patient. To meet the patient's needs, the total person must be educated, therefore, we strive to enrich the student's mind, body, and spirit.

We feel cognitive objectives are best achieved through strong academics. Effective behavior is learned by integrating academics with clinical practice, and psychomotor skills are best learned by varied clinical practice. We also feel that clinical practice by students should not be used as a substitute for qualified radiographers performing the examinations. Clinical practice is a learning experience and requires professional staff to supervise the student through the following phases: 1) explanation, 2) demonstration, 3) participation, and 4) evaluation.

We are committed to providing the highest level of Radiologic Technology education. We are willing to give our best efforts for the patient and student's benefit. In return, we expect all students to perform at their peak efficiency.

## Purpose of the Handbook

The purpose of the student handbook is to provide an informational guide to the program requirements, expectations, and schedules for the Radiologic Technology Program. This handbook supersedes all other previously issued handbooks and policies. The information in this handbook applies to all radiologic technology students and must be adhered to at all times, while enrolled in the program. Exceptions to the rules may be granted on a case-by-case basis only through the approval of the Program Director for the Radiologic Technology Program.

## The Profession of Radiologic Technology

### Overview of the Profession

Diagnostic Radiography is a non-invasive field of medical imaging where licensed radiographers obtain radiographic images to assist in the diagnosing process. Radiographers obtain radiographic images from head to toe using radiation known as X-rays. These images allow radiologists to view what could be occurring on the inside of the patient's body and provide guidance on how the rest of the healthcare team should provide their medical care.

There are several areas that diagnostic radiographers can train in, including:

- General Imaging: These technologists work with patients as outpatients, inpatients, and ER patients who need routine or emergency imaging.
- Fluoroscopy: These technologists are responsible and skilled in these functional studies where the radiographer and an advanced care provider, known as a registered radiologist assistant (RRA) or a radiologist will come in and perform GI procedures, where they pay close attention to the gastrointestinal system to look for abnormalities.



- MSK procedures: Known as Arthrograms, where special views of joints are examined and medication can be administered, with the possibility of follow-up images in advanced modalities, known as CT or MRI. Neuro procedures known as Myelograms or Lumbar Punctures are completed to rule out any neurological issues within the spinal canal.
- Operating Room: These technologists are specially trained to work alongside the surgeons in the operating room with the use of a C-arm, which is a mobile fluoroscopic unit. Surgeons that the technologists work alongside include but are not limited to Orthopedic surgeons, Neurosurgeons, General surgeons, Cardiothoracic surgeons, and Urology surgeons.

A radiologic technologist is a highly-skilled professional who uses specialized equipment to obtain images of the structures inside the human body. As an occupational prerequisite, the radiologic technologist must be educationally prepared and clinically competent. Demonstration and maintenance of competency through certification by a nationally recognized credentialing organization is the standard of practice in Radiography. The radiologic technologist functions as a delegated agent of the physician and does not practice independently. Radiologic technologists are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Radiographers use independent, professional, ethical judgment and critical thinking to safely perform radiographic procedures.

The professional responsibilities of a radiologic technologist include, but are not limited to:

- Exercise prudent judgment in administering ionizing radiation.
- Provide optimal patient care in an evolving and diverse society.
- Work collaboratively in a dynamic healthcare environment.
- Interpret (or conduct) research and evaluate sources of information to be used in evidence-based practice.
- Ensure the security and confidentiality of patient medical information.
- Collaborate with others in the community to promote standards of excellence in the medical imaging and radiologic sciences.
- Promote an inclusive environment.
- Advocate for diverse patient populations.

The above information is adapted from the American Society of Radiologic Technology (ASRT) radiography curriculum, 2022.





## Essential Skills & Abilities

To practice radiography, radiographers must possess the following skills and abilities:

### ● **Motor Skills**

- Sit, stand, or walk for extended periods.
- Ability to demonstrate hand-eye coordination for performing radiographic exams using fine and gross motor skills.
- Perform physically strenuous tasks including transport, lifting, moving, and transferring patients from bed to wheelchair or stretcher and then from wheelchair or stretcher back to bed.
- Possess the ability to carry equipment and supplies including carrying, bending, kneeling, twisting, stooping, lifting, crouching, pushing, pulling, and reaching (including overhead).
- Ambulate independently and rise from a seated position without assistance.
- Administer CPR independently.
- Fine motor skills with the wrists, hands, and fingers, such as holding, grasping, and turning objects.

### ● **Sensory Skills**

- Visual ability (corrected as needed) for patient care includes but is not limited to recognizing and interpreting facial expressions, body language, and normal and abnormal movement patterns.
- Visual ability (corrected as needed) to focus on equipment for extended periods
  - Depth perception
  - Peripheral vision
  - Distinguish subtle shades of gray
  - Subtle differences in shapes and objects
- Auditory ability to recognize and respond to the speech of various pitches and strengths or when lips are not visible (e.g. wearing a surgical mask) or via telephone.
- Hear auditory alarms (e.g. patient monitors and fire alarms).
- Olfactory ability to detect odors such as smoke, alcohol, and noxious gasses.
- Tactile ability to palpate the bony landmarks, skin temperature, or palpable masses.

### ● **Communication Skills**

- Ability to read, write, communicate, and understand English (verbally and in writing) with patients, family members, health care personnel, and program faculty.
- Adapt verbal communication to a patient or visitor with limitations (e.g. hearing loss, pediatrics, diminished mental capacity).
- Ability to explain the exam or procedure to the patient, obtain a clinical and medical history from the patient or other health care providers, and obtain laboratory results.
- Ability to recognize, interpret, and respond to non-verbal communication and behavior with others and self.
- Establish and maintain professional relationships with patients, peers, healthcare providers, and faculty.

### ● **Behavior Skills**

- Provide safe and competent patient care.



- Demonstrate/act ethically in the classroom and clinical setting.
  - Accept feedback respectfully and professionally.
  - Express yourself respectfully and professionally.
  - Foster and maintain professional relationships with patients, peers, healthcare providers, and faculty.
  - Manage interpersonal and organizational conflicts respectfully and professionally.
  - Adapt to changing environments (e.g. clinical site rotations, patient schedule changes, etc.).
  - Monitor one's emotional state/manage frustration appropriately.
  - Accept responsibility for your actions, errors, or imperfections.
  - Respect interpersonal boundaries.
- **Critical Thinking and Cognitive Skills**
    - Recognize cause-and-effect relationships.
    - Apply principles, indications, and contraindications for radiographic examinations.
    - Perform tasks logically and efficiently.
    - Prioritize multiple tasks.
    - Problem-solving when the solution is not self-evident.
    - Demonstrate attention to detail.
    - Evaluate own performance to determine corrective actions when appropriate.



## Ascension Health

Ascension is a faith-based healthcare organization dedicated to transformation through innovation across the continuum of care. As one of the leading non-profit and Catholic health systems in the U.S. Ascension is committed to delivering compassionate, personalized care to all, with special attention to persons living in poverty and those most vulnerable.

### Ascension St. Vincent's Locations

Ascension St. Vincent's Riverside is a 528-bed hospital founded by the Daughter of Charity in 1916. Ascension St. Vincent's is a faith-based, not-for-profit health system that has served the people of Jacksonville and the surrounding areas since 1916. With the addition of Ascension St. Vincent's Southside, our history now extends to 1873. With the addition of Ascension St. Vincent's Clay and Ascension St. Johns in 2022 we are recognized for providing high-quality, compassionate care to everyone we serve in Northeast Florida.

### Ascension St. Vincent's Mission Statement

Rooted in the loving ministry of Jesus as a healer, we commit ourselves to serving all persons with special attention to those who are poor and vulnerable. Our Catholic health ministry is dedicated to spiritually centered, holistic care, which sustains and improves the health of individuals and communities. We are advocates for a compassionate and just society through our actions and our words.

### Ascension St. Vincent's Core Values

Ascension St. Vincent's Riverside is dedicated to ministering to the mind, body, and spirit of anyone in need through the Core Values of Ascension Health.

THE CHARITY OF CHRIST URGES US TO:

SERVICE OF THE POOR - Generosity of spirit, especially for persons most in need

REVERENCE -Respect and compassion for the dignity and diversity of life

INTEGRITY - Inspiring trust through personal leadership

WISDOM - Integrating excellence and stewardship

CREATIVITY - Courageous innovation

DEDICATION - Affirming the hope and joy of our ministry

## Ascension St. Vincent's Riverside Accreditation and Licensure

### Accreditation

All Ascension St. Vincent's hospitals are accredited by the Joint Commission on Accreditation of Hospitals Organization, an independent, not-for-profit organization that certifies more than 20,500 healthcare organizations and programs in the United States. Joint Commission accreditation and certification are recognized nationwide as a symbol of quality that reflects an



organization's commitment to meeting certain performance standards. More information regarding the Joint Commission can be found at <http://www.jointcommission.org/>.

## Certified by

The State of Florida, Department of Health and Rehabilitative Services, Division of Health U.S. Department of Health and Human Services. Department of Health & Welfare: Social Security Administration Coordinated Home Care. Program U.S. Department of Health and Human Services and the National Association of Home Care Programs.

## Licensed by

State of Florida Department of Health and Rehabilitative Services, Division of Health  
State of Florida Department of Health, Bureau of Radiation Control.

# Ascension St. Vincent's School of Medical Imaging

School of Medical Imaging is an institute of higher learning owned and operated by Ascension St. Vincent's. The programs exist to educate and train qualified individuals in allied health disciplines relevant to clinical services offered by Ascension St. Vincent's.

## Radiologic Technology Program Mission Statement

St. Vincent's School of Radiologic Technology is dedicated to meaningful learning and to the preparation of qualified professionals who will provide quality healthcare services to the community, thereby enabling the students to achieve their expectations and attain their full potential.

## Accreditation of the Radiography Program

The radiography program is a 20-month program and consists of formal didactic and supervised clinical education. The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### **Joint Review Committee on Education in Radiologic Technology**

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

P: (312) 704-5300

Email: [mail@jrcert.org](mailto:mail@jrcert.org)

Website: [jrcert.org](http://jrcert.org)

## Educational Facilities/Location

Ascension St. Vincent's Riverside provides a classroom environment as well as exam rooms that are utilized as the lab environment for practicing exams and techniques for the Radiography Program.



# Goals of the Radiologic Technology Program

## Goal 1

Students will be able to effectively communicate.

- Students will demonstrate oral communication.
- Students will demonstrate written communication.
- Graduates communicate effectively in the medical environment.

## Goal 2

Students will be able to use critical thinking and problem-solving skills.

- Students will exercise independent judgment.
- Students will recognize patient emergency conditions.
- Students assess the patient, patient requisition, image, radiation needs, and image quality.

## Goal 3

Students will develop clinical competency and provide safe, high-quality radiographs and patient care.

- Students maintain a clinical competency average of 85% or higher.
- Students apply proper radiation protection principles for the patient, self, and others.
- Students administer proper age-appropriate procedure techniques and proper patient care.
- Graduates are clinically competent and able to successfully demonstrate and apply accurate positioning skills.
- Employers indicate graduate competency skills.

## Goal 4

Students/Graduates recognize the need for a high standard of professional values and life-long learning and apply professional ethics and characteristics to their work and healthcare practices.

- Students demonstrate the application of ethics and professionalism.
- Students participate in professional development activities and continuing education.

## Goal 5

Provide the medical center and community with competent radiographers.

- Graduates employed in radiologic imaging within 6 months of graduation.
- Employers indicate satisfaction with graduates' skills.
- Graduates indicate satisfaction with their radiography education.
- Students enrolled maintain an academic average of 80% or higher.
- At least 75% of enrolled students complete the program.
- Graduates pass the ARRT examination.

## Program Expectations

The profession of Radiologic Technology can be challenging, yet rewarding. This profession requires a lot of self-discipline and self-motivation. Every radiographic examination offers its challenges and rewards. The field of radiography is constantly evolving and the hardest obstacle for a radiography student is learning how to perform examinations. As the Program



Director, Clinical Coordinator, and Clinical Preceptors, we are here to guide you through developing your skills, but there is no substitute for your education. You will receive assistance when you need it, as you encounter difficulties with patients, anatomy, or situations. In the beginning, things are going to be overwhelming. Please understand that there is an adjustment period and no one ever understands everything overnight. This is a progressive program that gives you the building blocks to learn and understand the material as your progress through the program and material. The more you practice and study, the stronger technologist you will be.

## Admission Requirements

In the selection of students, the program does not discriminate based on race, religion, sex, national origin, disability, age, or marital status. Students must be at least 18 years of age to be considered for admission. Classes are generally limited to ten (10) students. The committee also selects two (2) alternates.

Applicants must have a minimum of an Associate's Degree with the successful completion of the following prerequisite college-level courses **or** students who qualify for the Radiography Degree Completion option at Florida State College at Jacksonville - FSCJ's Program #2254.

### Program Prerequisites

- College Algebra or Higher
- Human Anatomy & Physiology I
- Human Anatomy & Physiology II
- Medical Terminology
- English Composition I or Higher
- Physics for Liberal Arts w/ Lab
- Introduction to Information Technology
- 1 General Education & Behavior Science Course
- 1 General Education Humanities Course

### Application Packet Requirements

Applications are accepted from November 1 - March 1 of each year

The link for the application can be found here:

<https://medicaleducation.ascension.org/florida/radiologic-technology/application>

- A completed application form.
- 3 professional references using the designated form.
- All college transcripts.
- Resume or personal statement letter.
- Non-refundable \$25 application fee.
- Proof of COVID-19 Vaccination status or documentation from the applicant that if accepted, they would become vaccinated.
- Copy of current Cardiopulmonary Resuscitation (CPR) certification in Basic Life Support (BLS) for Healthcare Providers through The American Heart Association (AHA)

Application and reference forms are available at:

<https://medicaleducation.ascension.org.mcas.ms/florida/radiologic-technology>



## Foreign Educated Applicants

Applicants educated in foreign countries are welcome to apply to the program. However, candidates must have completed all of the program's general education requirements through regionally accredited American colleges and universities. No foreign academic work will be considered toward the general education requirements. Foreign transcripts or the equivalent domestic evaluation of foreign transcripts (ECE for example) are not required.

## Applicant Selection Procedure

Applications are initially reviewed for the completeness of required documents. Only members of the program faculty will review application files for minimal requirements. Only those applicants meeting the minimum requirements will be considered for admission. Applications are scored using an established and approved score sheet.

All eligible applicants will be invited to attend a personal interview. A panel of core program faculty and radiographers will conduct interviews. Interviews will be conducted using an established format including defined questions and an interview score sheet.

Following each candidate's interview, a comprehensive score will be determined by the panel. This comprehensive score is based on the interview itself, and the academic score, and will also include characteristics and factors that are predictive of success in the program. Applicants will be ranked according to their comprehensive score. The final selection of applicants into the program will be based on the ranking of the applicants which will represent the interview panel's final assessment of the applicant concerning the perceived success within the program. Applicants are notified regarding acceptance decisions following the completion of the interview process.

## Accepted Student Onboarding Process

Students accepted into the program must attend a mandatory program preview. The Radiologic Technology Program Preview will provide the selected applicants with important information to assist them in making an informed decision regarding attendance for the Radiologic Technology program at Ascension St. Vincent's.

- Introduction to Radiography
- Program Schedules (master schedule, academic, etc)
- Textbook/Laptop Requirements
- Dress Code
- Program Expectations
- Q&A With Program Director and Clinical Coordinator

Once the applicant accepts their position in the Radiologic Technology program, the applicant will be required to complete an onboarding process with Ascension St. Vincent's. Students are hired by Ascension St. Vincent's as non-paid associates. During the onboarding process, students will be required to complete all orientation processes and new hire screening with Occupational Health. During the Occupational Health visit, students will be required to demonstrate proof of the following or obtain the vaccine during the visit:

- Influenza Vaccination during flu season (September - April)





- Covid Vaccination (2 vaccinations for Moderna or Pfizer; 1 for Johnson and Johnson)
- Tdap
- 2 MMR vaccines or positive titers for Measles, Mumps, and Rubella
- 2 Varicella vaccines or positive Varicella titer
- Positive Hepatitis B titer
- Negative TB skin test within 90 days of the start date

## Disclosure of Criminal History

Students are required to disclose to the Program Director promptly, any criminal actions or proceedings, excluding speeding and minor traffic violations, that occur at any time during enrollment in the program. Students who disclose their criminal actions must provide details of the proceedings. If the criminal proceedings are in progress, the student is expected to provide a timeline of the court proceedings and submit the final verdict and actions to the program director. Failure to disclose a criminal action or proceedings will result in corrective action.

The American Registry of Radiologic Technologists (ARRT) may deny eligibility to apply for the certification examinations to individuals who have been convicted of a felony or a misdemeanor excluding speeding and minor traffic violations. Upon disclosure of criminal proceedings, the student must submit a Compliance Pre-determination application to the ARRT at their own expense. Upon receipt of the decision, the student will be required to forward the decision of the ARRT to the program director. The decision of the ARRT will be considered when determining if the student will remain enrolled in the program. Denial of pre-eligibility by the ARRT will result in immediate termination of the student.

The Radiologic Technology program reserves the right to consult with Human Resources personnel regarding the criminal verdict and may elect to terminate the student if circumstances merit expulsion regardless of the ARRT pre-eligibility decision.

## Disclosure of Professional License or Certification Suspension or Revocation

All applicants will be asked on the application to disclose if they have ever had a professional license or certification suspended or revoked by any certifying agency or governing body. Applicants must provide details of the suspended or revoked professional license or certification as directed in the application. Failure to disclose a suspended or revoked professional license or certification will result in denial of consideration or withdrawal of conditional acceptance. The School of Medical Imaging reserves the right to deny acceptance or rescind conditional acceptance to any individual with a history of suspended or revoked professional license or certification based on individual circumstances.

## Advanced Placement or Transfer Student/Credit Policy

The Ascension St. Vincent's Riverside School of Medical Imaging does not have a transfer placement or transfer student/credit policy.





## Re-application Process

If a student has been dismissed or withdrawn from the program for below-average academic or clinical grades, he/she may reapply to the program the following year. The application process must be completed in its entirety. The student will receive no special consideration and if accepted, the student must satisfactorily complete the program from the beginning.

## Tuition & Expenses

### Tuition

- Total Tuition of \$5000.00 is paid to Ascension St. Vincent's Riverside. Tuition is due at mid-semester. Tuition and fees are paid per semester by the last business day of the mid-semester (week 8) unless a hardship payment plan has been requested by the student and approved by the program director.
- Checks or money orders must be made payable to Ascension St. Vincent's and given to the program director.
- Credit card payments must be made at the cashier's office and deposited into account #83200-507010. Students must make a copy of the credit card and cashier's receipts and then turn the copies into the program director to keep on file.
- Tuition payments are per semester and outlined below.

Tuition Payments	Amount
Semester One Tuition	\$1,000.00
Semester Two Tuition	\$1,000.00
Semester Three Tuition	\$1,000.00
Semester Four Tuition	\$1,000.00
Semester Five Tuition	\$1,000.00

- Transportation and living expenses are the student's responsibility.
- The American Registry of Radiologic Technology (ARRT) exam cost is \$225.00 paid directly to the ARRT at the time of applying to take the ARRT examination after the radiography program.
- Ascension St. Vincent's does not participate in financial aid programs such as FAFSA.
- Students are eligible to apply for student loans through Meritize:  
<https://apply.meritize.com/>



## Incidental Expenses

- Students accepted into the program must submit a \$25.00 (non-refundable) application fee at the time of applying.
- Students who are accepted and agree to participate in the Radiography program must submit a \$100.00 (non-refundable) acceptance fee.
- Students enrolled in the Radiography Program will be required to create a Trajecsyst account. Trajecsyst is a cloud-based system that the program faculty, students, and staff technologist use to document various aspects of the program, including students clocking in and out, weekly evaluations from technologists, faculty evaluations, lab practicals, daily log sheets, and clinical competencies.
- Clover Learning Account (Rad Tech Boot Camp) - RTBC is a learning tool developed by Clover Learning specifically for Radiography students. RTBC offers videos, modules, post-quizzes, assessments, and registry prep tools to assist in the successful completion and passing of the ARRT examination. This fee is \$160.00 paid to the program with the first-semester payment.
- Textbooks will be purchased by the students.
- The purchasing and laundering of program-required uniforms will be the student's responsibility.
- Students are invited to attend a conference - Fees for the conference will be the sole responsibility of the student unless otherwise noted by the Program Director. These fees vary from year to year and fee information will be provided by the Program Director when information is available.

Incidental Fees	Amount
Application Fee	\$25.00 (Non-refundable)
Deposit	\$100.00 (Non-refundable)
Trajecsyst	\$150.00 - Paid directly to Trajecsyst
Clover Learning (Rad Tech Boot Camp)	\$160.00 (Non-refundable - paid with semester 1 tuition payment)
Textbooks	\$500.00 (purchased by the student)
Uniforms	\$200.00 (purchased by the student)
Radiography Student Conference Fee	\$100.00+ - paid for by the student

## Refund Policy

The application fee of \$25.00, the deposit fee of \$100.00, and the Clover Learning fee of \$125.00 are non-refundable. Tuition is collected at mid-semester (week 8), which is after the drop/add period, resulting in no refunds.



## Class Trip/Radiography Student Conference

In preparation for the American Registry of Radiologic Technology (ARRT) examination, it is recommended that students attend the conference. This event is hosted alternating years between Atlanta, GA, and Orlando, FL and it is the sole responsibility of the student to pay for transportation, hotel, food, and conference fees. Fees vary from year to year and when more information is available for the Program Director to share, the information will be distributed to the students.



# RT Program

The Radiologic Technology Program is a twenty (20) month competency-based program, focusing on the development of technical skills in the field of radiographic imaging. By completing the program, students will be qualified to enter the medical imaging field as skilled entry-level radiographers. The didactic curriculum is used as a guide in preparing students for the ARRT examination that is required after the program. The radiologic technology program has adopted the 2022 curriculum developed by the American Society of Radiologic Technology (ASRT) and follows the content specifications outlined by the ARRT. The education provided throughout the program is provided in several mediums, including but not limited to lectures, presentations, case studies, professional journal reviews, research, case presentations, clinical competencies, and independent/group projects.

## School and Class Hours

The school office hours are 8:00 am to 4:30 pm, Monday through Friday. Normal Student hours are 7:30 am to 4:00 pm, Monday through Friday, with 45 minutes for lunch. Semesters 1, 4, and 5 have varying hours due to program design and different rotations.

- Semester 1
  - Weeks 1 - 4: Class is 8:15 am - 4:30 pm with a 1-hour lunch break
  - Weeks 5 - 16: Monday, Wednesday, and Friday - Clinical hours: 7:30 am - 11:30 am. Students who are assigned to any other site outside of Ascension St. Vincent's Riverside may leave the clinical space as early as 11:00 am to have 1 hour and 15 minutes for lunch with travel unless otherwise noted on the most up-to-date clinical schedule provided by the program clinical coordinator. Class is 12:15 pm - 4:00 pm on Mondays, Wednesdays, and Fridays.
  - Tuesdays and Thursdays, students will be in the clinic 7:30 am - 4:00 pm with a 45-minute lunch.
- Semesters 2 and 3
  - Monday, Wednesday, and Friday - Clinical hours: 7:30 am - 11:30 am. Students who are assigned to any other site outside of Ascension St. Vincent's Riverside may leave the clinical space as early as 11:00 am to have 1 hour and 15 minutes for lunch with travel unless otherwise noted on the most up-to-date clinical schedule provided by the program clinical coordinator. Class is 12:15 pm - 4:00 pm on Mondays, Wednesdays, and Fridays.
  - Tuesdays and Thursdays, students will be in the clinic 7:30 am - 4:00 pm with a 45-minute lunch.
- Semester 4
  - Monday, Wednesday, Thursday, and Friday - Students are in clinic 7:30 am - 4:00 pm unless otherwise noted on the published clinical schedule. Students will receive a 45-minute lunch.



- Students are expected to participate in mid-shift, evening, and weekend rotations. (see off-shift rotation schedule in the [Clinical Handbook](#) page 4)
- Tuesdays - Students will report to their assigned clinical site from 7:30 am - 11:30 am. Students who are assigned to any other site outside of Ascension St. Vincent's Riverside may leave the clinical space as early as 11:00 am to have 1 hour and 15 minutes for lunch with travel unless otherwise noted on the most up-to-date clinical schedule provided by the program clinical coordinator. The class is 12:15 - 4:00 pm.
- Semester 5
  - Monday, Wednesday, Thursday, and Fridays Students are in clinic 7:30 am - 4:00 pm unless otherwise noted on the published clinical schedule. Students will receive a 45-minute lunch.
  - Tuesdays 7:30 am - 4:00 pm will be dedicated to Registry Prep.

**Students will not exceed more than 40 hours total between didactic and clinical hours per JRCERT standards.**

Students are required to arrive for class prepared for the lecture. Students are required to bring: the appropriate textbook, laptop, clinical pocket guide, and appropriate assignments. Students who are not prepared for class will receive points deducted from their grades, as appropriate.

## Holidays and Vacations

The RT Program observes the following national holidays. There will be no academics or clinical rotations on these days.

- Martin Luther King Jr
- Good Friday
- Spring Break (1 week off)
- Memorial Day
- Independence Day
- Summer Break (1 week off)
- Labor Day
- Thanksgiving (Wednesday, Thursday, and Friday)
- Winter Break (2 weeks off- includes Christmas and New Year's)

## English Language Requirement

All classroom and clinical instruction will be conducted in English. By accepting a position in this program, the student acknowledges this and accepts the responsibility for sufficient proficiency in the English language to complete the Program.

## Radiographic Technology Program Curriculum

NOTE: Occasionally it may be necessary to make changes in course length and sequencing. Actual assigned CLOCK or CONTACT hours may vary or be reassigned as needed. The courses in this program have not been approved for post-secondary education credit beyond the program's scope.



## Radiologic Technology Program Curriculum

Semester One - Fall 16 Weeks					
Course Code	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credits
Rad 100	Anatomy & Radiographic Positioning I	75			5.0
Rad 101	Patient Care	66			4.0
Rad 102	Radiation Physics	36			2.0
Rad 103	Clinic I			330	7
Rad 104	Lab I		84		2.5
	Total Semester Hours:	<b>177</b>	<b>84</b>	<b>330</b>	<b>20.5</b>
Semester Two - Spring 16 Weeks					
Course Code	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credits
Rad 105	Anatomy & Radiographic Positioning II	88			5.5
Rad 106	Image Production	24			1.5
Rad 107	Clinic II			440	9.5
Rad 108	Lab II		56		1.5
	Total Semester Hours:	<b>112</b>	<b>56</b>	<b>440</b>	<b>18.0</b>
Semester Three - Summer 16 Weeks					
Course Code	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credits
Rad 109	Anatomy & Radiographic Positioning III	88			5.5
Rad 110	Radiation Biology & Health Physics	24			1.5
Rad 111	Clinic III			440	9.5
Rad 112	Lab III		56		1.5
	Total Semester Hours:	<b>112</b>	<b>56</b>	<b>440</b>	<b>18.0</b>
Semester Four - Fall 16 Weeks					
Course Code	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credits
Rad 200	Image Analysis	24			1.5
Rad 201	Clinic IV			560	12.0
Rad 120	Advanced Modalities	32			2.0
	Total Semester Hours:	<b>56</b>	<b>0</b>	<b>560</b>	<b>15.5</b>
Semester Five - Spring 16 weeks					



Course Code	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Credits
Rad 202	Registry Prep Course	120			8.0
Rad 203	Clinic V			496	11.0
	Total Semester Hours:	<b>120</b>	<b>0</b>	<b>496</b>	<b>19.0</b>
	<b>Total Program Hours</b>	<b>577</b>	<b>196</b>	<b>2,266</b>	<b>91.0</b>

Update on 6/1/2023 by Alexis Cran, Program Director

Credits have been calculated using standards set forth by the Accrediting Bureau of Health Education Schools; however, no credits are granted by the attendance of this program.  
 Credit breakdown: 1 didactic credit = 15 contact hours; 1 lab credit = 30 contact hours; 1 clinical credit = 45 contact hours

## Master Plan for Academic/Clinic Courses

<b>RADIOGRAPHY ORIENTATION</b>	August 21- August 26, 2023
One (1) week of Radiography Program Orientation	
<b>FIRST SEMESTER</b>	August 28 - December 15, 2023
RAD 100	Anatomy & Radiographic Positioning I
RAD 101	Patient Care
RAD 102	Radiation Physics
RAD 103	Clinic I
RAD 104	Lab I
<b>SECOND SEMESTER</b>	January 2 - April 19, 2024
RAD 105	Anatomy & Radiographic Positioning II
RAD 106	Image Production
RAD 107	Clinic II
RAD 108	Lab II
<b>THIRD SEMESTER</b>	April 29 - August 16, 2024
RAD 109	Anatomy & Radiographic Positioning III
RAD 110	Radiation Biology & Health Physics
RAD 111	Clinic III
RAD 112	Lab III
<b>FOURTH SEMESTER</b>	August 26 - December 20, 2024
RAD 200	Image Analysis
RAD 201	Clinic IV
RAD 120	Advanced Modalities
<b>FIFTH SEMESTER</b>	January 6 - April 25, 2025
RAD 202	Registry Review
RAD 202	Clinic V



# Radiography Program - Course Descriptions

## Advanced Modalities (RAD 120)

This course is designed to introduce students to other modalities within the field of radiology including but not limited to Magnetic Resonance Imaging (MRI), Computed Tomography (CT), Ultrasound (US), Radiation Therapy (T), Mammography (M), etc.

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## Anatomy and Radiographic Positioning I (RAD 100)

These courses are designed to teach students human anatomy and physiology, and radiographic procedures and positioning for the chest, abdomen, upper extremity, and lower extremities including the shoulder girdle and hips and pelvis.

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## Anatomy and Radiographic Positioning II (RAD 105)

These courses are designed to teach students human anatomy and physiology, radiographic procedures and positioning for the spine, and gastrointestinal system, non-invasive procedures, and special views.

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## Anatomy and Radiographic Positioning III (RAD 109)

These courses are designed to teach students human anatomy and physiology, radiographic procedures and positioning for operating room exams, pediatric and geriatric imaging, and skull.

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## Clinical Practicum I, II, III, IV, V (RAD 103, 107, 111, 201, 202)

This course offers students the opportunity to experience all aspects of radiology with clinical rotations throughout various clinics and hospitals and varying shifts to allow the student to experience all that a radiographer has. It covers all clinical experience in all phases of fundamental radiologic procedures and radiographic image critique of the studies submitted for interpretation.

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## Image Production (RAD 106)

This course introduces students to the comprehensive study and theory of the production of X-rays and the primary exposure factors of radiographic imaging. The image parameters of contrast, density, recorded detail, and image distortion will be studied as well as ancillary devices and equipment required to produce quality radiographic images. Laboratory experience is included.

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## Image Analysis (RAD 200)

This course prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

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## Lab I, II, III (RAD 104, 108, 112)

Lab Practicum courses provide students with the space and opportunity to practice the skills they have learned in the classroom setting, before entering the clinical space and performing radiographic examinations on patients.

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## Patient Care (RAD 101)

This course presents a brief history of the radiologic technology code of ethics, conduct for radiography students, fundamentals of radiation protection, patient rights, and patient care. This course also teaches the care and handling of sick and injured patients in the radiology department. Vital signs, body mechanics, verbal/nonverbal communication, and specialized radiologic procedures are covered in this course. It introduces the fundamentals of image production and film processing. Emphasis is placed on infection control and the safety of the radiographer, student, and patient.

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## Radiation Biology and Health Physics (RAD 110)

This course presents radiation biology and safety principles relevant to the radiologic health science student. Topics include the effects of ionizing radiation on biological systems, genetic and subcellular interactions, and occupational exposure of radiologic personnel.

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## Radiation Physics

This course provides basic knowledge of atomic structure and terminology. The concepts of electricity, magnetism, electromagnetic radiation, electric motors, rectification, and the X-ray tube. The nature and characteristics of radiation, x-ray production, and photon interactions with matter.

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## Registry Review (RAD 202)

This course is provided to students as a review course for the American Registry for Radiologic Technologist Examination. Topics Included in the review are:

- Radiation protection
- Equipment operation and maintenance
- Image production and evaluation
- Radiographic procedures
- Patient care.



# Academic Standards

## Course Grades

After each course, students will be assigned a course grade as determined by the individual course syllabus. The academic transcript for each student depicts the students' progress through the program curriculum and the final course grades and grade point average (GPA). For all programs, students must earn an 80% (B-) or higher for academic courses and an 85% (B) or higher for clinical courses to remain enrolled in the program and graduate.

Grades are determined as follows:

<u>Percentage</u>	<u>Letter grade</u>	<u>Grade points</u>
93 – 100%	A	4.00
89 - 92.9%	A-	3.75
86 – 88.9%	B+	3.25
83 – 85.9%	B	3.00
80 – 82.9%	B-	2.75
75 – 79.9%	C	2.00
70 – 74.9%	D	1.00
<70%	F	0.00
Withdrawal	W	N/A

**Withdrawal:** Any student who, in writing, voluntarily withdraws from the program will be assigned a withdrawal (W) course grade for all courses not completed during the semester. A “W” course grade is not factored into the student's grade point average calculation. Withdrawing during or after the final exam week will result in earned grades for the courses.

## Grade Point Average (GPA)

Grade point average is the numerical average of all course grades completed during the semester (term GPA) or the entire program tenure (Cumulative GPA) and is calculated as follows:

$$\frac{\text{The sum of all course points earned}}{\text{The sum of all course credit hours}}$$

## Grading Policy

Academic grades are achieved through written and/or oral examinations, quizzes, and homework assignments. Additional assignments may be given at the discretion of the instructor. Percentages and letter grades for all assignments, quizzes, and tests are calculated using the course grade rubric in the course grades section. Academic grades for each course are determined in the following manner:

Classwork/Homework	10%
Projects/Presentations	20%
Tests	30%
Final Exam	40%
<b>Maximum Academic Score</b>	<b>100%</b>



Clinical and Laboratory grading scales are outlined in the Clinical Handbook and differ from the didactic grading policy listed above.

## Class/Clinical Assignments

All class assignments must be submitted on the scheduled date to receive full credit. Assignments turned in the day after it was due will have 10% deducted from the assignment grade. Assignments turned in two (2) days late will be given a grade of zero (0). Failure to participate in a required activity or complete a required assignment will result in the student receiving a zero (0) for that assignment.

## Examination

A daily examination may be held at any time during the course with or without previous notice (clinic or academic). Exams may be written, oral, or practical. Students are responsible for all material covered from the beginning of the program.

## Final Exams

Final exams are given at the end of each semester and the student must pass the examination to proceed with the program. If a student does not pass the final examination, he/she will have one additional opportunity to pass the examination. If unable to pass the examination on the second attempt, the student will be required to repeat the course with the next class. Final exams are given on the scheduled day only - No make-up final examinations are given.

## Academic Progress Standards

Ascension St. Vincent's has high expectations of enrolled students consistent with competent, entry-level practice. To that end, the School of Medical Imaging has established academic standards to assure student progress. These standards will be communicated to all students and applied consistently and fairly to all students with respective programs.

## Satisfactory Academic Progress

Students are required to maintain satisfactory academic progress to remain enrolled in the Radiography Program. Academic progress standards include:

- The student must pass individual assessments as determined by the program.
- The student must pass all program courses per the criteria published in the respective course syllabi. Students may not challenge courses/examinations to skip or complete courses ahead of the academic schedule.
- Students have access to their grades at all times via their Google Classroom account and at any point may request a meeting with program faculty for a review of current grades.
- Formal grade review with students occurs at mid and end of the semester. During grade review, students are expected to have achieved an academic grade of 80% or higher and a clinical grade of 85% or higher. If the student does not meet the progress standards, then the academic warning/probation policy will be implemented.



- The student must complete all academic courses in a given semester with a minimum grade of 80% and a clinical grade of 85% before the student can enroll in the following semester. The student must take all courses for the semester in the proper course sequence as outlined in each program's curriculum.
- The student must complete all program requirements for graduation.

## Academic Warning/Probation Policy

Academic and clinical grade averages will be reviewed with the student at mid and end of each semester. During the grade review, a student who has an academic average of less than 80% or a clinical average of less than 85% will receive a written warning and be placed on warning for academic probation. The student will have eight weeks to raise their academic score to an 80% or raise their clinical score to an 85%. Any student that is unable to raise their score to the appropriate grade will receive a written warning and be placed on probation. The student on probation will have eight weeks to raise their average to the appropriate grade. Any student who does not meet the minimum criteria upon completion of the next eight-week period will be dismissed from the program for academic or clinical incompetence. Any student who finishes the last semester on academic probation must finish the program with a cumulative grade point average of at least 3.2 to graduate.

## Course Failure Policy

If a student receives a failing grade at the end of a course, the student will be placed on academic probation as described above and will be required to repeat the course with the next scheduled class. The student will only be given one opportunity to complete the course. The student must pass the course with at least an 80% average to continue with and/or graduate from the program. All clinical time missed due to repeating the course must be made up to graduate from the program. A student will be allowed to fail a maximum of one course, with the limitations of academic probation considered. Failing a second course will result in dismissal from the program.

## Student Voluntary Withdrawal

Any student who, in writing, voluntarily withdraws from the School of Medical Imaging, will be assigned a withdrawal (W) course grade for all courses not completed during the semester that the student withdrew from. "W" course grades are not factored into the student's grade point average calculation. Withdrawing during or after the final exam week will result in earned grades for the courses. A student who withdraws from the program within the first four (4) weeks of the program (drop period) will not be counted in the JRCERT student enrollment data. The withdrawal notice must be in writing (hand-written or typed), dated, and signed by the student. The student must physically turn in program-required documents, badge, school patches, parking decal, program-supplied radiographic markers, and dosimeters.



# Graduation

## Evidence of Eligibility

Before graduation, each student will meet with the program director to determine eligibility for graduation based on the graduation requirements.

## Early Graduation

The program does not allow for early graduation. All students will graduate on or after their scheduled date of graduation.

## Graduation Requirements

In addition to successful completion of all mandatory clinical competencies (refer to Graduation Requirements in the Clinical Handbook) the graduate shall be able to:

1. Use oral and written medical communication.
2. Demonstrate adequate knowledge of human structure, function, and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Correctly apply principles of body mechanics.
5. Successfully perform basic mathematical functions.
6. Correctly operate radiographic imaging equipment and accessory devices.
7. Correctly position the patient and imaging system to perform radiographic examinations and procedures.
8. Successfully modify standard procedures to accommodate patient conditions and other variables.
9. Correctly utilize CR/DR/PACS systems.
10. Determine exposure factors to obtain diagnostic quality images with minimum radiation exposure.
11. Correctly adjust exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
12. Practice ALARA - radiation protection for the patient, self, and others at all times.
13. Successfully recognize emergency patient conditions, and initiate first aid, and basic life support procedures.
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.
18. Understand basic X-ray production and interactions.
19. Support and practice the professional Code of Ethics.
20. Completely satisfy tuition balance to equal zero.
21. Complete all terminal clinical competencies – practical examinations.
22. Maintain an academic average of 80% or higher and a clinical average of 85%.
23. Complete all clinical competencies and assignments.
24. Students do not exceed the maximum sick days according to program policy.
25. Adhere to all HIPAA regulations.



During the twenty months (20), the student will be required to demonstrate all graduation requirements listed above through academic testing and completion of clinical and professional competencies. The student must maintain acceptable academic standards (minimum 80% in all subjects) and clinical standards (minimum 85%), exhibit proper professional conduct, and maintain high standards of achievement as outlined in this handbook to graduate and to be eligible to apply to take the American Registry of Radiologic Technologist examination.

## Award of Completion

Upon successful completion of the program, Ascension St. Vincent's Riverside, sponsoring institution of the Accredited School of Radiologic Technology program, provides a graduation ceremony where each student is awarded a certificate of completion. A certificate and program pins are issued to each graduate at the end of the twenty (20) month program. Graduation ceremony attendance is mandatory.

## Graduation

**April 25, 2025**

**\*\*Ceremony location, date, and time to be announced\*\***

## Post Graduate and Employer Surveys

Per the Radiologic Technology program's accreditation, the JRCERT, all program alumni and their respective employers will receive surveys six months after graduation. These surveys are designed to help the program faculty determine the strengths and areas for improvement of the program. All data will be kept confidential and will be used for program evaluation purposes.



## Dress Code

Students are expected to be neat, clean, well groomed, and present a positive image while on campus and when rotating at each clinical site. Students must dress according to the established dress code while in class or clinic at all clinical sites. A student will be sent home due to improper dress code and the clinic time missed will be made up **after** graduation. All dress code infractions will be documented and will reflect on the student's clinical grade and will constitute disciplinary policy implementation. The following professional dress code has been established for all students. Requirements:

1. Appearance must be neat and clean at all times with strict adherence to personal hygiene.
2. Uniforms must be **TEAL** pants (no jogger style pants) with matching **TEAL** scrub tops. Lab coats may be **white or TEAL**. Students must have the school patch on the right sleeve of all lab coats and scrub tops. Students may wear a white or teal, short or long sleeve crew neck shirt tucked in under their scrub top. Program faculty may request the student to wear an undershirt to maintain a professional appearance while in the clinical/classroom setting. No sweaters or hooded jackets while in the facility. Ascension-sponsored t-shirts may be worn untucked with a lab coat on designated days as indicated by program faculty.
3. White, black, or white and black uniform style, closed-toe shoes are required. Uniform-style tennis shoes are permitted but no mesh. Shoes must be clean at all times. No multicolored tennis shoes or Crocs are allowed.
4. Socks may be any color but must be covered by pant legs when standing.
5. Undergarments must not be seen through clothing or protrude from uniforms.
6. All hair must be pulled back from the face and put up (off the shoulders) at all times. Hair accessories must be conservative. Natural hair colors only – no pastels, primary colors, etc....
7. Beards and/or mustaches should be short and neatly trimmed.
8. ID badges are to be worn at the collar level at **all times** and visible to patients and medical center employees. ID badges will be issued by Ascension St. Vincent's and should not be tampered with (i.e. addition of stickers, pins, labels, names, etc., are not permitted). ID badges on necklaces or lanyards are prohibited.
9. Radiography Students must wear an Ascension St. Vincent's provided dosimeter at the collar level at all times.
10. Only one pair of earlobe post earrings may be worn. Earrings which hang below the ear are not acceptable for safety precautions. No single earrings, spacers, ear cartilage, nose, tongue, brow, or visible navel or nipple jewelry is permitted.
11. Only wedding/engagement rings are permitted.
12. Watches are permitted (smartwatches are permitted but must be set to silent or "Do Not Disturb", while in the clinical setting).
13. One small necklace tasteful (tucked under the uniform at all times) may be worn in the clinical areas. Clarity will be provided by the Program Director/ Clinical Coordinator.
14. Artificial nails are prohibited as stated in the Medical Centers policy manual. Fingernails must be no more than  $\frac{1}{4}$ " from the fingertip. Fingernails shall be clean and well-manicured at all times for the safety of the patients. Clear nail polish may be worn, however, infection control officers suggest that no nail polish be worn to decrease the risk of infection.
15. Makeup shall be worn in moderation.
16. For the safety of the patient - perfume, body spray, scented lotions, cologne, and aftershave are prohibited while in the clinic.
17. All tattoos must be hidden by clothing or flesh-colored bandages.

**Strict adherence to the dress code will be enforced at all times. Failure to follow this policy will result in disciplinary action.**





# Attendance

## Personal Time Off (PTO)

Each student is allowed a total of 128 personal hours to utilize during the Program. Any scheduled or unscheduled absences will be deducted from personal hours.

When a student's PTO bank reaches a total used PTO of 120 hours the student will receive coaching and counseling from the Program Director. When the PTO bank reaches 128 hours, a verbal warning will be given. When a student exceeds the allotted 128 hours, a written warning will be given. Any 5th-semester student with remaining personal hours may use those hours during the semester without penalty.

***It is strongly discouraged from using any PTO - Scheduled or non-scheduled during the first four weeks of the radiography program in Semester 1.***

## Absences - Scheduled

Any request for scheduled time off must be submitted to the Program Director and Clinical Coordinator one week in advance using the appropriate time off form. After the time off request is processed, the Program Director or Clinical Coordinator will return a copy of the time off to the student. If the time off was approved, it will be the student's responsibility to inform their clinical site of the scheduled clinical absence. Students are still expected to complete all weekly clinical requirements.

## Absences - Unscheduled

If a student is unable to report for class or clinic due to illness, call the Clinical Coordinator's cell phone, one hour before the scheduled start time. Students must then notify the Clinical Facility via a phone call, and if no answer, leave a message. Failure to notify the clinical coordinator and clinical facility constitutes an unexcused absence and a written warning.

Program Director's Office 904-308-8552  
Clinical Coordinator's Office 904-308-4144

A Google Time Off Form should be filled out by the end of the returned day. Failure to do so will invoke disciplinary action.

A student who requires more than two days off due to illness is required to have a doctor's excuse. The initial day of absence will be deducted from the student's personal hours; the additional days will not be deducted.

If a student becomes ill while in class or clinic, the student must contact the **Program Director, Clinical Coordinator, and Clinical Supervisor** to explain their illness and request to leave class/ clinic.

Excessive absences may result in termination due to the length of the illness and material missed. If the student is absent (6) hours or more from any one subject, the student may be dismissed from the program. Extended illnesses will be handled individually by the Program Director. **A no-call/no-show to class or clinic is a voluntary withdrawal from the program.**





## Missed Assignments/Tests

All classroom assignments and/or examinations that were missed must be completed the day the student returns. Students must call the respective educator for the course (e.g. Call the program director for the physics course and clinical coordinator for the anatomy and positioning course) before 8 am on the day of return to inquire when missed examinations are to be completed. Failure to contact the instructor or failure to complete assignments will earn the student a ZERO (0) on missed assignments. It will NOT be the responsibility of the staff to remind the student or notify the student of the missed assignments. Make-up exams may be different from those given on a scheduled day.

## Tardiness Policy

Students are expected to be prompt for all class and clinical times. Tardiness for class and clinical assignments will not be tolerated. If a student is going to be tardy to a clinical site, they must call the appropriate clinical affiliate and Clinical Coordinator. Once the student arrives at the clinic, he/she must contact the Clinical Coordinator to report the time of arrival. All tardy time must be made up at the end of the day unless otherwise discussed with the Clinical Coordinator. A student may be tardy three times within 12 months before disciplinary actions are implemented. Failure to notify the Clinical Coordinator of the tardy will result in immediate disciplinary action, regardless of the number of tardies the student has at that time.

## Bereavement Policy

Death of family members- students will receive 3 days off during their bereavement period. The student is required to complete the time off form, however, these days will not be deducted from their personal time off bank. Students may be asked to provide the Program Director with appropriate documentation. Any bereavement needs for non-family members - decisions will be made at the Program Director's discretion.

## Jury Duty

Jury Duty is a civil duty for all citizens. If a student is summoned by local, state, or federal court, they should notify the Program Director within 48 hours. Upon receipt of notification, the summons is copied and placed in the student's file. There will be no PTO time deducted for the time missed – up to 5 days. If additional time is required, PTO will be used. All material missed in class/clinic is the responsibility of the student to make up.

## Military Leave

Ascension St. Vincent's supports the Military Services of the Government of the United States and provides the following provisions for students in the Military Reserves during their enrollment in the program.

Students serving in any branch of the U.S. Military Reserves are allowed 2 weeks (10 days) of leave per academic year to fulfill their requirements. Students that miss additional time (>10 days) due to military service will be required to utilize personal leave or arrange an acceptable time in which to make up the time missed so that the program's clinical requirements can be fulfilled. Make-up time is subject to the Program Director's discretion and subsequent approval.



Students are responsible for all didactic and clinical course materials presented during their absences related to military services. If a student is called to active military duty, the program will reserve a position for that student so that they can be re-enrolled upon the completion of their active duty assignment

## Natural Disaster

In the event of a natural disaster (e.g. hurricane), the RT Program Director and Clinical Coordinator will decide when school will be canceled after reviewing local school systems' decisions. If school is canceled, the RT Program Director and Clinical Coordinator will inform the students when classes/clinic will resume. Any student not returning to the clinic will have PTO time deducted and the disciplinary policy implemented. The Ascension St. Vincent's Radiography program follows Duval County Public School Closure schedules for natural disasters.

# Payroll

## Students and Paid Extra Hours

The School of Radiologic Technology has a designated department number (83200). No student is paid from this department or cost center at any time for any reason. The clinical components of the program are educational in nature. Students shall not be substituted for personnel during the clinical component of the program.

Students may be presented with the opportunity to obtain extra hours paid at minimum wage. At that time, he/she will work as an employee (technical assistant) – not as a student. During these hours, the employee clocks into the department in which they are working and is not in the clinic (school) setting.

If a student is warned of or placed on academic or clinical probation for failure to maintain didactic or clinical grade point average, the student will not be permitted to work extra hours until their grade point average is sustained and they are taken off probation status.

## Payroll - Kronos

Radiologic Technology students enter the program as non-paid employees of Ascension St. Vincent's Riverside. Although students are not paid while completing their education, they must complete the biweekly approval in the payroll system - Kronos (computerized timekeeping system). Students must log onto the Ascension Health Portal by 9 am on payroll Monday - the student will review their payroll showing zero hours worked and then will approve their time. Any student who does not complete the payroll approval via Kronos will have 10 points deducted from their closest-dated Clinical Faculty Evaluation.



# RT Program Policies

## Annual Training

Ascension St. Vincent's requires all students to complete mandatory annual education which includes: OSHA bloodborne pathogens/standard precautions education; sharps safety; biohazard materials; mechanical, chemical, thermal, and radiation occupational exposure and injury prevention; infectious diseases and infectious processes; emergency preparedness/all hazards preparation education.

## Cellular Phone Policy

The use of cellular phones for any purpose is prohibited at all times in the clinic and while class is in session. Cellular phones must be turned off or in silent mode during these times. If a cellular phone rings or otherwise disturbs the class, the disciplinary process will be implemented.

Clinic: When students need to communicate with program faculty, they are expected to call the faculty member's office using a hospital phone, do not call program faculty using a personal cell phone, and NO TEXTING staff during clinical hours. The first occurrence of use of a cellular phone in the clinical area will result in a verbal warning. Subsequent occurrences of cell phone use will result in a written warning. If the phone must be used during these times, the student must excuse themselves from the area. Such occurrences may only be for exceptional or emergent situations.

## Change in Address/Phone Number Policy

A change in the student's home address and/or phone number at any time during enrollment must be immediately reported in writing to the Program Director and Human Resources.

## Community Service Activities Policy

To support the ministry of Ascension St. Vincent's Riverside each student is required to participate in three extracurricular community enrichment activities or charitable functions sponsored by Ascension St. Vincent's Riverside throughout the program. Such activities include blood donation, the American Heart Association's Heart Walk, the Adopt-A-Family program event, etc.

## Hand Hygiene Policy

Students must abide by the hand hygiene policy. When hands are visibly dirty or visibly soiled with blood or other bodily fluids, students must wash their hands with antimicrobial soap and water. If hands are not visibly soiled, use the alcohol-based foam for routinely decontaminating hands in all other clinical situations, before and after patient contact. Be mindful that some contact precautions may require washing hands upon leaving an interaction with a patient, these precautions are usually labeled as "Modified Contact" and cover certain infections an example of this would be a patient who is positive for *Clostridioides difficile* (C-diff).



## Harassment Policy

The program strictly prohibits harassment exemplified by abusive, threatening, or discourteous written, verbal, or physical behavior. The program will not tolerate harassment in any form. If a student feels as though they are being harassed they are to notify the Program Director immediately.

## Latex Advisory Policy

Students will have frequent use of and exposure to latex-based products used in the administration of universal precautions in areas such as, but not limited to clinical areas, classrooms, and laboratories. Students with latex allergies should seek expert advice from their healthcare provider to make an informed decision regarding their exposure to latex-based products before considering Radiologic Technology as a future profession.

## Leave of Absence (LOA)

Students requesting an LOA must access Ascension St. Vincent's LOA policies via Ascension's "My Portal". Any student requesting an LOA understands that their academic and clinical rotations will be paused for the current cohort and the student may re-enter the program with the next cohort.

## Parking Policy at Ascension St. Vincent's Riverside

While at Ascension St. Vincent's Riverside, first-year students are required to park in the Dillon parking garage on the 5th-floor Emergency room side (under the helipad). Students have been assigned parking at all other clinical sites and will be informed of parking assignments before their rotation at the clinical facilities. Any student identified by security, staff, or fellow students as violating the policy will receive a written warning with the understanding that any additional parking violations will lead to termination from the program. Ascension St. Vincent's holds no liability or responsibility for personal car damage or theft.

## Pregnancy Policy

Per the recommendations of NRC Regulatory Guide 8.13, students who become pregnant have the option to voluntarily declare, not declare, and/or "undeclare" pregnancy at any time.

If a student declares pregnancy, she must do so in writing to the Program Director. She will be given the option to:

- (1) The student may elect to continue the educational program without modification.
- (2) The student may elect to modify the educational program as described below.
- (3) The student may elect to withdraw from the program.
- (4) The student may elect to undeclare (in writing) declared pregnancy

Re-entry testing will be conducted. If failure of a reentry examination occurs, reentry will be delayed, and retesting scheduled.



If a pregnant student elects to continue in the program, total clinical time missed for the pregnancy and other absences may not exceed eight weeks and all didactic and clinical competencies and assignments must be completed before graduation and certification exam requirements can be satisfied. The student must make up all class work and clinical assignments missed during the absence and pass the course examinations before graduation. Information regarding a student leaving due to pregnancy will be held in the strictest confidence. To ensure that the Program complies with the REGULATORY GUIDE 8.

## Instruction Concerning Prenatal Radiation Exposure

### A. Introduction

The Code of Federal Regulations in 10 CFR Part 19, “Notices, Instructions and Reports to Workers:

The Nuclear Regulatory Commission's (NRC's) regulations on radiation protection are specified in 10 CFR Part 20, “Standards for Protection Against Radiation”; and 10 CFR 20.1208, “Dose to an Embryo/Fetus,” requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).” Section 20.1208 also requires licensees to “make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

1. If a student declares her pregnancy, the relative risk to the embryo and/or fetus from x-rays must be thoroughly explained to the student before her continuation of clinical education. United States Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208 “Dose Equivalent to an Embryo/Fetus” and National Council on Radiation Protection and Measurements (NCRP) Report No. 116 “Protection of the Embryo-Fetus” are suggested as references.
2. Program continuation options must be provided for the student. Provision shall be made for re-entry into the program if a “leave of absence” is taken by the student.
3. The Florida Radiologic Technology Board of Examiners (Board) recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable. The Board recommends a total dose equivalent limit (excluding medical exposure) of 5 mSv (500 mrem) for the embryo-fetus. Once a pregnancy has been declared, exposure of the embryo-fetus shall be no greater than 0.5 mSv (50mRem) in any month (excluding medical exposure).
4. The Program Director and the appropriate institutional Radiation Safety Office shall periodically review student radiation exposure reports to assure compliance with the above dose limit.
5. All didactic, laboratory, and clinical education hours as required by the program must be completed before graduation.



## Radiation Monitors

Radiography students must wear a collar radiation monitor at all times in the hospital. The monitor measures monthly occupational radiation exposure, which is reviewed by the Radiation Safety Officer, faculty, and student. Missing or lost badges must be reported to the Program Director. Students must review and initial their exposure report monthly.

## Radiation Protection for Students Policy

To protect the radiologic technology students from radiation, students enrolled in the Ascension St. Vincent's Radiography program are under no circumstances allowed to hold a patient for any x-ray exposure nor are they permitted to hold image receptors while exposures are being obtained. Students are required to wear lead aprons while assisting with mobile or stationary fluoroscopic exams/procedures.

Students who violate any of these required safety procedures will begin disciplinary action (See *Disciplinary Action Process Policy*). Student radiation reports are distributed monthly and evaluated quarterly to ensure the Threshold Dose is not exceeded. The Quarterly Threshold Dose is listed in the Administrative Policy Manual #04-12 (Level II = Whole Body Dose < 750 mR). All abnormal readings are investigated to determine probable cause and action, including counseling if needed. The most recent radiation reports are posted in the classroom for review by students, initiated, and filed in the Program Director's office.

Students are required to observe the basic principles of radiation protection for themselves, patients, and the general public while in the radiology department.

All students are issued two copies of their cumulative radiation exposure dose, as soon as feasible, upon program completion or dismissal.

## MRI Safety Policy and Procedure

### **MRI Screening for Students**

**PURPOSE:** The purpose of this policy is to ensure the safety of the Radiologic Technology students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed annually with each student. To continue compliance with the JRCERT Standard Five – Objective 5.3 - policy is written: The program assures that students employ proper safety practices including MRI safety screening protocol.

**POLICY:** All students in the Radiologic Technology program will be instructed in MRI Safety basics in the first semester during orientation of the program before entering clinical rotations. In addition, all students will be screened again in the second year to ensure continued safety in the event of a clinical rotation within an MRI facility. Students may also be subject to additional screenings at MRI facilities. Each student will view a safety video provided by the MRI department and take a post-test. All students must score a 100% on the posttest or retake the test until a 100% is attained.

Magnetic Resonance Imaging (MRI) scanners generate a very strong magnetic field within and surrounding the MR scanner. As this field is always on, unsecured magnetically susceptible





(ferromagnetic) materials, even at a distance, can accelerate into the bore of the magnet with a force significant enough to cause severe injury or damage to the equipment, patient, and/or any personnel in its path.

Anyone entering the MR environment without being thoroughly screened by qualified MR personnel may potentially compromise his/her safety and/or the safety of everyone in the MR environment. It is the MRI technologist's responsibility to control all access to the scan room. As a student, you too become part of this safety team adhering to all MRI safety policies and procedures. At any point a student has doubt, an MRI Technologist or Radiologist should be consulted.

Students are required to report any changes in their status regarding MRI safety to the program faculty immediately.

## Read Back Test Results Policy

In compliance with HIPAA regulations and hospital policy, students are not permitted to provide or take oral reports from any individual.

## Reporting Communicable Diseases Policy

Students are to report communicable diseases or infections to the Program Director. The Program Director will evaluate their condition, and if necessary, adjust clinical rotations. Students with a communicable illness will not be allowed to complete clinical rotations until the illness is resolved and/or the physician releases the student.

## Laboratory Setting

Students will be supervised by a faculty member in all laboratories during regular school hours. Any infractions of this policy will have disciplinary action taken.

## Social Media Policy

The radiologic technology program discourages students from interacting with clinical site staff technologists on all social media websites. Any student who posts any information regarding clinical policies, clinical sites, clinical staff members, school staff, physicians, classmates, patients, or patient belongings will be dismissed from the program.

## Standard (Universal) Precautions

Standard precautions are infection control measures that treat all human blood and body fluids as potentially infectious pathogens. All students will receive instruction on using Standard Precautions during orientation.



## Lab Practice and Lab Practical Exams

During their training, students will engage in the process of positioning and palpating for bony landmarks on individuals such as classmates, technologists, faculty members, or volunteers. It is important to note that no student is permitted to expose another individual who is being used for practice purposes to view a radiographic position. Students will be expected to competently perform all necessary steps in executing the radiographic examination. This includes all aspects leading up to the actual exposure of the simulated patient.





# Student Services

## Academic Advising

Academic, clinical, and/or behavioral advice sessions are scheduled every eight weeks, or as requested, with the Program Director and Clinical Coordinator. During the session, academic, clinical, and behavioral feedback is given to each student along with the current grade sheet.

## Academic Assistance

Program faculty offers academic counseling to all enrolled students (upon request). Each faculty member practices an “open door” policy. While program faculty members are available for individual academic assistance, the radiologic technology program does not offer formal tutoring services.

## Counseling: Student & Employee Assistance Program

Counseling is available to students through the Employee Assistance Program (EAP). Ascension St. Vincent’s Riverside CCW number is 888-267-8126 and is available free to all students and their families. This program is a referral service designed to direct individuals with stress-related problems to the appropriate resource. Any problem that interferes with scholastic performance, i.e. marital difficulties, parent-child conflicts, school-related stress, substance abuse, depression, etc. can be referable. Any contact with EAP is strictly confidential. EAP is free of charge; however, students who require more extensive counseling sessions will be referred to community resources, which may result in a charge. Care-of-self is an important aspect of healthcare; students are encouraged to use this resource when needed.

## Disability Services

The American Disabilities Act (ADA) defines ‘disability’ as a person who has a physical or mental impairment that substantially limits one or more major life activities or who has a record of such impairment even if they do not currently have a disability (<http://adata.org/>)

The School of Medical Imaging Programs does not request disability information from program candidates. Likewise, candidates are advised not to discuss or disclose a disability to program faculty, students, or other representatives. The programs do not discriminate based on disability in any of its programs, services, or activities. The Schools of Medical Imaging will not deny any otherwise qualified student with a disability the opportunity to participate in or benefit from any aid, benefit, or service that the Schools provide. The Schools of Medical Imaging strives to ensure that all disabled students have full access to the benefits of the Schools and will engage in a good faith interactive process with all disabled students to attempt to identify reasonable accommodations. Reasonable accommodations do not include measures that fundamentally alter academic programs, which place an undue financial burden on the Schools or which may endanger the student or others at the Schools of Medical Imaging. Additional information regarding accommodations will be provided to the enrolled student.

All Ascension St. Vincent’s facilities comply with the ADA regarding facility accessibility.



## Health Services

Students are eligible to receive the following health services.

- Pre-employment health assessment is through the hospital occupational health department and includes a physical exam, drug screen, and immunization screening to assure compliance with hospital and regulatory requirements.
- Annual surveillance includes but may not be limited to annual TB screening, mandatory flu vaccination, and other annual health services offered to hospital associates.
- Training-related exposure to communicable disease: Students will be contacted by Occupation Health if an exposure has occurred. Occupation Health will assess the student and conduct the necessary testing and or treatment for the student.

## Housing

Housing is the responsibility of the attending student.

## Library Facilities

The Medical Library is found online at the following site: <https://ascensionfl2.tdnetdiscover.com/> In addition, Ascension provides a medical librarian who is available to staff and students via email, virtual, or phone. Necessary teaching aides and resources are the property of the School and are available for use in the classroom. A computer resource lab is provided by the Medical Center and each student is given a Google computer sign-on at the beginning of the program.

## Malpractice and General Liability Coverage

Students are covered under the general liability and medical malpractice coverage of Ascension Health. Students are assigned to clinical sites in which a contractual obligation has been created. Students are covered only while acting per all established program and clinical site policies and procedures.

## Smoking Policy

Ascension St. Vincent's Riverside is a smoke and tobacco-free campus. Students are prohibited from smoking, e-cigarette, chewing, or using any tobacco products in any interior or exterior grounds/public areas during student hours and at any time while on hospital grounds. Students may not leave the clinical area to smoke or partake in tobacco use of any kind. Violations are subject to progressive disciplinary action.

## Student Advisory Committee Representative

A student representative from each class will have the opportunity to sit on the advisory committee for the Radiologic Technology Program. The student representative will be selected by their classmates or on a volunteer basis. The advisory committee meets once a year.



## Student Incident/Injury

Accidents occurring on campus involving students or patients must be reported immediately to the Program Director and Clinical Coordinator. An Incident/Injury Report must be reported directly to the third-party administrator, Sedgwick, via telephone: 1-866-856-4835. Contact the Ascension St. Vincent's Riverside Occupational Health team with any questions at 308-8485.

## Student Lockers

Students are assigned a lock and locker located in the staff lounge. Students may not remove locks and keep locks from lockers. Security of student belongings is the student's responsibility. Valuables may not be left in unsecured clinical areas or the classroom while students are in clinical rotations at Riverside. Purses, wallets, cell phones, or other valuables must be stored in a student's locked locker during clinical hours. Cell phones are not a part of the uniform or education process; therefore, all phones must be in the locker provided. Failure to comply with this instruction will result in disciplinary action.

## Substance Abuse Policy

The sale, purchase, use, or possession of alcohol, illegal drugs, controlled substances or drugs not prescribed for that individual anywhere on the property or by its students while acting in the course and scope of their education is strictly prohibited. Ascension St. Vincent's Riverside reserves the right to conduct reasonable searches to assure compliance with this policy. Reasonable suspicion of illegal drugs and/or drug paraphernalia in vehicles, lockers, and/or related personal items (backpacks.), will be searched without prior notice to ensure that the learning environment is free of illegal drugs and/or alcohol. Any student found to have illegal drugs and/or drug paraphernalia in his or her locker; vehicle and/or personal area will be subject to immediate disciplinary action up to and including discharge and may be subject to arrest and prosecution by law enforcement agencies.

Use of illegal drugs, controlled substances, or drugs not prescribed for that student while on or off campus or at any clinical affiliate that results in impaired classroom and or clinical performance, including, but not limited to absenteeism or tardiness may be grounds for dismissal. In addition, it is a violation of this policy if such drugs are still in the body when the student is in the clinic, classroom, and/or being evaluated by a clinical site occupational health department and results in a positive drug test.

It shall be the responsibility of all faculty and/or employees who observe or have knowledge of a student being in an impaired condition demonstrated by the inability to perform his or her tasks, poses a potential hazard to the safety and welfare of patients, employees, or others, to promptly report this information or incident to their supervisors or Human Resources/Employee Relations where the student is to submit to an immediate breath, blood or urine test. All testing and test results will be handled confidentially and results will be released only to those individuals with a bona fide "need to know" per Florida law. Failure by a student to cooperate with the testing, including, but not limited to, providing accurate contact information, refusal to complete and sign a "Consent to Perform" form, or any attempt to tamper with a specimen, shall result in immediate termination.

Any student who is undergoing medically prescribed treatment with a controlled substance that may limit the student's ability to perform during classroom and clinical education must report



such treatment to his or her faculty member before beginning classes and must provide written medical authorization to begin the program from his or her physician. Failure to report this to the faculty shall be cause for appropriate disciplinary action. It is the student's responsibility to determine from his or her physician whether a prescribed drug may impair classroom and/or clinical performance. Without limitation, this would include drugs such as muscle relaxants, antidepressants, and/or pain medication. This information will be treated as confidential.

Any student who feels that he or she has developed an addiction to, dependence upon, or problem with alcohol or drugs, whether legal or illegal is encouraged to seek assistance through his or her faculty member through voluntary referral to the Corporate Care Works (CCW) by calling (800) 327-9757. Requests for assistance will be treated confidentially.



# Student Conduct

## Disciplinary Action

Students are expected to follow the rules and regulations of the RT program. If a student breaks a policy, the following policy will be implemented for that policy infraction unless stated elsewhere in the handbook:

1st offense – coaching and counseling

2nd offense – verbal warning

3rd offense – written warning

4th offense – one-day suspension to be made up after graduation

## Written Warnings

In addition to specific situations addressed elsewhere in this Handbook, a written warning may be given for single or repeated violations of the rules as stated herein at the discretion of the Program Director. Accumulation of three (3) written warnings will result in dismissal from the Program as outlined in the section titled 'Dismissal'.

## Dismissal

Except as provided elsewhere in this Handbook, any of the following items may result in dismissal from the program. A student may be terminated upon recommendation of the Program Faculty for any of the reasons listed below, considering the nature and severity of the infraction.

1. Accumulation of three (3) written warnings.
2. The second occurrence of being put on suspension.
3. Violation of more than 2 Red Rules occurrences in the course of the program (20 months).
4. Violation of more than 2 Direct/Indirect Rules in the course of the program (20 months).
5. Improper professional conduct.
6. Failure to abide by the policies and procedures of the program.
7. Inadequate technical ability in the classroom or clinical setting.
8. Unsatisfactory scholastic/clinical average.
9. Insubordination, as exemplified by rude or discourteous behavior toward the Supervisor, Staff technologists, Hospital personnel, or fellow students in the following ways: verbal arguments, failure to participate in assignments, use of abusive and/or threatening language, disobeying written/verbal directions, disputing or ridiculing authority, posting statements on social media sites, etc.
10. Chronic absenteeism, tardiness, and/or sick calls.
11. Absence from clinic/class without proper notification or approval. (no call/no show).
12. Leaving the clinic/classroom without proper permission.
13. Theft.
14. Intoxication/substance abuse (see policy).
15. Gambling.



16. Misappropriating or intentionally damaging property belonging to the Hospital, its employees, or its patients.
17. Accepting gratuities from patients or firms doing business with the Hospital.
18. Continued interference with the work of other students or staff.
19. Falsification of personnel or other hospital records.
20. Cheating/Plagiarism.
21. Failure to properly report an injury related to work in the clinical environment.
22. Parking outside boundaries as outlined by security at all clinical sites.
23. Violation of any HIPAA laws.
24. Dismissal from/not rotating through a required clinical site.

**Students terminated from the program due to unsafe clinical practice will not be eligible for readmission.**

## Program Grievance Procedure

### Policy

Any student may challenge any action which they feel adversely affects their education.

### Procedure

Grievances must relate to the student's enrollment in the radiologic technology program at Ascension St. Vincent's Riverside and the interpretation of policies, rules, and/or regulations. The basis for settling any grievance is the fair and uniform application of policies and usual practices per the philosophy and administrative interpretation. The student's use of the grievance procedure will in no way reflect negatively on the student's record.

To file a grievance, the student should follow these steps:

1. To begin the grievance procedure, the student is required to submit a written statement describing the complaint within 3 business days of the incident. The Program Director will review documentation from all parties involved and will respond within 2 business days to schedule a meeting to formally hear the complaint. The meeting will include the student, the other involved party, the Clinical Coordinator, and the Program Director. Both parties will present their case and give a rebuttal to the evidence. The radiologic technology program academic and clinical policy and procedure manuals and student files will be available for review. Based on the policy and procedure manuals of the radiologic technology program, the Program Director will provide a decision in writing to the student no later than 2 business days after the meeting.
2. If the student is unsatisfied with the Program Director's decision, then he or she must submit in writing a formal grievance letter to the Program Director requesting the grievance be sent to the Medical Advisor within 3 business days of the Program Director's decision. The student must release, in writing, enabling access to student educational records to the Medical Advisor. The Medical Advisor will meet with the Program Director and evaluate the grievance, the program's policy manuals, and the student's academic and clinical file to attempt to resolve the grievance. The Medical Advisor may refer the written grievance and all associated documents to Human Resources for review. The Medical Advisor will decide and notify the student in writing within 2 business days.



3. If the student is unsatisfied with the decision of the Medical Advisor, the student can request in writing to the Program Director to have the grievance be reviewed by Senior Executive Management. The student must release, in writing, enabling access of student educational records to the Senior Executive Management. The grievance will be submitted in writing to the Senior Executive Management of Ascension St. Vincent's within 3 business days of the Medical Advisor's decision; all written documentation will be reviewed, and a decision will be made. The decision of Senior Executive Management is final.

The cases for which this procedure is provided are limited to grievances that relate to student tenure with Ascension St. Vincent's Riverside. The basis for settling any grievance will be the fair and uniform application of School policy and usual practices, per our institutional philosophy and administrative interpretation. The decision of the Senior Executive Management of Ascension St. Vincent's Riverside is final and binding.

## JRCERT Grievance Process

Complaints regarding the JRCERT accredited program may be submitted to the JRCERT. Find the Reporting Allegations Statement and Process from the JRCERT's website below:

"The JRCERT is required to be responsive to allegations of non-compliance with any of its Standards. Please be advised the JRCERT cannot advocate on behalf of any one student. An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student. The JRCERT takes seriously and follows up appropriately any allegation that an accredited program is not maintaining compliance with its accreditation standards. Before the JRCERT will take action to investigate the program, however, it must be assured that the complainant has addressed the matter internally. Did you follow the program's/institution's due process through to its final appeal? If you have addressed the matter internally and wish to make a formal complaint, please complete an allegations reporting form. The allegations must reference the specific accreditation standards/objectives with which you believe the program to be in non-compliance. The Standards for an Accredited Program in Radiologic Sciences can be found under the Accreditation Information menu."

## Reporting Process

Important Notes for Reporting Allegations Against a Program

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

## Process

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.1)





If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

**Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)**

The Allegations Reporting Form must be completed and sent to the above address with the required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. [Click Here for the Allegations Reporting Form](#)

## Campus Safety

### Security

Ascension St. Vincent's is committed to ensuring the safety and well-being of patients, visitors, associates, physicians, and students while on hospital premises. Security services oversee personnel safety. To provide this safety, systematic procedures have been developed for the detection, reporting, and controlling of all security-related problems which might occur during any hospital operating hours. Below is a summary of performed security measures:

- Security officers conduct rounds on a scheduled basis to check all areas of the hospital and campus grounds for any suspicious activities or individuals.
- The hospitals are locked down overnight. During the lockdown hours, patients, visitors, and staff are directed to specific doors to gain entry into the buildings.
- Security escorts associates, students, patients, and visitors to/from their vehicles during evening hours upon request.
- Closed-circuit surveillance cameras are in use to monitor areas of the hospital.
- Security employs Jacksonville/Clay County Sheriff's police officers to assist the department in providing a safe and secure campus in the official execution of assigned duties.





## Weapons/Firearms Policy

Per the new Florida Law, active as of July 1, 2023, anyone who is legally allowed to own a firearm is allowed to conceal carry without a permit. However, Ascension St. Vincent's is a private institution and has the right to prohibit the carrying of concealed weapons on its premises. Ascension St. Vincent's policy states all persons are strictly prohibited from bringing any firearm, knife, or any other type of device that may be considered a weapon on hospital property without the written consent of the Manager of Security except for those who require a weapon for the performance of their associate duties (on-duty Law Enforcement Officers).

## Environmental Risks

Clinical education involves training in potentially hazardous environments. While all reasonable efforts are taken to ensure student safety including adherence to state and local laws and following institutional policies and procedures, students should be aware of environmental risks.

1. Exposure to infectious diseases:
  - a. Students may be exposed to patients with known and unknown infectious diseases.
  - b. Students may handle and dispose of body secretions, blood, stool, etc.
  - c. Students may be exposed to infectious waste and blood-borne pathogens.
2. Exposure to workplace violence:
  - a. Students may be exposed to combative or aggressive patients, families, or the general public.
3. Exposure to sharp instruments:
  - a. Students may be exposed to needles, scalpels, surgical instruments, and other sharp objects which may or may not be contaminated with infectious waste and blood-borne pathogens.
4. Exposure to harmful radiation:
  - a. While students participate in their OR or Fluoroscopy rotations, they are at an increased risk of radiation exposure.
5. Ergonomic stressors:
  - a. Students may encounter the physical demands of pushing heavy carts, stretchers, and other objects.
  - b. Radiography students will encounter instances where they may need to help patients stand, sit, or lie down.
  - c. Assisting patients with moving for portable exams.
  - d. Wearing lead-impregnated aprons for radiation protection for extended periods.



## Records/Transcripts Requests

Ascension St. Vincent's Riverside Radiologic Technology program has developed a policy regarding the availability and security of records. The purpose of this policy is to assure provisions for the availability and security of student records in compliance with the "Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)".

### Records Release:

- Ascension St. Vincent's Riverside Radiologic Technology Program, per the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director.
- Upon written request to the Program Director, enrolled students are afforded access to their records. The Program Director will arrange a mutually convenient appointment during normal school hours, within 5 working days of the written request. Records must be reviewed in the presence of a program official or designee.
- The confidentiality of a student's educational record is strictly maintained. The radiologic technology program believes in limited disclosures of information from students' files to third parties. Only members of the Radiologic Technology Program faculty have access to the student's files. Access is for the education and guidance of students and other legitimate school businesses. Written permission from the student is required for transcripts to be released to any third party (including the student's spouse or parents).
- Limited access to student records is afforded to representatives of regulating agencies in conjunction with accreditation procedures.
- The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals not enrolled in the program.

### Record Retention:

The Radiologic Technology Program retains student records as follows:

1. The Program Secures student records in the Program Director's office. The student's entire record (including application materials, attendance materials, transcripts, some examinations, evaluations, signature pages, etc.) is kept for 5 years. Ascension St. Vincent's Riverside Health Office Department maintains all health-related records and reports during the student's enrollment.
2. After 5 years, the student's transcripts are maintained permanently. All other information is securely discarded.

During student enrollment, files contain but are not limited to the following:

- Academic Achievement records
- Attendance records
- Transcripts (program and college)
- Demographic information
- Teacher ratings and observations
- Didactic and/or clinical reports
- Clinical evaluations
- Disciplinary action
- Clinical competencies
- Application materials
- Tuition receipts
- Mandatory education material
- Orientation documents
- CPR
- FIT test
- Counseling and Advising Documents



# Student Compliance

## Radiologic Technology Program Handbook

I hereby acknowledge that I am enrolling in a twenty-month (20) radiography program sponsored by Ascension St. Vincent's Riverside.

I agree to adhere to the program's didactic and clinical curriculum.

I agree to be an active participant in the program's educational and clinical assessment processes.

I understand that if I voluntarily withdraw or should be terminated from the program I will not be allowed to use Ascension St. Vincent's Riverside or any of its clinical affiliates to verify previous radiography clinical time and/ or experience.

I hereby acknowledge that I have received and reviewed the Radiologic Technology Handbook (Academic and Clinical) for Ascension St. Vincent's Riverside, School of Medical Imaging and understand that I am responsible for knowledge of and adherence to the content including policies, procedures, and program requirements contained herein.

I hereby acknowledge that if I do not follow the rules and regulations of the program, disciplinary action will be implemented. Continued disregard for the policies and procedures will result in termination from the program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

