

School of Radiography Catalog

**Sharon Regional
Medical Center**

A STEWARD FAMILY HOSPITAL



Catalog - School of Radiography

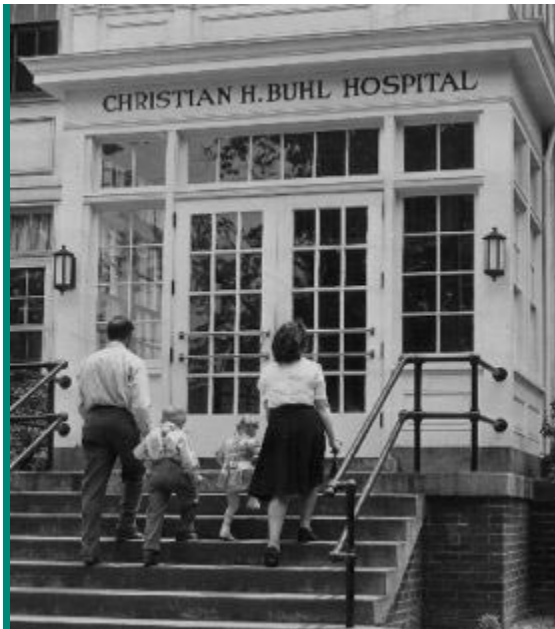
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Sharon Regional Medical Center

Sharon Regional Medical Center has played a major role in the community since its inception more than 115 years ago. Today, Sharon Regional is proud to have developed a multifaceted array of medical, health, and community services usually found only at institutions in much larger cities. With more than 1,750 employees, Sharon Regional is Mercer County's leading employer.

Sharon Regional was founded on May 8, 1893, as the Sharon and Sharpsville Charitable Hospital. Co-founders of the hospital were: Dr. Griswold, Dr. Charles Hoyt, Dr. Joseph H. Reed, and Dr. Salem Heilman, along with William Wallis, John C. Owsley, Joseph Forker, Earl A. Wheeler, John Bert, and Luther A. Burrell.

On May 5, 1896, three days before the hospital was scheduled to open, the board changed the name to Christian H. Buhl Hospital. Buhl, a Detroit native, was credited with investing much in the Shenango Valley.



Christian H. Buhl Hospital

In 1949 the name of Christian H. Buhl Hospital was changed, but never formally adopted, to Shenango Valley General Hospital. This was done to eliminate the impression that the hospital was an endowed facility under the Buhl name. Shortly after this announcement, the Board then decided to name the institution Sharon General Hospital.

On May 15, 1990 the Board approved changing the name to Sharon Regional Health System to more accurately describe the growth in healthcare services and new technological capabilities offered by the hospital and its many satellite centers located throughout the region.

Today Sharon Regional Medical Center is the largest hospital and employer in Mercer County.

The Medical Center offers a full complement of patient care services through its main campus in Sharon and satellite centers in Hermitage, and Mercer, along with Hubbard in Ohio. Specialty services and centers include:

- Advanced Wound Recovery
- Bariatric Surgery
- Behavioral Health Services
- Breast Care Center
- Cancer Care Center
- Center for Digestive Diseases
- Chest Pain Emergency Center
- Connections Autism Program
- Corporate Health Services
- Diabetes Center
- Diagnostic and Imaging Services (PA & OH)
- Ear-Nose-Throat and Hearing
- Emergency Care Center
- Family Medicine Centers
- GI Lab
- Heart and Vascular Institute
- Home Health Services (PA & OH)
- Hospice/Palliative Care
- Hospital
- Inpatient Rehab Unit
- Interventional Pain Management Center
- Physician Referral
- Physician Services
- Rehabilitation Services
- School of Nursing
- School of Radiography
- Sleep Medicine Center
- Sports Medicine
- Surgical Services - Minimally Invasive
- Therapeutic Pool
- Transitional Care Unit
- Travel and Immunization Clinic
- Women's Center

Sharon Regional Medical Center School of Radiography

The School of Radiography at Sharon Regional is based on the long-term commitment of the Medical Center to educational programs in the healthcare field. Education in the Radiologic Sciences began in the 1950s when the hospital was approved for a one-year program. In 1959, it was approved for a two-year program.

This is where our program stands today offering a 24-month certificate program for qualified high school graduates seeking a career in Radiologic Technology. In September 2011 the School of Radiologic Technology entered into an articulation agreement with Butler Community College (BC3). By doing this the program can now offer the certificate to its graduates plus they can receive an Associate Degree from BC3. Beginning in January 2013, students must now have both a certificate from an approved school plus an Associate degree to sit for their National Registry Exam. This is the new ruling enacted by the American Registry of Radiologic Technology (ARRT), which provides the National Registry for graduates. Because of this articulation agreement, graduates from Sharon Regional can meet both requirements.

Radiography is the art and science of using radiation to provide images of the tissue, organs, bones, and vessels that comprise the human body. These images may be recorded on film or displayed on a video monitor. A radiographer is an essential member of the healthcare team. The body part must be accurately positioned, and the appropriate amount of radiation applied to produce an accurate image. These are two important responsibilities of the radiographer.

Students obtain this needed clinical experience under the supervision of a Radiologist and registered technologists. Through a combination of classroom and clinical instructions, student radiographers acquire expertise in the field of radiography. Those that complete the requirements for graduation and certification have many opportunities. They may accept a position as a registered staff technologist in a hospital, clinic, or doctor's office, or continue their education in advanced imaging modalities. They can also pursue a career in management, education or sales.

Mission:

Sharon Regional Medical Center School of Radiography provides education for students in the Radiologic sciences to be qualified as entry-level radiographers. The program strives to provide the highest quality education and patient care that stresses compassion, competency, respect, and dignity of all people

Program Goals:

The program will graduate qualified entry-level radiographers.

1. Successful completion of the program within 24 months.
2. National certification of the ARRT on the first attempt.
3. Gainful employment within twelve months post-graduation.
4. Student satisfaction with their overall program of education.
5. Employer satisfaction with the graduate's overall performance.

Student effectiveness goals:

1. Students are able to operate as entry-level radiographers.
2. Students are able to use appropriate communication skills.
3. Students are able to use critical thinking and problem-solving skills within the clinical setting.
4. Students are able to summarize the value of professionalism.

Student learning outcomes:

1. At the end of the program students will be able to operate as an entry level radiographers:
 - 1.1 Students will determine appropriate radiation protection practices in the clinical setting.
 - 1.2 Students will to select appropriate patient care and safety factors in the clinical setting.
2. At the end of the program students will be able to use appropriate communication skills:
 - 2.1 Students will demonstrate appropriate communication skills in the healthcare setting.
 - 2.2 Students / Graduates will demonstrate appropriate age specific communication skills.
3. At the end of the program students will be able to use critical thinking and problem solving skills within the clinical setting:
 - 3.1 Students will apply appropriate factors to account for differing patient conditions
 - 3.2 Students will evaluate radiographic images for quality and positioning.
4. At the end of the program students will be able to summarize the value of professionalism:
 - 4.1 Students will be able to demonstrate professional / work ethic in the medical field.
 - 4.2 Students will summarize the importance of continued life-long learning.

Administrative Strategies

The School of Radiography:

- Reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the Radiology Technology program. Preference for selection is given to those applicants who best demonstrate an overall aptitude for Radiography.
- Reserves the right to terminate the enrollment of a student who does not meet academic standards, financial obligations, or professional behaviors.
- Complies with the Family Education Rights and Privacy Act of 1974 as amended in 1976 (Public Law 93-380). Student records are subject for review by approving accrediting and financial reviewing bodies. These records must be in compliance with the Buckley Amendment, which acknowledges the student's rights to privacy and to review his/her records. Release of information is prohibited except with written consent of students. Specific information on student rights is available from the Director.
- Reserves the right to change any catalog information, tuition, fees, provision, or requirements at any time during the students' program. However, advance notice will be given when possible.
- Commits to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, sex, age, national origin, ancestry, veteran status or disability, creed and any other status legally protected by federal, state or local law.
- Reserves the right to dismiss a student who does not meet the expected levels of clinical or didactic achievement. A student may be dismissed for unethical professional practice or attitudes incompatible with professional performance. The student must comply with all hospital and school policies. When no specific school policy exists, the hospital policy is in place.

Program of Study and Requirements

The School of Radiography offers a two-year program which requires full-time study. Approximately 40 hours of combined classroom and clinical instruction are planned each week. Throughout the two-year program, the classroom and clinical instruction is supervised by the school faculty and registered staff technologists. The students will receive clinical instruction in the classroom and in the various clinical areas. The students are under direct supervision of registered technologists in the clinical areas until they pass a competency examination. Upon passing a competency examination, a student will fall under indirect supervision policies regarding that particular clinical examination. In either case, all repeats are done in the presence of a registered technologist. The students receive the majority of their clinical instruction Monday through Friday during daylight rotations. However, to provide the students with the best possible clinical education, they will complete a minor portion of their clinical instruction during afternoon rotations and a minimal number of Saturdays and Sundays. The school adheres to the standards on clinical supervision set forth by the JRCERT.

JRCERT

The JRCERT, or Joint Review Committee on Education in Radiologic Technology, is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Sharon Regional Health System abides by the JRCERT standards for an Accredited Educational Program in Radiography. The JRCERT awards accreditation to programs demonstrating substantial compliance with these standards.

JRCERT can be reached at:

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

www.jrcert.org

Admissions

Sharon Regional Medical Center School of Radiography actively recruits men and women of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. For new class selection, the application will be considered for admission based on seat availability.

Qualified applicants are considered for acceptance into the School of Radiography when all application requirements are completed, and a decision is rendered by the Admissions Committee. Consideration shall be given to scholastic aptitude, academic achievement, personal qualities, and physical and emotional health necessary to fulfill the outcomes of the program. All data submitted to the Admissions Committee is utilized in creating a complete picture of the applicant's eligibility and the likelihood for success. The Admissions Committee has the final authority in deciding a candidate's acceptance or rejection.

Education Requirements and Application Fee for Admission

The applicant must be a graduate of an approved high school (the GED equivalency diploma is also acceptable). Completion of Algebra I and Biology with a passing grade of "C" on an official high school transcript is preferred to make application to the school. If the candidate did not take these courses in high school, they must take them at the college level and receive a passing grade of a "C" or better before applying to the school.

It is recommended that the applicant take the Scholastic Aptitude Test (SAT) at least once while in high school. Since enrollment is limited, preference is given to those students who have taken the SAT and have demonstrated above average academic performance. The applicant must submit the SAT results achieving a minimum combined score of 1275. A combined score of 850 is comparative if taken prior to April 1995. The American College Test (ACT) with a combined minimum score of 19 is also accepted. Applicants who have been out of school more than three years are not required to take the SAT or ACT.

All applicants must take the ACCUPLACER exam. The program will utilize the highest score received for the ACCUPLACER within one year of the current selection process. An applicant's minimum score of 256 - Reading, 259 - Writing, and 251 - Algebra/Statistics. If any candidate falls below the stated value in any category they would be automatically disqualified from the selection process for the program.

An application must be submitted to the School of Radiography including a \$25 application fee which is non-refundable. This payment must be in the form of a cashier's check or money order, made out to Sharon Regional Health System. No personal checks will be accepted.

Postsecondary Education

Applicants who had postsecondary college are considered on an individual basis for admission and curriculum placement. An official college transcript of completed courses is required. *(Program Policy #31 Admissions, see last section of catalog)*

College Credit Transfer Policy

Perspective student candidates are required to submit all official transcript(s) of all completed post-secondary college course work. These must be sent to the Sharon Regional Medical Center School of Radiography in the application process for review by the Admissions Committee. Candidates may be required to provide college course description(s) for review prior to a decision on eligibility of course transfers. If more information is required to determine eligibility of a course for transfer, the course syllabus must be provided for review. Course work must meet established course criteria guidelines with the student achieving a minimum of a "C" grade for consideration of transfer. Candidates not submitting official transcripts of completed course work prior to the Admissions Committee review and acceptance will not be eligible for advanced standing. Candidates undertaking course work at other institutions during or after the acceptance process must request course approval for eligible transfer. To be granted advanced standing, proof of enrollment and successful completion of these courses is required. Enrollment in the School of Radiography will not be possible until the final grade transcript is received.

References

Three references are required: one from a teacher, a postsecondary educator, or employer, and two from individuals of the applicant's choice. (References from family and relatives are not accepted). Applicants should have individuals type a letter of reference and mail directly to the school. Individuals chosen for references should be able to evaluate the applicant's ability to pursue the study of radiologic technology.

Personal Interview

The interview is vital to the admission process and will assess the applicant's motivation, personal qualities, academic potential, and aptitude for the radiologic technology profession. Candidates must pass a scored personal interview with the Admissions Committee to be accepted into the School.

Acceptance into the Program

The Admissions Committee selects the best candidates to offer program admission. These are individuals who have demonstrated a commitment to the educational process and an aptitude for Radiologic Technology. Candidates are notified in writing of the decision and must meet all admission requirements for enrollment in the program. One class is admitted each year in August to the School of Radiography.

Student Health / Costs:

Each applicant is required to have a pre-entrance health examination. Records of the following items must be submitted:

- Two doses of MMR vaccine
- Proof of Varicella disease or Varicella vaccine
- Current Tetanus, Diphtheria, and Pertussis vaccine
- Three doses of Hepatitis B vaccine
- Urine drug testing is required and conducted by the Employee Health Nurse.

All health status examinations must be submitted prior to enrollment in the School of Radiography. Hepatitis B vaccine (recombinant) is available at Employee Health and is highly recommended.

The cost incurred for students is as follows:

- Updated Tetanus vaccine - \$58.00
- If the MMR or Varicella comes back negative students will need a booster - MMR is \$65 and Varivax is \$240
- Any other booster needed, other than Hepatitis B, is at the student's expense

Criminal Clearances

Students are required to provide a Federal Cogent Criminal Clearance, a Criminal History and Record of Information Check (Act 34 Clearance), and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment in Semester I. The costs of the clearance reports are the responsibility of the applicant. A social security number is required prior to program entrance.

Student Costs:

Pennsylvania Student:

- Pennsylvania Criminal Background check \$10.00
- Pennsylvania Child Abuse History clearance \$10.00
- FBI/Department of Public Welfare Clearance \$27.50
- Aging (students will only have this cost if they have been a resident of less than two consecutive years preceding their first day of school) \$34.25
- Total cost \$47.50 or \$81.75

Ohio Student

- Pennsylvania Criminal Background check \$10.00
- Ohio BCI Background check \$32.00
- Pennsylvania Child Abuse History clearance \$10.00
- FBI/Department of Public Welfare Clearance \$27.50
- Aging (Older Adult Protective Services) \$34.25
- Total cost \$113.75

Health and Well-Being

Expense of medical care and hospitalization is the student's responsibility. Sharon Regional Medical Center promotes health and well-being and adheres to the provision of a drug-free, smoke-free environment. It is Sharon Regional Medical Center's policy that students be physically and mentally fit. All students must possess health insurance. Health services are available. Mental Health Services are also available. When there is a charge for such services, the student's health insurance carrier is billed. If the student is found not to have health insurance, the student is responsible for payment. In compliance with the requirements of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, Sharon Regional Medical Center prohibits the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. This Substance Abuse Policy is in effect throughout Sharon Regional Medical Center. If a problem of substance abuse is suspected or documented, Sharon Regional Medical Center's Abuse policy is implemented, and drug and alcohol screening/testing is done as deemed appropriate. Confidentiality is maintained. Legal sanctions, under the Controlled Substance, Drug, Device and Cosmetic Act or comparative legislation, may include probation, fines, or imprisonment. In the event of illness, the student is to secure care from a physician of their choice at their own personal expense. Certification of care by the physician should be submitted to the School of Radiography and the Health Nurse. The health records of the student are maintained in the school during enrollment.

Latex Allergies

The environment of various clinical sites cannot assure that the area is latex free. Those individuals who have latex allergies may require accommodations that the School cannot provide. The School cannot assure that all learning sites utilized in the education process can be latex free.

Student Employment

Employment may be necessary while enrolled in the program for some students. These guidelines apply:

- The School assumes no responsibility for employment.
- The School uniform and/or photo identification badge may not be worn at the employment site.
- The employment schedule must not interfere with the academic schedule.
- The school is not responsible for the student during employment hours.
- Excessive hours of employment may negatively impact academic success.

Tuition and Fees

(Program Policy #3-Student Expenses and Refund, see last section of catalog).

The Department of Veterans Affairs has made funds available for Veteran students. Sharon Regional Medical Center's School of Radiography has been approved for the following Benefits for education: Chapter 30, Chapter 1606, Chapter 1607, Chapter 35, and Chapter 33.

NOTE: At this time the Program does not participate in Title IV financial aid.

Books and Uniforms

Books for courses taught at Sharon Regional Medical Center School of Radiography are purchased by the student. Students are required to purchase School of Radiography uniforms/classroom attire. Approximate costs for books and uniforms are listed on the Tuition and Fee schedule.

Dress Code

(Program Policy #4- Dress Code, see last section of catalog).

Photo ID Badge

A photo for a Sharon Regional Medical Center identification badge is taken at Orientation in Human Resources and supplied to the student. This identification badge must always be worn. The badge is to be worn on the upper left chest with the photo and information visible. The badge is to be unadorned.

Lab Jackets and/or Coats

A clean short or long white professional lab coat or black warm-up jacket may be worn in the classroom and/or clinical area.

Lockers

Lockers are provided for each student. Students provide their own locks and are responsible for their personal possessions.

Name, Address, and Phone Number Changes

The student must report any change in name, address, or phone number to the School of Radiography for the maintenance of accurate records.

Housing

All students are responsible for their housing needs. Many apartments near the Hospital offer housing. Information and notice of rental accommodations in the local community can be provided if requested.

Transportation and Parking

Students are responsible for providing their own transportation to class and clinical experiences. Transportation costs are variable and determined by distances and modes of transportation. Students must make their own transportation arrangements. Student parking is designated.

Cardiopulmonary Resuscitation Certification

Consistent with Hospital policy, student radiologic technologists are required to have current certification in Basic Life Support. Curriculum and testing must include Adult 1 and 2-Rescur CPR, Infant/Child CPR, and Adult, Infant and Child Conscious and Unconscious Obstructed Airway. CPR instruction is given at Sharon Regional Medical Center. Students must be certified prior to being on the clinical area. Failure to comply may interfere with meeting course objectives.

FERPA (Buckley Amendment)

Sharon Regional Medical Center acknowledges the student's rights to privacy and to review his or her records. Students may request to inspect and review his/her educational record. Written request is made to the Director of the School. The student may review the record at the School's convenience, with 72 hours of notice. The record is reviewed in the presence of the Program Director or designee. The student has the right to add a written statement to their education record. The student has the right to seek to amend their education record.

Orientation

Orientation is to facilitate the entering student's transition into the health care field. It is designed to prepare the student for his/her duties as a student radiographer. The program familiarizes the student with the Hospital and the Medical Imaging Department and introduces the student to key administrative personnel. The students are further instructed on The Mission Statements of the Institution and School, Radiation Safety, Program policies, the "Right To Know" laws, Standard Precautions, Fire and Safety, Lifting Techniques, Confidentiality and Patient Rights and Infection Control. The students are instructed in and receive certification in CPR – Health Care Providers Course.

Curriculum

Sharon Regional Medical Center School of Radiography follows the American Society of Radiologic Technology (ASRT) Radiography Curriculum. The full-time radiography program is a two-year program. The ARRT has formally approved an Associate Degree as the minimum educational requirement for its certification examination in radiography. The new ARRT regulation states that candidates taking their National Registry exam beginning January 1, 2015 must have earned an Associate Degree. At this time the Program does not offer any distance learning courses or alternate learning, all education is done during the planned Program.

Articulation Agreements

Sharon Regional Medical Center entered into an articulation agreement with Butler County Community College – BC3 on September 30, 2011. The Radiologic Technology class that started in August 2012 was the first class to graduate with a certificate from Sharon Regional and an Associate Degree in Applied Science from BC3. In addition, Sharon Regional Medical Center has an articulation agreement with Clarion University. As a result, a student that is in the “2 plus 2” program with Clarion University will graduate with a certificate from Sharon Regional Medical Center and a BS degree in Radiologic Technology from Clarion University.

Attendance

(Program Policy #5- Attendance, see last section of catalog).

Break and Holidays

Semester breaks are planned according to the classroom and clinical schedules. Holidays are New Year's, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Academic Policies/Promotion

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations, and program requirements. Promotion of the student is based on:

- Meeting course requirements.
- Demonstrating mastery of all course outcomes.
- Maintaining satisfactory performance in previously learned clinical competencies.
- Adhering to program requirements.
- Achieving a passing grade of no less than a "C" in all courses within the curriculum plan.
- Achieving a passing grade of no less than a "C" in the clinical education courses.

Withdrawal

Withdrawal refers to the non-completion of the program. The decision to withdraw is to be discussed between the student and the Director of the School of Radiography. Upon withdrawal, the student must return the Hospital photo identification badge, dosimeter, right and left markers, library materials, parking card, and any other School/Hospital owned property. Arrangements must be made to meet financial obligations. Appropriate withdrawal forms for scheduled classes from Butler County Community College (BC3) must be completed by the student at the college. Failure to withdraw from college courses will result in an "F" grade being recorded on the academic transcript. Official transcripts are released when all obligations are fulfilled.

Voluntary Withdrawal (Resignation)

A student who plans to withdraw from the program during any term must make an appointment to discuss his/her intention with the Program Director of the School of Radiography. After this meeting, the student has a week to submit a letter verifying the voluntary withdrawal to the Director. The Director will notify the faculty. Appropriate withdrawal forms for scheduled cases at Butler County Community College (BC3) must be completed by the student at the college. The Director will document and submit the withdrawal date based on the letter of resignation and/or the last date of attendance. The last date of attendance is for financial

purposes. A student who withdraws from the program and wishes to return must repeat the admission process.

Involuntary Withdrawal (Dismissal)

If the faculty deems that a student does not meet the standards necessary for successful performance as a professional radiologic technologist, involuntary termination may be required. Tuition is not refunded. Reasons for dismissal:

- Unsatisfactory performance in theory and clinical practice.
- Failure to meet guidelines identified in probationary status.
- Failure to meet course and program requirements.
- Failure to meet competency requirements.
- Possession of illegal drugs on Hospital premises.
- Divulging confidential information except to proper authorities.
- Violation of academic integrity.
- Failure to demonstrate professional / work ethic in the medical field
- Damaging Hospital or School property.
- Violation of Hospital rules and regulations.
- Uncivil behaviors to others.
- Nonfulfillment of financial obligations.
- Non-attendance.

Radiologic Technology Courses

A radiologic technology course consists of theory and clinical practicum. The students must successfully pass both components to progress in the program. Those students whose academic or clinical performance has been unsatisfactory will receive a letter of warning and will be encouraged to improve. A student who has not met all course outcomes may be dismissed or given a period of time, by the Program Director, in which to correct the areas of unsatisfactory performance

Description of Courses

See final section of catalog.

Evaluation of Clinical Education Performance

The clinical education grade is calculated on a percentage scale and may include positioning course average, comprehensive exam average, case studies, technologist evaluation average, weekly clinical performance, competency average, and final competency average. Students must pass the clinical competency exam for each category evaluated to meet graduation requirements

////Grading Policies

(Program Policy #20- Grading, see last section of catalog).

Progress Reports

Student's didactic and clinical achievement is evaluated at the mid and end of each semester. Didactic and clinical grades, comments, attendance, and hours are reviewed individually with each student. The Department of Veteran's Affairs will be notified if a veteran/eligible individual is not making academic progress. The student is expected to inform significant others of their performance and status within the program.

Program Progression

Students advance through the program by meeting standards of academic achievement, attendance, professional behavior, financial obligations, and program requirements. Program progression is based on:

- Meeting course requirements and objectives.
- Maintaining satisfactory performance in previously learned clinical competencies.
- Adhering to program requirement.
- Achieving a grade of not less than a "C" in all courses within the curriculum plan.
- Completing the clinical competency-based education system through:
 - Documentation and submission of all clinical assignment papers.
 - Earning all required competency points.
 - Completing clinical and patient care competencies as required by the ARRT.

Probationary Status

Students are informed of their academic status in the didactic and clinical components of a course. Through written communication, students are then encouraged to take advantage of faculty assistance and various learning resources that are available. The student may be placed on probationary status for didactic, clinical difficulties, and/or violation of school or hospital policies. A specific time period is designated to master expected competencies and behaviors to progress in the curriculum as planned. Failure to achieve a passing grade in the course results in involuntary withdrawal from the program. Students need to comply with these program requirements:

- Behaves in the manner that promotes respect for self, others, and the profession of radiologic technology.
- Maintains confidentiality in all aspects of the educational experience.
- Is punctual for didactic and clinical experience.
- Adheres to all policies as stated in the Student's Policy and Procedure book and the policies of the clinical sites.
- Utilizes correct grammar, spelling, sentence structure, and punctuation in oral and written communication.
- Prepares for clinical experience by utilizing available learning resources.
- Applies knowledge and skills learned in previous courses to the current course of study.
- Seeks guidance in unfamiliar learning experiences from faculty and other health team members.
- Authors own assignments and learning activities.
- Completes assignments as per course requirements.
- Utilizes constructive criticism as a basis for improvement.
- Accepts responsibility for actions.

Failure to comply with the above program requirements can lead to disciplinary action.

Planned Study Time

During the two years in the program, the students have designated times for independent research. This time is allotted to the student to use for evidence-based research on case studies or projects. Individual assistance from a faculty member is available.

Senior Research Project

During Semester VI of the senior year, each student will develop a written portfolio, write a 7-8-page paper, and give a 20-minute presentation on an approved topic in the medical arena. This Senior Project functions as a separate research course, and a grade will appear on the student's transcript for the course under RAD 299, Professional Seminar.

General Review

During Semester VI of the senior year, the students will be assigned classroom hours which are used to review previously taught information before graduation. The review has been implemented to help prepare the student for the National Registry Examination.

Professional Accountability

As a potential registered radiologic technologist, students are to abide by the Hospital, Clinical sites, and School's regulations and expectations. Inappropriate behavior, dress, grooming, language, and poor attitude are not tolerated. A student who continues to exhibit this behavior can be placed on probationary status or dismissed from the program. Students have a responsibility to monitor other individuals' patterns of practice. Mistakes and errors can lower the standards of practice expected in providing quality patient care. The person who conceals mistakes or others is as guilty of that error as the actual participant, which can result in probation / dismissal from the program.

Conduct

Professional success depends upon more than academic achievement. The student is expected, as are Sharon Regional Medical Center employees, to adhere to high standards of personal and professional conduct. This includes appropriateness of dress, politeness to others, cooperation, dependability, confidentiality, and accountability. Integrity is essential. Hospital policies and standards have been adopted for the welfare of patients. Corrective action will occur if policies and standards are not followed. Students are expected to attend class meetings, special meetings, and graduation.

Counseling Services

Counseling is defined as the confidential and mutual exchange of ideas, opinions and advice resulting from discussion, deliberation and the formation of a helping relationship. Counseling services are designed to assist the student in personal and professional adjustment, self-understanding, and self-direction. The Program Director assumes professional and academic counseling responsibilities or delegates them to an appropriate person. The Program Director will be limited to students concerning professional adjustment, academic, and clinical performance. Counseling sessions will be conducted in accordance with the student's needs and/or instructor's observations. Referrals and consultations are available if necessary. Students needing personal counseling may utilize Sharon Regional Medical Center Employee Assistance Program (EAP).

Educational Facilities

The Sharon Regional Medical Center School of Radiography contains a library, classrooms, offices, computer center, skills lab, and a variety of audiovisual materials. Clinical experiences are correlated with theory. The computers, audiovisuals and printed materials are located in the school's classroom.

Accommodations to Achieve Learning Outcomes

Students needing reasonable accommodations for testing and skill performance are to make an appointment with the Director to discuss the nature of the accommodation required by the School. Requests for reasonable accommodations must be documented two months prior to enrollment. Expenses for the learning assessment are the responsibility of the student. Results will be shared with the Employee Health and the Human Resources Department.

Graduation Requirements

(Program Policy #26, see last section of catalog).

National Registry Examination

To ensure professional status it is necessary for graduates to become registered by the American Registry of Radiologic Technologists (ARRT) through an examination for registration. The graduated student is expected to sit for the examination within one month after graduation. Once registered, the technologist may apply for membership in the American Society of Radiologic Technologists (ASRT), whose objective is to promote the science and art of radiography. In addition to the national society there are state and regional societies which are affiliated with the American Society of Radiologic Technologists. Many benefits are derived from the Society including the only nationally distributed journal, *Radiologic Technology*, and maintenance of individual continuing education records.

Transcript Service

Upon completion of the program, an initial official transcript is issued without charge. Thereafter, a written request for either an official or unofficial transcript will be furnished for a fee of \$10.00. When requesting a transcript, give the name at the time of graduation, year of graduation, and address where the transcript is to be sent. The School reserves the right to withhold the release of the transcript from the student and graduates who are in debt to the School. A person in this situation may discuss this matter with the Director.

POLICY SECTION

SCHOOL OF RADIOGRAPHY – POLICY NO. 31

SUBJECT: ADMISSION POLICY – CRITERIA UTILIZED FOR THE STUDENT SELECTION PROCESS

PURPOSE:

Sharon Regional Medical Center is an Equal Opportunity Facility. Applicants' recruitment practices at SRMC, School of Radiography are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, and national origin, and any other protected class. Disabilities that are not related to bona fide occupational qualifications will not be considered as deterrents to selection of persons.

1. The School of Radiography recruits' men and women of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the United States Department in Immigration. For new class selection, the application will be considered for admission based on seat availability.
2. To be a part of the selection process the applicant must first meet the basic requirements to become a candidate for the School selection process, including:
 - a. Possess a High School Diploma or GED
 - b. Completed courses in Biology and Algebra I in high school with a 2.0 / "C" or better with recommendations towards Algebra II, Chemistry, and Physics). If the candidate did not take these courses in High School, then they need to take them at the college level and receive a passing grade of a "C" or better before applying. SAT or ACT recommended but applicants that have been out of school more than three years are not required to take the SAT or ACT, but they must take the Compass exam.
3. Technical Standards form completed and submitted
4. Submit completed application form with application fee (\$25.00) which is non-refundable.
5. Submitted official copy of correct or final transcripts from both High School and College.
6. Completed the ACCUPLACER Test. An applicant's minimum score of 256 - Reading, 259 - Writing, and 251 – Algebra/Statistics. The program will utilize the highest score received for the Compass within one year of the current selection process.
7. Once meeting the basic requirements applicants are scheduled for an "Admission Interview".
8. The interview occurs with the School's Admission Committee. The Committee utilizes different questions to help identify the qualities and characteristics that Sharon Regional Medical Center believes will allow the candidate to be a successful member of the medical profession.
9. The Committee feels that with current students, the desire to learn and be self-motivated is crucial. Every candidate states they really want to be an "X-ray Technologist" and that they really want to work with and help people. The key is

- to provide an opportunity for them to elaborate and give examples of their life Experiences that validate their statements.
10. The questions utilized include open ended questions from the categories of:
 - a. Stress Tolerance
 - b. Communication
 - c. Teamwork
 - d. Critical Thinking
 11. After completion of the process an “Applicant Scoring Sheet” is completed on each candidate and the candidates are chosen from the highest scores.

SCHOOL OF RADIOGRAPHY – POLICY NO. 3

SUBJECT: STUDENT EXPENSES AND REFUND POLICY

- I. Payment of Tuition
 - A. A bank check or money order must be used for payment of tuition. Make form payable to Sharon Regional Medical Center.
 - B. This fee is to be mailed or given to the Program Director. (A cost of \$25.00 will be charged for payment made with insufficient funds.)
- II. Books
 - A. Books are defined for each year of education and a listing and source to purchase the books is provided to each student.
 - B. The purchase of books is the responsibility of the student and ultimately it is the responsibility of the student to have the correct books for the first day of class.
- III. Uniforms
Uniforms are purchased by student based upon personal needs following school dress code.
- IV. Miscellaneous
Student assumes cost for their own insurance, gas traveling to clinical areas and food and other personal requirements
- V. Tuition Payment:
The first-year tuition is due on the first day of class of the first year and the second-year tuition is due the first day of school of the second year. Students unable to meet this required time frame need to meet with the Program Director prior to the deadline to determine if options exist. Failure to adhere to this may result in dismissal.

- VI. Program Cost
- A. 1st year: Expense - \$ 5,000.00 (does not include books, cloths, etc.)
- | | | |
|----|-------------------------------------|-------------|
| 1. | Acceptance Fee (previously paid) | \$ 250.00 |
| 2. | Tuition (\$4,600.00)/Lab (\$150.00) | \$ 4,750.00 |
| | Books (Approximation) | (\$ 700.00) |
- B. 2nd Year: Expense - \$ 5,000.00 (does not include books, cloths, etc.)
- | | | |
|----|--|-------------|
| 1. | Tuition (\$4,625.00) | \$ 4,625.00 |
| 2. | Registry Review (computer review, seminar) | \$ 200.00 |
| 3. | Graduation (pins, diploma, etc.) | \$ 175.00 |
| | Books (Approximation) | (\$ 300.00) |

Two-Year Expenses (excluding books, cloths, etc.): \$ 10,000.00

- C. Additional Expenses
1. Recommended books for two years total approximately \$73.00
 2. Uniforms for two years total approximately \$500.00

NOTE: ALL COSTS AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE ESPECIALLY BOOK FEES

- VII. Refund of Tuition
- A. Charges for tuition are refundable upon withdrawal from the School of Radiography based upon the effective date of withdrawal from classes.
- B. Students who meet these conditions are entitled to receive refunds of the tuition in accordance with the following schedule:
- | | | | |
|----|------------|---|-----|
| 1. | Week 1-2 | - | 80% |
| 2. | Week 3-4 | - | 60% |
| 3. | Week 5-6 | - | 40% |
| 4. | Week 7 | - | 20% |
| 5. | Week 8-end | - | 0% |

- VIII. Fees Prior to Entrance into Program
- A. Student Health
1. Each applicant is required to have a pre-entrance health examination.
 2. Records of the following items must be submitted:
 - a. Proof of receiving two doses of MMR vaccine
 - b. Proof of varicella disease or receiving a vaccine
 - c. Current Tetanus, Diphtheria and Pertussis vaccine, and three doses of Hepatitis B vaccine.
 3. Urine drug testing is required, and testing is conducted by the employee Health-Nurse.

4. All health status examinations must be submitted prior to enrollment in the School of Radiography.
 5. Hepatitis B vaccine (recombinant) is available at Employee Health and is highly recommended.
 6. The cost incurred for the student is as follows:
 - a. If the Tetanus vaccine needs updated – Cost to Student = 58.00.
 - b. If there MMR or Varicella comes back negative the Student will need a booster - Cost to the Student = MMR \$65.00, Varivax \$240.00
 - c. Any other booster that is needed other than Hepatitis B – is at the Student's expense
- B. Criminal Clearances
1. Students are required to provide prior to enrollment in Semester I
 - a. Federal Cogent Criminal Clearance
 - b. Criminal History and Record of Information Check (Act 34 Clearance)
 - c. Pennsylvania Child Abuse History Clearance (Act 33 Clearance)
 - d. The costs of the clearance reports are the responsibility of the applicant.
 - e. A social security number is required prior to program entrance.
 2. The cost incurred for the student is as follows:
 - a. Pennsylvania Student total cost will be either \$47.50 or \$81.75
 1. Pennsylvania Criminal Background check - \$10 .00
 2. Pennsylvania Child Abuse History clearance - \$10.00
 3. FBI/Department of Public Welfare Clearance- \$25.75
 4. Aging (they will only have this cost if they have been a resident OF less than two consecutive years preceding their first day of school) \$25.75
 - b. Ohio Student total cost will be \$113.75
 1. Pennsylvania Criminal Background check - \$10.00
 2. Ohio BCI Background check - \$32.00
 3. Pennsylvania Child Abuse History clearance - \$10.00
 4. FBI/Department of Public Welfare Clearance - \$27.50
 5. Aging (Older Adult Protective Services) - \$34.25

SCHOOL OF RADIOGRAPHY – POLICY NO. 5

SUBJECT: ATTENDANCE POLICY (ABSENTEEISM / TARDINESS)

The Program faculty feels attendance is important, first by supporting the professionalism that will be needed to be successful in the medical field, and secondly, allowing the student the opportunity to attain sufficient cognitive, psychomotor, and affective skills necessary to ensure patient safety in the clinical areas. Exceptions to this rule will be based upon the nature and severity of the circumstances and will be addressed by the Leadership/Faculty committees on an individual basis.

I. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week or 10 hours per day. Hours exceeding these limitations must be voluntary on the student's part and approved by the Director and the Clinical Instructor and documented in writing in order to meet the hour requirement by the Program.

II. Students are expected to call and notify officials in the event of absence and/or tardiness for School Hours (i.e. Program Director, Clinical and/or Didactic Instructor).

A. Please place first call to ext. 5603, leave a message if no one answers regarding personal time or tardiness.

B. If attending an outside clinic or off hours, then place another call to the clinical supervisor of that area to alert him or her of your absence.

III. During the final week of each semester there may be time to meet clinical deficiencies if needed to ensure that all requirements are met by end of each semester. This must be discussed with the Faculty of the school with a plan developed ahead of time.

IV. School semesters do vary in length due to classes being covered. Scheduled breaks if any during the semester will be determined by the School Faculty and explained to the students before the end of the semester and may be used to make up hours.

V. Holidays—scheduled time off includes; New Years, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas

VI. Vacations are assigned each year by School covering 2 weeks per year. This time is not negotiable.

VII. Personal /Sick Days

All students will be given 7.5 personal days (or 60 hours) per academic year for their personal use. These hours may be used for sick/personal/interview days/etc. Any unused time cannot be carried over to the student's second year. Personal time off must be requested in advance.

A. Any personal time requested and approved can only be taken for a maximum of one-day increments. In addition, during the student's first year, should they exceed their personal hours they will not be given any more personal time off that year. If the student is still deficient in hours at the end of their first year they can only make these hours after graduation.

- A student that goes over their 60 personal hours, does have an opportunity to make those hours up provided they do not exceed ten (10) hours in any one day and the total didactic and clinical involvement does not exceed forty (40) hours per week.
 - Hours exceeding these limitations must be voluntary on the student's part and must be done when faculty are present at the hospital.

B. Should a student surpass the 60 personal hours, without declaring a LOA, will result in:

1. A 2% deduction made to their overall Clinical Grade at the end of that year (Grading policy will be in effect).
2. The student can elect to make up the hours during their year by attending clinical during scheduled days off, only after prior approval of days and times by the Program Director.
3. In their first year assuming the student has completed all other program requirements but still owes clinical hours, these hours will be made up after graduation.
4. Any time owed beyond the 60 hours granted per year for both the student's first and second year, must be made up after graduation. If the student has completed all other requirements for graduation, they can participate in the graduation process but will not receive their actual certificate nor will they be able to take their registry exam until the required hours are made completed.
5. If the student cannot make up the total lost hours over a 40-hour week covering eight weeks post-graduation they will automatically be given a dismissal from the program.

VIII. Absence and Tardiness

- A. Absence and/or tardiness will have a detrimental effect on attainment of clinical and professional goals and will be reflected in the student's performance evaluation. When assignments are missed the student may be rescheduled in the clinical area that was missed.
- B. Notifications of absences are required to be called in at least 30 minutes prior to the student's scheduled time. Any illness of more than 5 days requires the student to report to the Employee Health Office, after 9 days the student will need to report to the Employee Health Office and have a written explanation from their physician.
- C. Should the student be discharged from the School of Radiography for reasons of absence or tardiness they will not be able to reapply to the School.
- D. The School of Radiography follows the same process as set up by Sharon Regional Health System (H.R. "Policy #2"), see table below:

<i>Event</i>				
1. Absence without proper notification	1 st time Student is suspended	2 nd occurrence student is discharged		
2. Absence without proper notification (3 or more days)	1 st time student will be discharged			
1. Excessive Absenteeism – please NOTE rules below <ul style="list-style-type: none"> •An occasion is a single time of absence from school, four consecutive days off due to illness would be a single occasion •If the student returns to class for at least 2 full days and then is absent again, this would be a separate 	After 5 th occurrence student will be given a Verbal Warning placed in their permanent file. (The use of EAP will be suggested)	After the 6 th occurrence the student will then receive a Written warning, which is placed in their permanent file. (The use of EAP will be required)	After the 7 th occurrence the student will receive a "Suspension" which is placed in their permanent file.	After the 8 th occurrence the student will be discharged from the school which is placed in their permanent file

occasion. •Absences are counted over a 12-month roving year.				

E. Tardiness

1. Arriving to School later than scheduled time is considered tardiness and should be phoned in to Clinical Instructor/Supervisor.
2. Exception is a Pre-arranged time between School Faculty and student
3. The School of Radiography follows the same process as set up by Sharon Regional Health System (H.R. "Policy #2"), see table below:

<i>Event</i>				
1. Excessive Tardiness – please NOTE rules below <ul style="list-style-type: none"> •Tardiness is defined as being late for the starting time of the student. For example, if a student is to report at 7:30 am, that student is tardy at 7:31 am. •Absences are counted over a 12-month roving year. 	After 6 th occurrence student will be given a Verbal Warning placed in their permanent file. (The use of EAP will be suggested)	After the 9 th occurrence the student will then receive a Written warning, which is placed in their permanent file. (The use of EAP will be required)	After the 11 th occurrence the student will receive a "Suspension" which is placed in their permanent file.	After the 12 th occurrence the student will be discharged from the school which is placed in their permanent file

IX. Calling Off – The following guidelines are to be used

- A. The student is responsible for calling him/herself off
- B. When calling off for School time (didactic or clinical) from any assigned location, the student must always call the school office at - 724-983-5603 and speak to a faculty member or leave a message on the voice mail.
- C. When calling off on weekends - call the Clinical Supervisor of that area by contacting the cell phone at 724-813-6726 and leave a message.

- D. When calling off from Sharon Regional “Diagnostic Center” - call the Clinical Supervisor of that area by contacting the “Automated” line at 724-983-3914 – EXT. 6202 and leave a message.
- E. When calling off from Hubbard Diagnostic and Specialty Center – call the Clinical Supervisor of that area by contacting them at 330-534-5400.
- F. When calling off from St. Elizabeth’s - call the Clinical Supervisor of that area by contacting them at 330-480-3186.
- X. An unexcused absence is defined as failure to notify instructor/supervisor prior to start of scheduled class or clinical time. Excessive tardiness, unexcused absences or any pattern of repeated violations shall be cause for disciplinary action.
- XI. Time Documentation - arrival and departure
 - A. All students are required to document their arrival time and their departure time for both their class days and clinical days for the length of the program.
 - B. This documentation must be completed in the Trajecsys system and must be completed on a computer and not by any other method.
 - C. Within all areas that a student participates in the program (Hospital or other Clinical sites) computers have been provided to allow the student to complete this process in order to establish their arrival and department times.
 - D. Each student must allow for time to park, arrive at their assigned location, and log onto a computer to complete this function before their assigned time. (If the time is logged in late the policy for tardiness will be followed).
 - E. This is an important requirement of the program and one that is closely watched. If a student should forget to document either their arrival or department time, it will be noted by the Program and counted as a part of this Policy.
 - F. Should a student that forgets to use a computer to punch in or out the Program will follow the process listed below.

<i>Event</i>				
1. Not using computer system to document punch in or out times.	Steps below are cumulative for the length of the program.			
2. Excessive Missed Punch – please NOTE rules below a. An	After 5 th occurrence student will be given a Verbal Warning placed in their permanent file. (The use of EAP will be suggested).	After the 6 th occurrence the student will then receive a Written warning, which is placed in their permanent file. (The use of EAP	After the 7 th occurrence the student will receive a “Suspension” which is placed in their permanent file.	After the 8 th occurrence the student will be

<p>occasion is a single time of not punching in or out using computer system .</p>	<ul style="list-style-type: none"> • The Student will receive a 2% reduction in their overall grade. (Grading policy in effect) • The Student will lose 5 hours of their PTO time. (Section 7 in this policy followed) 	<p>will be required)</p> <ul style="list-style-type: none"> • The Student will receive a 5% further reduction in their overall grade. Grading Policy in Effect) • The Student will lose an additional 5 hours of their PTO time. (Section 7 in this policy followed) 	<ul style="list-style-type: none"> • The Student will receive a 10% further reduction in their overall grade. Grading Policy in Effect) • The Student will lose an additional 5 hours of their PTO time. (Section 7 in this policy followed) 	<p>discharged from the school which is placed in their permanent file</p>
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XII Missed Classes

It is the responsibility of the student to obtain all notes or material covered in class and to follow up with the Instructor regarding his/her assignment (clinically or didactically).

XIII. Missed Clinical / Make up Assignment

- A. Students are expected to meet requirements of a 40-hour week to include didactic and clinical time.
- B. If a student is deficient in a clinical assignment and is released early from didactic class, this will be required time for making up clinical deficiencies.
- C. Additional days/shifts may be utilized to meet deficient assignments authorization must come from the Program Director

XIV. Extended Leave

Any serious illness or accidents will be evaluated on an individual basis for the option of extended leave policy.

SCHOOL OF RADIOGRAPHY – POLICY NO. 20
SUBJECT: GRADING POLICY

PURPOSE:

To provide a consistent method by which student radiographers are graded, the following grading scale has been developed. This grading scale pertains only to Sharon Regional Medical Center radiography courses. Please refer to the BC3 college handbook for details regarding grading of college courses.

II. Radiography “didactic” Courses

Percentage	Letter Grade	Quality Points
97% - 100%	A	3.8 - 4.0
94% - 96%	A-	3.5 - 3.7
91% - 93%	B+	3.3 - 3.4
88% - 90%	B	3.0 - 3.2
85% - 87%	B-	2.7 - 2.9
82% - 84%	C+	2.4 - 2.6
79% - 81%	C	2.0 - 2.3
75% - 78%	C-	1.7 - 1.9
Below 75%	F	0

- A. INDIVIDUAL COURSES - A student must achieve a minimum passing grade of 75% in all courses of the radiographic didactic program. Any grade below 75% will be recorded as an “F” in that course and will constitute an “F” for the entire course. Grades of “F” will not be averaged with other courses taught in that semester to constitute an overall passing grade in that semester.

- B. SEMESTER COURSES - A student must achieve a minimum score of 82% on average for all courses per semester (EX. Rad 100 = 75%, Rad 102 = 86%, Rad 110 = 87% for average grade of 82% which would allow the student to continue to the next semester)

- C. INDIVIDUAL TEST - Students that fail an individual test within a course can, at the discretion of the instructor, have up to, two more attempts on any individual test with a failing grade to receive a passing grade for that test. The student must notify the instructor within 2 business days of their decision to re-take the failed test. The student must receive a passing grade on one of the re-take exams to continue in the program. All test grades will be recorded in the student’s record and be used to determine the average grade for that particular course.

- D. FINAL EXAMS - Students must receive a passing grade of 75% or higher on any final exam given. If this is not achieved the student must retake the final exam and will have two more attempts to receive a passing grade for

that final exam. If a passing grade of 75% or higher is not achieved on any of the final exams taken for that course, then the student will be unable to continue in the program. All the test grades taken will be used to determine the average grade for that course.

- E. GPA - Grade averaging will only occur with successful scores in all courses within that semester in order to develop a GPA for the student's transcript.
- F. Stipulation regarding exams, at the discretion of the faculty member, exams will be placed in each student's file. Those exams can be reviewed but not during the two consecutive class days prior to a scheduled testing day.

III. Radiography "Clinical" Courses

Percentage	Letter Grade	Quality Points
97% - 100%	A	3.8 - 4.0
94% - 96%	A-	3.5 - 3.7
91% - 93%	B+	3.3 - 3.4
88% - 90%	B	3.0 - 3.2
85% - 87%	B-	2.7 - 2.9
82% - 84%	C+	2.4 - 2.6
79% - 81%	C	2.0 - 2.3
75% - 78%	C-	1.7 - 1.9
Below 75%	F	0

A. WRITTEN EXAMINATIONS – when students are taking clinical courses the Program will utilize the didactic grading scale and rules that are stated above.

B. ACTUAL OR STIMULATED EXAMS - Radiographic positioning evaluations are calculated using the Clinical course grading scale stated above. A minimum overall score of 85% must be achieved on radiographic examination competencies. Students have three chances overall to achieve this grade. Students who cannot receive a passing grade after three attempts will receive a failing grade for that course and will not be permitted to continue in the program. In the event a student has to repeat an examination, the grade for the examination will be the average of all attempts. This average must be 85% or better in order that the student continues in the program. This grade will be used in order to develop a GPA for the student's transcript.

IV. Didactic Education Progress

A. Satisfactory Progress

1. The student must maintain at least a 75% average for all tests taken for each didactic course per semester.
2. The average of all didactic courses taken per semester must be at least an 82%.

3. The above 2 criteria must be met in order to move on to the next semester.
4. Progress will be discussed with each student on advising day in formal student conferences.

B. Unsatisfactory Progress

1. If a student receives below a 75% average in any didactic course at the end of the course, the student will be dismissed from the program.
2. If a student receives below an 82% on average for all courses that semester the student will be dismissed from the program.
3. If the student receives below a 75% in any course or below an average of 82% of all courses that semester than at mid- semester student conference, he/she will be placed on academic probation for the remainder of the semester. At the end of the semester, another consultation will be done to evaluate the student's status. If the student has not gained satisfactory progress, he/she will be dismissed from the program.

V. Clinical Education Progress

A. Satisfactory Progress

1. The student must maintain an 85% average on clinical professional development evaluations and clinical competency-based evaluations for all the semesters during the students first year and then again during their second year.
2. Professional Development forms (PD Forms) must be turned in at the end of the next week in which the form was completed.
 - a. But by the end of the last week before Mid-semester conference all PD forms prior to this must be turned in to the Clinical Instructor or you will receive a grade of "1.0" for each week in which the form is missing.
 - b. In addition, by the end of the Final's week (end of semester) all PD forms must be turned in to the Clinical Instructor or you will receive a grade of "1.0" for each week in which the form is missing for the second half of the semester.

B. Unsatisfactory Progress

1. If the student receives below an 85% average on Clinical professional development evaluations or Clinical Competency evaluations, the student will have immediate consultation to aid the student in his/her performance.
2. If the student receives below an 85% average in a Clinical Radiography course during their first or second year, the student will be placed on probation for the remainder of that year. At the end of that year, another consultation will be done to evaluate the student's status. If the student has not gained satisfactory progress, he/she will be dismissed from the program.

3. If the student receives a below satisfactory clinical evaluation, the Clinical Instructor may reassign the student to that area or stage of objectives to be reevaluated.
4. If a student fails a clinical competency, the student will repeat the competency once during that grading period and the repeat grade will be averaged in with all other clinical competencies that semester. (see: Clinical Education Procedure in Handbook)
5. If the student does not successfully complete the required clinical competency-based evaluations in the designated time period, he/she may receive an incomplete final grade. The student has 6 consecutive clinical days to meet the requirement and complete the clinical competencies. If in that time frame the incomplete competencies are not accomplished the student will receive a 25% reduction in their clinical grade for each week they are delinquent, based upon their weekly PD form. The overall grading policy will be in effect for their final grade.

VI. Terminal competencies

- A. Students must receive an 85% or a letter grade of “B-” or better to pass the Terminal Competency Evaluation.
 1. A student who receives anything less will be given an “F” and may repeat the terminal competency only once.
 2. The repeat grade will be used as the final Terminal Competency Evaluation.
 3. This grade will comprise 50% of the final grade for RAD 243 Clinical Radiography 6 (Summer II).
 4. Failure to complete the Terminal Competency with an 85% or better may prevent the student from graduating.

VII. Dismissal

- A. Students who are dismissed or withdraw from the program are not guaranteed re-entrance into the program the following year. Re-entrance will depend on the success of other academic courses, space available in the class which he or she wishes to re-enter, and successful completion of a comprehensive examination covering all courses prior to the failed course.
- B. The student will be required to write a letter, formally requesting re-entrance. The letter should state what the problem was and how the student has worked to remedy the problem. The faculty will meet and evaluate formally the request for re-entrance.
- C. A student who is dismissed for violation of the hospital or school rules and regulations will not be permitted to re-apply.

VIII. Grading Reports

- A. Student consultations are held at the mid and end of each semester. Grade reports will be distributed at this time. Additional consultations will be conducted when necessary.

IX. Grade Reporting and GPA Determination

- A. Sharon Regional Medical Center issues a grade report to each student following the close of the semester. Grade points are determined by multiplying the academic credit hour of a course by the grade point value of the grade received. (Example: A = 4, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0)
- B. Student's grade point average is determined by dividing the number of grade points earned by the total credits attempted. With the overall GPA done by totaling all grade points earned by the total credits attempted.

EXAMPLE

COURSE	Credit Hours	Grade	Grade Point
RAD 102 – Patient Care	1	A	1 X 4.0 = 4.0
RAD 141 – Clinical Radiography I	2	B	2 X 3.0 = 6.0
RAD 261 – Imaging Equipment II	2	C+	2 X 2.4 = 4.6
	Total Credit Hours Earned		Total Grade Points Earned
	5		14.6

GPA Determination = 14.6 Grade Points Earned / 5 credits earned = 2.92 GPA

SCHOOL OF RADIOGRAPHY – POLICY NO. 26
SUBJECT: GRADUATION REQUIREMENTS

PURPOSE:

A certificate is obtained after a student has:

- I. Accomplished the program's Goals and Objectives.
- II. Successfully completed all didactic studies with a Grade of "C" or better.
- III. Successfully completed competency-based clinical education with a Grade of "C" or better (includes all mandatory and elective competencies).
- IV. Completed and turned into the School their record of clinical experience.
- V. Completed all Clinical Rotations which includes:
 - a. St. Elizabeth's Medical Center
 - b. Diagnostic and Imaging Center
 - c. Hubbard Imaging and Specialty Center
- VI. Paid all fees owed for the program. (Any fees or expenses are subject to change.)
- VII. Completed all time required of the program including all make-up time.
- VIII. Completed all portions of RAD 299 (Registry Review exercises, quizzes, and tests) and their Student Portfolio and all required materials.
 - a. It is the desire of the school to ensure that each student has an understanding of the need for Professional Growth and Life Long Learning.
 - b. With the completion of their Portfolio each student will have developed a plan and illustrated their understanding of these two objectives and the professionalism needed to be successful within the medical field.
- IX. Received a score of 70% or better on one of the four Corectec registry review exams.
- X. Returned the following materials to the school:
 - Picture ID card
 - Film badge
 - Key to Medical Imaging Department.

SCHOOL OF RADIOGRAPHY – POLICY NO. 11
SUBJECT: CLINICAL POLICY

I. Purpose

- A. The clinical policy shall provide the students and staff of the Medical Imaging Department with a guide to follow covering the obligation for students regarding their clinical time.
- B. This procedure ensures that the learning opportunities for all students are equal.

II. Schedule and Assignments

- A. Total hours of didactic and clinical education schedules do not exceed forty hours per week.
- B. Didactic classes are based on courses offered each semester. They will be offered Monday through Friday (days and times will vary due to class schedule). Class times are subject to change with advanced notice. Schedules for times and days provided prior to each semester.
- C. Clinical hours are based on clinical assignments. Hours are posted Sunday through Saturday based upon scheduled assignments. The schedule is given at the beginning of each new semester; Clinical times are subject to change with advanced notice.

III. Clinical Assignments

- A. General rooms 2 and 4 will be scheduled 7:00 a.m. to 3:30 p.m. and 8:00 a.m. to 4:30 p.m.
- B. Fluoroscopy rooms 6 and 7 will be scheduled 7:30 a.m. to 4:00 p.m.
- C. Portables/Surgery will be scheduled 6:00 a.m. to 2:30 p.m.
- D. Afternoons will be scheduled 3:00 p.m. to 11:00 p.m.
- E. Weekends are scheduled by semester (based on hours stated above) *
- F. Specialty rotations, CT, Nuclear Medicine, MRI, Ultrasound, Cath Lab, Radiation Therapy and the Laboratory are scheduled 7:30 a.m. to 4:00 p.m.
- G. Clinical Assignments are all scheduled and placed on the Student's Clinical Schedule prior to the beginning of the semester and include those assignments at the following locations

1. Sharon Regional Hospital
2. Diagnostic and Imaging Center
3. Hubbard Diagnostic and Specialty Center
4. St. Elizabeth's Medical Center

H. Scheduled times are subject to change

IV. Clinical Instructor

Ratio of students to clinical instructor is 10:1. One full-time equivalent clinical instructor is required for every ten students involved in the competency achievement process.

V. Clinical Staff

A. The program maintains a 1:1:1 ratio, meaning - **one student to - one Clinical staff to - one room** (as stated by JRCERT standard 1.3). The placement of students is conducive to the student's learning needs. Students are assigned to clinical areas Monday through Friday and on weekends during specific Semesters. By knowing their level of competency, it allows the program to strategically place students in certain clinical rotations conducive to quality learning, experience and coverage regarding a 1:1:1 student, technologist, room ratio. In addition, Monday through Friday the Clinical Instructor is present in the department to ensure the 1:1:1 ratio, and in the event that two students are assigned to the same room the Clinical Instructor, who is not assigned to a room, can effectively move the student to another room, by doing this the 1:1:1 ratio is maintained.

1. Hospital – Medical Imaging Department
 - a. The clinical instructor checks the department schedules of technologists when posted by the supervisor. The number of techs is verified depending on the number of students to be sure the 1:1:1 ratio is maintained for each clinical day.
 - b. If the 1:1:1 ratio cannot be met based upon the posted technologist's schedule then a student will be scheduled off prior to this assignment.
 - c. Days off will be rotated so that each student is given an equal amount of clinical time off by the end of their program.
2. Hermitage Diagnostic and Imaging Center
No more than two students are scheduled at the center on one day. There is a minimum of two technologists scheduled every day at this site. This ensures the ratio is always 1:1:1.
3. Hubbard Imaging and Specialty Center:
Only one student is scheduled at this facility. There is only one technologist scheduled at this facility. This ensures the 1:1:1 ratio is always met.

4. St Elizabeth Health System:
One or two students are scheduled at this facility. 1:1:1 ratio is met by having their assigned clinical instructor observe for this ratio and adjust if needed.

- B. In any event if the student is ever at any clinical site and they are not identified with a specific Registered Technologist due to staffing arrangements they are to call the Program Director or Clinical Instructor, so adjustments can be made so that the students is always paired with a registered staff member. This rule is reviewed with each site and assigned Clinical Instructor.

VI. Clinical Concerns

- A. Any concern involving any student's clinical education should be brought to the attention of the Program Director as soon as possible.
- B. Students are rotated among all clinical areas equally so that each student is able to participate in each area and gain a similar experience. Equal rotation and experience can be seen by the student's schedules and the statistical excel worksheet maintained by the student.

VII. Didactic or Clinical Schedule Change

- A. Didactic and Clinical schedules are developed to ensure the correct amount of experience for each student. Any desire by a student to have their schedule adjusted must be discussed with the Program Director before any change can occur.
- B. The Program feels these assignments are important, by supporting the professionalism that will be needed to be successful in the medical field, and allowing the student the opportunity to attain sufficient cognitive, psychomotor, and affective skills necessary to ensure patient safety in the clinical areas.

VIII. Computation of Clinical Grade

- A. Professional development evaluations are used to assess the daily performance of the student in the clinical setting. Fifty percent of the student's clinical grade is derived from these evaluations.
 1. Prior to clinical room assignments, students are given clinical room/area objectives.
 2. Students are evaluated as they progress through the stages in their clinical assignments.
 3. These evaluations will be used continually throughout the student's clinical education to evaluate the student's continual competency in the rooms and procedures.

4. The room checklist is used as a final assessment of the student's performance in the radiographic room.
5. In the specialty areas, a checklist is used to assess the student's understanding of information acquired in these areas.
6. Students will be assigned to additional rotations in a particular room/area if additional learning is required.

B. Clinical Competency-Based Evaluations

1. These are used to assess the student's skill and competency in completing procedures as defined by ARRT competency requirements. Fifty percent of the student's clinical grade is derived from these competencies.
2. Terminal Competencies
In the Summer II Semester, the student will perform one terminal competency. This competency consists of 3 or more multiple exams on the same patient. Its intent is to evaluate the student's ability to integrate complexity that is entailed in a multiple study exam. The condition of the patient is incorporated in the assessment and choices that student makes regarding order and adaptability of positioning of these exams.

IX. Adherence to the Health System Policies and Procedures

Students are to adhere to all Health System policies and procedures while in training at Sharon Regional Health System, School of Radiography. Policy books are available to all Medical Imaging employees and students in the Medical Imaging Office.

* NOTE – should a student call off or request hours off during any weekend assignment these hours will need to be made up in full before graduation. These hours are of limited nature therefore are accounted for differently. In order to make these hours up the Program will reassign them.

SCHOOL OF RADIOGRAPHY – POLICY NO. 16

SUBJECT: TRANSFER / ADVANCED PLACEMENT PROGRAM

- I. Students may transfer from another accredited program by doing the following
 - A. Request and complete an Application Form from the School of Radiography at Sharon Regional Health System.
 - B. Submit transcripts
 1. High school
 2. College or trade school (if applicable)
 3. Previous school of radiography
 - C. Submit three reference letters from radiology educators and registered radiographers.

- II. After receiving the above information, the program will evaluate the student by examining his/her:
 - A. Transcripts: the applicant must have at least a “C” GPA in all radiography courses.
 - B. The applicant must be a high school graduate or possess a GED.
 - C. Academic Background: the applicant must have a grade of “C” or above in Biology and Algebra I at the high school level.
 - D. Technical Standards form completed.
 - E. Attendance Records: the number of absences should not exceed 60 hours per year.
 - F. Clinical Competencies and Evaluations: if permission is granted, the previous school will be contacted.

- III. If the above is satisfactory and the student is in good standing, the applicant will be granted an interview with the Admission’s Committee. If the interview is successful, then the Admission Committee will meet to determine if the student will be able to transfer and where placement should be.

- IV. The School of Radiography reserves the right to place the student wherever it feels appropriate for the student to receive a valid education. However, program officials will consider the curriculum sequence of the previous School of Radiography.

- V. The transfer student may request to take a challenge examination in any didactic course (in which they had completed previously but occurs later in our programs curriculum).

- VI. Should the student pass the examination with at least a “C”, he/she will have successfully completed the course.

- VII. The college courses taken must be accepted and transferred to Butler Community College. If courses are needed to complete the Associate Degree requirement the student will have to make up or repeat those courses and receive a letter grade of “C” or better.

- VIII. Sharon Regional Health System reserves the right to request the transfer student to take any of the submitted clinical competency evaluations.

COURSE DESCRIPTIONS WITH PRE-REQUISITE HOURS

RAD 100 Orientation – Introduction to Radiology 112 Hours – 3 Credit Hours

This course contains three components. One component is an overview of Radiologic Sciences to include the historical aspects as well as various modalities. The second component includes how x-rays are produced, their possible effects on living tissue and radiation protection concepts and practices. The last component presents theory and application of the fundamentals of patient care methods, standard precautions, and body mechanics. It will also discuss terminology; defining radiographic positions, planes, and anatomic landmarks to be used in patient care and assessment. In addition, it will demonstrate proper body mechanics and transfer techniques.

Prerequisite: None

Medical Terminology 48 Hours – 3 Credit Hours

This course is designed as an introduction to the formation and usage of general terminology as it relates to the major body systems. Upon completion of this course, the student will be able to describe and identify basic medical terms, build medical terms from word parts, use medical terms within an appropriate context, and accurately pronounce and spell words used in the medical language system. This course is integrated with Radiographic Pathology and Positioning and Procedures 1, 2, and 3.

Prerequisite: None – Taken at BC 3 – AHEA 280

RAD 102 - Fundamentals of Patient Care 48 Hours – 1 Credit Hour

This course will introduce the student to terminology specific to patient care and radiology. It focuses on simple techniques and basic principles of patient care and will prepare them for the clinical aspects of radiography. This course presents theory and application of the fundamentals of patient care methods, standard precautions, vital signs, body mechanics, medical asepsis, sterile technique, medical emergencies, and pharmacology. It focuses on patient diversity and the medical and legal aspects of providing patient care and professional and ethical responsibilities of the radiographer. In addition, it focuses on specialty patients and their unique needs in radiography. Discussion and development of communication skills and patient assessment skills will also be addressed and practiced. Various components of this course will be integrated with Clinical Radiography 1.

Prerequisites: None

Human Biology with Lab 64 Hours – 4 Credit Hours

This course is designed to establish knowledge of basic human anatomy for the allied health student. Aspects of physiology are included, with the major emphasis on human structure. Organs and systems studied include the skeleton, muscles, reproduction, digestion, circulation, respiration, nervous system, and excretory function. The focus is to present structure and function of the normal, healthy human body. Components of the cells, tissues, organs, and systems will be described and discussed. Some pathology will be presented, with theories of what causes the disease and pathophysiologic disorders as well as some clinical manifestations. This course is integrated with Pathology and Positioning and Procedures 1, 2, and 3.

Prerequisites: None - taken with sequential RAD courses taught at BC3 – BIO 116

Medical Law and Ethics

48 Hours – 3 Credit Hours

This course provides an introduction to the fundamentals of medical ethics and law. The student will gain knowledge of law, medical ethics and bioethics as they impact current health care practices. Special emphasis will be placed on documentation, types of consent, standard of care, physician-patient relationships, licensure, accreditation and professional liability and malpractice.

Prerequisites: None – taken with sequential RAD courses taught at BC3 – AHEA 110

RAD 110 - Radiographic Positioning & Procedures 1

64 Hours – 2 Credit Hours

This course is designed to introduce the positioning terminology used in radiography, lines and planes of the body, and utilization of proper positioning to ensure high quality radiographs. The course will focus on correlated anatomy, positioning and film critique of the chest, upper and lower extremities, and abdomen. This course will be integrated with a clinical lab component for simulated positioning.

Prerequisites: To be taken with previous RAD courses

RAD 120 - Positioning & Procedures 2

64 Hours – 2 Credit Hours

Continuation of radiography studies includes urinary system, upper and lower digestive system, biliary system, proximal humerus and shoulder girdle, pelvis, hip and femur, special projections of knee, vertebral column, sacrum and coccyx, SI joints, and bony thorax.

Prerequisites: RAD 110

RAD 130 - Positioning & Procedures 3

70 Hours – 2 Credit Hours

This course offers an in-depth study of the bony thorax, skull, facial bones, sinuses and temporal bone. Anatomy and radiography of the cardiovascular system will also be presented. Trauma adaptations for each of these areas are also presented. Clinical labs in the radiography rooms correlate with each category taught.

Prerequisites: RAD 120

RAD 150 - Radiographic Exposure & Digital Imaging 1

40 Hours – 1 Credit Hour

This is a study of the photographic and geometric properties that affect a radiographic image. Problem solving methods and conversion problem solving used by the radiographer are also studied. Also included are the x-ray tube and x-ray production. Class demonstration/labs are used to demonstrate application of theory.

Prerequisites: To be taken with previous RAD courses

RAD 151 - Radiographic Exposure & Digital Imaging 2

42 Hours – 1 Credit Hour

This course is a continuation of RAD 150 Radiographic Exposure and Processing 1. Topics presented are exposure technique theory, quality assurance and control techniques, technique chart development, and film processing. Sensitometry, AEC and digital radiography will also be presented. Film evaluation labs will be presented utilizing film repeat analysis. Multiple factor exposure problem solving is presented. Class demonstration/labs are used to demonstrate application of theory. This course will also give students an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. This course will include quality assurance for digital/computed radiography systems and guidelines for selecting exposure factors and evaluating digital images.

Prerequisites: RAD 150

RAD 240 - Advanced Positioning and Procedures / Pathology 45 Hours – 1 Credit Hour

This course offers a wide variety of special procedures and specialty areas of radiography. Cardiovascular system and angiographic procedures are presented to prepare the student for Catheterization Lab and special procedures rotation. Special procedures such as myelography, arthrography, venography and hysterosalpingography are presented. Specialty areas of mammography, bone densitometry, mobile and trauma radiography, and pediatric radiography with immobilization are also presented. In addition, it addresses diseases and pathological and radiographic manifestations of these areas.

Prerequisites: All previous RAD courses and Anatomy BC3

RAD 260 - Imaging and Equipment I - Physics 48 Hours – 1 Credit Hour

This course covers physics and math review, atomic structure, electricity, magnetism, x-ray interactions in the tube and in the tissue, x-ray equipment, circuitry, and specialized imaging equipment.

Prerequisites: All previous RAD courses

RAD 261 - Imaging and Equipment II- Physics 75 Hours – 2 Credit Hours

This course is a continuation of Imaging and Equipment 260. Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter, x-ray equipment, and specialized imaging equipment.

Prerequisites: Previous RAD course 260

RAD 270 - Radiology Protection/Radiation Biology 48 Hours – 1 Credit Hour

This course is divided into two parts. The first part deals with the types of ionizing radiation and their effects at the atomic, molecular, and cellular levels. Genetic and somatic effects as related to acute and chronic doses of radiation are also discussed. The second part concentrates on medical diagnostic radiation-sources, exposure, dose limits, detection and measurement, design of equipment and rooms for maximum protection, and reduction of dose.

Prerequisites: All previous RAD courses

RAD 280 - Cross Sectional Anatomy / CT 32 Hours – 1 Credit Hour

This course is designed as an introduction to human anatomy as seen in transverse, sagittal, and coronal planes. Correlation with MR and CT images are made to demonstrate radiographic anatomy. Bony, muscular, vascular, organs and soft tissues of the following anatomical regions are studied: central nervous system (brain and spinal cord), other structures in head, cardiovascular, thorax, abdomen, and pelvis. To be correlated with clinical assignments through CT and MRI.

Prerequisites: All previous RAD courses. (Anatomy from BC 3)

RAD 290 - Radiographic Pathology

66 Hours – 2 Credit Hours

This course is a study of the common pathologies seen radiographically and integrates the previous didactic and clinical experience with specific pathology of the body systems. It is incorporated in several courses including Medical Terminology, Anatomy and Cross Sectional Anatomy. It is designed to offer basic foundations of disease or injury, including clinical, pathological and radiographic manifestations. The course specifically addresses diseases and pathological and radiographic manifestations. It also addresses diseases and pathologies in the thorax and abdomen, urinary and gastrointestinal systems, and skeletal systems.

Prerequisites: All previous RAD courses

RAD 299 - Professional Topics / Seminar

96 Hours – 2 Credit Hours

This course will broaden the student's development and knowledge and assist them in understanding the requirements of their career. Resume writing, job search, and interviewing skills will be presented to prepare students for employment and job expectations. This course will also assist them in the review of their knowledge base, which will aid them in studying for the ARRT National Registry Exam. It will be a review of content from various sources to prepare the student for test taking. They will take several mock registries that will be done in an independent learning format. Students will attend a Registry Review class designed specifically to review all courses prior to registry taking. In addition, students will be required to make a final presentation providing evidence of increased verbal and written skills learned throughout the program. They will also be required to provide a completed portfolio that includes a road map for both their future plans for professional growth and life-long learning. Finally, this course will present topics of interest for a Radiologic Professional. Assigned reading of journal articles are required with written assessments.

Prerequisites: All previous RAD courses

Sharon Regional Health System: Credit Hours

Category	Course Number	Course Title	Credit Hours
Health	RAD100	Orientation	3
	RAD 102	Fundamentals of Patient Care	1
	RAD 110	Positioning 1	2
	RAD 141	Clinical I	2
	RAD 120	Positioning 2	2
	RAD 290	Radiographic Pathology	1
	RAD 142	Clinical 2	2
	RAD 130	Positioning 3	2
	RAD 150/151	Exposure & Digital Imaging 1 & 2	2
	RAD 143	Clinical 3	2
	RAD 260/261	Imaging Equipment 1 & 2	3
	RAD 270	Radiation Biology and Protection	1
	RAD 280	Cross Sectional Anatomy CT	1
	RAD 241	Clinical 4	2
	RAD 240	Advanced Positioning and Procedures	1
	RAD 242	Clinical 5	2
	RAD 243	Clinical 6	2
	RAD 299	Professional Seminar	2
		Total Credit Hours	33

Butler County Community College – BC3 - Associate Degree Course completion:

Category	Course Number	Course Title	Credits
Allied Health	AHEA 280	Medical Terminology	3
Biology	BIOL 116	Human Biology with Lab	4
Allied Health	AHEA 110	Medical Law and Ethics	3
Mathematical/Logical Reasoning	MATH 100	Intermediate Algebra	3
Communications	COMM 201	Speech	3
English	ENGL 101	English I	3
Computers	COMPP 210	Introduction to Microcomputing	3
Psychology	PSYC 201	General Psychology	3
Physical Education	PHED 125	Physical Wellness	2
		Total Credits	27

Accrediting Body:

The School of Radiography is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). It complies with the JRCERT Standards for an Accredited Education Program in Radiologic Sciences (Standards).

Joint Review Committee on Education in Radiologic Technology

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