



# SCHOOL OF RADIOLOGIC TECHNOLOGY



**Student Handbook**  
MAY, 2010- APRIL, 2012

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## INTRODUCTION

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

Methodist Healthcare is a seven-hospital system with licensed bed complement of 1805. It is the second largest private hospital in the country. Chartered in 1918, Methodist Hospitals of Memphis with its parent company Methodist Healthcare Systems is owned by the North Arkansas, North Mississippi and Memphis Conferences of the United Methodist Church.

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

- University Hospital - located in midtown Memphis, was formed in 2002 through the momentous partnership of two healthcare leaders—Methodist Healthcare and the University of Tennessee Health Science Center. This 696-bed facility, formerly known as Methodist Healthcare-Central Hospital, is now the principal adult private teaching hospital for the University of Tennessee (UT) in the Shelby County area.
- Methodist Healthcare South - South Hospital, which is our 200-bed facility serving South Memphis and North Mississippi. This acute care satellite hospital, the first of its kind in Memphis, has a 24-hour Level II Emergency Department with 15 treatment rooms equipped to evaluate urgent situations and take the proper course of action. It is certified by Le Bonheur Children's Medical Center as part of the Pediatric Emergency Network to treat children's emergencies.
- Methodist Healthcare North- Is a 234-bed community hospital offering a complete range of services, including an emergency department, acute inpatient care and treatment, extensive surgical services, state-of-the-art cardiac care and maternity services.
- Methodist Healthcare Germantown-The newly expanded Methodist Le Bonheur Germantown is a 209-bed community hospital serving Germantown and the surrounding areas. Our areas of expertise include acute inpatient care and treatment, extensive surgical services, maternity services, children's services featuring a Le Bonheur unit, an Emergency department providing urgent and emergency care for adults and children, and a new adult Cardiac Services department.
- Le Bonheur - Le Bonheur Children's Medical Center is the Mid-South's premier pediatric hospital and operates the region's only pediatric emergency department and pediatric intensive care unit. A licensed, fully accredited 225-bed center, it is recognized as the region's pediatric specialty referral center. Now part of the Methodist Healthcare family, Le Bonheur serves a 95-county area in six states and has satellite facilities in East Memphis, Germantown, Cordova and Southeast Memphis. Satellite facilities include an inpatient pediatric unit at Methodist Le Bonheur Healthcare - Germantown Hospital, pediatric subspecialty clinics, a diagnostic center; two urgent care centers and a same-day outpatient surgery center.
- Fayette- A 46 bed hospital located in Somerville, Tennessee and serving Fayette county.

All medical specialties and most subspecialties are represented on the hospital's medical staff which numbers more than 1200. Among the outstanding and comprehensive programs are neurology / neurosurgery, oncology, cardiology, ophthalmology, obstetrics/gynecology, and gamma-knife.

## **METHODIST UNIVERSITY HOSPITAL SCHOOL OF RADIOLOGIC SCIENCES**

### **TO THE STUDENT OF RADIOLOGIC SCIENCES:**

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

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

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

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

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

## **PREFACE**

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

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

1. The Joint Review Committee on Education in Radiologic Technology requires that all programs follow the standards for Programs in Radiologic Sciences.
2. The American Society of Radiologic Technologists formulates the required curriculum outline of academic instruction.
3. The American Registry of Radiologic Technologists has requirements and deadlines that must be met.
4. Methodist Healthcare and the Radiology Department have requirements and regulations that must be followed.
5. The Faculty of this Program meets monthly to discuss the contents of this manual to meet the requirements of the above organizations.

## WHAT IS A PATIENT?

What a patient means to you and our hospital:

1. Our **patient** is the most important person in the hospital.
2. Our **patient** is not dependent upon us; we are dependent upon him.
3. Our **patient** is not an interruption of work, he is the purpose of it.
4. Our **patient** is not an outsider to our business; he is our only business.
5. Our **patient** is a person, not a statistic; he has feeling, emotions, and desires.
6. Our business is to satisfy the **patient**.

## **Methodist University Hospital School of Radiological and Imaging Sciences**

### **Mission**

The mission of the Methodist University Hospital School of Radiologic and Imaging Sciences is to educate and prepare students to graduate with the entry-level employment skills required of a Radiological Technologist. The education provided, both clinically and didactically, will prepare students to excel in the role of a staff radiographer. Students will also learn about providing outstanding patient care, participating actively in the profession, engaging in life-long learning and achieving personal and professional goals.

### **Goals**

1. Graduate students will be clinically competent and have knowledge and skills to practice safely as an entry-level radiographer.
2. Graduate students will demonstrate abilities in communication, critical thinking, and problem solving necessary for professional practice.
3. Graduate students will be marketable and meet all requirements of employers.
4. Qualified students will graduate and meet the professional needs of the community.

### **Professional Duties**

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

### **General Information**

- Twenty-four month educational program
- All courses taught at Methodist Facilities
- Clinical Education provided by multiple sites throughout the Memphis area
- Upon completion of the program, the student is eligible for the certifying examination given by the American Registry of Radiologic Technologists(ARRT)
- Successful completion of this examination enables the individual to use the title "Registered Technologist", Radiology, after their name

## **Accreditation**

The radiography program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)  
20 N. Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3128  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

## **Fees and Expenses**

A \$50.00 non-refundable application fee must be submitted at time of application. Tuition is \$4000 per school year. Tuition does not include other personal expenses. A total cost of books during the two-year period is approximately \$1000. All books must be purchased prior to the beginning of the first day of school. There is a \$150.00 non-refundable Activity Fee. This fee is due the first day of school. Malpractice insurance is approximately \$25.00 annually.

Students are also responsible for the cost of meals, clothing, laundry, transportation, and living accommodations. Parking will be free for enrolled students.

## **School of Radiologic and Imaging Sciences Admissions Requirements**

- Applicants must be a High School graduate with a strong background in science and math.
- Applicants must have a minimum score of 19 on the American College Testing Examination.
- Applicants must have a total of 15 college credit hours including one course of Algebra, one course of oral/written communication and one course of Anatomy/Physiology or Biology. The remaining hours can be met with Psychology, sociology, political science, English, foreign language, ethics, computer science, or other natural sciences. Other courses may be submitted for review and approval. A minimum C average is required in each. Students may achieve the required 15 college credits from the following :
  - High School Advanced Placement courses with transfer credit from accredited college.
  - An accredited college or university
  - Clept College Classes
  - On-line College Classes
- Complete and submit an application which must include:
  - Non-refundable application fee of \$50.00.
  - A short essay concerning your desire and decision to become a Radiologic Technologist
- Applicants must have official transcripts sent from high schools and colleges attended documenting a GPA of 2.0 or higher

- Three letters of reference to be mailed in by individuals submitting the reference.
- Four hours of Observation (Scheduled by the School Office). Observation is time spent in the radiology department observing radiographers at work
- Qualified applicants are scheduled for a pre-admission test.

Qualified applicants who meet the above requirements will be scheduled for an interview with the admissions committee.

The final selection of students is based upon completion of all admission requirements with emphasis being on the scholastic ability of the applicant. The school notifies all applicants in writing whether accepted or rejected. An equal opportunity is offered each candidate regardless of sex, race, religion, age, national origin or physical disability. Your application packet must be **postmarked by March 1<sup>st</sup>**. Applications are accepted each year from December 1<sup>st</sup> to March 1<sup>st</sup>. Transcripts and reference letters must be in our office no later than April 1<sup>st</sup> to be considered for admission into the program.

### **Dexterity and Health Standards**

**Each applicant must meet the following dexterity and health standards:**

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

**Website for:**

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

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

**For further information about the school, or to apply contact:**

Melissa Yarbro, MBA, RT(R)

Director, School of Radiologic and Imaging Sciences

1265 Union Avenue

Memphis, TN 38104

Telephone: 901.516.8099

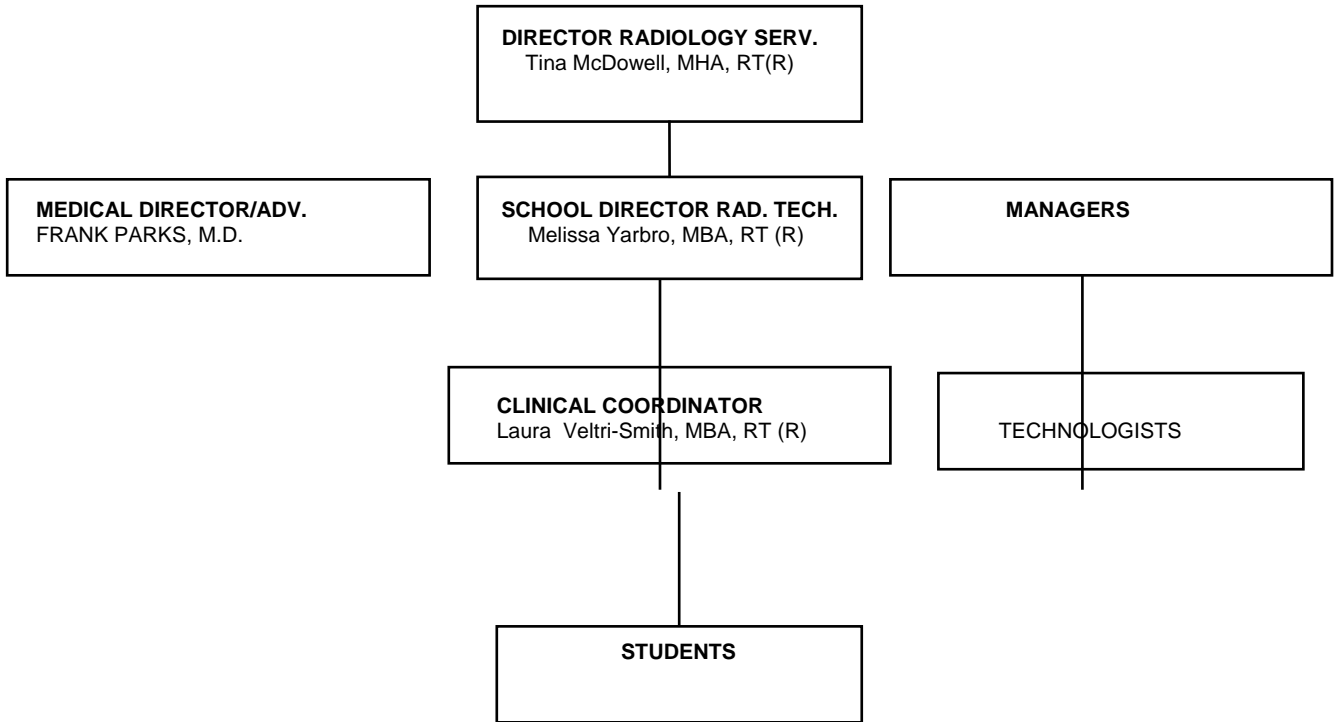
Fax: 901.516.2870

**All information subject to change w/o notice**

**For additional information and application visit our website [www.methodisthealth.org](http://www.methodisthealth.org) or phone (901) 516-8099**

Revised 06/24/2009

# School of Radiologic Technology Organization Flow Chart



## Curriculum

### Methodist University Hospital School of Radiologic Sciences

#### FIRST TERM - FIRST YEAR

Radiology Orientation	20
Image Evaluation I	10
Anatomy, Physiology and Pathology I	20
Intro. To Rad. Tech. I	20
Patient Care I	20
Radiologic Exposure I	20
Physics I	20
Medical Terminology I Procedures I	20
Computers for Rad Sci I	20

Term Class Hours 190

#### FIRST TERM - SECOND YEAR

Anatomy, Physiology and Pathology III	20
Special Procedures I	20
Film Processing / QA	20
Radiographic Imaging I	20
Physics III	20
Medical Terminology III	20
Image Evaluation III	20
Procedures III	20

Term Class Hours 160

#### SECOND TERM - FIRST YEAR

Anatomy, Physiology and Pathology II	20
Patient care II	20
Radiographic Exposure II	20
Physics II	20
Medical Terminology II	20
Image Evaluation II	20
Procedures II	20
Intro to Rad Tech II	20

Term Class Hours 160

#### SECOND TERM - SECOND YEAR

Radiographic Imaging II	20
Physics IV	20
Imaging Evaluation IV	20
Procedures IV	20
Radiation Protection and Radiation Biology	20
Registry Review	40
Cross Sect. Anatomy	20

Term Class Hours 140

TOTAL CURRICULUM HOURS 670

## **COURSE DESCRIPTIONS**

**INTRODUCTION TO RADIOLOGIC TECHNOLOGY (ORIENTATION):** This is an initial orientation to the Radiologic Technology profession, the School of Radiologic Sciences, Methodist Healthcare, and the Radiology Department. Introduction includes explanation of the field in general, student personal adjustment, health care delivery, hospital and department organization, professional organizations, radiation protection and clinical education. Policies, procedures, and rules of the education program area also discussed.

TEST: Student Handbook

**PATIENT CARE I:** Instruction of communication and attitude, safety and transfer of patients, evaluating the patient, disease and infection control, and administering medications.

TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Ellen McCloskey Givens

**PATIENT CARE II:** Continuation of Patient Care I. Study of acute situations, patient preparations, contrast medias, and conditions and environments of bedside radiography

TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Ellen McCloskey Givens

**MEDICAL ETHICS AND LAW:** An introductory course into the moral principles encountered and Thiokol considerations expected of health care workers. Additionally, medico-legal aspects of the health care industry are discussed.

TEXT: Patient Care in Radiography, Ruth Ann Ehrlich and Ellen McCloskey Givens

**MEDICAL TERMINOLOGY I:** Instruction of the medical vocabulary. Includes suffixes, prefixes, and root words. Words relating to the individual systems of the skeleton, muscular, integument and cardiovascular circulation are studied.

TEXT: Medical Terminology: A Living Language, Bonnie Fremgen and Suzanne Frucht

**MEDICAL TERMINOLOGY II:** Continuation of Terminology I. Further word studies into the GI, GU, endocrine, nervous, and special sense systems. There is a small section on disease.

TEXT: Medical Terminology: A Living Language, Bonnie Fremgen and Suzanne Frucht

**MEDICAL TERMINOLOGY III:** Additional medical vocabulary by enhancing the student's ability to identify and pronounce medical terminology. The student accomplishes intense breakdown of medical terms.

TEXT: Medical Terminology: A Living Language, Bonnie Fremgen and Suzanne Frucht

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

TEXT: Understanding Human Anatomy and Physiology, Susannah Longenbaker

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

TEXT: Understanding Human Anatomy and Physiology, Susannah Longenbaker

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

TEXT: Understanding Human Anatomy and Physiology, Susannah Longenbaker

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

TEXT: Cross Sectional Human Anatomy, David Dean and Thomas Herbener

INTRODUCTION TO RADIOLOGIC TECHNOLOGY I: Introduction includes an explanation of the field in general, student personal adjustment, and health care delivery.

TEXT: Introduction to Radiologic Technology, LaVerne Gurley and William Callaway

INTRODUCTION TO RADIOLOGIC TECHNOLOGY II: Continuation of Introduction to Radiologic Technology I. Includes an explanation of professional organizations, radiation protection, and clinical education.

TEXT: Introduction to Radiologic Technology, LaVerne Gurley and William Callaway

COMPUTERS FOR RADIOLOGICAL SCIENCES: A general introduction of computer history, hardware, software, languages, binary system, programming, and general computer usage.

INTRODUCTION TO QUALITY ASSURANCE: Introduction on basic quality control and administrative control techniques that produce adequate confidence to a diagnostic x-ray facility in producing consistently high quality images with minimum exposure to patients and medical personnel. Equipment utilized in testing is introduced.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

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

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

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

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger.

PROCEDURES III: Continuation of Positioning II. Positioning and procedures of performing skull, sinus radiography, digestive system and urinary system.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic. Phillip Ballinger.

PROCEDURES IV: Continuation of Positioning III. Completion of positioning by covering facial bones, and temporal bone, nasal bones, mandible.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures. Phillip Ballinger

SPECIAL PROCEDURES I: Introduction to the special procedures of computed tomography, magnetic resonance imaging, ultrasound, nuclear medicine, and angiography.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures. Phillip Ballinger

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

TEXT: Essentials of Radiation Biology and Protection, Steve Forshier

RADIOGRAPHIC EXPOSURE I: Includes simple mathematics in radiography, structure and types of film, the latent image, polaroid process, xeroradiography, cassette and screens, beam-limiting devices, grids, and air-gap techniques.

TEXT: Principles of Radiography and Imaging, Carlton

RADIOGRAPHIC EXPOSURE II: Continuation of Technique I. Density, contrast, detail, distortion, technical conversions for exposures, formulating technique charts, and pathophysiological changes related to techniques.

TEXT: Principles of Radiography and Imaging, Carlton

RADIOGRAPHIC IMAGING I: Radiographic tubes, tube ratings and heat units, diagnostic filters, and controlling secondary radiation.

TEXT: Principles of Radiography and Imaging, Carlton.

RADIOGRAPHIC IMAGING II: Exposure timing devices, technical factory review, magnification techniques, image intensifiers, the video system, cineradiography and digital radiography

TEXT: Principles of Radiography and Imaging, Carlton

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

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

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

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

IMAGE EVALUATION III: Continuation of Evaluation II, Evaluation of skull radiography, Sinus

Digestive, and urinary systems.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

IMAGE EVALUATION IV: Continuation of Evaluation III. The facial bones, nasal bones, mandible and the temporal bone.

TEXT: Merrills Atlas of Radiographic Positions and Radiologic Procedures, Phillip Ballinger

PHYSICS I: Study of matter, energy, radiation sources, radiology history and development, basic protection, exposure units, units of measurement, velocity and acceleration, Newton's laws, work, power, the atom and atomic structure, and electromagnetic radiation.

TEXT: Radiologic Science for Technologists, Stuart Bushong

PHYSICS II: Continuation of Physics I. Covers electricity, magnetics, Ohms law, alternating and direct current, the solenoid, electromagnetic induction, motors, generators, transformers and rectification. There is a general introduction of the x-ray machine.

TEXT: Radiologic Science for Technologists, Stuart Bushong

PHYSICS III: Continuation of Physics II. X-ray production, x-ray interaction with matter, x-ray emission, and introduction of beam restricting devices, grids, radiographic film, processing and screens.

TEXT: Radiologic Science for Technologists, Stuart Bushong

PHYSICS IV: Continuation of Physics III and completion of course. Special x-ray equipment and procedures, radiation biology, radiation protection procedures, and health physics.

TEXT: Radiologic Science for Technologists, Stuart Bushong

REGISTRY REVIEW: Review and discussion of all curricular courses. Simulated registry examinations are given several times during this course.

TEXT: Review for the Radiography Examination, D.A.Saia

## **ADDRESS CHANGE**

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

## **ACCIDENTS**

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

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

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Program Director

Revised 06/05/2006

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: ATTENDANCE, TARDY AND ABSENCE  
REPORTING POLICIES**

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

- 1) All students will be in the Radiologic Technology education center from 8:00 a.m. until 4:00 p.m., Monday through Friday.
- 2) The Program Director is responsible for upholding school standards as outlined in this policy and responsible for maintaining records of attendance. If the student's attendance becomes unsatisfactory, the attendance record will be reviewed and progressive counseling will result.
- 3) Absences will be counted on a 12 months basis beginning with the entrance date in July. Each student will be allowed five (5) days of absence for sickness. All days missed beyond these five sick days will be deducted from annual vacation time assigned by the Program Director; all days must be made up beginning with the first day of vacation. An absence is considered to be any time a student is not in his/her assigned area. The only exceptions will be if the student is sent home by Associate Health or if the student is hospitalized. This time will not be counted as regular sick days and the student will not be required to make up the time assigned by Associate Health Department or hospitalization. These occurrences will need discussion between the program director and the student. If a student is sent home by Associate Health, he/she must present a physician's note specifying the date of return. The student must check back in through Associate Health before returning to clinical rotation.
- 4) Exclusions from the attendance policy standards are limited to:
  - A. State of Emergency designated by the Program Director
  - B. Jury Duty
  - C. Military Leave (exchanged for vacation time)
  - D. Scheduled Vacation
  - E. Holidays (except when absent the day before or after without advance permission of the Program Director)
  - F. Professional Leave

- 5) See Failure to Report Policy. Failure to report is failing to notify the Program Director or Clinical Coordinator of intent to be tardy or absent. If neither of these persons is available you must contact the Clinical Instructor or Administrative Assistant. The notification must be made by a phone call, and that notification must be made **BY 8:30 A.M. FOR EACH DAY OF TARDY OR ABSENCE**. A phone message left with anyone else is **NOT** acceptable. The School and the Radiology Department needs to know of a student's intention to be absent or tardy. Failure to report is a serious offense and will result in progressive corrective action.
- First - failure to report in any one school year will result in the student being placed on a 1-day suspension.
  - Second - failure to report in any one school year will result in 3-day suspension
  - Third – failure to report in any one school year will result in termination from the education program.
- 6) Students should only park in the associate parking garage. Parking near the hospital and coming in to clock in is not permitted. Parkeing anywhere other than the parking garage and coming in to clock in will result in the following actions:
- First offense – 3 day suspension
  - Second offense - discharge
- 7) The Program Director and/or clinical faculty member reserve the right to verify the illness of a student. The student may be required to provide documentation in the form of a physician's statement if requested by either school official.

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

- 8) If the student is absent the day before or the day after a holiday, without advance permission,the holiday will be counted as a day of absence also.
- 9) An official attendance record will be maintained on each student and is subject to periodic review. These records will be available to your future employers if the student signs an information release when applying for employment.

10) Continued absence calls for the following response:

<u>Days of Absences</u>	<u>Action</u>
4-6	Written warning
7-9	Second written warning
10	Termination from the program

- 11) The possibility exists for highly unusual or extraordinary circumstances to warrant a special review of the attendance policy. In such cases, the Program Director reserves the right to make exceptions to the policy.
- 12) Any student acquiring an absence period on the day of a scheduled quiz, test, or examination must have prior approval of the Program Director or Clinical Coordinator. Students will be allowed to take the quiz, test, or examination; however, a deduction of ten points will be assessed against the actual grade received.
- 13) Final examinations for each term are given at the discretion of each instructor. The examination schedule will be given or announced at least two weeks prior to the end of the regular term. Types of testing and frequency of testing are left to the instructors' discretion. Absence from a final exam is given a grade of F unless the student can be excused by the individual instructor, the Program Director, or provide documentation of a physician visit.

### **TARDINESS**

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

- 1) Tardiness is defined as arriving after 8:00 a.m. to the center for the beginning of the day or leaving the clinical center between 3:00 and 4:00 p.m. at the end of the day.
- 2) The Program Director and/or Clinical Coordinator are responsible for maintaining records relating to tardiness.
- 3) Tardiness will be monitored on a 12 months basis beginning with the entrance date of July 1.
- 4) Continued tardiness calls for the following responses:

<u>Tardies</u>	<u>Action</u>
3 Tardy Periods	Written Warning
6 Tardy Periods	Termination from school results on the 6th tardy period in any one year

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Program Director

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

---

**Subject: ATTENDANCE POLICY**

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Each student will be allowed five (5) days of absence to be used in event of illness. These five days do not have to be made up nor will they be deducted from school clinical hours. Each student will be allowed to document only nine (9) absences per year. Any remaining days of occurrence in excess of five days will have to be made up on the first five days of the student assigned vacation in May. On the tenth day of absence the student will be terminated from the Methodist University Hospital - School of Radiologic Sciences. There will be NO exceptions to this policy.

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Program Director

Revised: 06/24/2009

## **FAILURE TO REPORT**

Failure to report is failing to notify the program director or appropriate supervisor of intent to be tardy or absent. A telephone call must be made by 8:30 a.m. for each day of tardy or absence.

You must notify one of the following:

Melissa Yarbro  
Laura Veltri-Smith  
Marianne Waszilycsak

A phone message left with anyone else is not acceptable and will result in an unexcused absence for that day.

## **GENERAL ATTENDANCE**

The Faculty Council has specified that: "Regular class attendance is a student obligation, and a student is responsible for all work, including tests and written work, of all class meetings. No right or privilege exists which permits a student to be absent from any given number of class meetings."

All students are expected to be in the Department of Radiology from 8:00 a.m. until 4:00 p.m., Monday through Friday. Students will not clock in prior to 7:50 a.m. Students are not to overlap time when working student tech hours. \* Overlapping student school time and associate work time is a fraudulent offense.

A general course schedule will be given to each student at the beginning of each semester. Courses currently offered are required curriculum studies.

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: FAILURE TO REPORT POLICY**

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

Revised 06/05/2006

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Program Director

## **CLASSROOM REQUIREMENTS**

The following standards are mandatory for all classes in this program.

- 1) Uniforms will be worn when reporting to class by all students
- 2) Students will be prompt to class, no tardiness is allowed.
- 3) Talking to classmates during class will not be tolerated.
- 4) No eating or drinking in the classroom.
- 5) Sleeping or the appearance of sleeping, decided by the instructor, will result in dismissal from the class period.
- 6) Students should report to the Radiology Department if an instructor does not arrive to class within 15 minutes of the scheduled class time.
  - Students will report to the Radiology Department immediately. Failure to report will result in 3-day suspension. (Loss of time will be made up during vacation time).
- 7) Classroom door must remain open until the class is in session.

## **CLASSROOM ATTENDANCE**

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

METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES

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**POLICY AND PROCEDURE MANUAL**

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**Subject: TIME CLOCK POLICY**

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Any time a student is present on University campus during school hours he/she is required to clock in/out on the school time clock. There are no exceptions to this rule.

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

**Student hours are kept totally separate from work hours.**

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Program Director

Revised: 06/05/2006

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: CLASSROOM REQUIREMENTS**

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Revised: 06/05/2006

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Program Director

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

**CRISIS NUMBERS**

For information on health and social welfare problems, call LINC at 415-2700

For specialized help:

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

**ASSOCIATE ASSISTANCE PROGRAM (EAP)**

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

METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES

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**POLICY AND PROCEDURE MANUAL**

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**Subject: DUE PROCESS**

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If at any time a student has evidence that he/she has been evaluated or disciplined unfairly in the academic or clinical setting, he/she may exercise his/her right of due process. The procedure is outlined below:

**A. For alleged violation of regulations related to the Program:**

- 1. Consult with the faculty member or clinical instructor and attempt to resolve the issue**
- 2. If a resolution is not reached within five (5) days, submit a written summary of the issue to the next person within the chain of command. (See below)**
- 3. That individual will investigate the situation and make a decision and communicate that decision to both parties within 5 days.**
- 4. The student may then proceed up the chain of command using the same time frame until the final authority has been reached.**

**CHAIN OF COMMAND**

**CLINICAL**

**ACADEMIC**

Clinical staff member

Faculty

Facility Clinical Instructor

Faculty

Clinical Coordinator

Program Director

Program Director/  
Committee

Program Committee

Administrative Director  
Radiology Imaging

Administrative  
Director

**Methodist LeBonheur Healthcare Human Resource**

**B. Disciplinary infractions covered in the Methodist University School of Radiology Student handbook must follow the procedure outlined in that publication.**

**C. Individual test grades may NOT be appealed. Decisions concerning individual test scores reside solely with the instructor of record. Appeals of final grades must follow the Methodist University School of Radiologic Technology policy on grade appeals.**

Revised: 06/05/2007

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: DUE PROCESS POLICY**

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The School of Radiologic Sciences has established an appeals board for resolving grading and disciplinary questions that may arise from a student.

The appeals board shall consist of the following members:

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

**DISCIPLINARY APPEAL**

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

**GRADE APPEAL**

Any student, after conference with the individual instructor, may present in writing to the Program Director an appeal from a course grade. No appeal may be made after the last day of classes of the next succeeding regular term/semester. The Program Appeals Committee will decide the question of grade appeal within two weeks of the date on the written appeal.

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

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

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

Chairman, without a vote, will moderate the appeal. Each official board member will have one vote by secret ballot and the Board decision is final. If the Board believes the action giving rise to the appeal was in error, the Board has the authority to recommend overturning or modifying the Program Director's decision.

Any appeal should be a last resort. The student should use all available resources to resolve the question before it comes to an appeal.

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Program Director

Revised 06/05/2006

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: DISCIPLINARY APPEAL**

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Program Director

Revised 06/05/2006

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: GRADE APPEAL**

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

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

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Any appeal should be a last resort. The student should use all available resources to resolve the question before it comes to an appeal.

## **OVERVIEW OF CLINICAL EDUCATION**

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

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

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

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

After demonstrating competence in performing a specific radiographic procedure, the student may be permitted to perform procedures under indirect supervision. "Indirect Supervision" means that the qualified radiographer reviews, evaluates and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

According to the "Standards Guidelines of an Accredited Educational Program for the Radiographer," 2002 Edition, the supervising radiographer **MUST** be present in the radiographic room if any repeat exposures are made.

During the Student's clinical education, his / her performance is evaluated primarily by the clinical instructors on an on-going basis. The student is evaluated on the specific radiographic examinations as outline in this handbook, the clinical education units, their

general competence in performing previously mastered procedures, and the development of their professional skills.

### **CLINICAL ASSIGNMENT**

STUDENTS REPORTING TO CLINICAL ASSIGNMENTS WILL NOT BE ALLOWED IN THEIR POSSESSION:

1. BACKPACKS (LOCKERS ARE PROVIDED FOR PERSONAL BELONGINGS; LOCKER TRIPS WILL BE ACCOMPLISHED PRIOR TO 8:00 A.M.).
2. BOOKS (THIS INCLUDES TEXTBOOKS, NOVELS, REFERENCE ETC.)
3. STUDENTS WILL BE IN THEIR ASSIGNED AREAS READY TO BEGIN CLINIC AT 8:00 A.M., AND REMAIN IN THAT AREA UNTIL 4:00 P.M.
4. STUDENTS WILL REPORT TO THEIR CLINICAL ASSIGNMENT DIRECTLY AFTER ALL CLASSES.
5. NO CELL PHONES AND/OR PAGERS IN YOUR POSSESSION IN THE CLINIC.

DISCIPLINARY ACTION FOR FAILURE TO ADHERE TO THESE POLICIES IS AS FOLLOWS:

FIRST OFFENSE - THREE DAY SUSPENSION (TIME MUST BE MADE UP FIRST THREE DAYS OF VACATION)

SECOND OFFENSE - TERMINATION FROM THE PROGRAM.



**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject:                      DIRECT AND INDIRECT SUPERVISION  
   DURING CLINICAL ASSIGNMENTS**

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

**DIRECT SUPERVISION**

1. The qualified radiographer reviews the request for examination, reviews the procedures in relation to the students achievement.
2. The qualified radiographer evaluates the patient's condition, is present during the procedure, reviews and approves the procedures and radiographs.
3. The qualified technologist is always present during student performance of a repeat of any unsatisfactory radiograph.

**INDIRECT SUPERVISION**

Indirect supervision is defined as the supervision provided by a qualified radiographer immediately available adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use, i.e., surgery, bedside, Emergency Department.

**ADDITIONAL NOTES CONCERNING  
STUDENT SUPERVISION**

- I. All students are prohibited from being in the ED without **DIRECT SUPERVISION**.
2. All students are prohibited from doing mobile (portable) radiography without **DIRECT SUPERVISION**.
3. **NO STUDENT** is permitted to do surgical radiographic procedures without the **DIRECT SUPERVISION** of a qualified radiographer.
4. Both first and second year students must have a qualified radiographer for **DIRECT SUPERVISION** when doing repeat radiographs.
5. A ratio of one student per qualified radiographer during all clinical assignments will not be exceeded.

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

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Program Director

## **COMMUNICABLE DISEASE**

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

## **COMPLAINTS**

Complaints must be submitted in writing, to the Program Director immediately following the incident in question. If the complaint is in regard to grades, the appeals policy should be utilized.

Insert Page 1 of the  
Disciplinary Action  
Form here.

Insert page 2 of the  
Disciplinary Action Form  
here.

Insert page 3 of the  
Disciplinary Action  
form here.

Insert page 4 of the Disciplinary Action form here.

**METHODIST UNIVERSITY HOSPITAL**

**SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: DRUG AND ALCOHOL USE POLICY**

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**The Methodist University Hospital School of Radiological and Imaging Sciences adheres to the Methodist LeBonheur Healthcare Policy Manual.**

**Policy addressing drug and alcohol use is included on the following pages.**

**Revised: 01/07/2008**

Drug and Alcohol Use

[Print Version](#)

	THIS	REPLACES
INDEX	S-02-005	S-02-005
REVISED	11/1/06	4/28/00
EFFECTIVE	06-19-89	

**ORIGINATOR:** Human Resources  
**SUBJECT:** Drug and Alcohol Use  
**PURPOSE:** To ensure effective and safe work performance, enhance patient care, protect property, and promote public confidence in Methodist Healthcare as a health care institution by identifying and eliminating illegal drug use and drug/alcohol abuse.  
**FUNCTIONS AFFECTED:** All Methodist LeBonheur Healthcare Associates  
**POLICY:**

1. For the safety of our patients, visitors, Associates and physicians, we are committed to a workplace free of alcohol and unauthorized drugs.
2. MLH advocates treatment for alcohol/drug addiction in order to overcome the devastating effects of addiction on the Associate, family and society. We encourage early detection and voluntary treatment of addiction. The MLH Employee Assistance Program (EAP) is available to Associates for counseling or referral to alcohol or drug treatment programs.
3. This policy prohibits all individuals including Associates, contractors, patients, visitors and all others from the manufacture, possession, sale, distribution, use, dispensation, consumption or being under the influence of illegal drugs or alcohol, or misuse of legally prescribed drugs on property which is owned, leased, or under the control of MLH or its subsidiaries, including but not limited to premises, parking lots (including privately owned vehicles on MLH lots), offices, desks, and lockers. Associates and their possessions are subject to search and surveillance at all times while on MLH property or while conducting MLH business.  
  
 The Prohibition related to alcohol does not apply to company sponsored events where alcohol is served.
4. Associates, volunteers and outside contractors are prohibited from reporting to work or being on MLH property (either on duty or off) with an identifiable level of illegal or unauthorized substances, alcohol or other

intoxicants in his/her system, regardless of how or when the substance entered the system. These prohibitions also apply while on paid travel time, work assignment at any location, and while conducting any MLH business at any location.

5. An "identifiable level" means a level of alcohol or drug or its metabolite in an Associate's blood, urine, or other body fluid or tissue exceeds the level determined by MLH or its testing laboratory as a cut off level for a positive result. As a condition of employment, all MLH Associates agree to cooperate fully with drug/alcohol screening upon request and agree the MLH has the sole final authority to interpret and act upon the results of such screens. Failure to cooperate in screening, including any attempt to avoid, subvert or adulterate, as determined by MLH, is grounds for discharge.

6. Associates may use prescription drugs during work time (as prescribed) provided they are 1) prescribed for the Associate in the possession of them and 2) the medication is not one that alters the Associate's ability to reason or function in an acceptable manner. If an Associate is prescribed a medication, which has the potential to alter their ability to reason or function in an acceptable manner, the Associate is responsible for reporting the use of such drugs to their supervisor. The Associate will be referred to Associate Health Services for a fitness for duty evaluation.

7. Any prescription drugs intended for the use or treatment of our patients may be handled or administered only in the authorized course of the Associate's work duties and in accordance with established protocols and procedures.

8. Violations of this policy will result in corrective action, up to and including discharge. Should a violation of this policy occur, treatment will not be an alternative to corrective action. Any Associate charged with illegal drug activity on or off the job may be discharged. All Associates are required to report to the employer any criminal drug charges or convictions including for violations occurring in the workplace within five days of the conviction. Violation of this reporting requirement will result in discharge.

**ATTACHMENTS:** Associate Suspected of Being Impaired by Drugs or Alcohol Procedure for Managers  
Reasonable Suspicion Blood and Urine Collection Procedure

Questions for Associates Who May Be Impaired

Supervisor Report of Reasonable Suspicion of Drug/Alcohol Use

Procedures for Associates Covered by Department of  
Transportation Regulations

<b>APPROVED:</b>	<b>AUTHORIZED:</b>
Carol Ross-Spang Senior VP - Human Resources	Gary S. Shorb CEO, Methodist Healthcare

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: HARASSMENT POLICY**

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**The Methodist University Hospital School of Radiological and Imaging Sciences adheres to the Methodist LeBonheur Healthcare Policy Manual. Policy addressing workplace harassment is included in the following pages.**

Revised: 01/07/2008

	<b>THIS</b>	<b>REPLACES</b>
<b>INDEX</b>	S-02-021	
<b>REVISED</b>	07/01/00	11/01/97
<b>EFFECTIVE</b>	02/01/92	
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### **SYSTEM POLICY**

**ORIGINATOR:** Human Resources

**SUBJECT:** Harassment in the Workplace

**REFER TO:** Equal Employment Opportunity (S-02-020)

**PURPOSE:** To establish guidelines to ensure a work environment that is free of sexual harassment or intimidation.

**FUNCTIONS AFFECTED:** All Methodist Healthcare

- POLICY:**
1. By philosophy and policy, Methodist Healthcare is committed to providing and maintaining a work environment that is free from sexual harassment and/or intimidation in any form.
  2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when: submission to such conduct is made either an explicit or implicit term or condition of employment; or, the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment for the Methodist Associate.
  3. Any practice or act of sexual harassment is expected to be reported immediately to a member of management and/or the Human Resources division, whether the action is by persons employed by Methodist or those not directly employed such as physicians, vendors, etc. Confidentiality is ensured to the extent possible consistent with Methodist's obligation to promptly and thoroughly investigate the matter.
  4. After investigation, Methodist will take prompt and appropriate remedial action in response to substantiated complaints or reports under this policy. Any Associate found upon investigation to have engaged in sexual harassment is subject to corrective action including discharge.
  5. Each Associate and member of management is responsible for maintaining a work environment free from sexual harassment and for reporting any such incident or practice.
  6. All Associates, both supervisory/administrative and non-

	<b>THIS</b>	<b>REPLACES</b>
<b>INDEX</b>	S-02-021	
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supervisory/administrative are subject to the terms of this policy.

7. Any Associate with a complaint arising under this section has full access to management as provided above and through the grievance procedure or the Human Resources staff. Associates are encouraged and expected to utilize the internal processes to seek resolution for problems of perceived discrimination or harassment.

APPROVED:

Gary S. Shorb (Facsimile)  
 Gary S. Shorb  
 President/COO of  
 Methodist Healthcare

AUTHORIZED:

Maurice W. Elliott (Facsimile)  
 Maurice W. Elliott  
 CEO, Methodist Healthcare

Original approved Policy is on file in Corporate Human Resources.

**POLICY AND PROCEDURE MANUAL**

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**Subject: EDUCATIONAL RIGHTS AND PRIVACY POLICY**

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THE EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, WITH WHICH THE SCHOOL OF RADIOLOGIC SCIENCES INTENDS TO COMPLY FULLY, IS DESIGNED TO PROTECT THE PRIVACY OF EDUCATIONAL RECORDS, TO ESTABLISH THE RIGHT OF STUDENTS TO INSPECT AND REVIEW THEIR EDUCATIONAL RECORDS, AND TO PROVIDE GUIDELINES FOR THE CORRECTION OF INACCURATE OR MISLEADING DATA THROUGH INFORMAL AND FORMAL HEARINGS. STUDENTS ALSO HAVE THE RIGHT TO FILE COMPLAINTS WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OFFICE CONCERNING ALLEGED FAILURES BY THE INSTITUTION TO COMPLY WITH THE ACT.

PROVISIONS FOR THE RELEASE OF INFORMATION ABOUT STUDENTS AND THE RIGHTS OF STUDENTS AND OTHERS TO HAVE ACCESS TO METHODIST UNIVERSITY HOSPITAL - SCHOOL OF RADIOLOGIC SCIENCES RECORDS ARE AS FOLLOWS:

A. RELEASE OF PERSONALLY IDENTIFIABLE STUDENTS EDUCATION RECORDS. THE SCHOOL OF RADIOLOGIC SCIENCES SHALL NOT PERMIT ACCESS TO OR RELEASE OF ANY INFORMATION IN THE EDUCATIONAL RECORDS WHICH IS SPECIFICALLY IDENTIFIABLE AS REFERRING TO ANY STUDENT. OTHER THAN DIRECTORY INFORMATION. WITHOUT THE WRITTEN CONSENT OF THE STUDENT TO ANY PARTY OTHER THAN THE FOLLOWING;

1. HOSPITAL AND SCHOOL STAFF WHO HAVE LEGITIMATE EDUCATIONAL INTERESTS WRITTEN REQUESTS FROM SUCH OFFICIALS SHALL BE RETAINED BY THE SCHOOL, AND PROPER IDENTIFICATION WILL BE REQUIRED.
2. OFFICIALS OF OTHER SCHOOLS IN WHICH THE STUDENT SEEKS ADMISSION, IF THE STUDENT HAS EXECUTED A RELEASE FORM FROM THAT INSTITUTION.
3. APPROPRIATE PERSONS IN CONNECTION WITH A STUDENT'S APPLICATION FOR OR RECEIPT OF FINANCIAL AID.

4. FEDERAL OR STATE OFFICIALS AS DEFINED IN THE REGULATIONS CONCERNING THIS LAW.
5. STATE AND LOCAL OFFICIALS AUTHORIZED BY STATE STATUTE ADOPTED PRIOR TO NOVEMBER 19, 1974.
6. ACCREDITING ORGANIZATIONS TO CARRY OUT THEIR FUNCTIONS.
7. PARENTS OF A DEPENDENT STUDENT AS DEFINED IN SECTION 152 OF THE INTERNAL REVENUE CODE OF 1954. NOTE: HUSBAND OR WIFE CANNOT GET RECORDS OF HIS/HER SPOUSE REGARDLESS OF DEPENDENCY.
8. IN COMPLIANCE WITH JUDICIAL ORDER OR SUBPOENA AFTER THE SCHOOL HAS MADE REASONABLE EFFORT TO NOTIFY THE STUDENT.
9. APPROPRIATE PERSONS IN CONNECTION WITH AN EMERGENCY IF SUCH KNOWLEDGE IS NECESSARY TO PROTECT THE HEALTH AND SAFETY OF A STUDENT OR OTHER PERSONS. VERIFICATION OF THE CONDITIONS INVOLVED WILL BE FULLY DOCUMENTED.

**NOTE:**

ALL INDIVIDUALS AND AGENCIES WHO HAVE REQUESTED OR OBTAINED ACCESS TO A STUDENT'S RECORD (EXCEPT AS STATED IN A-1 AND 7) WILL BE NOTED IN A RECORD TO BE KEPT IN EACH STUDENT'S CLOSED FILE. A REQUEST MUST BE IN WRITING STATING THE PURPOSE OF THE REQUEST. THIS RECORD WILL ALSO INDICATE THE LEGITIMATE REASON INTEREST THAT THE PERSON OR AGENCY HAD IN OBTAINING THE INFORMATION, AND THE INFORMATION MADE AVAILABLE WILL BE LIMITED TO THAT NECESSARY TO SATISFY SUCH DEMONSTRABLE NEEDS.

B. **DEFINITIONS:**

**EDUCATIONAL RECORDS** - THOSE RECORDS, FILES, DOCUMENTS, AND OTHER MATERIAL WHICH (1) CONTAIN INFORMATION DIRECTLY RELATED TO A STUDENT; AND (2) ARE MAINTAINED BY THE SCHOOL OF RADIOLOGIC SCIENCES OR BY A PERSON ACTING FOR THE SCHOOL. THEY DO NOT INCLUDE: (1) PERSONAL NOTES IN SOLE POSSESSION OF MAKER; (2) RECORDS AVAILABLE TO LAW ENFORCEMENT PERSONNEL; (3) STUDENTS EMPLOYED BY THE INSTITUTION IN THE CAPACITY OF AN EMPLOYEE; (4) STUDENT'S MEDICAL REPORT; (5) AND RECORDS CONTAINING INFORMATION RELATING TO A STUDENT AFTER THAT PERSON IS NO LONGER A STUDENT AT THE SCHOOL.

**STUDENT** - ANY PERSON WHO IS OR HAS BEEN ENROLLED AT METHODIST UNIVERSITY HOSPITAL - SCHOOL OF RADIOLOGIC SCIENCES. WHENEVER "STUDENT" IS USED IN REFERENCE TO PERSONAL RIGHTS, AN ELIGIBLE PARENT OF A DEPENDENT STUDENT HAS SIMILAR RIGHTS IF THAT PARENT HAS SATISFIED SECTION 152 OR THE INTERNAL REVENUE CODE OF 1954, AND WHO PRESENTS PROOF OF SUCH TO THE RECORD CUSTODIAN. NORMALLY, THIS WILL BE NOTARIZED AFFIRMATION BY THE PARENT DECLARING THAT THE STUDENT IS DEPENDENT FOR FEDERAL INCOME TAX PURPOSES.

**DIRECTORY INFORMATION** - INFORMATION OF THE STUDENT'S NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, DATES OF ATTENDANCE, THE STUDENT'S FULL OR PART TIME STATUS, AND THE MOST RECENT EDUCATION AGENCY OR INSTITUTION ATTENDED BY THE STUDENT. AT THE TIME THE STUDENT IS ACCEPTED FOR TRAINING, THE STUDENT MAY PERSONALLY DELIVER TO THE SCHOOL A WRITTEN REQUEST THAT DIRECTORY INFORMATION FOR THE STUDENT NOT BE RELEASED. THIS NOTIFICATION IS EFFECTIVE FOR THE TWO YEAR TRAINING PERIOD OF SCHOOL FOR WHICH THE STUDENT HAS ENTERED. SUCH INFORMATION WILL THEN BE WITHHELD IF THE REQUEST IS RECEIVED WITHIN THE FIRST WEEK OF TRAINING AT THE SCHOOL.

**ACCESS** - TO HAVE ACCESS TO AN EDUCATIONAL RECORD IS TO BE ALLOWED TO SEE THE ORIGINAL RECORD. IT IMPLIES THE RIGHT TO OBTAIN COPIES OF THE ORIGINAL RECORD.

**SCHOOL OFFICIALS** - THOSE INSTITUTIONAL AND SCHOOL REPRESENTATIVES WITH GENERAL OR SPECIFIC RESPONSIBILITY FOR PROMOTING THE EDUCATIONAL OBJECTIVES OF THE INSTITUTION. PERSONS WHOSE RESPONSIBILITIES PLACE THEM WITHIN THIS CATEGORY INCLUDE: TEACHERS, FACULTY ADVISERS, COUNSELORS, DIRECTORS, AND OTHER ADMINISTRATIVE OFFICIALS RESPONSIBLE FOR SOME PART OF THE ACADEMIC ENTERPRISE OR SUPPORTING ACTIVITY. ACCESS BY THESE OFFICIALS IS RESTRICTED WHERE PRACTICAL ONLY TO STUDENTS FOR WHOM THEY HAVE PROFESSIONAL RESPONSIBILITY AND ONLY THAT PORTION OF THE STUDENT RECORD NECESSARY FOR THE DISCHARGE OF ASSIGNED DUTIES.

LEGITIMATE EDUCATION INTERESTS - THOSE INTERESTS WHICH ARE ESSENTIAL TO THE GENERAL PROCESS OF HIGHER EDUCATION PRESCRIBED BY VARIOUS LEGISLATIVE ACTS AND THE BODY OF POLICY ADOPTED BY THE INSTITUTION. LEGITIMATE EDUCATIONAL INTERESTS WOULD INCLUDE TEACHING, RESEARCH, PUBLIC SERVICE, AND SUCH DIRECTLY SUPPORTIVE ACTIVITIES AS DISCIPLINE, FINANCIAL ASSISTANCE,

**CUSTODIAN** - THE PROGRAM DIRECTOR OR REPRESENTATIVE OF THE TRAINING PROGRAM WITH THE RESPONSIBILITY OF MAINTAINING EDUCATIONAL RECORDS. AND MEDICAL SERVICES.

**RECORDS LOCATION** - ALL PAST, PRESENT, AND FUTURE STUDENT EDUCATIONAL RECORDS ARE MAINTAINED WITHIN THE SCHOOL OF RADIOLOGIC SCIENCES OFFICE ON THE GROUND FLOOR OF THE CREWS WING OF THE HOSPITAL.

- C. PROCEDURE FOR GAINING ACCESS TO EDUCATIONAL RECORDS TO GAIN ACCESS, THE STUDENT MUST REQUEST THE CUSTODIAN TO ALLOW HI/HER TO INSPECT THE EDUCATIONAL RECORD, WHICH REQUEST WILL BE GRANTED WITHIN A REASONABLE PERIOD OF TIME. THE STUDENT MAY ASK FOR AN EXPLANATION AND/OR COPY OF HIS EDUCATIONAL RECORD. EXAMINATION WILL BE PERFORMED AND PERMITTED UNDER CONDITIONS WHICH WILL PREVENT ALTERATION OR MUTILATION OF THE RECORD. A STUDENT MUST PRESENT PROPER IDENTIFICATION UPON REQUEST.

IF THE STUDENT BELIEVES THE RECORDS CONTENT TO BE INACCURATE, HE/SHE MAY SUBMIT A REQUEST FOR AMENDMENT OF THE RECORD. NORMALLY SUCH MATTERS WILL BE SATISFACTORILY SETTLED IN THE COURSE OF INFORMAL DISCUSSION WITH THE STUDENT. WHEN THIS IS NOT THE CASE, THE REQUEST AND THE CHALLENGE MUST BE SUBMITTED TO THE CUSTODIAN WHO WILL INFORM THE STUDENT OF HIS

THE STUDENT MAY THEN SUBMIT A WRITTEN REQUEST FOR A HEARING TO THE APPEALS COMMITTEE OF THE SCHOOL OF RADIOLOGIC TECHNOLOGY. THE APPEALS COMMITTEE WILL DESIGNATE A TIME, DATE, AND PLACE FOR THE APPEAL.

THE APPEALS COMMITTEE WILL CONVENE WITH THE STUDENT WITHIN 45 DAYS FROM THE DATE OF THE REQUEST, ALLOWING THE STUDENT, OR PARENTS IF THE STUDENT IS A DEPENDENT, TO PRESENT RELEVANT EVIDENCE. A WRITTEN DECISION BASED SOLELY UPON THE EVIDENCE PRESENTED AT THE HEARING WILL BE GIVEN THE STUDENT WITHIN 45 DAYS AFTER THE CONCLUSION OF THE HEARING, INCLUDING A SUMMARY OF THE EVIDENCE AND REASON FOR THE DECISION AND NOTIFICATION OF HIS RIGHT TO PLACE A STATEMENT IN THE EDUCATIONAL RECORD.

NOTE: THIS PROCEDURE DOES NOT PROVIDE FOR A HEARING TO CONTEST AN ACADEMIC GRADE.

- D. IN ORDER TO ASSURE THE EDUCATIONAL RECORD WILL NOT BE ALTERED OR MUTILATED, THE SCHOOL OF RADIOLOGIC SCIENCES

RESERVES THE RIGHT TO HAVE A SECOND PERSON PRESENT DURING ANY INSPECTION OF A RECORD THIS SECOND PERSON WILL BE THE SCHOOL PROGRAM DIRECTOR OR HIS DESIGNATED REPRESENTATIVE.

- E. ANY INDIVIDUAL OR INSTITUTION THAT DOES NOT HAVE A LEGAL RIGHT TO INSPECT THE EDUCATIONAL RECORD MUST HAVE AN OFFICIAL SIGNED RELEASE OF INFORMATION FORM. THIS FORM IS AVAILABLE FROM THE SCHOOL AND IT MUST INCLUDE THE SPECIFIC INFORMATION TO BE VIEWED, THE STUDENTS INDIVIDUAL SIGNATURE, AND THE DATE THE STUDENT GIVES CONSENT.
  
- F. RIGHT OF ACCESS DOES NOT INCLUDE
  - 1. FINANCIAL RECORDS OF PARENTS OR ANY INFORMATION THEREIN.
  - 2. CONFIDENTIAL LETTERS AND STATEMENTS OF RECOMMENDATION WHICH WERE PLACED IN THE EDUCATIONAL RECORDS BEFORE JANUARY 1,1975.
  - 3. RECORDS TO WHICH ACCESS HAS BEEN WAIVED BY THE STUDENT.
  
- G. NO INSTITUTION OR OFFICE RECEIVING INFORMATION SHALL, AND ALL AGENCIES RECEIVING STUDENT INFORMATION WILL BE ADVISED NOT TO RELEASE THE INFORMATION TO ANOTHER PARTY WITHOUT THE WRITTEN CONSENT OF THE STUDENT
  
- H THE SCHOOL OF RADIOLOGIC SCIENCES RETAINS ALL RIGHTS TO THE STUDENT'S ACADEMIC AND CLINICAL RECORD AND MAY WITHHOLD TRANSCRIPTS OF THE RECORD BECAUSE OF UNFULFILLED OBLIGATIONS TO THE HOSPITAL OR SCHOOL.
  
- I. ELIGIBLE STUDENTS AND PARENTS HAVE THE RIGHT TO FILE A COMPLAINT WITH THE DEPARTMENT OF EDUCATION CONCERNING AN ALLEGED FAILURE BY THE SCHOOL TO COMPLY WITH THE PRIVACY RIGHTS OF PARENTS AND STUDENTS ACT.

Revised 06/05/2006

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Program Director

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: JRCERT STANDARDS**

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

Join Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

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Program Director

Revised 6/05/2006

METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES

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**POLICY AND PROCEDURE MANUAL**

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**Subject: SAFETY POLICY**

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

**FIRE SAFETY**

1. If you discover a fire:
  - a. Remove the patient to a place of safety.
  - b. Pull fire alarm, if not feasible; call 68080, and announce Dr. Red, giving hospital operator the location and type of fire – the operator in turn will notify proper persons.
  - c. After reporting fire, turn off electrical supply and oxygen valves and close doors sealing area until help arrives. Do not re-enter the room.
2. If you smell smoke:
  - b. Notify Radiology Control area and they will contact the hospital operator.
  - c. Locate where the fire is.
3. When the fire alarm rings:
  - a. Stay calm – do not alarm patients. You will be notified if it is necessary to remove patients.
  - b. Evacuate the floor only when told to do so.
  - c. Do not use the elevators.
4. Know locations and proper use of the following safety devices:  
(Electrical power shut off mains)
  - a. Main supply box to rooms in general
  - b. Switches to control panels
  - c. Switches to powered tables
  - d. Processor power supply
5. Extension cords are prohibited unless approved by the fire department. In all cases relocation of the item to an outlet is more desirable to using an extension cord.
6. All electrical appliances that have heating elements such as coffee pots, soup warmers, hot plates, etc. shall be approved in writing by the fire department prior to being used.
7. Electrical heaters are prohibited.
8. All electrical circuits of fixed equipment and installed facilities will be grounded.

## **CLEANLINESS**

1. Used syringes and capped needles will be placed in a labeled box for safe disposal.
2. All isolation material and other known infectious materials will be properly prepared for disposal.
  - a. Properly handled with gloves
  - b. Placed in marked bags for laundry
  - c. Double bagged for disposal in trash
  - d. Area cleaned with antiseptic
3. Disposable gloves will be worn while performing certain procedures such as inserting enema tips, cases of isolation for patient and student safety, and while cleaning with strong detergents.
4. Hands are to be washed after each procedure or after handling dirty equipment, etc.
5. Long hair will be restricted when working near processor, sterile set-ups, and any area involving equipment with moving parts.
6. All spills will be immediately wiped up and washed with water.
7. X-ray tables will be washed with a disinfectant after each use.
8. Do not leave items on the floor that may cause you or others to fall.
9. Place all empty boxes and disposable in trash.
10. Keep all cords, hoses, and tubes on cart where they will not drag on the floor and be damaged or cause someone to trip.

## **EQUIPMENT - MECHANICAL**

1. Document malfunctions on maintenance work sheet. Contact Radiology Supervisor if it is an emergency.
2. Safe operation of equipment: Adhering to safety signal of Control panels.
  - a. Yellow light - caution, be aware of heat loading and tube limits (charts provided in each room)
  - b. Red light or beep signals - STOP, Do not make exposure, allow for cooling time, recheck technical factors, and adjust technique to lower setting.
3. Should the equipment malfunction or have a performance issue, it is important to move the patient. Hot oils leak from the tube. Never move a blown tube, anode may act as gyro and travel outside the housing.

4. Never open or tamper with the x-ray control panel internal mechanisms.
5. Heavy equipment will be stored as near floor level as possible.
6. Stretcher, beds, wheelchairs, and carts must have wheels securely locked during any maneuver involving patient movement to and from the same.
7. Stretcher, beds, wheelchairs, and carts must have rails secured in the up position before transport of patients.
8. Radiography performed using cart (air BE, decubitus) must have all wheels secured by locks, sandbags.
9. Patients on the x-ray table must be restrained by mechanical means affixed to the table and by raising side panel radiation shields.
10. Foot boards must be secured to x-ray tables and checked each time they are attached onto the table.
11. Foot stools and step stools must have rubber stops in working order and checked daily for proper balance.
12. All cones, collimators, shields, and filters placed onto the tube head will be checked for proper placement and seating into tracks and checked for lock alignment before usage.
13. All clothing, linens, and lines will be kept free of the moving parts of the x-ray table/equipment.
14. All containers will be clearly labeled, contents checked before each usage and discarded at expiration date.
15. Electrical cords to all equipment will be checked before use for proper grounding prong in place and plug end of cord not separated or loose.

### **EXPLOSIVES / FLAMMABLES**

1. Non-flammable - non-explosive gases:
  - Oxygen - An element which, at atmospheric temperatures and pressures, exists as a colorless, odorless, tasteless gas. Its outstanding property is its ability to sustain life and to support combustion. Although oxygen is non-flammable, materials which burn in air will burn much more vigorously and create higher temperatures in oxygen or in oxygen enriched atmosphere.
- a. All compressed gas cylinders will be stored in dollies designed for that purpose.
- b. No smoking is permitted where oxygen is used/or stored.
- c. Storage room will be maintained in a neat, orderly, and safe manner. Trash will not be left in this area.
- d. Oxygen/suction wall outlets will be checked daily for function and preparedness of use.
- e. Cylinders in use will be properly labeled as to content and tagged according to use. (full, empty)
- f. Care should be observed in attaching connections from gas services to equipment and equipment to patient.

- g. Turn the cylinder valve outlet away from personnel. Stand to the side -not in front and not in back.
- 2. Oxygen-enriched atmospheric hazards:
  - a. In areas such as operating rooms and area containing oxygen tents, infant incubators, oxygen respirators, and anesthesia machines, caution must be taken to limit the oxygen content of the environment. An increase in the atmospheric oxygen content increases the likelihood of ignition of a combustible material.
  - b. Non-flammable or inert gasses should be used for explosion prevention.
  - c. Electrical equipment used in oxygen-enriched atmospheres is limited to that approved at the maximum anticipated oxygen pressure and concentrations.
  - d. Water has been shown to be an effective extinguishing agent in oxygen-enriched atmospheres. All electrical equipment should be disconnected prior to use of water for extinguishing.
  - e. Use of combustible materials in an oxygen-enriched atmosphere must be kept at an absolute minimum. Storage of such materials shall not be permitted in an oxygen-enriched atmosphere.
  - f. All textile-based materials such as curtains, carpeting, and wall covering whether obtained by procurement or donation, will be of flame retardant nature.

### **CAUSTIC AND CORROSIVE MATERIALS**

- 1. When using or carrying such materials, only one container at a time will be carried.
- 2. These materials are not to be stored higher than waist height.
- 3. When pouring from one container to another, safety goggles must be worn.
- 4. The containers are to be labeled Caustic Chemicals or Corrosive Chemicals.

Reviewed 06/05/2006

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Program Director

## FINANCIAL REOUIREMENTS

**Tuition** - \$4000.00/Year and **Books** are Approximately \$1,000. Total tuition is to be paid prior to graduation. **Uniforms** - It is suggested that three complete uniforms would be adequate at the beginning of the first year.

**Patches** - First two patches are free to the students. Additional patches may be purchased at a cost of \$7.00 per patch.

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

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

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

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

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

## FUNERAL LEAVE

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

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

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

## GUEST LECTURES

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

## **BULLETIN BOARDS**

Schedules and information pertaining to classes, assignments, and other aspects of the Program can be found on the bulletin boards located in the classroom or student board in the breakroom. Each student shall check the boards frequently for important announcements and information.

## **GRADING**

A - 94-100 Excellent

B - 83-93 Good

C - 75-82 Fair

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

Only clinical courses can be graded on a pass-fail, as all other courses constitute instruction in the academic classroom. To earn a pass in a clinical course, the student must earn an **85%** average during each term. **See *Clinical Handbook* regarding non-passage of any clinical site.**

The averages of the academic and clinical courses will be reviewed each term for determining satisfactory progress.

## **GRADUATION REQUIREMENTS**

As outlined by the Joint Review Committee on Education in Radiologic Technology, the graduating student shall be able, but not limited to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function, and pathology
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions.
6. Operate radiographic equipment, imaging equipment, and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate for patient condition and other variables.
9. Process radiographs.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
12. Practice radiation protection for the patient, self and others.
13. Recognize emergency patient conditions and initiate first aid and basic life support.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the proper authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

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

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

3. Before the student can receive credit for courses at the hospital, the student must have met any financial obligation accrued against the hospital and this must be paid in full.
  
4. A student that has exceeded their allowable sick leave must make compensation for this extra time. This may involve clinical assignments after the scheduled date of completion.
  
5. The student must have completed all projects and required work before receiving the graduating certificate and school pin from Methodist Healthcare.
  
6. The student must make sure all Program library books and materials have been turned in.
  
7. The student must ensure that all name badges, and radiation dosimetry badges are returned to the hospital.

The date for meeting these criteria shall be **ON OR BEFORE JUNE 15 OF THE YEAR OF GRADUATION.**

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

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Program Director

Revised 06/05/2006

**The following services are offered to students of Methodist School of Radiologic and Imaging Sciences free of charge:**

- EAP (Employee Assistance Program)
- Computer Access
- Internet Access
- Hepatitis B Vaccine
- Flu Vaccination
- Library Access
- Tutoring
- Parking
- Shuttle Service
- Bereavement Leave
- Health Consultation/physical
- Breakroom with Kitchen and Personal Locker
- CPR Certification

## **STUDENT HEALTH SERVICES**

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

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

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

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

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

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

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

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

## **HEALTH INSURANCE**

A basic health insurance policy is required for each student. If the student is already covered by a policy, proof of this coverage must be made to the Education office.

**Methodist University Hospital School of Radiologic and Imaging Sciences  
Academic Calendar**

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

New Year's Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Day

**Methodist University Hospital of Radiologic and Imaging Sciences  
July 2009 – June 2010 Academic Calendar**

July 1, 2009	Start of Fall Semester Classes
July 3, 2009	Independence Day Holiday
July 13, 2009	First Day of Class Junior Students
September 7, 2009	Labor Day Holiday
October 8 & 9, 2009	Fall Break
November 26 & 27, 2009	Thanksgiving Holiday
December 15, 2009	End of Fall Semester Classes
December 24 – 31, 2009	Winter Break
January 1, 2010	New Year's Day Holiday
January 4, 2010	Start of Spring Semester Classes
January 18, 2010	Martin Luther King Holiday
April 2, 2010	Good Friday Holiday
May 24 – June 1, 2010	Summer Break
May 31, 2010	Memorial Day Holiday
June 15, 2010	End of Spring Semester Classes
June 25, 2010	Graduation

**Methodist University Hospital of Radiologic and Imaging Sciences  
July 2010 – June 2011 Academic Calendar  
Senior Students**

July 1, 2010	Start of Fall Semester Classes
July 5, 2010	Independence Day Holiday
September 6, 2010	Labor Day Holiday
October 7 & 8, 2010	Fall Break
November 25 & 26, 2010	Thanksgiving Holiday
December 15, 2010	End of Fall Classes
December 23– 31, 2010	Winter Break
January 3, 2011	New Year's Day Holiday
January 4, 2011	Start of Spring Semester Classes
January 17, 2011	Martin Luther King Holiday
April 22, 2011	Good Friday Holiday
May 23 – May 27, 2011	Summer Break
May 30, 2011	Memorial Day Holiday
June 15, 2011	End of Spring Semester Classes
June 24, 2011	Graduation

**Methodist University Hospital of Radiologic and Imaging Sciences  
July 2010 – June 2011 Academic Calendar  
Junior Students**

May 24, 2010	First Day of Class
May 31, 2010	Memorial Day Holiday
July 5, 2010	Independence Day Holiday
July 26 - 30, 2010	Summer Break
September 6, 2010	Labor Day Holiday
October 15, 2010	End of First Semester Classes
November 1, 2010	Start of Second Semester Classes
November 25 & 26, 2010	Thanksgiving
December 23– 31, 2010	Winter Break
January 3, 2011	New Year's Day Holiday
January 17, 2011	Martin Luther King Holiday
March 17 & 18, 2011	Spring Break
April 1, 2011	End of Second Semester Classes
April 22, 2011	Good Friday

**Methodist University Hospital of Radiologic and Imaging Sciences  
May 2011 – April 2012 Academic Calendar**

May 2, 2011	Start of First Semester Classes
May 16, 2011	First Day of Class JuniorStudents
May 30, 2011	Memorial Day Holiday
July 4, 2011	Independence Day Holiday
July 25 - 29, 2011	Summer Break
September 5, 2011	Labor Day Holiday
October 15, 2011	End of First Semester Classes
November 1, 2011	Start of Second Semester Classes
November 24& 25, 2011	Thanksgiving
December 23– 30, 2011	Winter Break
January 2, 2012	New Year's Day Holiday
January 16, 2012	Martin Luther King Holiday
March 15& 16, 2012	Spring Break
April 1, 2012	End of Second Semester Classes
April 6, 2012	Good Friday
April 20, 2012	Graduation

## **INCIDENT REPORT FILING**

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

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

## **LIBRARY POLICY**

The School of Radiologic Sciences is located on ground floor of the Crews Wing of Methodist Healthcare University and the library is in classroom G14.

Radiologic Technology students have permission to utilize the School of Nursing library. Contact the Clinical Coordinator for arranging a time to visit the nursing library.

Students also have access to the hospital Health Sciences library. It contains resource material in all medical fields as well as extensive collection of current medical journals.

Students are urged to make use of all library facilities.

Students must check out materials through proper channels. A borrower's card must be filled out and a return date placed in the book.

### **STUDENTS ARE RESPONSIBLE FOR REPLACING ALL LOST BOOKS TO THE INDIVIDUAL LIBRARIES.**

Students have internet access in the Radiology Classroom Room G14.

## **IDENTIFICATION BADGES (no fee)**

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

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

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

## **VISITORS**

Students are not allowed to have visitors during duty hours or class time. If you wish to have anyone visit the department, permission must be granted by the Program Director.

## **PARKING (no fee)**

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

## **LOCKERS (no fee)**

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

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

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

## **STUDENT LUNCH PERIOD**

Each student will be given 30 minutes for the lunch period. The school will designate lunch schedules for the students. Although occasional variations in lunch scheduling are permitted if requested by clinical leads, students should take their lunch at the time assigned by the school officials.

## **PERSONAL APPEARANCE**

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

1. School uniform includes all white or all navy scrub top and bottom. Lab coat is to be worn at all times. The only exception to the lab coat rule is when the student is assigned to a fluoro room and wearing lead. After removing lead – replace with lab coat. Any shirt worn under scrub tops must be solid white, navy or gray with no visible writing ONLY.

2. Hair will be neat at all times, it must not touch the collar. Anyone having hair of this length must restrain by using bands. Scarves, colored clips or large barrettes will not be worn.
3. No student is permitted to wear patient gowns unless the student is a patient at Methodist Healthcare.
4. Make-up, perfume and shaving lotion should be worn in moderation. No acrylic nails. Nails should be kept short and neatly trimmed. Nail polish should be light color to be appropriate.
5. Jewelry should be kept at a minimum and in good taste; no more than two earrings per ear; no other visible body piercing, including tongue piercing. Management reserves the right to rule on jewelry and visible tattoos.
6. The uniform for all students will be clean and pressed, worn with white hose or socks and clean all white or all-black shoes with clean matching shoestrings.
7. The Uniform Policy is effective when reporting in on the time clock. Excluded from acceptable wear is:
  - a. Jeans (including corduroy)
  - b. Shorts
  - c. Cut-offs
  - d. Tennis shoes with any color
  - e. T-shirts, tank tops, or sweatshirts
  - f. Provocative, soiled or untidy dress of any type

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

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

Revised 06/24/2009

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Program Director

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: PERSONAL APPEARANCE POLICY**

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

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

Revised 06/05/2006

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Program Director

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: FINGERNAILS**

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

- Effective 11/1/03, no artificial nails or nail extenders may be worn while on the job
- Natural nails will be no longer than 1/4<sup>th</sup> inch
- Nail polish must be in good repair
- Applies to any Associate, MD, MD staff member, student or contractual staff who touches any patient (escort, attendant, speech pathology, etc.)
- Non-compliance will result in the following corrective action:

The student may be sent home by the Program Director or Clinical Coordinator. This time will be accrued as a tardy or absence (See Tardy and Absence Policy). Disciplinary action for failure to adhere to uniform or appearance requirements is as follows:

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

Revised 06/05/2006

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Program Director

## STUDENT PREGNANCY POLICY

The pregnancy policy of the School of Radiologic Technology is such that a student has the option to inform program officials of her pregnancy. If the student chooses to voluntarily disclose this information, it must be done in writing. At this point in time, the student will be a Declared Pregnant Student. Without this document and information, a student cannot be considered pregnant.

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

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

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

1. Take immediate Leave of Absence. If the student takes an immediate leave of absence and was making satisfactory progress, she may be reinstated at a later date. It shall be understood that upon her return, all clinical competencies and didactic classes must be completed prior to graduation from the program.
2. Continue in the program throughout the pregnancy.
  - a. All didactic and clinical competencies must be completed as scheduled.
  - b. Appropriate accommodations will be made to assure fetal protection as outlined in the federal guidelines.
  - c. The student will be provided an additional radiation monitoring device as stipulated in the federal guidelines.
  - d. The student must review and implement radiation safety practices as outlined by the Radiation Safety Officer.
  - e. The clinical coordinator will maintain all documentation relating to decisions and requirements related to the pregnancy.

## **PROFESSIONAL ORGANIZATIONS**

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

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

Following is an example list of these organizations:

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

## **STUDENT SEMINAR / MEETING ATTENDANCE POLICY**

See TSRT monthly meeting attendance policy.

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

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

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

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

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE**

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**Subject: TSRT MONTHLY MEETING ATTENDANCE**

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All TSRT student members attending TSRT monthly meetings will take commensurate time off only as assigned by the Program Director.

You must be present before the speaker begins to speak and remain seated in the room until the meeting is finished in order to get time off.

Any student not attending TSRT monthly meetings shall not be given the privilege to take off on the assigned afternoon.

Everyone knows the standard days off, therefore, doctor, dental, etc. appointments should be made in advance to coordinate with these dates.

This policy is in effect as of May 1, 1993.

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Program Director

Revised 06/05/2006

## **RADIATION PROTECTION**

### GENERAL GUIDELINES IN THE CLINICAL USE OF RADIATION

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

### MAXIMUM OCCUPATIONAL DOSE LIMIT

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

Maximum Occupational Dose Limit = 5.0 rem per year

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

Deep dose equivalent to any individual organ or tissue, other than the lens of the eye = 5 rem

Lens – dose equivalent = 15 rem annually

Shallow – dose equivalent to the skin or any extremity = 50 rem annually

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

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

The primary objective in establishing values for occupational exposure is to keep the exposure of the radiation worker well below a level at which adverse effects are likely to be observed during his or her lifetime. Another objective is to minimize the incidence of genetic effects for the population as a whole. An individual chooses to work in radiation with the understanding that under normal working conditions his health is not likely to be impaired, although there may be certain associated risks. The risks incurred are slight and are to be accepted the same way, as are risks by workers in other fields. The radiation exposure to personnel for their own medical diagnosis is not to be included in the above limit.

Occupationally exposed individuals are limited to a minimum age of 18 years. Personnel who enters a restricted area for whom there is a possibility of exposure of more than 10% of the occupational dose limit. of the MPD is classified as a radiation worker and required to wear a radiation monitor. It must be emphasized that the risk to individuals exposed to the doses less than the occupational dose limit is considered to be very small; however, risk increases gradually with dose received. For this reason the dose must be kept as low as reasonably achievable (ALARA).

#### **DOSE LIMIT FOR EMBRYO AND FETUS**

During the entire gestation period, the maximum permissible dose equivalent to the embryo-fetus from occupational exposure of the expectant mother is 0.5 rem.

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

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

#### **EXPOSURE OF PERSONS OTHER THAN THE PATIENT**

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

#### **EXPOSURE OF THE PATIENT**

Techniques employed in radiography should be those which achieve the desired objectives with a minimum dose to the patient.

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: POLICY for OCCUPATIONAL EXPOSURE of FERTILE AND  
PREGNANT STUDENTS TO IONIZING RADIATION**

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1. Notice of this plan will be given to all current and new students assigned radiation areas, who may receive occupational exposure to ionizing radiation.
2. Radiation workers will be encouraged to inform as early as possible the Program Director and Radiation Safety Officer (RSO) of their pregnancy, in confidence.
3. The occupational exposure to the fetus will be limited to 500 millirem in nine (9) months.
4. Upon notification of a radiation worker's pregnancy:
  - a. The cumulative exposure history will be reviewed with pregnant student, the Program Director, and the RSO.
  - b. Risks to the fetus will be discussed with the pregnant student by the Radiation Safety Officer, and the Director of Methodist University Hospital - School of Radiologic Sciences.
  - c. Radiation safety practices will be reviewed.
  - d. Analysis of duties will be performed by the Program Director with the student.
5. If the anticipated fetal dose is less than 500 mrem over the gestation period, the student may continue without restrictions. If the fetal dose is expected to exceed 500 mrem, the student:
  - a. May voluntarily elect to continue the program without restrictions, but the Program Director will evaluate monthly the student's exposure level.
  - b. May continue the program with certain restrictions imposed to limit exposure to the fetus, such as modification of rotation to Nuclear Medicine or Radiation Therapy.
  - c. May choose to take a leave-of-absence, with the understanding that they may return to the Program at the beginning of the semester of the following year in which they are currently enrolled.

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE MANUAL**

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**Subject: NOTICE to RADIATION WORKERS**

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Fertile and pregnant students working in radiation areas are advised the following:

1. Developing fetuses or embryos are susceptible to effects if ionizing radiation. The need to minimize exposure of the embryo and fetus is, therefore, paramount. It becomes the controlling factor in the occupational exposure of fertile women. For this reason, precautions should be taken to ensure that the ionizing radiation exposure among fertile women is kept at ALARA action levels - 0.5 rem/9 months.
2. If a radiation worker becomes pregnant, she shall notify the Program Director and the Radiation Safety Officer (RSO).
3. A second personnel monitor should be requested and worn at the waist.
4. The probability of the dose to a fetus exceeding 0.5 REM before pregnancy is recognized is negligible. Once pregnancy is known, the actual approximate dose can be reviewed to see if work can be continued within the framework of the limit set above. During the entire gestation period, the permissible dose equivalent should not exceed 0.5 REM. This chosen dose limit essentially functions to treat the unborn child as a member of the public involuntarily brought into radiation controlled areas.
5. In a medical environment, it is unlikely that a student would receive 500 rems of radiation to themselves or to their fetus, provided the student follows normal protocol in handling radionuclides or radiation devices and patients. In the Nuclear Medicine and Radiology Departments, the average exposure is less than 20 Mr/month/worker.
6. In the event of an unusual occurrence or malfunction of equipment that may involve significant exposure to the pregnant student, a report will be made to the Program Director.
7. Individual radiation exposure reports are processed monthly and are available for review on request in the Department of Radiology.
8. If you have any questions concerning the relative risks of radiation to the embryo or fetus, or concerning the Policy on Occupational Exposure to Pregnant or Fertile Students, or concerning safe radiation protection practices, contact the Radiation Safety Officer.

This notice is given in accordance with NCRP #39, #53, and #54, and NRC Guideline 19.12 and 19.13, and Federal Radiation Protection Occupation Exposure

## **RADIATION MONITORING (ACCUMULATED DOSAGE)**

Upon arrival to the School, each student will be furnished a film badge for the purpose of monitoring accumulated radiation dosage. The student's name, social security number, birth date, and starting date will be furnished to the hospital radiation safety officer. Each month a new film badge will be issued to each student and the previous months film badge must be turned in. Any person receiving an excessive reading on the film badge will receive a notice and report from the Radiological Physicist/Radiation Safety Officer.

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

The radiation physicist maintains the monthly printout of accumulated dosage. Additionally, a copy of this report will be posted in the classroom for the student to monitor individual readings. All monthly printouts will be maintained in the classroom permanent files. As each student graduates, a copy of his/her total two-year accumulation will be placed in the individuals permanent file.

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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**POLICY AND PROCEDURE**

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**Subject: REPEAT POLICY**

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NO student will repeat a radiograph unless a Clinical Instructor or a Registered Radiographer is present in the radiographic room.

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

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

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Program Director

Revised 06/05/2006

## **REPORTING ILLNESS**

Each student of the Methodist University Hospital - School of Radiologic Sciences is required to notify the Director of the School and/or the Clinical Coordinator when an illness is discovered and there is intent to be absent. Reporting illness is covered under the following regulations:

- I. Illnesses discovered after arriving at school will follow the guidelines of the School of Radiologic Sciences Health Service Policy.
2. If the illness is minor and will not affect students, patients, or staff of Methodist Healthcare, the student will produce a physician's excuse form to return to school after missing two (2) consecutive days.
3. If the illness is of a communicable nature or will affect the students, patients, or staff of Methodist Healthcare, the student will not allowed to attend training during the illness period. A physician's excuse form must be provided to return to the School of Radiologic Sciences.
4. In any case, the student cannot exceed the total number of allowable sick days according to the School of Radiologic Sciences attendance and classroom attendance policy. If the total number of allowable days is exceeded, the student will be terminated from the training program.
5. If the student was making satisfactory progress when the illness occurred, he/she may be reinstated from termination. The reinstatement will occur at the discretion of the Program Director.

## **SAFETY PROCEDURE**

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

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

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

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

## **STUDENT AWARDS**

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

- ◆ John Gerstenberger Award: for the highest academic average achieved for the 24 months of education.
- ◆ Mallinckrodt Award: for outstanding clinical performance. Each instructor of the final year of training has one vote for a student. This vote is based on Technical Ability, Attitude, Initiative, Assuming Responsibility, and Cooperation.
- ◆ William D. Robinson, R. T. Award: for clinical excellence.
- ◆ Outstanding Senior Student Award
- ◆ Outstanding Junior Student Award

## SMOKING POLICY

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

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

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

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

### **DEFINITIONS:**

**Tobacco Products-** Any form of tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc.

**Tobacco Free Areas -** MLH campuses, facilities or worksites, whether owned or leased property including building stairways and outside areas adjacent to building entrances and exits. Tobacco use is discouraged on properties neighboring MLH worksites.

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Program Director

## **STUDENT TRANSFER**

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

## **STUDENT RECORDS**

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

## **TRANSCRIPTS**

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

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Program Director

*Methodist University Hospital School of Radiologic Sciences has a document of articulation with Arkansas State University Radiologic Science Program. With a minimal 2.0 cumulative grade point average, graduates will document 47 credit hours at Arkansas State University toward the Bachelor of Science degree.*

<b>Arkansas State University Course</b>	<b>Contact Hours</b>	<b>Methodist School of Radiologic Sciences Course</b>	<b>Contact Hours</b>
RT 1103 Intro to Radiologic Tech.	48	Radiology Orientation	30
RT 1121 Lab Basic Procedures	16	Med Ethics & Law	20
RT 1121 Lab Radiologic Procedures	16	Patient Care I	20
RT 1111 Image Production Processing	16	Film Evaluation I	20
		Rad Exposure I	20
RT 1232 Clinical I	192	Film Processing	20
RT 1311 Lab Advanced Rad Procedures	16	Clinical	192
RT 1332 Clinical II	192	Film Evaluation	20
RT 2114 Clinical IV	384	Clinical	192
RT 2201 Lab Rad Specials	16	Clinical	384
RT 3223 Clinical V	288	Film Evaluation III	20
RT 3312 Radiobiology	32	Clinical	288
		Physics III	20
		Physics IV	20
		Rad Protection & Radiobiology	20
RT 1112 Basic Rad Procedures	20	Anatomy & Physiology	20
		Procedures I	20
RT 1203 Rad Procedures	48	Procedures II	20
		Procedures II	20
RT 2122 Radiation Production/Imaging	32	Physics I	20
		Physics II	20
RT 1303 Advanced Rad Procedures	48	Anatomy & Physiology	20
		Procedures II	20
		Film Evaluation IV	20
RT 1323 Principles of Exposure	48	Radiographic Exposure II	20
		Procedures IV	20
RT 2104 Clinical III	384	Clinical	384
RT 2202 Rad Specials	32	Specials I	20
		Specials II	20
RT Diagnostic Imaging	32	Radiographic Imaging I	20
		Radiographic Imaging II	20
		Quality Assurance	20
RT 3332 Rad Pharmacology/Drug Admin	32	Patient Care II	20
RT 3333 Clinical VI	288	Clinical	288

## **STUDENT EMPLOYMENT**

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

1. Student attendance to the Program is of utmost importance. Abuse of sick time, tardiness, or absence will not be tolerated. Students who are employed will make every effort to attend school as a priority over employment.
2. Sleeping in class or poor clinical performance due to lack of sleep will not be tolerated. Working late night or early morning shifts prior to a school day is not recommended.

## **TELEPHONE POLICY**

All students **are to limit personal phone calls to a very** minimum and will not be allowed to make personal calls from phones in vital areas. Phone calls should not exceed three (3) minutes time. Personal beepers and cellular phones are not permissible while on duty.

## **TELEPHONE COURTESY**

Your courtesy in using the telephone can make friends for the hospital, and make work more pleasant for you and those with whom you deal. In using the telephone, please keep in mind the following rules:

1. Answer promptly.
2. Identify yourself by name and department.
3. Give accurate and careful answers.
4. Transfer calls tactfully.
5. Always say "please" and "thank you".
6. Use a helpful and pleasant tone of voice at all times.
7. Do not allow the telephone receiver to hang against a hard surface such as a table top, when putting it down while obtaining the person being called.
8. Try to avoid "tying up" a telephone while waiting for someone to be located. Leave a message for the person to call back if possible.
9. Hang up gently.
10. Be sure the handset is properly positioned in its cradle.

# **PLEASE READ AND INITIAL**

**METHODIST UNIVERSITY HOSPITAL  
SCHOOL OF RADIOLOGIC SCIENCES**

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## **POLICY AND PROCEDURE MANUAL**

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**Subject: CELLULAR PHONE and PAGER POLICY**

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Personal Cellular phones and pagers are not allowed and are not to be in the student's possession at any time. Cellular phones and pagers must be kept in student lockers and Cannot be worn or used until assigned lunch break.

Failure to adhere to this policy will result in a 3-Day Suspension for the first offense and immediate DISMISSAL from the Methodist University Hospital School of Radiologic Sciences for the second offense.

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Program Director

Revised 06/05/2006

## **TUITION AND FEES**

Tuition for the Methodist University Hospital School of Radiologic Technology is \$4,000.00 per school year. Since this is a 24-month program, the total tuition for the entire educational curriculum is \$8,000.00.

Method of payment: The student is required to pay tuition in full prior to graduation.

All tuition fees are subject of School Tuition Refund Policy for withdrawal from the program and portions of the tuition are refundable under the guidelines of the Refund Policy.

## **TUITION REFUND POLICY**

**The following percentages apply to the reduction of tuition for students that appropriately withdraw from the School of Radiologic Technology:**

1. 50% reduction – The School of Radiologic Technology provides a 50% reduction of yearly tuition if the student withdraws prior to June 30<sup>th</sup> of each year.

Example #1 – If the student has paid their first year's tuition in full, then the student would receive a \$2000 refund.

Example #2 – If the student is making monthly payments on their tuition, then if the student has made two monthly payments of \$333 for a total of \$666, the student will owe Methodist School of Radiologic Technology \$1334.

2. 25% reduction – The School of Radiologic Technology provides a 25% reduction of yearly tuition if the student withdraws prior to August 31<sup>st</sup> of each year.
3. The student is responsible for a full school year tuition if withdrawal occurs after August 31<sup>st</sup> of each year.

**The School of Radiologic Technology refund policy is based entirely upon the official date of withdrawal that would result in a tuition refund.**

## **WITHDRAWAL FROM SCHOOL**

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

Revised 06/05/2006

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Program Director

## HANDBOOK ACKNOWLEDGEMENT

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

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

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Student Name

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Date

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Program Director

Revised 06/05/2006