Ascension St. Vincent's

# School Of Medical Imaging



# 2025-2026
# Institution Catalog

*Catalog is 'Certified True and Correct in Content and Policy'*
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## Content Statement

This catalog represents the health programs offered by Ascension St. Vincent's School of Medical Imaging and the associated policies and procedures at the time of publication. This catalog and the provisions contained herein do not represent in any way a contract between Ascension St. Vincent's and any applicant, student, or program graduate. Ascension St. Vincent's School of Medical Imaging does not guarantee in any way employment following completion of any program. Furthermore, Ascension St. Vincent's School of Medical Imaging is not responsible for any misrepresentation of its requirements or its provisions that might arise as a result of errors in preparation of this publication.

## Rights Reserved

While we make a reasonable effort to assure that all information contained herein is updated and accurate, the School of Medical Imaging programs reserves the right to modify, revoke, add regulations, policies, fees, and requirements at any time and without prior notices. Candidates are advised to consult the appropriate program director for current information.

## Rules and Regulations

This catalog provides an overview of the policies, procedures, rules and regulations that impact current and prospective students. Detailed policies, procedures, rules and regulations are included in each program's student handbook given to each student on the first day of enrollment. A copy of the student handbook can be obtained by contacting the respective program director.

# Table of Contents


Content Statement....1
Rights Reserved....1
Rules and Regulations....1
**Section I Ascension St. Vincent's....8**
Ascension Health....9
Ascension St. Vincent's Riverside....9
Ascension St. Vincent's Mission Statement....9
Ascension St. Vincent's Core Values....9
Ascension St. Vincent's Riverside Accreditation and Licensure....10
Accreditation....10
Certified by....10
Licensed by....10
Member of....10
**Section II: Ascension St. Vincent's School of Medical Imaging General Information....11**
**Ascension St. Vincent's School of Medical Imaging....12**
Mission Statement....12
Vision Statement....12
Facilities/Locations....12
Programs of Study....12
Program Accreditation....13
Program Directors....14
Program Faculty....14
Award of Completion - Certificate....14
**Section III: Admissions....15**
Non Discrimination....16
Enrollment Status....16
Application Procedure....17
Application Deadlines....17
Foreign Educated Applicants....17
Minimum Admission Requirements....18
Advanced Placement/Credit for Prior Learning....18
Selection Procedure....18
Conditional Acceptance....18
Disability....18
Disclosure of Criminal History....19

Disclosure of Professional License or Certification Suspension or Revocation....19
**Section IV: Academic Information....20**
Academic Calendar....21
Academic Overview....21
Academic Credit....21
Transfer of Student/Credit Policy....22
Academic Progress Standards....22
Satisfactory Academic Progress....22
Course Grades....23
Withdrawal....23
Grade Point Average (GPA)....23
Academic Warning/Probation Policy....23
Course Failure Policy:....23
Academic Dismissal....24
Graduation Requirements....24
Evidence of Eligibility....24
Early Graduation....24
**Attendance....24**
Personal Time Off (PTO)....24
Absences - Scheduled....24
Absences - Unscheduled:....25
Missed Assignments/Tests....25
Tardiness Policy....25
Bereavement Policy....26
Jury Duty....26
Military Leave....26
Natural Disaster....26
Grievance....27
Policy....27
Procedure....27
Accrediting Organizations Grievance Process....28
CAAHEP Grievance Process....28
JRCERT Grievance Process....28
Reapplication....28
Academic Integrity....28
Protected Academic Information (PAI)....29
Academic Misconduct....29
Academic Misconduct Consequences....29

**Student Conduct** ..... **29**
Disciplinary Action ..... 29
Written Warnings ..... 30
Dismissal ..... 30
Additional fees ..... 32
Reduction of Tuition or Fees ..... 33
Payment Due Dates ..... 33
Refund Policy ..... 33
Financial Aid ..... 33
**Veterans Administration Students** ..... **34**
Standards of Academic Progress for VA Students ..... 34
Veteran's Attendance Policy: ..... 34
Veteran's Refund Policy ..... 34
Veteran's Credit for Previous Education or Training ..... 35
Career/Employment Placement ..... 37
Counseling/Academic Assistance ..... 37
Counseling: Student & Employee Assistance Program ..... 37
Disability Services ..... 37
Health Services ..... 38
Library Facilities ..... 38
Language ..... 38
Malpractice and General Liability Coverage ..... 38
Wellness Services ..... 39
**Section VII: Safety** ..... **40**
Campus Safety ..... 41
Weapons/Firearms Policy ..... 41
Environmental Risks ..... 41
Tobacco Free Workplace ..... 42
Natural Disaster Policy ..... 42
**Records/Transcript Requests** ..... **43**
Records Release: ..... 43
Record Retention: ..... 43
**Section VIII: Diagnostic Medical Sonography** ..... **45**
**Diagnostic Medical Sonography Profession** ..... **46**
Overview Of The Profession ..... 46
Essential Skills & Abilities ..... 47
Program Overview ..... 49
Clinical Externships ..... 49

DMS Program Mission Statement.... 49
Goals of the Diagnostic Medical Sonography Program.... 50
Admission Requirements.... 50
Applicant Selection Procedure.... 51
Accepted student onboarding process.... 51
Disclosure of Criminal History.... 52
Advanced Placement or Transfer Student/Credit Policy.... 53
Graduation Requirements.... 53
Program 5 year Outcomes.... 54
DMS Program Curriculum.... 55
Master Plan for Academic/Clinical Courses.... 57
SONOGRAPHY ORIENTATION September 29-December 19, 2025.... 57
Holidays and Vacations.... 58
Program Faculty.... 59
Program Director.... 59
Clinical Coordinator.... 59
Clinical Instructor.... 59
**Section IX: Radiologic Technology.... 61**
**The Profession of Radiologic Technology.... 62**
Program Overview.... 62
Program Mission.... 62
Radiologic Technology Program Mission Statement.... 63
Program Accreditation.... 63
Program Award.... 63
Program Length and Enrollment Status.... 63
Clinical Education.... 63
Student Support Services.... 64
Academic Advising.... 64
Academic Assistance.... 64
Library & Learning Resources.... 65
Employee Assistance Program (EAP).... 65
Health Services.... 65
Campus Resources.... 66
Student Lockers.... 66
Parking.... 66
Computer and Technology Resources.... 67
Identification Badges.... 67
Student Employment and Educational Role Separation.... 67

Student Employment Opportunities..... 67
Technical Assistant (TA)..... 68
Student Intern..... 68
Separation of Educational and Employment Roles..... 69
Eligibility for Student Employment..... 69
Payroll and Timekeeping..... 70
Curriculum and Program Completion Requirements..... 70
Academic and Clinical Progression Requirements..... 70
Graduation Requirements..... 71
Goals of the Radiologic Technology Program..... 71
Admission Requirements..... 72
Accessibility and Technical Standards..... 73
Disability Services..... 73
Technical Standards..... 74
Essential Skills and Abilities..... 74
Motor Skills..... 74
Sensory Skills..... 74
Communication Skills..... 75
Behavioral Skills..... 75
Cognitive Skills..... 75
Applicant Selection Procedure..... 75
Disclosure of Criminal History During Enrollment..... 76
Program Outcomes..... 76
RT Program Curriculum..... 77
**Course Descriptions..... 79**
RAD 100 – Anatomy and Radiographic Positioning I..... 79
RAD 101 – Patient Care..... 79
RAD 102, RAD 106, RAD 110, RAD 202, RAD 205 – Clinical Practicum I - V..... 80
RAD 103, RAD 107, RAD 111 – Laboratory Education I - III..... 80
RAD 104 – Anatomy and Radiographic Positioning II..... 80
RAD 105 – Radiation Physics I..... 80
RAD 108 – Anatomy and Radiographic Positioning III..... 80
RAD 109 – Radiation Physics II..... 81
RAD 120 – Advanced Modalities..... 81
RAD 200 – Radiation Biology..... 81
RAD 201 – Research in Radiology..... 81
RAD 203 – Image Analysis..... 82
RAD 204 – Registry Review..... 82

Radiologic Technology Program Holidays and Vacations.....82
Program Faculty..... 82

# Section I Ascension St. Vincent's



## 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. In FY2018, Ascension provided nearly $2 billion in care of persons living in poverty and other community benefit programs. Ascension includes approximately 156,000 associates and 34,000 aligned providers. The national health system operates more than 2,600 sites of care – including 151 hospitals and more than 50 senior living facilities – in 21 states and the District of Columbia, while providing a variety of services including physician practice management, venture capital investing, investment management, biomedical engineering, facilities management, clinical care management, information services, risk management, and contracting through Ascension's own group purchasing organization.

## Ascension St. Vincent's Riverside

Ascension St. Vincent's Riverside is a 528-bed hospital founded by the Daughters 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 area since 1916. With the addition of Ascension St. Vincent's Southside (formerly St. Luke's hospital), our history now extends to 1873. With the addition of Ascension St. Vincent's Clay, we are recognized for providing high-quality, compassionate care to everyone we serve.

## Ascension St. Vincent's Mission Statement

Rooted in the loving ministry of Jesus as 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 minister 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 health care organizations and programs in the United States. Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization commitment to meeting certain performance standards. More information regarding the Joint Commission can be found at http://www.jointcommission.org/

### Certified by

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

### Member of

American Hospital Association
Catholic Health Association
Florida Hospital Association
Northeast Florida Hospital Council
Greater Jacksonville Area Hospital Council
Jacksonville Blood Bank
Blue Cross of Florida, Inc.
Health Systems Agency of Northeast Florida

# Section II: Ascension St. Vincent's School of Medical Imaging General Information

# Ascension St. Vincent's School of Medical Imaging

Ascension St. Vincent's School of Medical Imaging is a school 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.

## Mission Statement

The Schools of Medical Imaging is dedicated to provide meaningful education and preparation of fully qualified Medical Imaging professionals. The program mission allows our future Medical Imaging professionals to provide quality health care services to the community, thereby enabling the students to achieve their expectations and attain their full professional potential.

## Vision Statement

Our Vision is to become a national model for hospital-based medical imaging education. We envision a system-wide School of Medical Imaging dedicated to meeting the human resource needs of the affiliating Ascension St. Vincent ministries and their respective communities.

## Facilities/Locations

The School of Medical Imaging does not have a central facility but exists as an entity for institutional accreditation purposes. Individual programs exist at Ascension St. Vincent's Riverside campus. Each program has its own classroom space. In addition, the programs have laboratory space for laboratory class. All program faculty have offices. Individual programs utilize clinical services found within Ascension St. Vincent's ministries or their contracted entities for clinical education and training purposes. All programs are residential in nature and are not offered online.

## Programs of Study

Ascension St. Vincent's School of Medical Imaging currently offers the following programs:

- Cardiovascular Technology
- Diagnostic Medical Sonography (Abdomen Extended, OB/GYN, Breast, and Vascular)
- Radiography (Radiologic Technology)

# Program Accreditation

| Cardiovascular Technology Program | Diagnostic Medical Sonography Program<br>The Diagnostic Medical Sonography Program is accredited by | Radiography Program<br>The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). |
|---|---|---|
| The Ascension St. Vincent's Cardiovascular Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Accreditation for Education in Cardiovascular Technology | Commission on Accreditation of Allied Health Education Programs in the areas of<br><br>Abdomen Extended, OB/GYN and Vascular Sonography<br>9355 113th Street N<br>#7709<br>Seminole, FL 33775<br>P:727-210-2350<br>Email: mail@caahep.org<br>Website; https://www.caahep.org/<br><br>Upon recommendation of:<br>The Joint Review Committee for Diagnostic Medical Sonography Programs (JRC-DMS)<br><br>6021 University Boulevard, Suite 500<br>Ellicott City, MD 21043<br>P: 443-973-3251<br>Email: mail@jrcdms.org<br>Website: https://www.jrcdms.org/ | Joint Review Committee on Education in Radiologic Technology (JRCERT)<br>20 North Wacker Drive, Suite 2850<br>Chicago, IL 60606-3182<br>Phone: (312) 704-5300<br>Website: www.jrcert.org<br>Email: mail@jrcert.org |

## Program Directors

| Cardiovascular Technology | Diagnostic Medical Sonography | Radiologic Technology |
|---|---|---|
| Amy Higginbotham, BS RT(R)(CI), RCIS<br>Cardiovascular Technology Program<br><br>Amy.Higginbotham@ascension.org<br>(904) 308-8071 | Chemene Wilson, MHS, RDMS, RVT, RT(R)<br>Diagnostic Medical Sonography Program<br><br>Chemene.Wilson@ascension.org<br>(904) 308-8272 | Alexis Cran, MA, BSRS, RT(R)<br>Radiologic Technology Program<br><br>Alexis.Cran@ascension.org<br>(904) 308-8552 |

## Program Faculty

| Diagnostic Medical Sonography |
|---|
| Mary-Katherine Doolin- Junco, MHS, RDMS, RVT<br>Clinical Coordinator<br>Marykatherine.registrer@ascension.org<br>(904) 308-8553<br><br>Rachel Anderson, AA, RDMS, RVT<br>Clinical Instructor<br>rachel.anderson3@ascension.org<br>(904) 308-8578 |

## Award of Completion - Certificate

Upon successful completion of the program, Ascension St. Vincent's Riverside, sponsoring institution, provides a graduation ceremony where each student is awarded a certificate of completion.

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# Section III: Admissions

# Non Discrimination

Ascension St. Vincent's School of Medical Imaging provides equal opportunity to all qualified applicants. The School of Medical Imaging is selective in its admission practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status.The School of Medical Imaging reserves the right to deny acceptance to any individual based on application procedure requirements, minimum academic requirements, or preferences described herein. Selection into the School of Medical Imaging is based on selection into a program within the institution.

# Enrollment Status

The following terms will be used to describe the enrollment status of students.

*Applicant:* An applicant is an individual who has applied for admission into Medical Science Education but has yet to be accepted or rejected.

*Conditionally Accepted:* An individual who has applied for admission and has been accepted to enroll in a program but has not met all enrollment contingencies will be considered conditionally accepted. Failure to meet all enrollment contingencies will result in a *withdrawal of acceptance.* In such instances, the conditionally accepted candidate will not have been considered enrolled.

*Inactively Enrolled:* A student is considered inactively enrolled once a conditionally accepted candidate has met all contingencies for active enrollment, when an actively enrolled student begins an approved Leave of Absence (LOA) or when a previously enrolled student has been granted approval for reinstatement.

*Actively Enrolled:* A student is considered actively enrolled when he/she is attending and actively engaging in academic activities including classroom attendance, clinical and lab participation. Under such conditions, the student will remain actively enrolled unless he/she voluntarily withdraws, is dismissed, is on an approved Leave of Absence, or stops attending program related academic activities for a period of two (2) business days without notice to program directors of intent to remain actively enrolled. The last date of attendance will be the last day a student had any academic activity including but not limited to classroom attendance, clinical, or lab participation.

*Withdrawn:* Medical Science Education will honor the notice of students wishing to withdraw from any program. The withdrawal notice must be in writing (hand-written or typed), dated, and signed by the student. The student must physically turn in required documents and objects as outlined by the program. The student will receive a withdrawal 'W' course grade for all courses not completed during the semester of withdrawal. A 'W' course grade is not factored into the student's GPA. Withdrawing during or after the final exams week will result in earned grades for the courses. The official withdrawal date will be the next business day following the last day a student had any academic activity or clinical activity.

*Dismissed:* A student is considered dismissed when he/she is involuntarily terminated from the college. The two forms of dismissal are 1) academic dismissal (see academic progress standards policy) and 2) corrective action dismissal (see corrective action policy). In either instance, the student will be given a letter of termination from the respective program director stating the reason for dismissal. A student who is dismissed prior to the final day of the semester will receive an "F" letter grade for each course taken during the semester of dismissal. The official dismissal date will be the date on the termination letter.

*Graduated:* The student successfully completed all program requirements and achieved a terminal award offered by the program.

## Application Procedure

To be considered for admission into any program, applicants must complete the following:

1. Completed and signed application.
2. Submission of the non-refundable **$25** application fee. The fee must be in the form of a personal check, money order, or cashier's check. Cash will not be accepted.
3. Submission of official transcripts from all American post-secondary institutions including colleges, universities, technical, vocational, and training programs.
4. Applicants must be a United States citizen or permanent legal "green card" resident
5. Three professional reference forms.
6. Additional requirements may be required by individual programs.

Each program within the School of Medical Imaging will establish its application procedure. Candidates should refer to the individual program of interest for the procedure.

## Application Deadlines

Applications, application fees, and additional documents are required by each program. See individual program information for application requirements and deadlines. All admission documents must be in the possession of the program director by the stipulated deadline. All submitted documents become the permanent possession of Ascension St. Vincent's School of Medical Imaging.

## Foreign Educated Applicants

Applicants educated in foreign countries are welcomed to apply to the program. However, candidates must have completed all of the programs 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.

## Minimum Admission Requirements

Each program within the School of Medical Imaging will establish minimum admission requirements. Candidates should refer to the individual program of interest for minimum requirements.

## Advanced Placement/Credit for Prior Learning

Ascension St. Vincent's Riverside does not have a transfer placement or transfer student/credit policy for incoming students. The program reserves the right to deny transfer of students/credit. A determination of course equivalency will be made by the Admissions Committee during the interview process of new applicants. All admitted students must complete the program in its entirety.

## Selection Procedure

Each program within the School of Medical Imaging will establish its own selection procedure and timelines. Candidates should refer to the individual program of interest for the information..

## Conditional Acceptance

Individuals granted conditional acceptance by a program must meet additional requirements before active enrollment is granted. Active enrollment will be contingent on the following:

1. Complete and returned enrollment agreement
2. Submit the required tuition deposit
3. Send updated academic transcripts to the program director if academic work is in progress at the time of application
4. Complete mandatory physical exam
5. Pass drug screen
6. Complete CPR for Healthcare Providers through American Heart Association
7. Pass a criminal background and sex offender check plus a professional license/certification review
8. Submit proof of health insurance coverage
9. Meet additional program specific requirements as stipulated

## Disability

Ascension St. Vincent's School of Medical Imaging does not discriminate on the basis of disability as determined by the American with Disabilities Act (ADA). Programs do not request disability information from program candidates. Likewise, candidates are advised to not discuss or disclose a disability to program faculty, students, or other representatives. The Disability Accommodations Policy will detail the procedure requests for disability accommodations.

## Disclosure of Criminal History

All applicants will be asked on the application to disclose their criminal history, excluding speeding and minor traffic violations. Applicants who disclose their criminal history must provide details as directed on the application. Failure to disclose a positive criminal history will result in denial of the application or withdrawal of the conditional acceptance. The School of Medical Imaging reserves the right to deny acceptance to any individual with a positive criminal history based on individual circumstances. Individual programs with the Schools of Medical Imaging may have additional requirements regarding a positive criminal history.

## 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.

# Section IV: Academic Information

# Academic Calendar

| Academic Calendar<br>2025-2027 | |
|---|---|
| **Fall 2025** | |
| September 2<br>September 2<br>November 26-28<br>December 19 | Semester begins<br>Labor Day Holiday<br>Thanksgiving break<br>Semester Ends |
| **Winter break December 22, 2025 - January 2, 2026** | |
| **Spring 2026** | |
| January 5<br>January 19<br>April 3<br>April 24 | Semester begins<br>MLK Jr Holiday<br>Good Friday<br>Semester Ends |
| **Spring break April 27- May 1, 2026** | |
| **Summer 2026** | |
| May 4<br>May 25<br>July 4-5<br>August 21 | Semester begins<br>Memorial Day<br>Independence Day<br>Semester Ends |
| **Summer break August 24-28, 2026** | |

# Academic Overview

The School of Medical Imaging runs in a semester format. Students will complete academic and clinical courses taught during that semester. The length of each program will be described in the appropriate program section. Students must enroll in all courses taught during the semester; part time enrollment is not permissible. Students are given course syllabi at the beginning of each semester. The course syllabi details content taught in the course, course expectations, grading criteria and a course calendar.

# Academic Credit

Academic credit is calculated following completion of each program course. The number of credits varies according to the number of scheduled hours for lecture, laboratory and clinicals. Academic credit is used in the calculation of Grade Point Average (GPA- see below). For this purpose “clinical” refers to any activity in which the student applies their training in the delivery of care to actual patients and the related activities of a practicing professional in the respective field. Credits have been calculated using standards set forth by the Accrediting Bureau of Health Education Schools; however no credits are granted by attendance of this program.

Academic credit is calculated according to the following formula:

- Lecture Credit: 15 hours per semester = 1 credit
- Laboratory Credit: 30 hours per semester = 1 credit
- Clinical Credit: 45 semester hours = 1 credit

## Transfer of Student/Credit Policy

Transfer of credits from Ascension St. Vincent's School of Medical Imaging is at the discretion of the accepting institution and it is the students responsibility to confirm whether or not credits will be accepted by another institution of the students choice.

## Academic Progress Standards

Ascension St. Vincent's School of Medical Imaging is committed to offering enrolled students high quality health education that leads to gainful employment and/or advanced training in the respective field. 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 School of Medical Imaging programs. Academic progress standards include:

- The student must pass individual assessments as determined by the program.
- The student must pass all program courses in accordance with the criteria published in the respective course syllabi. Students may not challenge courses/examinations to skip a course or complete courses ahead of the academic schedule.
- The student must successfully 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. Unless the student has been given written notification of an incomplete course with a defined course completion date. In this case the student will be permitted to enroll in the following semester but the incomplete course(s) must be completed by the specified completion date for the student to remain enrolled.
- 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

Individual programs have discretion for establishing pass/fail thresholds for student assessments and required actions, for failed assignments. The programs will publish specific criteria in each course syllabus in accordance with accreditation standards and will provide enrolled students with a course syllabus at the start of each course. Further information regarding academic progress standards are included in the Student Handbook made available to the student on the first day of the program.

The individual programs may choose to have a probation policy. If so, the policy must clearly state conditions on which the student is placed on probation, requirements the student must meet to have probation lifted, the probationary time frame, and results for failing to meet requirements to have probation lifted.

# Course Grades

At the conclusion of 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.
Course Grades are as follows:

| Percentage | Letter grade | Grade points |
|---|---|---|
| 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 School of Medical Imaging, will be assigned a withdrawal (W) course grade for all courses not completed during the semester of withdrawal. A "W" course grade is not factored into the students grade point average calculation. Withdrawing during or after the final exams 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 entire program tenure (cumulative GPA) and is calculated as follows:

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

# Academic Warning/Probation Policy

Academic and clinical grade averages will be reviewed with student's mid and end of semester. Students are expected to meet program academic and clinical requirements. See individual program policies for academic warning/probation.

### Course Failure Policy:

Students are expected to meet program academic and clinical requirements. See individual program policies for academic warning/probation.

### Academic Dismissal

Program dismissal will occur as a result of the following circumstances:

1. Failing to achieve a passing grade of 80% (B-) or higher in any core program course as outlined in the respective course syllabus.
2. Failing to meet requirements to have probation lifted as defined in the programs respective Probation Policy.
3. Failing to meet all graduation requirements pursuant to the Graduation Requirements Policy.

Students dismissed for academic failure will receive a letter grade of "F" for all courses not completed and passed by the date of dismissal.

## Graduation Requirements

The student must complete all graduation requirements as set forth by the individual program.

## Evidence of Eligibility

Prior to graduation, each student will meet with the program director to determine eligibility for graduation as 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.

## 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

#### Absences - Scheduled

Requests for scheduled time off must be submitted to faculty one week in advance using the Google time off form. Program faculty will process the time off form and will return the approved time off request in Google. 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 prior to the scheduled start time. Students must then notify the **Clinical Facility** via a phone call, if no answer, leave a message Failure to notify the clinical coordinator and clinical facility constitutes an unexcused absence and a written warning.

A Google Time Off Forms 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 (2) consecutive 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 program director before 8am on the day of return to inquire when missed examinations are to be completed. Failure to contact the program director or failure to complete assignments will earn the student a ZERO (0) on missed assignments. It will NOT be the responsibility of 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 in clinic, he/she must call 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 a 12 month period 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 had.

## Bereavement Policy

Policy applies for death of family members only- 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.

## 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 by submitting a copy of the summons which is placed in the students 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 Directors 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 (hurricane), faculty will decide when school will be canceled after reviewing local school systems decisions. If school is canceled, the Program Director's and will inform the students when classes/clinic will resume. Any student not returning to the clinic will have PTO time deducted and disciplinary policy implemented.

# Grievance

### 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 School of Medical Imaging at Ascension St. Vincent's 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 in accordance with the philosophy and administrative interpretation. The student's use of the grievance procedure will in no way reflect negatively on the student 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, program faculty member, and the Program Director. Both parties will present their case and give a rebuttal to the evidence. The program academic and clinical manuals and student file will be available for review. Based on the policy and procedure manuals of the program, the Program Director will provide a decision in writing to the student no later than 2 business days
2. If the student is unsatisfied with the Program Directors decision, then he or she must submit in writing a formal grievance letter to the Program Director requesting the grievance be sent to the School of Medical Imaging Director and/or Medical Advisor within 3 business days of the Program Directors decision. The student must release, in writing, enabling access of student educational records to the Medical Advisor/Department Director and human resources. The Director and/or Medical Advisor will meet with the Program Director and evaluate the grievance, the program's policy manuals, and the students' academic and clinical file to attempt to resolve the grievance. The Director and/or Medical Advisor may refer the written grievance and all associated documents to Human Resources for review. The Department Director and/or 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 Department Director and/or 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 Senior Executive Management of Ascension St. Vincent's within 3 business days of the Department Director/Medical Advisor decision; all written documentation will be reviewed, and decision will be made. The decision of Senior Executive Management is final.

The cases for which this procedure is provided are limited to grievances which relate to student tenure with Ascension St. Vincent's Riverside. The basis for settling any grievance will be fair and uniform application of School policy and usual practices, in accordance with our institutional

philosophy and administrative interpretation. The decision of the Senior Executive Management of Ascension St. Vincent's Riverside is final and binding.

# Accrediting Organizations Grievance Process

### CAAHEP Grievance Process

Complaints regarding the CAAHEP accredited program may be submitted to CAAHEP. The formal letter of complaint must be in writing and signed. CAAHEP will then implement the grievance procedure which can be found in the CAAHEP Policy and Procedure manual on page 51. Their policy and procedure manual with detailed instructions can be found at the following site; https://www.caahep.org/CAAHEP/media/Home-Page-Images/PolicyManual.pdf

### JRCERT Grievance Process

The process for reporting grievance to JRCERT can be found on their website at the following: https://www.jrcert.org/accreditation-for-students/allegations/

# Reapplication

Students who have been dismissed or withdrawn from the program as outlined in previous sections, a student may reapply to the program the following year. The application process must be completed in its entirety. The student will receive no special consideration for acceptance to the class. If accepted, the student must satisfactorily complete the program from the beginning. The student may not reapply if they were terminated for any reason other than academic and or clinical failure.

# Academic Integrity

Academic Integrity is the commitment to and demonstration of honest and moral behavior in academic and clinical settings and is a commitment to three fundamental values.

1. *Honesty*: Representing one's academic and or clinical work as true and fairly earned.
2. *Trust:* A firm belief in the truth and moral behavior of someone's actions.
3. *Fairness:* Actions that are in accordance with rules, regulations, and expectations, without taking any advantage to misrepresent one's work or performance.

The School of Medical Imaging believes these values, plus the courage to uphold them even in the face of adversity, are truly foundational to ethical and moral behavior. The School of Medical Imaging strives to communicate and support clear standards of integrity, so students can carry them forward in their personal and professional lives and be proud of meeting the rigorous academic standards.

## Protected Academic Information (PAI)

Any School of Medical Imaging information related to an academic exercise that the school has deemed protected and therefore restricts student access, if at all, to faculty supervised conditions. PAI includes but is not limited to:

- Academic tests, graded or ungraded
- Graded papers, projects, and evaluations
- Instructor notes

## Academic Misconduct

Academic misconduct is any action or behavior in an academic or clinical situation that calls into question a student's honesty, trust or fairness. Examples of academic misconduct include but are not limited to the following:

1. Plagiarism: the adoption or reproduction of ideas, words, or statements of another person without due acknowledgment.
2. Cheating: Any attempt to give or obtain assistance in a formal academic exercise not permitted by the instructor, program or School.
3. Fabrication: The falsification of data, information, or citations in any formal academic exercise
4. Academic theft: The unpermitted taking of protected information by any means including but not limited to physically removing material, taking pictures, transcribing verbally or in writing, digitally copying, or printing the material.
5. Interference/Sabotage: Acting to prevent others from completing their work or misrepresenting their work
6. Unauthorized access: Accessing another's private academic information or institutional PAI by any means and in any setting including but not limited to via computer, hard copies, faculty offices, and classrooms.

## Academic Misconduct Consequences

Violations of academic integrity demean the violator, degrade the learning process, discredit the accomplishments of past and present students, and tarnish the reputation of the School of Medical Imaging. Students are expected to always demonstrate and uphold the values of academic integrity. To that end, the Schools of Medical Imaging has zero tolerance for academic misconduct. Any violations of academic integrity will result in immediate dismissal from the School of Medical Imaging.

## Student Conduct

<u>Disciplinary Action</u>

Students are expected to follow the rules and regulations of the programs. 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. Second occurrence of being put on suspension
3. Improper professional conduct.
4. Failure to abide by policies and procedures of the program.
5. Inadequate technical ability in the classroom or clinical setting.
6. Failure to pass one or more scan lab examinations during orientation.
7. Unsatisfactory scholastic/clinical average.
8. Insubordination, as exemplified by rude or discourteous behavior toward 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.
9. Chronic absenteeism, tardiness, and/or sick call.
10. Absence from clinic/class without proper notification or approval. (no call/no show)
11. Leaving the clinic/classroom without proper permission.
12. Theft.
13. Intoxication/substance abuse (see policy).
14. Gambling.
15. Misappropriating or intentionally damaging property belonging to the Hospital, its employees, or its patients.
16. Accepting gratuities from patients or from firms doing business with the Hospital.
17. Continued interference with the work of other students or staff.
18. Falsification of personnel or other hospital records.
19. Cheating/Plagiarism.
20. Failure to properly report an injury related to work in the clinical environment.
21. Parking outside boundaries outlined by security at all clinical sites.
22. Violation of any HIPAA laws.
23. Dismissal from/not rotating through a required a clinical site

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

# Section V: Tuition and Expenses

Total Fees for each program are broken down according to the program.

| | Cardiovascular Technology | Diagnostic Medical Sonography | Radiography |
|---|---|---|---|
| **Tuition per semester** | **Semester I<br>$1,250.00<br>Semester II<br>$1,250.00<br>Semester III<br>$1,250.00<br>Semester IV<br>$1,250.00** | **Semester I<br>$1,500.00<br>Semester II<br>$1,500.00<br>Semester III<br>$1,500.00<br>Semester IV<br>$1,500.00<br>Semester V<br>$1,500.00** | **Semester I<br>$1,500.00<br>Semester II<br>$1,500.00<br>Semester III<br>$1,500.00<br>Semester IV<br>$1,500.00<br>Semester V<br>$1,500.00** |
| **Total** | **$5,000** | **$7,500** | **$7,500** |

## Additional fees

| | Cardiovascular Technology | Diagnostic Medical Sonography | Radiography |
|---|---|---|---|
| **Application fee** | **$25** | **$25** | **$25** |
| **Deposit** | **$100** | **$100** | **$100** |
| **My Clinical Exchange** | **N/A** | **$79** | **$79** |
| **Trajecsys** | **$150** | **$150** | **$150** |
| **Clover Learning (RTBC)** | **N/A** | **N/A** | **$240** |
| **Textbooks/Printing Fee** | **$150** | **$500** | **$500** |
| **CPR** | **$50** | **$50** | **$50** |
| **Uniforms** | **$100-$150** | **$100-$150** | **$100-$150** |
| **Certifying Exams** | **CCI Practice Exam: $65<br>RCIS exam $365** | **SPI $250<br>Specialty $250 per exam (4 exams: Abd, Br, OB/Gyn, Vasc)** | **ARRT exam $225** |
| **State license** | **$0** | **$0** | **$55.00** |
| **Seminar** | **TBD** | **$325 registration fee** | **$100 +<br>taxes/fees/hotel/transportation** |

| | | | |
|---|---|---|---|
| **Total** | **$1,055** | **$2,329- $2,579** | **$1,674** |

## Reduction of Tuition or Fees

Ascension St. Vincent's School of Medical Imaging does not offer any reduction in tuition or fees for applicants or enrolled students.

## Payment Due Dates

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 required 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 to the DMS Program Director - all credit card payments are deposited into account #83200-507010. Students will sign the credit card receipt and will be provided a copy of the receipt from the credit card machine.

Failure to pay tuition and fees by the established due dates will result in the student being suspended for up to two weeks or until all required fees are paid. Failure to pay all tuition and fees within the two-week suspension period will result in the student being dismissed from the respective program.

Accepted students will be required to pay an enrollment deposit of $100 by the date established in the Enrollment agreement. This deposit will reserve their place in the program and will be applied to the students tuition balance. This deposit is not refundable.

## Refund Policy

As discussed in the Tuition and Fees section, the initial $25.00 application fee and $100 deposit payment are non-refundable. Tuition is collected per semester at mid semester (week 8), which is after the drop/add period; thus, resulting in no refunds for that semester. If a student withdraws from the program during weeks 1-7 of that semester, no tuition will be charged, therefore no refund is needed.

## Financial Aid

Ascension St. Vincent's School of Medical Imaging does not participate with Title IV federal student aid (FAFSA), and as a result, students may not be able to have their existing student loans deferred. Students should contact the financial aid of the college/institution through which the loan was processed to discuss their options.

# Veterans Administration Students

## Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum 80% in each academic course and 85% in clinic at the end of each term.

A VA student who falls below 80% in any academic course or 85% in a clinic will be placed on academic probation for a maximum one consecutive term of enrollment. If the VA student is still below 80% in any academic course or clinic at the end of the school probationary period, the student's VA educational benefits will be terminated and termination from the educational program will occur.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified upon readmission into the next class.

## Veteran's Attendance Policy:

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 8 hours absence.

Students exceeding 20% **total (24hours)** absences in a calendar month **will be** terminated from their **VA benefits** for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## Veteran's Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course and must be pro rata to the very end.

Any VA debts associated with a student's withdrawal will be assessed directly to the student by VA. The formula for the refund is—total hours completed-divided by the total hours of the program-minus 1 = percentage amount of total charges to refund.

## Veteran's Credit for Previous Education or Training

Students must report all previous post-secondary education and training. The school must maintain a written record that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, those transcripts have been reviewed and evaluated, and appropriate credit has been granted toward the student's current program, with training time shortened and tuition reduced proportionately, and the veteran so notified

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

# Section VI: Student Services

Students enrolled in Ascension St. Vincent's School of Medical Imaging are eligible to receive the following services:

## Career/Employment Placement

Ascension St. Vincent's School of Medical Imaging does not guarantee employment upon graduation. Program faculty assists students in finding employment opportunities relative to their training field. In addition to writing recommendation letters, faculty also post position openings and offer resume' and interview writing tips.

## Counseling/Academic Assistance

Faculty offers academic counseling to all enrolled students (upon request). Each faculty member practices an "open door" policy when applicable. While college faculty members are available for individual academic assistance, the college does not offer formal tutoring service.

## Counseling: Student & Employee Assistance Program

Counseling of a personal nature is available to students upon request or as needed by the Medical Center's Corporate Care Works (CCW) program. Ascension St. Vincent's Riverside CCW number is 800-327-9757 and is available free to all students and their families – for up to six visits. Referrals may be made through Program Officials or through self-referrals. This program is a hospital-wide 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. is referable. Any contact with the CCW is strictly confidential. There is no charge for the first six meetings with the CCW coordinator; 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 if applicable

## 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 have a record of such impairment even if they do not currently have a disability (http://adata.org/)

The School of Medical Imaging Programs do 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 which 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 receipt the following health services

1. Pre-employment health assessment is through the hospital occupational health department and includes a physical exam, drug screen, immunization screening to assure compliance with hospital and regulatory requirements.
2. Annual surveillance includes but may not be limited to annual mandatory flu vaccination and other annual health services offered to hospital associates.
3. 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 to the student.
4. 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 308-8485, option 7.

## Library Facilities

The Medical Library is found online
https://ascensionfl2.tdnetdiscover.com/pages/7881/asc_florida
Research databases include; BSCO, PubMed, OVIDSP, Journals, Copier, Computers, etc. 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 and for the individual student's use. A computer resource lab is provided by the School of Medical Imaging and by the Medical Center and each student is given a computer sign on at the beginning of the program

## Language

All classroom and clinical instruction will be conducted in English. Language assistance is not available.

## Malpractice and General Liability Coverage

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

# Wellness Services

Ascension St. Vincent's Riverside offers a Wellness program for students (physical and spiritual).
Physical wellness opportunities include tobacco cessation and onsite gym ($70/yr).
The Spirituality Center offers prayer for employee's needs, meditation, bible study sessions, journaling, mission trips and sessions on becoming spiritually mature.

# Section VII: Safety

# Campus Safety

Ascension St. Vincent's is committed to ensuring the safety and wellbeing 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 in order 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, 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

The laws of Florida permit individually licensed individuals to carry concealed weapons in certain public areas. 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

Students on allied health must be aware of the risks associated with working and training in a healthcare environment. The following risks apply to all programs:

1. Exposure to infectious diseases:
    - Students may be exposed to patients with known and unknown infectious diseases
    - Students may handle and dispose of body secretions, blood, stool, urine, etc…
2. Exposure to workplace violence
    - Students may be exposed to combative or aggressive patients, family, or the general public.

The following environmental risk apply to working and training in the **Diagnostic Medical Sonography Program**

1. Repetition of body mechanics while scanning
    - Scanning patients requires an abducted arm and holding a transducer during the scans.
    - Ergonomics is taught to the DMS students to avoid musculoskeletal injuries such as carpal tunnel, tendonitis and back injuries.

The following environmental risk apply to working and training in the **Radiography Program**

1. Exposure to potentially harmful radiation
   - Students will have frequent contact with radiation producing devices
2. Exposure to powerful magnetic fields
   - Students will observe and may train in the MRI clinical area in their final semester.

The following environmental risk apply to working and training in the **Cardiovascular Technology Program**

1. Exposure to potentially harmful radiation
   - Students will have frequent contact with radiation producing devices
2. Exposure to bodily fluids
   - Students will have frequent contact with blood. Proper PPE is taught to the student to help with not being in direct contact with blood.

### Tobacco Free Workplace

Ascension St. Vincent's Riverside is a smoke and tobacco 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.

### Natural Disaster Policy

In the event of a natural disaster (ex: hurricane), institution faculty will decide when school will be canceled. If school is canceled, none of the students personal time off (PTO) will be used while schools are closed. The School of Medical Imaging faculty will inform the students when classes/clinic will resume. Any student not returning to the clinic will have PTO time deducted and disciplinary policy implemented.

Examples of inclement weather which may impair the students return to clinic or class and are considered excused absences:

- Neighborhood Street flooding – unable to exit home or neighborhood (efforts must be made to take alternate routes)
- Impassable roads due to tree damage (efforts must be made to take alternate routes)
- Home flooding – unable to exit or return home
- Pre or Post Evacuation – unable to return home due to damage or lack of transportation

# Records/Transcript Requests

Ascension St. Vincent's Riverside Schools of Medical Imaging 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 Schools of Medical Imaging, in accordance with 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 Schools of Medical Imaging believes in limited disclosures of information from student's files to third parties. Only members of the faculty have access to the student's files. Access is for education and guidance of students and for other legitimate school business. Written permission from the student is required for transcripts to be released to any third party (including 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 Schools of Medical Imaging retains student records as follows:

1. The Program Secures student records in the Program Director's office. A 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 records
- Attendance records
- Transcripts (prior college and programmatic)
- Demographic information
- Teacher ratings and observations
- Didactic and/or clinical reports
- Clinical Evaluations

- Disciplinary action
- Clinical competencies
- Application and associated documents
- Tuition recipes
- Mandatory education materials
- Orientation documents
- CPR
- FIT testing
- Counseling and Advising Documents

# Section VIII: Diagnostic Medical Sonography

# Diagnostic Medical Sonography Profession

## Overview Of The Profession

Sonography is a non-invasive medical procedure that uses the echoes of high-frequency sound waves to construct an image of internal organs or body structures. In sonography, a transmitting device (transducer) sends out high-frequency ultrasound waves (containing no radiation) which bounce off the surfaces of the object they hit. The reflected sound forms an echo which is visualized on the screen.

There are several areas of specialization in the field of sonography, including:

- **Abdomen (AB)** - evaluation of all the soft tissues, blood vessels and organs of the abdominal cavities (for example: liver, spleen, urinary tract and pancreas), and small parts/superficial structures (for example: thyroid and scrotum).
- **Obstetrics (OB)/Gynecology** - evaluation of the female reproductive system and fetal development during the 1st, 2nd and 3rd trimester.
- **Vascular Technology (VT)** - evaluation and analysis of the hemodynamics (blood flow) of peripheral vessels, abdominal blood vessels, intracranial and extracranial vessels.

A diagnostic medical sonographer is a highly-skilled professional who uses specialized equipment to create images of structures inside the human body. As an occupational prerequisite, the diagnostic medical sonographer 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 Sonography.

The diagnostic medical sonographer functions as delegated agent of the physician and does not practice independently. Diagnostic medical sonographers are committed to enhanced patient care and continuous quality improvement that increases knowledge and technical competence. Diagnostic medical sonographers use independent, professional and ethical judgment and clinical thinking to perform diagnostic procedures safely.

The professional responsibilities of a diagnostic medical sonographer include, but are not limited to:

- Obtains, reviews, and integrates pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- Performs appropriate procedures and records anatomic, pathologic, and/or physiologic data for interpretation by a physician.
- Records, analyzes and processes diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- Exercises discretion and judgment in the performance of sonographic and/or related diagnostic services.
- Demonstrates appropriate communication skills with patients and colleagues
- Acts in a professional and ethical manner
- Facilitates communication and education to elicit patient cooperation and understanding of expectations and responds to questions regarding the sonographic examination.

*The above information was obtained from the Commission on Accreditation of Allied Health Education Program (CAAHEP), Standards and Guidelines for an Accredited Educational Program for the Diagnostic Medical Sonographer, 2021.*

# Essential Skills & Abilities

To practice sonography, sonographers must possess the following skills and abilities:

1. Motor Skills
    - Sit, stand or walk for extended periods
    - Ability to demonstrate hand-eye coordination for scanning using fine and gross motor skills
    - Perform physically strenuous tasks including transport, lift, move, and transfer patients from bed to wheelchair or stretcher and then from wheelchair or stretcher back to bed.
    - Possess the ability to carry equipment and supplies which includes carrying, benign, kneeling, twisting, stooping, lifting crouching, pushing, pulling, reaching (including overhead)
    - Ambulate independently and rise from a seated position without assistance
    - Administer CPR independently
    - Perform hand and upper extremity fine motor skills to include repetitive motions and sustained positions for extended periods of time
    - Fine motor skills with the wrists, hands and fingers, such as hold, grasp and turn objects
    - Type on equipment while holding transducer and scanning with opposite hand

2. Sensory Skills
    - Visual ability (Corrected as needed) for patient care to include but not limited to the following: recognize and interpret facial expressions, body language, normal and abnormal movement patterns
    - Visual ability (Corrected as needed) to focus for equipment use for extended periods
        - Depth perception
        - Peripheral vision
        - Distinguish subtle shades of gray and color changes
        - Subtle differences of shapes and objects
    - Auditory ability to recognize and respond audible speech of various pitch and strength or when lips are not visible (e.g. wearing a surgical mask) or via telephone
    - Hear auditory alarms (e.g. patient monitors, fire alarms)
    - Olfactory ability to detect odors such as smoke, alcohol, noxious gasses
    - Tactile ability to palpate pulses, skin temperature, or palpable masses.

3. Communication Skills
    - Ability to read, write, communicate, and understand English (verbally and in writing) with patients, family members, health care personnel, and faculty.
    - Adapt verbal communication to patient/visitor limitations (e.g. hearing loss, pediatrics, diminished mental capacity)
    - Ability to explain procedure to patient, obtain clinical and medical history from patient or other health care providers, obtain laboratory results, communicate sonographic description of examination findings to physicians and peers.
    - 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.

4. Behavior Skills
   - Provide safe and competent patient care
   - Demonstrate/act ethically in the classroom and clinical setting
   - Accept feedback in a respectful and professional manner
   - Express self in a respectful and professional manner
   - Foster and maintain professional relationships with patients, peers, healthcare providers and faculty.
   - Manage interpersonal and organizational conflicts in a respectful and professional manner
   - Adapt to a changing environment (e.g. clinical site rotations, patient schedule changes)
   - Monitor own emotional state/manage frustration appropriately
   - Accept responsibility for own actions, errors, or imperfections
   - Respect interpersonal boundaries

5. Critical thinking and  Cognitive skills
   - Recognize cause and effect relationships
   - Apply principles, indications, and contraindications for sonographic examinations
   - Perform tasks in a logical and efficient sequence
   - Prioritize multiple  tasks
   - Problem solve when the solution is not self-evident
   - Interpret sonographic findings in relation to anatomical presentation, imaging quality, and patient clinical/medical/laboratory results/correlative medical imaging procedures.
   - Demonstrate attention to detail
   - Evaluate own performance to determine corrective actions when appropriate

# Program Overview

The Diagnostic Medical Sonography Program at Ascension St. Vincent's Riverside is a 22 month, full time residential educational program covering the art and science of sonography. Individuals interested in the program must submit an application to be considered for acceptance into the program. If selected, classes begin in June and graduation occurs 22 months later in April. Since the program has limited student capacity, selection into the program is competitive. Not every applicant who applies will be selected. To learn more about the selection process, see "Admissions" in this section.

The Sonography program curriculum consists of both intensive classroom education and hands-on clinical training. Enrolled students are engaged in clinical or classroom activities on site five days per week. All classroom education is at Ascension St. Vincent's Riverside and clinical education is at various facilities in Jacksonville.

Sixty days prior to graduation, students enrolled in the program are eligible to apply for the sonography boards through the American Registry of Diagnostic Medical Sonographers (ARDMS) under prerequisite 2. The student must pass the ARDMS Sonography Principles and Instrumentation (SPI) exam and at least one specialty exam (Abdomen, OB/GYN, or Vascular Technology) to be a credentialed technologist through the ARDMS. More information may be found by visiting the ARDMS at https://www.ardms.org/discover-ardms/students/resources-for-sonography-students/

# Clinical Externships

In addition to onsite didactic (classroom) education, enrolled students learn to apply sonographic concepts in the clinical setting. All clinical sites will be visited at least once throughout the course of the program. The clinical rotations are developed to facilitate didactic and clinical learning experience by exposing the student to as many sonography procedures and equipment as possible. The main clinical sites are: Ascension St. Vincent's Riverside (ASVR), ASV Southside, ASV Clay, Shands, Baptist South. In addition, students will rotate through the following specialty sites: Hill Breast Center, ASVR Breast Center, Cardiothoracic Vascular Surgical Associates Offices, Regional Obstetric Consultants, Wolfsons, OB Office at ASV-Southside, OB Office at ASV-Family Practice, and McIver Urology Clinic

# DMS Program Mission Statement

Ascension St. Vincent's Riverside School of Medical Imaging Diagnostic Medical Sonography Program is dedicated to providing meaningful learning and preparation of qualified sonography professionals. The program mission allows our future sonography professionals to provide quality health care services to the community, thereby enabling the students to achieve their expectations and attain their full professional potential.

# Goals of the Diagnostic Medical Sonography Program

To prepare competent entry-level Abdomen Extended, Breast, Obstetrics and Gynecology, and Vascular Sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

Upon graduation from the Ascension St. Vincent's Diagnostic Medical Sonography Program, the student will be able to perform the following objectives

Cognitive Domain

1. Obtain appropriate clinical history, apply the information, use critical thinking to the sonographic examination and effectively communicate using correct medical and sonographic terminology in the interprofessional healthcare setting.
2. Possess a general medical knowledge base and use sound judgment to perform effectively in a healthcare setting.

Psychomotor Domain

1. Demonstrates the ability to perform quality diagnostic examinations and accurately communicate (oral or written) sonographic findings in a timely manner
2. Appropriately optimize images, modifies the protocol of an examination based on circumstances, patient cooperation, conditional limitations or sonographic findings.

Affective Domain

1. Able to respond to the needs of the patient.
2. Functions effectively as a member of the health care organization, conducts themselves in an ethical and professional manner, and accepts constructive feedback and responds appropriately.

# Admission Requirements

In the selection of students, the program does not discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. Classes are generally limited to six (6) students. The committee also selects 2 alternates.

Applicants must be 18 years of age and certified as a registered Radiologic Technologist **or** have a minimum of an Associate's Degree with the successful completion of the following prerequisite college level courses:

- Introduction to Physics or Physics for Liberal Arts
- Human Anatomy and Physiology I and II
- College Algebra
- Medical Terminology
- Communication Skills (ENC 1101, Speech, English Composition, or Communications)

The prospective student must submit the following no later than April 1st to be considered for the courses that begin in June:

- application
- 3 professional references using designated form
- all college transcripts
- resume or personal statement letter
- non-refundable $25 application fee
- proof of vaccination for Coronavirus
- Copy of current Cardiopulmonary Resuscitation (CPR) certification in Basic Life Support (BLS) for Healthcare Providers through The American Heart Association

## Applicant Selection Procedure

Applications are initially reviewed for completeness of required documents. Only members of the program faculty will review application files for minimal requirements. Only those applicants meeting 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. Interviews will be conducted by a panel of core program faculty, sonographers, and a current sonography student. Interviews will be conducted using an established format including defined questions and 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, 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. 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 with regards to 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 Sonography Program Preview will provide the selected applicants with important information to assist them in making an informed decision regarding attendance for the Sonography program at Ascension St. Vincent’s.

Preview agenda will include but is not limited to::

- Introduction to Sonography
- Program Schedules (master schedule, academic, etc)
- Orientation Syllabus Overview
- Curriculum Semester One Overview
- Textbook/Laptop Requirements
- Dress Code
- Clinical Expectations
- Q&A with current students

Once the applicant accepts their position in the Sonography 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 start date

## Disclosure of Criminal History

All applicants will be asked on the application to disclose any criminal actions or proceedings, excluding speeding and minor traffic violations. Applicants who disclose their criminal history must provide details as directed on the application. Failure to disclose a positive criminal history will result in denial of the application. In addition, enrolled students are required to disclose any criminal actions, excluding speeding and 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 Diagnostic Medical Sonographers (ARDMS) 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 is required to submit a Compliance Pre-determination application to the ARDMS at their own expense. Upon receipt of the decision, the student will be required to forward the decision of the ARDMS to the program director. The decision of the ARDMS will be considered when determining if the student will remain enrolled in the program. Denial of pre-eligibility by the ARDMS will result in immediate termination of the student.

The DMS 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 ARDMS pe-eligibility decision.

## Advanced Placement or Transfer Student/Credit Policy

Ascension St. Vincent's Riverside does not have a transfer placement or transfer student/credit policy. Applicants are expected to enter the program with the minimum of an associates degree plus the following prerequisites: Anatomy & Physiology I & II, Medical Terminology, College Algebra, Introduction to Physics, and one of the following: English Composition, Communications, Written Communication, or Speech. Applicants who are accepted into the Sonography Program will be required to complete the program in its entirety.

## Graduation Requirements

Sonographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities. For the safety and well being of patients and the community, it is the policy of the Sonography Program to ensure that all graduates entering the profession of sonography have met the rigorous requirements for graduation thus enabling their eligibility to apply for the ARDMS board examinations.

In addition to successful completion of all mandatory clinical competencies (refer to Graduation Requirements in 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. Apply principles of body mechanics in the correct manner.
5. Successfully perform basic mathematical functions.
6. Correctly operate sonographic imaging equipment and accessory devices.
7. Correctly position the patient and transducer to perform sonographic examinations and procedures.
8. Successfully modify standard procedures to accommodate for patient condition and other variables.
9. Correctly process a sonography study.
10. Correctly, adjust machine functions, transducers, and accessories for various patient conditions to maintain appropriate sonographic quality.
11. Practice the ALARA principle of sonography exposure for the patient, self and others at all times.
12. Successfully recognize emergency patient conditions, initiate first aid, and basic life support procedures.
13. Evaluate sonographic images for appropriate positioning and image quality.
14. Evaluate the performance of sonographic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
15. Demonstrate knowledge and skills relating to quality assurance.
16. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
17. Understand sound wave production and interactions.
18. Support and practice the SDMS professional Code of Ethics.

19. Completely satisfy tuition balance to equal zero
20. Successfully complete all final clinical competencies.
21. Maintain an academic average of 80% or higher.
22. Maintain a clinical average of 85% or higher
23. Not exceed the maximum sick days according to program policy
24. The sonography student is required to successfully sit for and pass the Sonography Physical Principles Examination by specified date - see physics syllabus.
25. The sonography student is required to successfully sit for and pass one ARDMS specialty examination prior to graduation.

During the twenty two (22) months, 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 in order to graduate and to be eligible to apply to take the American Registry for Diagnostic Medical Sonographers examination.

## Program 5 year Outcomes

| PROGRAM OUTCOMES | Class of 2020 | Class of 2021 | Class of 2022 | Class of 2023 | Class of 2024 | 5 Year Average |
|---|---|---|---|---|---|---|
| Retention Rate | | | | | | |
| Number of Admitted Students | 5 | 4 | 5 | 6 | 6 | 89% |
| Students Re-entering | 0 | 1 | 1 | 0 | 0 | |
| Number Graduating | 4 | 4 | 4 | 5 | 6 | |
| Attrition Rate | 20% | 0% | 20% | 17% | 0% | |
| Retention Rate | 80% | 100% | 80% | 83% | 100% | |
| Employment Rate | | | | | | |
| Number of Graduates | 4 | 4 | 4 | 5 | 6 | 100% |
| Number of Graduates Employed | 4 | 4 | 4 | 5 | 6 | |
| Job Placement Rate | 100% | 100% | 100% | 100% | 100% | |
| SPI (Physics) Registry Pass Rates | | | | | | |
| Number Taking SPI Exam | 4 | 4 | 4 | 5 | 6 | 100% |

| | | | | | | |
|---|---|---|---|---|---|---|
| Number Passing SPI Exam | 4 | 4 | 4 | 5 | 6 | |
| SPI Exam Success Rate | 100% | 100% | 100% | 100% | 100% | |
| Abdomen Registry Pass Rates | | | | | | |
| Number Taking Abdomen Exam | 4 | 4 | 4 | 5 | 6 | 100% |
| Number Passing Abdomen Exam | 4 | 4 | 4 | 5 | 6 | |
| Adbomen Exam Success Rate | 100% | 100% | 100% | 100% | 100% | |
| OB/GYN Registry Pass Rates | | | | | | |
| Number Taking OB/GYN Exam | 4 | 4 | 2 | 5 | 4 | 86% |
| Number Passing OB/GYN Exam | 4 | 4 | 1 | 4 | 4 | |
| OB/GYN Exam Success Rate | 100% | 100% | 50% | 80% | 100% | |
| Vascular Technology Registry Pass Rates | | | | | | |
| Number Taking Vascular Technology Exam | 4 | 4 | 4 | 5 | 6 | 97% |
| Number Passing Vascular Technology Exam | 4 | 4 | 4 | 5 | 5 | |
| Vascular Technology Exam Success Rate | 100% | 100% | 100% | 100% | 83% | |
| Breast Technology Registry Pass Rates | | | | | | |
| Number Taking BreastTechnology Exam | | | | | 5 | 80% |
| Number Passing Breast Technology Exam | | | | | 4 | |
| Vascular Technology Breast Success Rate | | | | | 80% | |

# DMS Program Curriculum

| Orientation Summer | | | | | |
|---|---|---|---|---|---|
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 101 | Introduction to Sonography | 49 | 0 | 0 | 3 |
| SON 102 | Introduction to Clinical Concepts | 24 | 0 | 0 | 1.5 |

| | | | | | |
|---|---|---|---|---|---|
| SON 103 | Orientation SCAN Laboratory | 0 | 190 | 0 | 6 |
| SON 104 | ClinicOrientation | 0 | 0 | 80 | 1.5 |
| **Total** | | **73** | **190** | **80** | **12** |
| Semester One - Fall | | | | | |
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 105 | Abdomen Sonography Extended I | 33 | 28 | 0 | 3 |
| SON 106 | Gynecology Sonography I | 26 | 13 | 0 | 2 |
| SON 107 | Obstetric Sonography I | 32 | 20 | 0 | 2.5 |
| SON 108 | Ultrasound Physics I | 34 | 0 | 0 | 2 |
| SON 109 | Vascular Technology I | 30 | 14 | 0 | 2 |
| SON 110 | Clinical Practicum I | 0 | 0 | 352 | 7.5 |
| **Total** | | **155** | **75** | **352** | **19** |
| Semester Two - Spring | | | | | |
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 111 | Abdomen Sonography Extended II | 33 | 30 | 0 | 3 |
| SON 112 | Gynecology Sonography II | 34 | 0 | 0 | 2 |
| SON 113 | Obstetric Sonography II | 34 | 8 | 0 | 2.5 |
| SON 114 | Ultrasound Physics II | 34 | 0 | 0 | 2 |
| SON 115 | Vascular Technology II | 30 | 22 | 0 | 2.5 |
| SON 116 | Clinical Practicum II | 0 | 0 | 364 | 8 |
| **Total** | | **165** | **60** | **364** | **20** |
| Semester Three - Summer | | | | | |
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 201 | Abdomen Sonography Extended III | 32 | 4 | 0 | 2 |
| SON 202 | Breast Sonography | 34 | 0 | 0 | 2 |
| SON 203 | Obstetric Sonography III | 34 | 8 | 0 | 2.5 |
| SON 204 | Vascular Technology III | 28 | 6 | 0 | 2 |
| SON 205 | Clinical Practicum III | 0 | 0 | 480 | 10.5 |
| **Total** | | **128** | **18** | **480** | **19** |
| Semester Four - Fall | | | | | |
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 206 | Abdomen Sonography Extended IV | 30 | 0 | 0 | 2 |
| SON 207 | Neurosonography | 34 | 0 | 0 | 2 |
| SON 208 | Vascular Technology IV | 30 | 2 | 0 | 2 |
| SON 209 | Research for Case Studies | 32 | 0 | 0 | 2 |
| SON 210 | Clinical Practicum IV | 0 | 0 | 488 | 10.5 |
| **Total** | | **126** | **2** | **488** | **18.5** |
| Semester Five- Spring | | | | | |
| Course Code | Course Title | Lecture Hours | Lab Hours | Clinical Hours | Credits |
| SON 211 | Registry Review | 64 | 0 | 0 | 4 |
| SON 212 | Clinical Practicum V | 0 | 0 | 560 | 12 |
| **Total** | | **64** | **0** | **560** | **16** |
| **Program Totals** | | **711** | **345** | **2324** | **104.5** |

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 scope of the Program.
Credits have been calculated using standards set forth by the Accrediting Bureau of Health Education Schools; however no credits are granted by 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/Clinical Courses

| | | |
|---|---|---|
| **SONOGRAPHY ORIENTATION** | | September 29-December 19, 2025 |
| SON 101 | Introduction to Sonography | |
| SON 102 | Introduction to Clinical Concepts | |
| SON 103 | Orientation Scan Laboratory | |
| SON 104 | Orientation Clinic | |
| **FIRST SEMESTER** | | January 5 - April 24, 2026 |
| SON 105 | Abdomen Sonography Extended I | |
| SON 106 | Gynecology I | |
| SON 107 | Obstetrics I | |
| SON 108 | Physics I | |
| SON 109 | Vascular I | |
| SON 110 | Clinic I | |
| **SECOND SEMESTER** | | May 4 - August 21, 2026 |
| SON 111 | Abdomen II | |
| SON 112 | Gynecology II | |
| SON 113 | Obstetrics II | |
| SON 114 | Physics II | |
| SON115 | Vascular II | |
| SON 116 | Clinic II | |
| **THIRD SEMESTER** | | August 31 - December 18, 2026 |
| SON 201 | Abdomen III | |
| SON 202 | Breast Sonography | |
| SON 203 | Obstetrics III | |
| SON 204 | Vascular III | |
| SON 205 | Clinic III | |
| **FOURTH SEMESTER** | | January 4 - April 23, 2027 |
| SON 206 | Abdomen IV | |
| SON 207 | Neurosonography | |
| SON 208 | Vascular IV | |
| SON 209 | Research | |
| SON 210 | Clinic IV | |
| **FIFTH SEMESTER** | | May 3 - August 20, 2027 |
| SON 211 | Registry Review | |
| SON 212 | Clinic V | |

### Holidays and Vacations

The DMS 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
Winter Break (2 weeks off- includes Christmas and New Year's)
Summer Break (1 week off)
Labor Day
Thanksgiving (Wednesday, Thursday, and Friday

# Program Faculty

### Program Director

Chemene Wilson, MHS, RT(R), RDMS, RVT
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Chemene Wilson is the Diagnostic Medical Sonography Program Director for the Ascension St. Vincent's Diagnostic Medical Sonography Program. Ms. Wilson has served as Program Director since 2006. Ms. Wilson began her healthcare career in 1992 when she graduated from Ascension St. Vincent's Radiologic Technology Program. She then graduated from the Ultrasound Diagnostic School in 1993. She obtained her Bachelor's Degree from Nova Southeastern University in 2009 and her Masters of Health Science Degree in 2012. Ms. Wilson has past experience as a staff Radiographer where she performed X-Ray and CT examinations, staff Sonographer, Lead Sonographer, clinical instructor for the sonography school and the department school liaison. She is a board certified Radiologic Technologist (RT) in general Radiography (R), Registered Diagnostic Medical Sonographer (RDMS) in Abdomen, Breast, and OB/GYN, and a Registered Vascular Technologist (RVT).

### Clinical Coordinator

Mary-Katherine Doolin-Junco, MHS, RDMS, RVT
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Mary-Katherine Doolin-Junco is the Diagnostic Medical Sonography Clinical Coordinator for the Ascension St. Vincent's Diagnostic Medical Sonography Program. Mrs. Doolin-Junco has served as the Clinical Coordinator since 2016. Mrs Doolin-Junco attended Ascension St. Vincent's Diagnostic Medical Sonography Program in 2012, with completion in 2014. She obtained her Bachelor's Degree in Radiologic and Imaging Science Leadership from Valencia College in 2017 and her Masters of Health Science from Florida Gulf Coast University in 2020. Mrs Doolin-Junco is a board certified Registered Diagnostic Medical Sonographer (RDMS) in Abdomen and OB/GYN and a Registered Vascular Technologist (RVT).

### Clinical Instructor

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Rachel Anderson is the Clinical Instructor for the Diagnostic Medical Sonography Program at Ascension St. Vincent's. Mrs. Anderson has served as the Clinical Instructor since 2023. Mrs Anderson completed the  Ascension St. Vincent's Diagnostic Medical Sonography Program in 2016. She obtained her Associate of Arts degree from Florida State College Jacksonville 2012. Mrs Anderson is a board certified Registered Diagnostic Medical Sonographer (RDMS) in Abdomen and OB/GYN and a Registered Vascular Technologist (RVT).

# Section IX: Radiologic Technology

# The Profession of Radiologic Technology

The radiographer plays an essential role in the diagnosis and treatment of disease by producing diagnostic medical images that assist physicians in patient care. Radiologic technologists perform diagnostic imaging examinations using ionizing radiation while applying principles of radiation protection, patient care, positioning, image acquisition, image evaluation, and quality assurance.

Radiologic technologists work collaboratively with radiologists, physicians, and other healthcare professionals to provide safe, effective, and compassionate patient care. Responsibilities include patient assessment, communication, education, operation of imaging equipment, evaluation of image quality, and adherence to professional standards and ethical practices.

For additional information regarding the profession of radiologic technology, visit the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT).

## Program Overview

Established in 1951, the Ascension St. Vincent's Radiologic Technology Program has a longstanding tradition of excellence in radiologic science education in Jacksonville, Florida. The program is a full-time, 20-month certificate program designed to prepare students for entry-level practice as radiologic technologists. It integrates didactic instruction, laboratory education, and supervised clinical education to develop the knowledge, technical skills, critical thinking abilities, and professional behaviors necessary for success in the radiologic sciences profession.

The program requires approximately 40 hours per week of participation in academic, laboratory, and clinical education activities. The curriculum is structured to provide students with a comprehensive foundation in patient care, radiographic procedures, radiation safety, image production, anatomy and physiology, pathology, and professional practice. Clinical education experiences allow students to apply classroom and laboratory knowledge while participating in radiographic procedures under appropriate supervision.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates who successfully complete all program requirements are eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination.

## Program Mission

The mission of the Radiologic Technology Program is to provide meaningful education and preparation of competent, ethical, and professional entry-level radiographers. Through academic instruction, laboratory practice, and clinical education, the program prepares graduates to provide

quality patient-centered healthcare services while meeting the needs of the communities served by Ascension St. Vincent's.

### Radiologic Technology Program Mission Statement

Provide meaningful learning and prepare fully qualified radiography professionals who will provide quality healthcare services to the community, thereby enabling the students to achieve their expectations and attain full professional potential.

## Program Accreditation

The Radiologic Technology Program is accredited by:

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

The program maintains accreditation through compliance with established standards for educational quality and clinical preparation in radiologic technology.

## Program Award

Upon successful completion of all program requirements, graduates are awarded a Certificate of Completion from Ascension St. Vincent's School of Medical Imaging.

Graduates are eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination in Radiography upon meeting all ARRT eligibility requirements.

## Program Length and Enrollment Status

The Radiologic Technology Program is a full-time program completed over five consecutive semesters. Students must enroll in and successfully complete all required courses, laboratory experiences, and clinical education requirements according to the established program sequence.

Part-time enrollment is not available.

# Clinical Education

Clinical education is an integral component of the Radiologic Technology Program. Students complete supervised clinical experiences within Ascension St. Vincent's facilities and approved

clinical affiliates. Clinical education experiences provide students with opportunities to apply radiographic knowledge and skills while developing competence in patient care, positioning, image production, radiation safety, and professional practice.

Students must successfully complete all clinical education requirements, including required clinical hours, competency requirements, clinical evaluations, and other program-defined clinical expectations prior to graduation.

# Student Support Services

The School of Medical Imaging is committed to supporting students throughout their academic and clinical education. Program faculty maintain an open-door philosophy and encourage students to seek assistance whenever academic, clinical, or personal concerns arise.

Available student support services include academic advising, faculty mentoring, disability accommodations, health services, employee assistance resources, occupational health services, and learning resources.

### Academic Advising

Program faculty monitor each student's academic, clinical, and professional progress throughout enrollment.

Formal advising sessions are conducted approximately every eight (8) weeks, or more frequently as needed. During these meetings, faculty review the student's academic performance, clinical progress, attendance, professionalism, and overall standing within the program.

Students may request additional advising appointments with the Program Director or program faculty at any time.

### Academic Assistance

Students experiencing academic difficulty are encouraged to seek assistance as early as possible.

Faculty members are available to provide:

- Individual academic counseling
- Examination review
- Study strategies
- Learning resource recommendations
- Course guidance

While faculty provide individualized academic support, the Radiography Program does not offer formal tutoring services.

Students are responsible for requesting assistance before academic deficiencies significantly affect their course performance.

**Library & Learning Resources**

The School of Medical Imaging provides students with access to educational resources that support academic success, including electronic learning resources, library services, instructional materials, and program-specific resources.

Students are expected to use all educational resources responsibly and in accordance with institutional policies. Classroom models, laboratory equipment, and instructional materials remain the property of the School of Medical Imaging and must be properly maintained and used for educational purposes only. Ascension Sacred Heart Pensacola and Ascension St. Vincent Jacksonville Medical Library

**Employee Assistance Program (EAP)**

Confidential counseling services are available to students through Ascension's Employee Assistance Program (EAP).

The EAP provides confidential assessment, counseling, and referral services for concerns that may affect academic performance or personal well-being, including but not limited to:

- Stress management
- Anxiety or depression
- Family or relationship concerns
- Substance use concerns
- Financial stress
- Work-life balance

Students are encouraged to utilize these services whenever personal circumstances interfere with their educational success.

Participation in the Employee Assistance Program is voluntary and confidential.

**Health Services**

Students have access to occupational health services throughout enrollment to ensure compliance with institutional and regulatory health requirements.

Health services include, but are not limited to:

- Pre-enrollment health screening

- Drug screening
- Immunization verification
- Tuberculosis (TB) screening
- Annual influenza vaccination requirements
- Occupational exposure evaluation and follow-up
- Post-exposure testing and treatment when indicated

Students are responsible for maintaining all required health documentation throughout enrollment.

Failure to maintain required health clearances may prevent participation in clinical education until compliance is restored.

# Campus Resources

The School of Medical Imaging provides students with access to facilities, equipment, technology, and institutional resources necessary to support academic and clinical success. Students are expected to use all resources responsibly and in accordance with Ascension St. Vincent's policies.

## Student Lockers

Students are assigned lockers for secure storage of personal belongings during program activities. Lockers remain the property of Ascension St. Vincent's.

Students are responsible for maintaining the security of their assigned locker and personal property. Personal belongings should be secured at all times, and the program and institution are not responsible for lost, stolen, or damaged items.

Failure to follow locker and personal property expectations may result in disciplinary action.

## Parking

Students must park only in designated areas established by Ascension St. Vincent's or assigned clinical affiliates.

At Ascension St. Vincent's Riverside, students are assigned to park in the designated student parking area unless otherwise directed. Parking requirements for affiliate clinical sites will be provided prior to clinical assignment.

Students are responsible for following all institutional parking regulations. Parking violations may result in disciplinary action or institutional enforcement.

# Computer and Technology Resources

Students are provided access to institutional technology systems, electronic learning platforms, and hospital information systems for educational purposes.

Students are responsible for protecting login credentials and maintaining confidentiality of all information accessed through institutional systems. Technology resources may only be used for authorized educational and clinical activities.

Unauthorized access, disclosure of confidential information, inappropriate use, or violation of information security policies may result in disciplinary action, up to and including dismissal from the program.

# Identification Badges

Students are issued an Ascension St. Vincent's identification badge prior to beginning clinical education. Identification badges must be worn visibly during all classroom, laboratory, clinical, and program-related activities.

Students may not alter or misuse identification badges. Lost or damaged badges must be reported immediately, and replacement fees may apply according to institutional policy.

# Student Employment and Educational Role Separation

Enrollment in the Radiologic Technology Program is a full-time educational commitment requiring approximately forty (40) hours per week of classroom, laboratory, and clinical education.

Students may maintain outside employment; however, employment responsibilities must not interfere with attendance, academic performance, clinical performance, required program activities, or completion of program requirements. Program schedules will not be modified to accommodate outside employment.

Employment obligations are not considered acceptable reasons for missed class, clinical assignments, tardiness, incomplete coursework, or inability to participate in required program activities.

**Student Employment Opportunities**

Ascension St. Vincent's may provide voluntary employment opportunities for currently enrolled radiography students. Paid employment positions are separate from the educational requirements of the Radiologic Technology Program.

While functioning as employees, students are considered hospital associates and are subject to applicable department, Human Resources, payroll, and institutional policies. Students report directly to the employing department supervisor or designated lead technologist.

Employment-related matters, including scheduling, attendance, performance concerns, and disciplinary actions, are managed by the employing department unless the conduct also affects the student's academic or clinical standing.

Paid employment does not replace, reduce, or alter any academic, laboratory, clinical, competency, or graduation requirements.

### Technical Assistant (TA)

The Technical Assistant (TA) position is an entry-level employment opportunity that supports Diagnostic Imaging departmental operations outside of radiographic examinations.

Responsibilities may include:

- Transporting patients
- Preparing examination rooms
- Restocking supplies
- Cleaning equipment
- Supporting workflow in imaging departments as assigned

Technical Assistants may not:

- Perform radiographic examinations
- Position patients for imaging
- Operate radiographic equipment or make exposures
- Complete clinical competencies
- Receive clinical credit

TA hours are considered paid employment and do not count toward clinical education requirements.

### Student Intern

The Student Intern position provides paid employment opportunities within Diagnostic Imaging while allowing students to participate in patient care activities appropriate to their education level.

Student Interns must:

- Follow all hospital, departmental, radiation safety, and patient care policies
- Work under the supervision of qualified radiologic technologists

- Maintain applicable JRCERT supervision requirements

Student Intern hours are considered employment and are not clinical education hours. Students may not complete clinical competencies, competency evaluations, or receive academic or clinical credit while functioning as a Student Intern.

Student Interns report directly to the Diagnostic Imaging Department Supervisor, Manager, or designated Lead Technologist during scheduled work hours.

**Separation of Educational and Employment Roles**

The Radiologic Technology Program maintains a clear separation between clinical education and paid employment to ensure compliance with JRCERT accreditation standards.

During clinical education:

- Students participate solely as learners.
- Clinical assignments are educational experiences and do not replace paid staff positions.
- Students are supervised according to JRCERT requirements.
- Students may complete required clinical competencies and evaluations.

During paid employment:

- Students function as hospital employees rather than students assigned for clinical education.
- Employment responsibilities, supervision, scheduling, and performance management are managed by the employing department.
- Paid employment hours cannot substitute for clinical hours, competencies, evaluations, or other program requirements.

Program faculty may communicate with department leadership regarding employment-related concerns that may impact student safety, professionalism, academic performance, or clinical standing.

**Eligibility for Student Employment**

Students must maintain satisfactory academic, clinical, and professional standing to participate in paid student employment opportunities.

Students are not eligible for student employment while:

- On academic or clinical probation
- Serving a disciplinary suspension
- Not meeting program attendance requirements
- Determined by the Program Director to be unsafe for patient care

Eligibility may be reinstated upon return to good standing and approval from the Program Director.

**Payroll and Timekeeping**

Radiography students employed by Ascension St. Vincent's must comply with all institutional payroll and timekeeping requirements.

Students must accurately record and approve worked hours according to hospital procedures. All enrolled students are required to access the payroll system at least once every two weeks to review and approve their timecard, including when no hours have been worked.

Failure to complete required payroll approval may result in corrective action and may impact professionalism evaluations or clinical standing.

# Curriculum and Program Completion Requirements

The Radiologic Technology Program curriculum includes courses in:

- Radiographic Procedures and Positioning
- Patient Care
- Radiation Physics and Protection
- Image Production and Evaluation
- Anatomy and Physiology
- Radiographic Pathology
- Clinical Education
- Registry Preparation

To graduate from the program, students must successfully complete all required didactic courses, laboratory requirements, clinical education requirements, competency requirements, and other program completion requirements established by the Radiologic Technology Program.

# Academic and Clinical Progression Requirements

Students must maintain satisfactory academic progress throughout the program. Students are required to successfully complete academic courses with a minimum grade of 80% and clinical courses with a minimum grade of 85% to remain enrolled and progress within the program.

Additional Radiologic Technology Program requirements for progression may include successful completion of program assessments, laboratory requirements, clinical competencies, clinical evaluations, and other program-specific requirements.

Students who fail to meet academic or clinical progression requirements will be subject to the Academic Progress Standards and Course Failure Policies outlined in the Institutional Catalog and Radiologic Technology Program Handbook.

# Graduation Requirements

Students are eligible for graduation upon successful completion of all program requirements, including:

- Completion of the prescribed curriculum sequence
- Successful completion of all academic and clinical courses
- Achievement of required clinical competencies
- Completion of required clinical education experiences
- Completion of program-specific graduation requirements

Students must meet all graduation requirements prior to receiving the Certificate of Completion from Ascension St. Vincent's School of Medical Imaging.

# Goals of the Radiologic Technology Program

**Goal 1: Communication**
Students will demonstrate effective communication skills necessary for professional practice in the healthcare environment.

**Student Learning Outcomes:**

- Students will demonstrate effective oral communication with patients, healthcare professionals, faculty, and clinical staff.
- Students will demonstrate appropriate written communication skills through documentation, assignments, and professional correspondence.
- Graduates will communicate effectively within the medical imaging environment.

**Goal 2: Clinical Competence**
Students will demonstrate clinical competency by applying knowledge, skills, and professional judgment to safely perform radiographic procedures and provide quality patient care.

**Student Learning Outcomes:**

- Students will demonstrate competency in performing radiographic examinations according to established standards of practice.
- Students will apply radiation protection principles and the ALARA philosophy for patients, themselves, and others.
- Students will demonstrate appropriate patient care, positioning skills, image evaluation, and technical proficiency.

- Graduates will demonstrate entry-level clinical competence as radiologic technologists.

**Goal 3: Critical Thinking and Problem Solving**
Students will demonstrate critical thinking and problem-solving skills necessary to adapt radiographic procedures and make appropriate clinical decisions.

**Student Learning Outcomes:**

- Students will evaluate patient condition, clinical indications, and imaging requirements to determine appropriate approaches to radiographic procedures.
- Students will modify procedures based on patient condition, pathology, age, and other clinical variables.
- Students will evaluate radiographic images and identify opportunities for improvement in positioning, technique selection, and image quality.
- Graduates will demonstrate the ability to apply critical thinking skills in the clinical environment.

# Admission Requirements

Admission to the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program is competitive. Selection is based on academic preparation, interview performance, professional attributes, and each applicant's overall potential for success in the program.

The program provides equal educational opportunity to all qualified applicants in accordance with institutional non-discrimination policies.

Applicants must:

- Be at least 18 years of age by the start of the program.
- Hold an associate degree or higher from a regionally accredited institution or qualify for admission through the Florida State College at Jacksonville (FSCJ) Radiography Degree Completion Program.
- Successfully complete all required prerequisite coursework with a minimum grade of **C** in each required course.

Cohort size is determined annually based on available clinical education resources, faculty resources, and accreditation requirements.

Applicants must complete the following prerequisite coursework with a minimum grade of **C** in each course prior to enrollment:

- College Level Math
- College Level Anatomy & Physiology I
- College Level Anatomy & Physiology II
- College Level Medical Terminology (for healthcare professionals)
- College Level English

- College Level History/Social and Behavioral Sciences
- College Level Humanities
- College Level Physics (Physics for Liberal Arts will do)
- College Level Computer/Information Technology

Applicants may have up to **12 semester credit hours** of prerequisite coursework in progress at the time of application. However, all prerequisite coursework must be successfully completed prior to enrollment in the program.

Applicants completing prerequisite coursework after the interview process may receive a lower academic application score because final course grades are unavailable during the initial applicant evaluation.

Applicants must submit the following by the published application deadline to be considered for admission to the August entering class:

- Completed application
- Three professional references using the designated reference form
- Official transcripts from all colleges attended
- Resume or personal statement
- Non-refundable **$25** application fee

Current application materials, deadlines, and reference forms are available on the Radiologic Technology Program website:

https://medicaleducation.ascension.org/florida/radiologic-technology/admissions/application-process

# Accessibility and Technical Standards

### Disability Services

The School of Medical Imaging is committed to providing equal educational opportunities for qualified students with disabilities in accordance with applicable federal and state laws.

Reasonable accommodations are provided through Ascension St. Vincent's Associate Relations after review of appropriate supporting documentation.

Students requesting accommodations are responsible for initiating the accommodation process in a timely manner.

Reasonable accommodations may include modifications such as:

- Extended testing time
- Accessible classroom accommodations
- Alternative instructional materials

- Other approved educational accommodations

Accommodations will not fundamentally alter program requirements or eliminate essential technical standards necessary for safe clinical practice.

Questions regarding accommodations should be directed to Associate Relations and the Program Director.

**Technical Standards**

Students admitted to the Ascension St. Vincent's School of Medical Imaging Radiologic Technology Program must demonstrate the essential physical, cognitive, sensory, communication, and behavioral abilities necessary to safely participate in classroom, laboratory, and clinical education experiences and perform the essential functions of an entry-level radiologic technologist.

Students must be able to meet these standards with or without reasonable accommodation. Students requesting accommodations should follow the procedures outlined in the Disability Services section of this handbook.

The essential skills and abilities required of radiography students are outlined below.

**Essential Skills and Abilities**

The Radiologic Technology Program requires students to demonstrate the physical, cognitive, sensory, communication, and behavioral abilities necessary to provide safe and effective patient care and successfully participate in all program-related activities.

### Motor Skills

Students must be able to:

- Stand, walk, and remain physically active for extended periods.
- Assist with patient transfers, positioning, and mobility.
- Lift, push, pull, and maneuver patients, equipment, and supplies safely.
- Operate radiographic equipment and perform required technical procedures.
- Perform fine motor tasks requiring manual dexterity.
- Perform cardiopulmonary resuscitation (CPR).

### Sensory Skills

Students must possess sufficient sensory abilities to:

- Observe and assess patients, equipment, and the clinical environment.
- Recognize anatomical structures and evaluate radiographic image detail.
- Distinguish differences in shades of gray and image contrast.

- Hear patient responses, verbal instructions, equipment alarms, and emergency signals.
- Palpate anatomical landmarks and assess patient condition.

### Communication Skills

Students must be able to:

- Communicate effectively in written and spoken English.
- Obtain patient histories and communicate relevant clinical information.
- Explain imaging procedures and provide appropriate patient instructions.
- Communicate professionally with patients, families, faculty, physicians, technologists, and healthcare personnel.
- Recognize and appropriately respond to verbal and nonverbal communication.

### Behavioral Skills

Students must demonstrate the ability to:

- Maintain professionalism and ethical behavior in academic and clinical environments.
- Exercise sound judgment and accountability.
- Accept constructive feedback and incorporate recommendations for improvement.
- Adapt appropriately to changing clinical situations.
- Manage stress and maintain professional behavior in challenging circumstances.
- Respect patients, peers, faculty, and healthcare professionals.

### Cognitive Skills

Students must possess the ability to:

- Apply classroom knowledge to laboratory and clinical situations.
- Analyze information and solve problems.
- Prioritize multiple responsibilities and tasks.
- Apply critical thinking and clinical judgment.
- Demonstrate attention to detail.
- Evaluate personal performance and implement appropriate improvements.

## Applicant Selection Procedure

The description below outlines the evaluation criteria, point allocation, and selection process for applicants seeking admission to the Ascension St. Vincent's Radiography Program. Admission decisions are made using an objective, multi-component scoring process that evaluates academic background, healthcare experience, professional references, and interview performance.

Each cohort accepts 6 to 8 students per application cycle, along with 2 alternates selected to fill potential vacancies prior to the start of the program.

### Scoring Structure Overview

The overall admissions score is composed of three main evaluation sections:

| Evaluation Component | Description | Maximum Points / Weight |
|---|---|---|
| **I. Application Packet Evaluation** | Review of degree attainment, college GPA, prerequisite grades, recency, and healthcare work experience. | **55 Points** |
| **II. Professional References** | Average scores across three submitted reference forms, summed for a total reference score. | **9 Points** |
| **III. Panel Interview** | Standardized interview panel evaluating candidate preparation, communication, and readiness. | **69 Points** |

### Professional Reference Evaluation

Applicants must submit three (3) professional or educational reference forms completed by managers, supervisors, employers, or instructors.

1. **Individual Scoring:** Each reference form evaluates candidate characteristics (e.g., perseverance, conscientiousness, oral/written expression, teamwork, integrity, and maturity).
2. **Form Averaging:** Scores within each individual reference form are averaged.
3. **Total Reference Score:** The averaged scores from all three reference forms are added together to generate the candidate's final Reference Evaluation Score.

### Panel Interview Process

Applications are initially reviewed for completeness of required documents by program faculty to confirm minimal requirements are met. Only those applicants meeting minimum requirements

will be considered for admission and invited to participate in a personal interview conducted by a panel of core faculty, program radiographers, and a current radiography student.

- **Standardized Questions:** Every applicant is asked the same set of defined interview questions.
- **Scoring & Assessment:** Interviews are conducted using an established format and defined questions. Panel members independently score each applicant based on an approved score sheet that evaluates professional readiness, communication skills, critical thinking, academic performance, and characteristics predictive of success in the program.
- **Comprehensive Panel Score:** Following each interview, a comprehensive score is determined by the panel to represent their final assessment of the candidate's potential success in the program.

### Final Candidate Ranking & Admissions Offers

Upon completion of all application reviews, reference tabulations, and interview sessions, each candidate's scores are combined into an Overall Composite Score:

### Selection Process Details & Applicant Responsibilities

1. **Application Packet Submission:** Applicants must submit a complete application packet containing transcripts and required documentation for initial review.
2. **In-Person & Virtual Interviews:** Interviews are conducted in-person at Ascension St. Vincent's Riverside in Jacksonville, Florida, with virtual interview options available upon request.
3. **Interview Criteria & Scoring:** Candidates are evaluated using a structured point system based on their interview performance, cumulative college GPA, and specific prerequisite course grades.
4. **Applicant Responsibilities:** Applicants are responsible for ensuring all required application materials, references, and official transcripts are received prior to the established deadlines.

### Selection Procedure

5. **Ranking:** Applicants are ranked in descending order according to their total composite score.
6. **Cohort Admission Offers:** Offers of admission are extended to the candidates with the highest overall scores up to the cohort limit (6 to 8 seats).

7. **Alternates & Notification:** Two (2) candidates are designated as official alternates. Applicants are notified regarding acceptance decisions following the completion of the interview process. If an accepted student declines or a seat becomes vacant prior to the program start date, the seat is offered to the next alternate in ranked order.

## Disclosure of Criminal History During Enrollment

Students are required to promptly notify the Program Director of any criminal charges, arrests, or convictions that occur during enrollment in the Radiologic Technology Program, excluding minor traffic violations such as speeding citations.

Students must provide complete documentation regarding any criminal proceedings. If legal proceedings remain pending, students must provide an anticipated timeline and submit final court documentation upon resolution.

Failure to disclose criminal actions or proceedings in a timely manner may result in disciplinary action, up to and including dismissal from the program.

The American Registry of Radiologic Technologists (ARRT) may deny certification eligibility to individuals convicted of certain felonies or misdemeanors. Students who report a criminal action may be required to complete an ARRT Ethics Review (Pre-Application Review) at their own expense and provide the Program Director with the official ARRT determination upon receipt.

The Program Director will review each situation individually to determine whether continued enrollment is appropriate, considering the ARRT determination, clinical site requirements, institutional policies, and the student's ability to meet program completion requirements.

The Radiologic Technology Program reserves the right to consult with Human Resources and institutional leadership regarding any criminal matter and may take disciplinary action, up to and including dismissal, when warranted by the circumstances.

## Program Outcomes

Below are the 5 year results on key program outcomes.

| Credentialing Examination Rates | The number passed on 1st attempt divided by the number of attempted within 6 months of graduation |
|---|---|
| **Year 1 - 2021** | **5 of 5 - 100%** |
| **Year 2 - 2022** | **5 of 5 - 100%** |
| **Year 3 - 2023** | **6 of 6 - 100%** |
| **Year 4 - 2024** | **0 of 0 - 0%** |
| **Year 5 - 2025** | **7 of 8 - 88%** |

| Program 5-Year Average | 23 of 24 - 95.8% |
|---|---|
| **Job Placement Rate** | **Number employed divided by the number actively seeking employment within 12 months of graduation** |
| **Year 1 - 2021** | **5 of 5 - 100%** |
| **Year 2 - 2022** | **5 of 5 - 100%** |
| **Year 3 - 2023** | **6 of 6 - 100%** |
| **Year 4 - 2024** | **0 of 0 - 0%** |
| **Year 5 - 2025** | **8 of 8 - 100%** |
| **Program 5-Year Average** | **24 of 24 - 95.8%** |
| **Program Completion Rate** | **Number divided by number started the program** |
| Year | Results |
| **Year - 2025** | **8 of 8 - 100%** |

# RT Program Curriculum

The Radiologic Technology Program consists of five consecutive sixteen-week semesters completed over approximately twenty months. The curriculum integrates classroom instruction, laboratory education, simulation, and supervised clinical education to prepare students for entry-level practice as radiologic technologists. Successful completion of all required courses is required for graduation.

| Semester One - 16 weeks - Fall | | | | | |
|---|---|---|---|---|---|
| Course Number | Course Title | Class Hours | Lab Hours | Clinic Hours | Credit Hours |
| Rad 100 | Anatomy & Radiographic Positioning I | 64 | | | 4 |
| Rad 101 | Patient Care | 64 | | | 4 |
| Rad 102 | Clinic I | | | 428 | 9.5 |
| Rad 103 | Lab I | | 64 | | 2 |
| | | | | | |
| | Total Hours: | 128 | 64 | 428 | 19.5 |
| | | | | | 620 |
| **Semester Two - 16 Weeks - Spring** | | | | | |
| Course Number | Course Title | Class Hours | Lab Hours | Clinic Hours | Credit Hours |
| Rad 104 | Anatomy & Radiographic Positioning II | 64 | | | 4 |

| | | | | | |
|---|---|---|---|---|---|
| Rad 105 | Physics I | 64 | | | 4 |
| Rad 106 | Clinic II | | | 428 | 9.5 |
| Rad 107 | Lab II | | 64 | | 2 |
| | | | | | |
| | Total Hours: | 128 | 64 | 428 | 19.5 |
| | | | | | 620 |

| Semester Three - 16 Weeks - Summer | | | | | |
|---|---|---|---|---|---|
| Course Number | Course Title | Class Hours | Lab Hours | Clinic Hours | Credit Hours |
| Rad 108 | Anatomy & Radiographic Positioning III | 64 | | | 4 |
| Rad 109 | Physics II | 64 | | | 4 |
| Rad 110 | Clinic III | | | 428 | 9.5 |
| Rad 111 | Lab III | | 64 | | 2 |
| | | | | | |
| | Total Hours: | 128 | 64 | 428 | 19.5 |
| | | | | | 620 |

| Semester Four - 16 Weeks - Fall | | | | | |
|---|---|---|---|---|---|
| Course Number | Course Title | Class Hours | Lab Hours | Clinic Hours | Credit Hours |
| Rad 200 | Radiation Biology | 48 | | | 3 |
| Rad 201 | Research in Radiology | 32 | | | 2 |
| Rad 120 | Advanced Modalities | 16 | | | 1 |
| Rad 202 | Clinic IV | | | 496 | 11 |
| | | | | | |
| | Total Hours: | 96 | | 496 | 17 |
| | | | | | 592 |

| Semester Five - 16 Weeks - Spring | | | | | |
|---|---|---|---|---|---|
| Course Number | Course Title | Class Hours | Lab Hours | Clinic Hours | Credit Hours |
| Rad 203 | Image Analysis | 16 | | | 1 |
| Rad 204 | Registry Review | 120 | | | 8 |
| Rad 205 | Clinic V | | | 480 | 10.5 |
| | | | | | |
| | Semester Total Hours: | 136 | | 480 | 19.5 |

| | | | | | |
|---|---|---|---|---|---|
| | Program Total Hours | 616 | 192 | 2260 | 611 |

NOTE: The Radiologic Technology Program reserves the right to modify course sequencing, scheduling, contact hours, or curriculum requirements as necessary to maintain compliance with accreditation standards, institutional requirements, clinical affiliate availability, or educational needs. Such changes will not reduce the educational quality or integrity of the program.

Contact hours are used to define the instructional time assigned to each course. Credit hours are calculated using the Accrediting Bureau of Health Education Schools (ABHES) methodology:

- 15 lecture contact hours = 1 credit hour
- 30 laboratory contact hours = 1 credit hour
- 45 clinical contact hours = 1 credit hour

Credit hours are awarded for program completion only and are not automatically transferable to another institution. Acceptance of transfer credit is determined solely by the receiving institution.

# Course Descriptions

## RAD 100 – Anatomy and Radiographic Positioning I

This course introduces the foundations of radiographic anatomy, positioning, and pathology. Students learn the preliminary steps in radiography, including evaluating orders, preparing the room and equipment, and communicating with patients. They study general anatomy and the terminology of directional terms, planes of reference, body cavities, and positioning and projection. The course covers the chemical, cellular, and tissue organization of the body. Students then study the anatomy, common pathologies, and routine positioning of the thoracic viscera, abdomen, upper extremity, shoulder girdle, lower extremity, and hip and pelvis. Emphasis is placed on identifying anatomy, applying positioning principles, evaluating image quality, and recognizing how basic pathologic conditions affect technical factors.

## RAD 101 – Patient Care

This course introduces students to the principles of patient care and professional practice within the radiologic sciences. Topics include patient communication, ethical and professional responsibilities, patient rights, infection prevention, vital signs, body mechanics, patient transfers, medical terminology, and radiation protection principles. Students develop the knowledge and skills necessary to provide safe, compassionate, and effective care to diverse patient populations in the clinical environment.

## RAD 102, RAD 106, RAD 110, RAD 202, RAD 205 – Clinical Practicum I - V

Clinical Practicum courses provide students with supervised clinical experiences designed to integrate didactic and laboratory knowledge into patient care settings. Students participate in clinical rotations across affiliated healthcare facilities to develop competency in radiographic procedures, patient care, radiation protection, image evaluation, communication, and professional practice. Clinical experiences progressively increase in complexity as students develop the skills, judgment, and confidence required for entry-level radiologic technology practice.

## RAD 103, RAD 107, RAD 111 – Laboratory Education I - III

Laboratory courses provide students with structured opportunities to practice and develop radiographic skills in a controlled educational environment prior to performing procedures in the clinical setting. Students participate in positioning practice, equipment operation, image evaluation, and simulation activities designed to reinforce concepts presented in didactic courses. Laboratory experiences promote technical proficiency, critical thinking, and clinical readiness through faculty instruction and feedback.

## RAD 104 – Anatomy and Radiographic Positioning II

This course builds on the first semester with more advanced anatomy and positioning of the axial skeleton and digestive system. Students continue their study of the hip and pelvis and then examine the vertebral column and bony thorax, including the sternum, ribs, and sternoclavicular joints. The course also covers digestive system anatomy, physiology, and pathology, with upper and lower gastrointestinal contrast studies. Students learn patient preparation, contrast media selection, indications and contraindications, and positioning for each examination. They also explore the radiographic appearance of spinal, bony thorax, and gastrointestinal pathology and its effect on positioning and exposure technique. Emphasis is placed on critical evaluation of images and on communicating effectively with patients who are in pain or have limited mobility.

## RAD 105 – Radiation Physics I

This course introduces the fundamental principles of radiation physics and radiographic imaging systems. Topics include atomic structure, electricity, magnetism, electromagnetic radiation, x-ray tube components, x-ray production, and basic interactions of radiation with matter. Students develop an understanding of the physical principles necessary for safe and effective operation of radiographic equipment.

## RAD 108 – Anatomy and Radiographic Positioning III

This course completes the sequence with advanced anatomy, specialized procedures, and imaging of special patient populations. Students study the anatomy, positioning, and pathology of the skull and facial bones, and the anatomy of the central nervous system, urinary system, and reproductive system. They learn to conduct contrast studies such as arthrography, myelography and other central nervous system imaging, and urinary examinations, including venipuncture technique, contrast administration, and recognition of adverse reactions. The course also covers mobile and surgical radiography, with attention to aseptic technique, radiation protection, and equipment handling, and the adaptations needed for pediatric and geriatric patients. Emphasis is placed on integrating anatomy, pathology, and procedural knowledge, adjusting technical factors for additive and destructive conditions, and documenting findings with controlled terminology.

## RAD 109 – Radiation Physics II

This course continues the study of radiation physics with emphasis on advanced concepts related to radiographic imaging and equipment operation. Topics include radiation interactions, image formation principles, exposure factors, equipment components, and factors affecting radiographic image quality. Students apply physics concepts to optimize image production while maintaining radiation safety principles.

## RAD 120 – Advanced Modalities

This course provides a comprehensive overview of multiple advanced imaging modalities, offering students a broad understanding of their operations, applications, and functions. Designed to deliver practical, real-world perspectives, the course allows students to gain direct insights and learn about professional experiences from practicing field experts, including guidance on pathways and best practices for entering and establishing a career in these specialized imaging fields.

## RAD 200 – Radiation Biology

This course presents radiation biology and radiation safety principles relevant to the radiologic sciences. Topics include biological effects of ionizing radiation, cellular and genetic interactions, occupational exposure, radiation protection practices, and health physics concepts. Students develop an understanding of radiation risks and protective strategies necessary for safe professional practice.

## RAD 201 – Research in Radiology

The Research in Radiology Senior Capstone Course is a culminating experience designed to integrate clinical reasoning, radiographic positioning knowledge, and professional

communication skills. Students will complete a structured semester-long project culminating in a formal teaching presentation to junior radiography students.

Each student is assigned a specific anatomical region and is responsible for developing a comprehensive understanding of imaging protocols, positioning principles, and radiologist interpretation priorities through independent study and direct clinical shadowing with a radiologist.

## RAD 203 – Image Analysis

This course introduces students to the evaluation and critique of diagnostic radiographic images. Students analyze image quality factors including exposure, contrast, spatial resolution, distortion, positioning accuracy, and technical errors. Emphasis is placed on developing clinical judgment through correlation of radiographic appearance with anatomy, pathology, and technical considerations.

## RAD 204 – Registry Review

This course provides comprehensive preparation for the American Registry of Radiologic Technologists (ARRT) certification examination. Review topics include radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care. Students participate in structured review activities designed to reinforce knowledge, identify areas for improvement, and support successful transition into professional practice.

## Radiologic Technology Program Holidays and Vacations

Christmas Eve
Christmas Day
New Year's Day
Martin Luther King Jr Day
Good Friday
Labor Day
Thanksgiving Day & Friday after
Independence Day
Memorial Day

## Program Faculty

**Alexis Cran, M.A., BSRS, R.T.(R)**
**Program Director, Radiologic Technology Program**

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Alexis Cran serves as the Program Director for the Ascension St. Vincent's Radiologic Technology Program and has held this position since August 2022. She is a registered radiologic technologist with experience in general radiography, neuroendovascular procedures, clinical education, and program administration.

Mrs. Cran began her healthcare career in 2015 as a Certified Nursing Assistant with Ascension St. Catherine's Laboure' Manor before pursuing her education in Radiologic Technology at the Mayo Clinic School of Health Sciences in Jacksonville, Florida, where she graduated in 2018. Following graduation, she worked as a radiologic technologist at Mayo Clinic Jacksonville before transitioning to neuroendovascular technology at Ascension St. Vincent's Riverside.

Mrs. Cran earned a Bachelor of Science in Radiologic Sciences from Northwestern State University of Louisiana in 2020 and a Master of Arts in Career and Technical Education from the University of Central Florida in 2024. She holds certification and registration in Radiography through the American Registry of Radiologic Technologists (ARRT).

As Program Director, Mrs. Cran oversees the academic and clinical components of the Radiologic Technology Program, including curriculum development, student progression, clinical education, accreditation compliance, and program effectiveness initiatives. She is committed to preparing competent, ethical, and compassionate entry-level radiologic technologists through meaningful learning experiences and excellence in healthcare education.