

Program in Radiologic Technology

Personalized Care

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Affinity
HEALTH SYSTEM

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History and Introduction

In 1891 the Sisters of the Sorrowful Mother founded St. Mary's Hospital which, until 1912, was the only hospital in Oshkosh. Dr. M.E. Corbett built Lakeside Hospital and the School of Nursing in 1912. For the next six years both hospitals served the city of Oshkosh and the surrounding areas. In 1918, Dr. Corbett asked the Sisters of the Sorrowful Mother to take over the Lakeside Hospital, which they did and renamed Mercy Hospital. Gradually, all facilities of St. Mary's Hospital transferred to Mercy Hospital.

St. Mary's Hospital was converted into a home for the aged, first known as St. Mary's Home for the Aged, then as Marian Home and later as Mercy Extended Care Center. Mercy phased out the extended care center in March of 1976 after new and expanded nursing homes in the area eliminated the serious need for nursing home beds. The 83 year old building and surrounding land was sold to the City of Oshkosh in August of 1977 and the structure was razed that fall. The site of the original hospital is now the location of a 120-apartment complex for low-income elderly, built and operated by the Oshkosh Housing Authority.

The Sisters began their first building program in 1922. In 1931, the School of Nursing was built to provide adequate classrooms and living quarters for the nursing students. Other building and remodeling programs followed. In June 1978, Mercy Medical Center began Phase I of a three phase building program designed to greatly expand current facilities and provide the basis for a future high rise hospital structure that will replace the older portions of the building.

Today

The new 470,000 square-foot, state-of-the-art Mercy Medical Center opened in the spring of 2000. The hospital is a modern health complex whose purpose is to meet the comprehensive health care needs of residents in Oshkosh and surrounding communities. Mercy Medical Center offers up to 224 private and semi-private inpatients rooms. The hospital also includes rehabilitation, occupational therapy, speech therapy and respiratory therapy.

Mercy Medical Center is one of 13 health care institutions sponsored by the Sisters of the Sorrowful Mother. Mercy Medical Center joined with St. Elizabeth Hospital in Appleton to merge into a new corporation called Affinity Health System. The members of Affinity Health System include the following:

- Affinity Medical Group
- Affinity Visiting Nurses
- Affinity Occupational Health
- Calumet Medical Center
- Mercy Medical Center
- St. Elizabeth Hospital

Affinity Health System is controlled by a Board of Directors, who are both religious and local community leaders. The board delegates responsibility to the President and CEO to carry out the policies determined by the Board. Mercy Medical Center, Affinity Health System, is operated for charitable, religious, educational and scientific purposes, and is a non-profit organization.

The medical staff includes specialists in Allergy, Anesthesia, Cardiology, Community Emergency Service, Dermatology, Family Practice, General Practice, General Surgery, Internal Medicine, Neurology, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Otolaryngology, Oral Surgery, Orthopedic Surgery, Pathology, Pediatrics, Plastic Surgery, Psychiatry, Radiology, Rheumatology, Urology, Dentistry, Cardiovascular Surgery, Nephrology, Child Psychiatry, Pulmonary Medicine and Radiation Oncology.

Sponsorship and Accreditation

Mercy Medical Center is fully accredited by the Joint Commission on Accreditation of Hospitals, sponsored by the American College of Physicians, American College of Surgeons, American Hospital Association and American Medical Association. This assures the medical center's staff, facilities and equipment meet exacting standards and the care patients receive is of the highest quality.

Mercy Medical Center is a member of the following organizations.

- The American Hospital Association
- The Catholic hospital Association
- The Wisconsin Hospital Association
- The Wisconsin Conference of Catholic Hospitals
- The Lake Winnebago Hospital Council

Mercy Medical Center is licensed by The Wisconsin State Board of Public Health. Mercy Medical Center is certified by The United States Department of Health; and Education and Welfare for Participation in the Medical Program.

The Program in Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850,
Chicago, IL 60606-3182.

The JRCERT website is: [Joint Review Committee on Education in Radiologic Technology](http://www.jrcert.org). All programs of radiologic technology may voluntarily seek programmatic accreditation from the JRCERT. The JRCERT promotes excellence in education of radiologic technology and enhances quality and safety of patient care through accreditation of educational programs. The JRCERT is the only agency recognized by the U.S. Department of Education for the accreditation of educational programs in radiography.

Affinity Health System Program in Radiologic Technology

The Program in Radiologic Technology is a 24 month program offering educational facilities in a clinical setting that performs over 60,000 procedures per year. The student will be educated in basic X-ray and fluoroscopic procedures as well as many specialized areas including surgical procedures, Angiography, Computerized Tomography, and Magnetic Resonance Imaging. All didactic classes are taught at Mercy Medical Center with the clinical rotations performed at Mercy Medical Center, St. Elizabeth Hospital in Appleton, WI, Berlin Memorial Hospital, Berlin, WI and St. Agnes Hospital, Fond du Lac, WI. Ancillary clinical rotations will also be conducted at various Affinity Medical Group clinics in Appleton and Oshkosh.

Mission of the Program

Affinity Health System/Mercy Medical Center offers a 24-month Program in Radiologic Technology dedicated to the education and training of competent radiologic technologists to meet the health care needs of the Fox River Valley and surrounding areas of Northeastern Wisconsin. In addition to the program's intent to create an environment whereby the student's intellectual and professional developments are not inhibited, the program will make every effort to promote the student's self-realization of his/her life-long learning potential.

In association with the philosophy of the sponsoring institution it is the intention of the Program in Radiologic Technology to deliver technologists that will function as proficient health professionals possessing a constant concern for quality patient care and technical competency.

Goals and Outcomes of the Program

The JRCERT requires that an accredited program maintain an Outcome Assessment Plan yearly for each graduating class.

The following are the goals and outcomes of the program:

- Goal #1: Students will graduate as a clinically competent radiographer.
 - Outcome #1: Students will apply appropriate radiation protection practices.
 - Outcome #2: Students will demonstrate appropriate positioning skills.
 - Outcome #3: Students will select appropriate technical factors.
- Goal #2: Students will utilize critical thinking, problem solving and decision making skills.
 - Outcome #1: Students will evaluate a radiograph for diagnostic quality.
 - Outcome #2: Students will access the patient and have the ability to adapt to non-routine situations/ability to adjust exam for patient condition.
- Goal #3: Students will communicate effectively.
 - Outcome #1: Students will be able to orally relate/interact with patients.
 - Outcome #2: Students will demonstrate proper communication skills in the written form.
- Goal #4: Students will demonstrate the importance of professional growth and development.
 - Outcome #1: Students will be able to demonstrate professional values in the clinical setting.
 - Outcome #2: Students will exhibit team player behavior.
- Goal #5: The program will graduate entry-level technologists.
 - Outcome #1: Students will pass the ARRT Registry on the first attempt.
 - Outcome #2: Employer's attitude regarding rehiring the graduate if given a second opportunity.
 - Outcome #3: Alumni's satisfaction regarding being prepared with entry-level skills.
 - Outcome #4: Of the seeking employment, students will be gainfully employed within six months following graduation.
 - Outcome #5: Students that begin the program will graduate from the program.

The JRCERT posts five-year credentialing examination pass rate, five-year average job placement rate and annual program completion rate for previous graduating classes from this program. This information can be found at the JRCERT website:

[Joint Review Committee on Education in Radiologic Technology](#)

Objectives of the Program

The program will provide the following:

1. The knowledge and practice necessary for the student radiographer to attain the above mentioned goals.
2. A method to ensure that the above mentioned goals are met.
3. The necessary environment to have the student radiographer progressively mature as an individual in the profession and in society.
4. A means for student radiographer involvement with the program concerning its progress towards the aforementioned goals.

Education is a continuous process of self development, affecting behavioral changes necessary in maturing and adapting to society. Learning is a self-activity, utilizing individual potential and the teacher providing stimulation and guidance. The faculty and Advisory Committee plan, coordinate, direct and evaluate the educational program on a continuing basis.

Upon completion of the program, the graduate technologist is awarded a certificate degree which qualifies them to take the examination of the American Registry of Radiologic Technologists. The title of Registered Technologist in Radiography (RTR) is bestowed upon those who pass this examination.

The educational program consists of two major areas: theory and practicum. The component parts are discussed in detail in the following pages entitled Clinical Education and Curriculum Presentation.

Entrance Requirements of Applicants

1. All applicants must have successfully completed a general education course of study through an accredited college or university of 15 credit hours in post-secondary education which include a required 3 credit Mathematics/Analytical Studies and 3 credit Written or Oral Communication segment. The remaining general education credits may be obtained in any of the following categories:
 - Arts and Humanities
 - Information Systems
 - Social/Behavioral Sciences
 - Natural Sciences

A minimum cumulative grade point average of 3.00, based on a 4 point grading system of course work from an accredited college or university is required. The applicant must also have attained a cumulative high school grade point average of 3.00 or greater based on a 4 point grading system, or a GED/HSED equivalent with a minimum score of 3000. If the applicant's high school cumulative GPA was below the required 3.00 GPA or GED/HSED below 3000, the college or university transcript must have a cumulative GPA of 3.25 or greater. Any applicant, who has attained a Bachelor of Science or Bachelor of Arts degree from an accredited post secondary educational institution, has met the entrance requirements.

2. The deadline date for submitting an application along with transcripts is January 15 and all on-site (informational meetings) must be completed no later than three days after the January 15 deadline. Applications received after January 15 will be forwarded to the next class enrollment for the following year.
3. All applicants must have a completed application form submitted along with his/her grade transcripts that have met the minimum entrance requirements by the required date to be eligible for a personal interview. THERE IS NO APPLICATION FEE.

- A letter informing the applicant that his/her application is incomplete is mailed prior to the deadline date for such completion.
 - Incomplete applications will be discarded after the application deadline.
 - All applications of those students not accepted will be retained for one month after the deadline date.
4. All applicants who have submitted a completed application, including high school and college/university transcripts that have met the minimum entrance requirements are to appear for a short informational meeting and tour of Mercy Medical Center's Radiology Department. This informational meeting is part of the application process and no personal interview will be granted unless the applicant has attended this informational meeting. The program will notify the applicant by mail whether he/she is eligible to attend the informational meeting. This meeting will be held the second and last Friday every month from 9 a.m. to 10:30 a.m. in the school classroom. After receiving in the mail the letter that the applicant has met the minimum entrance requirements, the applicant can schedule the informational meeting by calling the school offices at either (920) 223-0135 or (920) 223-0136, between the hours of 8 a.m. and 3 p.m. Monday through Friday.
 5. All applicants meeting the entrance requirements for the school and have attended the informational meeting will be notified by mail that they are eligible for a personal interview with the Interview Committee. The personal interview occurs 1 week after the application deadline of January 15.

Recommended Pre-Entrance Educational Courses

Those individuals interested in pursuing a career in Radiologic Technology would be encouraged to have an educational background in math, science, English, computers, as well as the humanities. These courses would give the prospective student a better understanding and insight into those subjects taught in the radiologic technology curriculum.

College/University Affiliation Agreements

Affinity Health System Program in Radiologic Technology currently has affiliation agreements with Lakeshore Technical College in Cleveland, Wisconsin and Marian University in Fond du Lac, Wisconsin.

Lakeshore Technical College will accept the credits from the Program in Radiologic Technology for those students wishing to complete their Associates Degree. Lakeshore Technical College, 1290 North Avenue, Cleveland, WI, 53015-1414.
www.gotoltc.edu.

The program in Radiologic Technology has an affiliation agreement with Marian University whereas the Program will accept five (5) students per year from Marian University's Bachelor of Science in Radiologic Technology Degree program. Once the student has graduated from the Program in Radiologic Technology, Marian University will award the graduate a Bachelor of Science in Radiologic Technology degree. Marian University, 45 South National Avenue, Fond du Lac, WI, 54935.
www.marianuniversity.edu.

Tuition and Associated Expenses

There is a tuition fee charged of \$15,000 for the two year program. All text books are included in the tuition. Tuition fees may increase. For current tuition, please call the school office.

In addition to the tuition, the student is responsible for room and board, uniforms and shoes, writing materials for school, transportation and preadmission health work including drug screening. The program is responsible for the costs of the background screening. There is NO application fee to be submitted with the application.

Physical Requirements

All applicants must be in sound physical and mental health and able to perform the following tasks:

1. Visual acuity to work with charts, records and manipulate X-ray controls for the production of radiation.
2. Sufficient gross and fine motor skills to respond to patient needs and manipulate equipment.
3. Sufficient hearing skills and verbal and written communication skills for communicating with patients and other healthcare providers.
4. Pushing and pulling wheelchairs, beds, stretchers and portable equipment.
5. Lifting and carrying equipment, supplies and patients for a minimum weight of 50 pounds.
6. Standing and walking.

Upon acceptance into the program, applicants must submit the results of a physical examination from a physician on a form furnished by the school and satisfactorily complete all health examinations required by the school.

Program Information and Applications

Any prospective student may obtain general information concerning the school by contacting to:

Brian Joachim, MS, RT(R)
Program Director
Program in Radiologic Technology
Mercy Medical Center
500 S. Oakwood Rd.
Oshkosh, Wisconsin 54904
(920) 223-0135
bjochim@affinityhealth.org

Notification to Applicants of Their Acceptance

Those applicants' who have met scholastic requirements for the school, attended the mandatory informational meeting and who have had a personal interview with the Interview Committee will have their applications reviewed by the Admissions Committee from which a final selection of students will be chosen.

Notification of those applicants as to their acceptability will be by mail. The applicants are given a deadline date for their acceptance. Notification of a denial by an applicant will result in the selection of another applicant who has met the qualifications of the school.

A processing fee (this includes the purchasing of textbooks, personalized lead markers, personalized radiation monitoring badges, etc.) of \$1,500.00 is required of all accepted students prior to their entrance into the school. The fee is non-refundable but will be applied toward the accepted student's tuition.

All students accepted into the program are contingent upon the accepted student passing a drug screening and a criminal background check. The cost of the drug screening is the responsibility of the student. Currently the cost is \$41.00 but is subject to change. The cost of the background check is the responsibility of the program.

Notification to Applicants of Their Denial

Those applicants who have met the school's requirements but who were not selected for enrollment into the school will be notified by mail. Applicants not accepted into the school but still interested in a position in a future class must submit a new application and follow all the criteria as previously outlined.

Admission/Graduation Dates

Accepted students will begin the program the fourth Monday of June of each year. Graduation from the program will occur 2 years later on the first Thursday in June.

Student Didactic Requirements

While enrolled in the program, students must maintain a minimum scholastic average of 80 percent in the didactic portion of the program. If at the end of the 6 month, 12 month and 18 month grading periods the student has not maintained the required minimum scholastic average of 80 percent, that student's standing in the program shall be reviewed by the Administrative Committee for Student Affairs who will render a decision of the student's continued status in the school. Seven hundred and fifty hours are dedicated to the didactic portion of the program. The breakdown of the scholastic average is as follows:

0 - 6 Months Grading Period:

A six month test (semester test) will be given. The semester test will count for 50 percent of the grade average and the average of all unit test scores shall count for the remaining 50 percent of the grade average. These two grades will be averaged for a final semester grade.

7 - 12 Months Grading Period:

A one year test (second semester test) will be given which will represent one-third of the grade average. The didactic unit test scores will represent one-third of the grade average and these scores will be averaged with the final grade average of the first semester grading period which will account for one-third of the grade of this marking period. The final grade for the seven to twelve month grading period will be the averaging of the three major scores.

13 - 18 Month Grading Period:

An 18 month (third semester) test will be given which will represent one-third of the student's grade for this marking period and the didactic scores of the unit tests will count for one-third of the grade average. These scores will be averaged with the final grade achieved by the student at the end of his or her first year which will count for one-third of the grade. The final grade for the marking period ending at 18 months will be the averaging of the three major scores.

19 -24 Month Grading Period:

A minimum grade of 80 percent must be achieved on all unit tests.

Following is the breakdown in regards to scholastic percentage and corresponding letter grade:

Below 80% = "F"

80-84% = "D"

85-89% = "C"

90-94% = "B"

95-100% = "A"

Clinical Education

Clinical education is the second component of the program. In order to meet goals and objectives of the Program, the student must be able to prove clinical competency by successfully completing the clinical education phase of the program. The clinical phase provides an environment for supervised competency based clinical education. While in the clinical setting the staff to student ratio will not exceed 1:1. Approximately 1900 hours of clinical rotations are assigned to the student to satisfy his/her clinical education.

This phase of the program is correlated with the didactic portion whenever possible. Upon entering the Program in Radiologic Technology, students are assigned clinical rotations in the Department of Radiology under direct supervision of the Clinical Instructor and registered technologists in order to obtain the necessary clinical education. During the first semester, the students will be rotating through general radiology rooms, fluoroscopy and intravenous urography with the additional rotations through portable exams and pain clinics. The students are also assigned to a patient transportation rotation. Again, students are directly supervised by the employees in this area who will evaluate the student's performance. Rotations of clinical schedules change every six months with slight modification after the first six months which will include the addition of surgical rotations. The student is to learn to accurately perform the examinations and related responsibilities in each assigned area. Other than the patient transportation rotation, the previously listed rotations will continue throughout the remainder of the program.

The second year includes additional rotations on weekends and evenings as well as specialized areas of cardiac catheterization, angiography and Magnetic Resonance Imaging (MRI.) Students are assigned to cardiac catheterization, angiography and MRI for observation purposes, but are allowed to participate according to their ability and initiative levels, under direct supervision of the technologists in those areas with direct input from the staff and supervising technologists. There are competency evaluations that are to be completed on the student by the radiologic technologists in these respective modalities. The students will be rotating through the Computed Tomography Department where they will be required to demonstrate clinical competency on various types of procedures in this area. It is also in the Computed Tomography Department where the students will demonstrate competency in venipuncture. The students have six scheduled evening/weekend rotations that are required during the second year as well. This rotation occurs on Tuesday, Thursday and Saturdays from 2:00 p.m. - 10:00 p.m. The student will be free of any didactic or clinical responsibilities on the Friday to prevent the student from surpassing forty (40) hours for the week.

The month of March, during the student's second year, is the month where students are allowed to observe in areas that they do not normally rotate through. These areas include mammography, nuclear medicine, radiation therapy and ultrasound. It is also during this month where students can observe at other hospitals, clinics, etc. that they do not normally have scheduled clinical rotations at. "Observe" implies that students may not assist in, or perform, any aspect of patient care during these observational roles. This observation experience provides the students with the opportunity to begin to "network" with other facilities that they are interested in for potential employment opportunities. The opportunity to observe at other facilities is dependent on the facility accepting the student. The student also has the ability to schedule themselves for additional rotations in areas they feel they need more experience/practice in.

Clinical Affiliation

Affinity Health System/Mercy Medical Center Program in Radiologic Technology has combined with St. Elizabeth Hospital, Appleton, WI; Berlin Memorial Hospital, Berlin, WI; St. Agnes Hospital, Fond du Lac, WI and the Affinity Medical Group Clinics in Oshkosh, WI and Appleton WI, as additional sites for the students' clinical practicum. Students selected into the radiography program will be assigned a "home" clinical site at St. Elizabeth Hospital, Berlin Memorial Hospital, Mercy Medical Center or St. Agnes Hospital for their two year clinical education requirements. A preference of the student should be noted on the school application, but will not necessarily guarantee the desired placement. In an attempt to reduce the amount of traveling required by the student, the assigned "home" clinical site for the student is based on the proximity of the site to the address the student

included on the application to the program though this is not guaranteed. During the first and fourth semesters the students will only be performing clinical rotations at the aforementioned “home” clinical site. During the second and third semesters, the students will be required to travel to all of the previously discussed clinical sites in order to obtain as much clinical experience as possible but while still having some clinical rotations at their “home” clinical site.

Clinical Units Testing and Grading Requirements

Students must maintain an average of 80 percent or higher in all clinical units. If at the end of the sixth month and one year grading periods a student has not maintained this average, their standing in the program will be reviewed by the Administrative Committee for Student Affairs who will render a decision on the students continued status in the program.

Following is the breakdown in regards to scholastic percentage and corresponding letter grade:

- Below 80% = “F”
- 80-84% = “D”
- 85-89% = “C”
- 90-94% = “B”
- 95-100% = “A”

There are six clinical units that are taught during the first and second semesters of the program. The following units are all taught in the first semester: Respiratory System/Thorax and Abdomen, Upper Extremities, Lower Extremities and Contrast Studies. The following units are all taught in the second semester: Spinal Column and Skulls.

Grades for each clinical unit will consist of the following:

1. Written quizzes (2-3 per unit) given throughout the unit which include radiograph evaluation.
2. Written final exam that is given at the completion of each clinical unit which includes radiograph evaluation.
3. Simulated Positioning Final Exam which is performed on another student. The student that is to be evaluated performs an entire exam on a “patient” (another classmate) without making an exposure. The exam (2-3 exams per unit) performed by the student is selected at random based on the positioning unit that is currently being taught.

The Simulated Positioning Final Exam, at the completion of each clinical unit, is designed to ensure that a student has a competent understanding of the examinations and the procedure of performing the examinations in the unit they have most recently studied.

Each one of the previously described evaluation tools is an important step in learning and practicing positioning skills and patient care.

To arrive at a percentage grade for each unit, the following will be averaged together:

1. Scores from the written quizzes will be averaged together equaling 1/3 of the unit grade.
2. Grade from the written final exam will equal 1/3 of the unit grade.
3. Scores from the Simulated Positioning Final Exams will be averaged together equaling 1/3 of the unit grade.

Final scores below 80 percent will require retesting as determined by the instructor. Repeated failures in testing will be brought to the attention of the Program Director for counseling purposes.

Near the completion of each of the first (6 months) and second (12 months) semesters, a cumulative written final exam will be given covering all the clinical information in the preceding units. In regards specifically to the final exam at the completion of the first semester, due to the comprehensive nature of this test, it will be weighted as 50 percent of the final grade for the first

semester. The other 50 percent of the final grade for the first semester is the average of the 4 positioning units that were taught during the semester.

The final grade from the end of the first semester will be carried forward to comprise 33 percent of the final grade for the second semester. The remainder of the second semester final grade will consist of the average of the 2 positioning units that were taught during the second semester (33 percent) along with the grade from the comprehensive final exam (34 percent) given at the end of the second semester.

Clinical Competency Evaluation Sequence

1. The student must obtain an 80% or better on the didactic portion of each of the 6 clinical units.
2. Also, the student must successfully complete the Positioning Checklist for each clinical unit. The Positioning Checklist is to be completed on another classmate and evaluated by the Clinical Instructor. No exposure will be made at this time. Once the student has completed the Positioning Checklist, he/she will turn it in to the Clinical Coordinator who will document it on the student's Master Clinical Record.
3. Once the student has successfully passed the didactic portion of the clinical unit with an 80% or better AND the Positioning Checklist has been completed, then the student will be allowed to start positioning patients with the performing of required clinical competencies to follow.
4. When the student is ready to begin demonstrating Clinical Competency on patients, he/she will present to the observing/evaluating technologist the Clinical Competency Form. The technologist will evaluate the student's performance and will be deducting points from the total score as deemed necessary by the technologist.
 - The evaluating technologist will not allow an exposure to be made on a patient when an error on a task that would warrant a repeat radiograph.
 - It is intended that the demonstration of clinical competency be a learning process as well as an evaluation of competency. It is understood that, at least initially, the examinations being performed by the students are relatively new to the student at the time of competency demonstration. Therefore, it is not a test of mastery but of comprehension.
 - Following the completion of an exam, the performance of the exam by the student and the radiographs that were acquired, will be discussed with the student by the evaluating technologist to correct any deficiencies. The student will also be questioned on various aspects of the exam to ensure the learning process is being guided toward achieving the objective of competent performance self sufficiently.
5. Once the student has obtained the required minimum number of points on the Clinical Competency Form, the student will turn in the Clinical Coordinator Form to the Clinical Coordinator who will document it on the student's Master Clinical Record.
6. Each examination/procedure, which is listed on the Master Clinical Record, lists a minimum number of required successfully completed Clinical Competency Forms that must be turned in.
7. While the student is obtaining the required number of Clinical Competency Forms for each examination/procedure, the student is under Direct Supervision. The parameters of direct supervision are:
 - A qualified radiographer reviews the request for examination in relation to the student's achievement.
 - A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
 - A qualified radiographer is present during the conduct of the examination.
 - A qualified radiographer reviews and approves the radiographs.
 - A qualified radiographer MUST be present during the conduct all retake examinations.
8. Once the student has turned into the Clinical Coordinator the required number of successful Clinical Competency Forms for each examination/procedure, he/she will then be under Indirect Supervision for that examination/procedure. The parameters of indirect supervision are:
 - A qualified radiographer shall be immediately available to assist students regardless of the level of student achievement.

- A qualified radiographer reviews and approves the radiographs.
 - A qualified radiographer **MUST** be present during the conduct of all retake examinations. Students may take radiographs of patients under indirect supervision after completing appropriate number of competencies. Indirect supervision means that a qualified radiographer **MUST** be in the immediate area/department and readily available to assist the student if the student requires help.
 - A qualified radiographer must approve all retake radiographic examinations.
 - In regards to portable/surgical exams, the performing of Computed Tomography exams and venipuncture, even after the student has completed the appropriate number of clinical competencies, the student is still considered to be under Direct Supervision until they graduate from the Program.
9. Students new to the program will be given copies of the Positioning Checklist for each positioning unit, Clinical Competency Form and Master Clinical Record and all aspects of the evaluation process will be discussed prior to the use of any of the forms.

Clinical Evaluations

The Program Director and Clinical Coordinator, with assistance from the Clinical Instructor and registered technologists of the student's "home" clinical site, will evaluate the student's clinical performance throughout the duration of the program. The student's initial clinical evaluations will be at 12 and 26 weeks. The evaluation period after that time shall be every six months until the conclusion of the program when they have an exit evaluation with the Program Director and Clinical Coordinator. Students must successfully attain the necessary points on the clinical evaluation form to continue or advance in the program. If the student does not attain the required number of points, their standing in the program will be reviewed by the Administrative Committee for Student Affairs and will render a decision on the student's continued status in the program.

Students will be evaluated by the Clinical Instructor on clinical room objectives and will also be critiqued on their clinical-didactic objectives which coincide with didactic presentation.

Any student not successfully completing the required objectives will not be allowed to continue with succeeding units or room assignments until those objectives have been fulfilled.

During the second semester of the program, at the completion of a student's first scheduled clinical rotation at each clinical site, the Clinical Instructor or in his/her absence another radiologic technologist will complete an evaluation form on the student's clinical performance. The evaluator will then forward the evaluation form directly to the Clinical Coordinator who will review the results/comments with the student in private.

Approval for permission to write the American Registry of Radiologic Technologists will not be given to the student by the Program Director until the student has successfully met all the clinical and didactic criteria of the school.

Curriculum Presentation

The courses are structured according to the Curriculum Guide for Programs in Radiologic Technology and are to teach and have the student learn the necessary theory for understanding and performing special radiographic examinations. The specific objectives for each course will appear on the course outline. The curriculum is divided into didactic and clinical sections. The student must pass each section before they are allowed to graduate from the program.

Course content will be delivered according to the discretion of the instructor. Audio-visual (AV) aids are to be utilized where possible. Most forms of AV are available including computers, projectors, DVD, skeleton, atlas, phantom, etc. Formal and final examinations are given in most courses. Some courses are generalized or reviewed with a pass/fail grade given at the conclusion of the course. Quizzes and other forms of evaluation of student progress are left to the discretion of the instructor. At the beginning of each course the instructor must communicate to the students their form of evaluation.

Course Curriculum and Descriptions

1 credit represents 10 clock hours of theory

1 credit represents 9 clock hours of laboratory

1 credit represents 50 hours of in clinical/patient care setting

RT310 - Fundamentals of Radiologic Science and Health Care

No Credit

This non-academic unit involves the student's first week of enrollment into the program. It is intended as a general orientation to the Radiology Department and school. Students will be oriented to academic and administrative structure, key department personnel and the profession as a whole.

RT311 - Patient Care in Radiologic Sciences

3.75 credits theory, .25 credit laboratory

This unit provides the student with concepts of patient care including considerations of physical and psychological conditions. Routine and emergency patient care procedures will be described, especially those that directly affect personnel and patients in the Radiology Department concerning X-ray procedures. Pharmacologic issues related to Radiology will also be discussed. It is in this course where the student will be required to demonstrate competence in acquiring blood pressure, heart rate measurements, use of correct sterile technique along with drawing up of fluids from medication vials.

RT320 - Ethics and Law in Radiologic Sciences

2 credits theory

This course will provide the student with professional standards and ethics necessary in the radiologic technology field. The legal, moral and professional ethics of radiology will be discussed so that the student will be able to recognize the needs of the patient, demonstrate empathy and recognize the need of adherence to medicalegal principles.

RT312 - Medical Terminology

1 credit theory

The student will be able to recognize and be familiar with radiographic terms, terms applied in the various specialties, interpret medical abbreviations and symbols and be able to develop the ability to follow directions on radiographic request forms when they are stated in medical phraseology.

RT324 - Darkroom and Film Processing

3 credits theory

This unit will acquaint the student with proper darkroom procedures and fundamentals in film processing. The student will be instructed in such areas as darkroom construction and equipment, film composition and processing chemicals as well as the proper use and construction of the main accessories used in the production of the radiograph including film, film holders, intensifying screens and grids.

RT383 - Human Structure and Function I, Radiographic Procedures and Clinical Practice

21 credits, 4 credits laboratory

This course incorporates several units including the upper and lower extremity, tissue and joints, urinary, digestive and respiratory systems including ribs and sternum. It is intended to give the student a fundamental knowledge of the purpose and function of these systems and how they relate to other systems. Radiographic examinations which best demonstrate each system will also be discussed. Laboratory exercises in positioning are carefully correlated with the study of each section.

RT384 – Human Structure and Function II, Radiographic Procedures and Clinical Practice

13 credits theory, 2 credits laboratory

This is a continuation of Human Structure and Function I. This course incorporates the units of the spine, skull and facial bones, circulatory system and nervous system. Detailed and precise information concerning radiographic positioning is covered in the course. Laboratory exercises in positioning are carefully correlated with the study of each body system.

RT409 – Introduction to Digital Imaging Modalities

3 credits theory

This unit will introduce the student to fundamental principles of digital imaging. Computer concepts and terminology will be incorporated throughout the course. The principles of image acquisition for Computed Radiography, cassette-less based systems, Computed Tomography, Magnetic Resonance Imaging along with PACS.

RT428 – Radiation Production and Characteristics

3 credits theory

This course will provide the student with knowledge of basic physics. Fundamentals of xray generating equipment are discussed. Students will receive instruction in basic electricity, magnetism, electromagnetism, rectification, production and properties of xrays, xray tubes and the interaction of radiation with matter. The structure of matter with its basic forms and nomenclature and units of measure are provided.

RT463 - Principles of Radiographic Exposure

3.25 credits theory, .25 credit laboratory

This unit is intended to give the student a basic understanding of the primary functions of radiographic exposure which influence the production of the radiographic image on radiographic film. Information presented will enable the student to correctly determine the proper exposure techniques and to understand the proper principles and effects of their use. X-ray tubes, their construction and production of X-rays will be discussed. Applications of these theories will be studied in a laboratory setting through the use of experiments.

RT429 - Pharmacology and Drug Administration

1.0 credits theory, .5 credit laboratory

Content is designed to provide basic concepts of pharmacology. The instruction and demonstration of competency of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

RT462 - Principles of Radiation Protection

2.5 credits theory

This course is designed to give the student an understanding and appreciation of proper radiation protection for patients and personnel. Present day techniques of radiation protection will be discussed as well as the role technologists play in reducing unnecessary radiation exposure. The principles of ALARA (As Low As Reasonably Achievable) shall be taught in regards to pregnant workers as well as all occupational radiation workers.

RT464 – Special Procedures

2.0 credits theory

In this course, the students will be instructed in the specialized and highly complex procedures and radiographic equipment involving invasive studies. The topics of angiography, venography, interventional, cardiac procedures, pathology, imaging techniques, review of contrast agents and various needles, wires, catheters, balloons, stents, etc.

RT431 - Image Analysis

No Credits

This unit will provide the student with the knowledge to evaluate radiographic examinations, to identify and recognize diagnostic quality. Film evaluation brings together knowledge and skills from didactic units, laboratory assignments and clinical education. Film evaluation will be dispersed throughout the curriculum with those units which require a thorough understanding of patient positioning.

RT432 - Sectional Anatomy

1.5 credits theory

This unit will provide the student with knowledge of sectional anatomy as related to CT and MR imaging. This unit will incorporate the student's knowledge of anatomy and physiology, positioning, film evaluation, special procedures and computers. An overview of the basic identification, unique characteristics and soft tissue as seen in sectional anatomy will be studied.

RT417 - Introduction to Quality Control

2.0 credits, .5 credit lab

This unit will provide the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiographic system will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.

RT410 - Imaging Equipment

2 credits theory

This unit will provide the student with knowledge of equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed, including fluoroscopy.

RT421 - Principles of Radiation Biology

1 credit theory

This course is intended to give the student a general understanding of the effects of ionizing radiation in biological systems and the principles of cell radiation interaction. Acute and chronic effects of radiation are discussed.

RT455 - Radiographic Pathology

3 credits theory

This unit provides the student with an introduction to the concepts of disease. Pathology and disease as it relates to various radiographic procedures will be discussed.

RT433 - Human Diversity

.5 credit theory

Content is designed to promote better understanding of patients, the patients' families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with patients and professional peers. Understanding human diversity assists the student in providing better patient care.

RT451 - Registry Review

No Credits

This is intended as a general review of the courses presented in the program's curriculum. It is presented as a preparation and study course for the registry examination.

Program Policies

Student Early Release Policy

Students may apply for early release from the Program in Radiologic Technology. This policy is only applicable for those students who need an early release for continuing education in a related health field or a Bachelor of Science degree. All requests will be treated on an individual basis and approval will be granted by permission of the Program Director.

Procedure

1. The student will be required to have successfully completed all didactic and clinical requirements prior to the release date in order for this request to be granted.
2. Student shall put in writing the following items:
 - a. Early release date
 - b. Acceptance of institution to which student has applied.
3. Student should sign and submit the request two months prior to the effective date.

Entrance Requirements of Applicants Policy

Affinity Health System retains the sole right to determine the entrance requirements of the students who enter the Program in Radiologic Technology. These requirements will coincide with all state and federal non-discrimination laws and will meet the standards as set forth by the Joint Review Committee on Education in Radiologic Technology.

Procedure:

1. All applicants must have successfully completed a general education course of study through an accredited college or university of 15 credit hours in post-secondary education which include a required Mathematics/Analytical Studies and Written or Oral Communication segment. The remaining general education credits may be obtained in any of the following categories:
 - Arts and Humanities
 - Information Systems
 - Social/behavioral sciences
 - Natural Sciences

A minimum cumulative grade point average of 3.00, based on a 4 point grading system of the course work is required for college or university course work. The student must also have attained a cumulative high school grade point average of 3.00 based on a 4 point grading system, or better or a GED/HSED equivalent with a minimum score of 3000. If the student's high school cumulative GPA was below 3.0, the college or university course work must have a minimum GPA of 3.25. Any applicant who has attained a Bachelor of Science or Bachelor of Arts degree from an accredited educational institution, has met the entrance requirements

2. The deadline date for submitting an application is January 15th and all on-site (informational meetings) must be completed no later than three days after the January 15th deadline.
3. All applicants must have a completed application form submitted along with his/her grade transcripts by the required date to be eligible for a personal interview. THERE IS NO APPLICATION FEE.
 - A. A letter informing the applicant that his/her application is incomplete is mailed prior to the deadline date for such completion.

B. Incomplete applications will be discarded after the application deadline.

C. All applications of those students not accepted will be retained for one month after the deadline.

4. All applicants who have submitted a completed application, including transcripts, are to appear for a short informational meeting and a tour Mercy Medical Center's Radiology Department. This meeting will be held the second and last Friday of every month from 9:00 a.m. to 10:30 a.m. in the school classroom. The applicant can schedule the meeting by calling the school office at (920) 223-0135 or (920) 223-0136, between the hours of 8:00 AM and 3:00 PM Monday through Friday. This meeting is part of the selection process and no interview will be granted unless the applicant has attended this informational meeting. The program will notify the applicant of his/her eligibility by mail.
5. All prospective students meeting the entrance requirements for the school will be notified by letter that they are eligible for a personal interview with the Interview Committee.

All applicants must be in sound physical and mental health and able to perform the following tasks:

1. Visual acuity to work with charts, records and manipulate X-ray controls for the production of radiation.
2. Sufficient gross and fine motor skills to respond to patient needs and manipulate equipment.
3. Sufficient hearing skills and verbal and written communication skills for communicating with patients and other healthcare providers.
4. Pushing and pulling wheelchairs, beds, stretchers and portable equipment.
5. Lifting and carrying equipment, supplies and patients for a minimum weight of 50 pounds.
6. Standing and walking.

Upon acceptance into the program, applicants must submit the results of a physical examination from a physician on a form furnished by the school and satisfactorily complete all health examinations required by the school.

Grievance and Appeal Policy

Any student who has a grievance concerning a fellow student, an employee, non-employee or who has an appeal concerning an unfavorable evaluation, disciplinary action, suspension or dismissal, shall have a right to recourse. The grievance or appeal shall be in writing and include the date of incurrence, all facts concerning the grievance or appeal, a desired outcome, and shall be signed by the party or parties involved.

Procedure

The following shall be the procedure for the grievance or appeal process:

1. If the grievance involves any individual or individuals, it shall be directed to the party or parties involved. If the parties involved cannot rectify the grievance, the party or parties may direct their complaint to the Administrative Committee for Student Affairs. The appeal shall be in writing and submitted to the Committee and a decision by the Administrative Committee shall be rendered within ten (10) days within receipt of the grievance or appeal.
2. If the student does not agree with the findings of the Administrative Committee for Student Affairs, that student may take his/her grievance to the Manager of Human Resources for Mercy Medical Center who shall render a decision. The student shall submit his/her appeal to the Manager of Human Resources within 10 days after the decision of the Administrative Committee for Student Affairs. The Manager of Human Resources shall render a decision to the student within 10 days. The Manager shall NOT occupy any position on any committee related to the grievance process by a student. The Manager of Human Resources finding and decision shall be final.
3. If any person of any grievance committee is a party to the grievance, he/she shall remove themselves from the grievance process.
4. If the student is unable to resolve the complaint with the institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the Joint Review Committee

on the Education in Radiologic Technology (JRCERT) 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. The JRCERT website is: [Joint Review Committee on Education in Radiologic Technology](http://www.jrcert.org)

5. The Program will permanently maintain a record of the student's formal grievance and its resolution in the student's file which is kept in the Program Director's office.

Clinical and Didactic Assignment Policy

1. The student shall be responsible for no more than 40 hours of combined on-site clinical and academic involvement per week. Hours exceeding these limitations must be voluntary on the student's part with the student signing a document that states they are voluntarily doing so.
2. The 40-hour week shall be based on assigned clinical and didactic hours. Averaging of variable hour weeks will not be allowed. All assigned clinical hours will be according to the clinical practice objectives.
3. The student will be assigned clinical hours that are appropriate and associated with their curricular progression. For the safety of students and patients, not more than ten (10) clinical hours shall be scheduled in any one day.
4. Students will be given clinical rotational assignments by the Program Director/Clinical Coordinator. Tardiness will be an infraction of the program's policies and procedures. Any unexcused tardiness or absence will be an infraction of the program's policies and procedures and will result in the Initiation of the Disciplinary Action and Appeal Procedure.
 - A. Five (5) documented excused tardy occurrences will result in the initiation of the program policy number seven (7), Disciplinary Action and Appeal Procedure
 - B. A sixth (6th) excused tardy occurrence will result in the suspension of the student from one to five (5) days
 - C. A seventh (7th) excused tardy occurrence will result in the termination of the student from the program
5. The student will be expected to perform and/or assist in a sufficient variety of examinations in the 24 months of training to allow demonstrated competency in essential procedures as defined in the program's curriculum.
6. Frequent or irregular external rotation of students will not be allowed because it interferes with student evaluation and progression through the educational program.
7. Didactic hours shall be held on a regular basis as posted. Students will be responsible to attain and maintain the scholastic requirements of Affinity Health System Program in Radiologic Technology. Refer to Student Academic Requirements Policy.

Student Health Services Policy

Students attending Affinity Health System's Program in Radiologic Technology shall be made available to the hospital health services and shall submit all necessary health records as required by the program.

Procedure

1. All students entering Affinity Health System Program in Radiologic Technology shall have a pre-entrance physical examination by a licensed physician. All required medical test forms will be distributed to the students prior to their entrance into the program. This physical shall be at the expense of the student.
2. A health interview by the hospital health nurse shall be conducted of all students entering the program. The health nurse shall keep all pertinent health records of the student during their two years in the program. Upon graduation, the students' health records shall be permanently kept by Mercy Medical Center's Employee Health Nurse. Any requests of health records after graduation shall be made directly to that office.
3. Students reporting ill prior to their assigned clinical and didactic rotation must do so at least one hour prior to their scheduled starting time.
4. Facility shall provide students with access to emergency first aid or medical care in case of an accident or sickness. Facility will notify Mercy Medical Center in the event of a serious accident or illness of students. Doctor and/or hospital

bills incurred as a result of an accident, illness, or injury while participating in program-related clinical assignments are the responsibility of the student.

5. Students are required to have an annual health workup between their first and second year of training. This physical workup will be at the expense of the program.
6. Students sustaining an injury while assigned to their clinical or didactic areas shall file an Incident Report with the Program Director or Clinical Coordinator according to Mercy Medical Center policy number 02067.
7. All students returning to their clinical and didactic assignments from a prolonged illness or injury must have a written consent from their physician.

Students Breaks and Holidays Policy

Radiography students in Affinity Health System Program in Radiologic Technology shall be assigned student breaks and holidays and granted personal/sick days.

Procedure

1. Students will be assigned by the Program Director three weeks of scheduled breaks during their two years of education. These three scheduled breaks will occur after the first, second and third semesters. The breaks at the end of the first and third semesters occur the weeks between Christmas and New Year's Day.
2. Students will not be allowed to accrue time to shorten the duration of their education.
3. Students will not be assigned clinical hours on holidays. The holidays that students will not be assigned either didactic or clinical hours include: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day.
4. Students are granted 12 sick/personal days during their two years of education.

Disciplinary Action and Appeal Procedure Policy

The Administrative Committee for Student Affairs consisting of the Program Director-Program in Radiologic Technology, Radiologist-Medical Advisor, and the Radiology Department Director, St. Elizabeth Hospital, has the right and authority to initiate disciplinary procedures against any student in the Program in Radiologic Technology who has violated any of the program's policies, rules or program official's directives, written or verbal. The Program Director may also supersede this policy and immediately suspend or terminate a student from the program whenever that student's actions or conduct have caused ethical, physical or psychological harm to a patient or co-worker.

Procedure

The following shall be the procedure used for the disciplinary process:

1. The Program Director shall inform the student of the violation of the school's policies, rules or directives and document the incident in the student's file.
2. A second violation by the same student of any policy, rule or directive of the school will result in a suspension of from one to five days. The incident will be documented in the student's file and any time missed will be made up at the conclusion of the student's education period.
3. A third violation by the same student of any policy, rule or directive of the school will result in the termination of the student from the program.
4. Any student suspended or terminated from the program has the right to appeal. Such appeal should follow the program's Grievance and Appeal Policy guidelines.

Time Off - Change in Clinical Hours Policy

1. Students may request time off with the approval of the Program Director or in his/her absence, the Clinical Coordinator.
2. Students may only exchange assigned clinical hours with a fellow student in his or her own class.
3. If a student's clinical rotation includes a Saturday, he or she may not request to have that time off. If the student is unable to fulfill the particular Saturday shift, he/she may request a "trade" with a fellow classmate that is assigned to the same

main clinical site OR may reschedule for another Saturday at their main clinical site that does not already have another student scheduled.

4. No more than 2 students per class may request a change in their rotation during any 24-hour period.
5. Unexcused absences, tardiness/or classes missed by a student will result in the initiation of the disciplinary, suspension and appeal process.
6. Any additional time off resulting from special circumstances of the student will be determined by the Program Director.
7. Students are allowed 12 excused absences during their two years of education. All absences beyond the allotted 12 days will be made up during the student breaks. Any final make up days not already made up will be done so after graduation. The amount of make up time shall not exceed the number of hours the student surpassed the allotted excused absence time. No student will be allowed to write the American Registry of Radiologic Technologists examination until all missed days are made up.

Procedure

Any request for time off of clinical hours by a student shall be made in writing at least one week prior to its effective date and submitted to the Program Director, or in his/her absence, the Clinical Coordinator, who will initial the request, if approved.

Dress Code Policy

Radiography students must maintain and project a clean and professional appearance while in their assigned clinical area.

Procedure

The following procedures shall be followed by radiography students while in their clinical assignments:

1. During hours assigned to the clinical institution, program approved student uniforms are to be worn.
2. The school emblem will be worn on the left sleeve of the uniform top.
3. The radiation monitoring badge and hospital issued ID badge will be worn while in the clinical setting.
4. Students must wear white hosiery/socks and white shoes.
5. Lab coats are to be worn as an over-garment if needed. Lab coats must be white and display the school emblem on the left sleeve. The student's identification badge must also be evident.
6. Hair must be fixed so as not to interfere with patient handling and/or safety.
7. Jewelry should be kept to a minimum so that it does not endanger the safety of the patient or student. Other than earrings, there shall be no evident piercings of any body part.
8. No visible tattoos are permitted. All tattoos must be covered by appropriate uniform apparel.
9. Whenever a student is assigned to a clinical area other than the radiology department to which he/she is assigned, he/she must adhere to the dress policies of that clinical area.
10. The Program in Radiologic Technology will abide by Affinity Health System's Tobacco-Free Campus Policy number 00066. This policy includes students not being permitted to smell of tobacco products while in the clinical setting.
11. Hospital issued scrubs are to be worn ONLY during surgery, portable and during the 2nd year PM rotations. Hospital issued scrubs are to be worn only inside the building. Clinical rotations that require students to wear hospital issued scrubs are to wear their own personal clothing to and from the clinical site each day.
12. Any short or long sleeve shirts that are worn the uniform must be either white or navy blue. No other colors are allowed.

Tuition Payment and Reimbursement Policy

Policy for Tuition Payment:

It is the policy of Affinity Health System Program in Radiologic Technology that students are required to pay the entire cost of tuition by the time of program completion. The ARRT Program Completion Verification Form will be signed by the Program Director only after the Program has received the full tuition amount.

Procedure for Tuition Payment:

Failure of the student to pay the entire cost of tuition by the time of program completion will result in the following:

1. The student will be able to participate in graduation.
2. The student will be able to sit for the ARRT Registry.
3. The student, upon successfully passing the ARRT Registry, will not be awarded the title of Registered Radiologic Technologist by the ARRT until the entire cost of tuition has been received by the Program and the Program Completion Verification Form has been signed by the Program Director.

Policy for Tuition Reimbursement:

Any student who withdraws from the Affinity Health System Program in Radiologic Technology within their first six months of education or is terminated from the program due to scholastic failure will be given a partial reimbursement of tuition. Any notification of withdrawal and request for refund must be made in writing and addressed to the Program Director within 10 days after the withdrawal from the program. Any student who has been terminated due to a disciplinary reason will forfeit all monies paid to the program. The \$1500.00 initial deposit and any and all scholarships will not be reimbursed.

Procedure for Tuition Reimbursement:

- 0 - 2 months: 50% reimbursement
- 2 - 3 months: 40% reimbursement
- 3 - 4 months: 30% reimbursement
- 4 - 5 months: 20% reimbursement
- 5 - 6 months: 10% reimbursement

No refund is given if withdrawal is after six months of education.

Hours of Operation - Academic Calendar Policy

The normal hours of operation for the Program in Radiologic Technology shall be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Holidays are not considered normal operating days. See Program Policy # 6, Student Breaks and Holiday Policy. The scheduling of didactic hours shall be conducted during Tuesday, Thursday and occasional Fridays during the first and second semester. The scheduling of didactic hours shall be conducted during Monday and Wednesday during the third and fourth semesters. Didactic hours are from 8:30 a.m.-3:00 p.m. with a one hour lunch break. Assigned clinical rotations will occur the days opposite of the didactic days with the student never having any required Sunday didactic or clinical assignments throughout the twenty four months of the Program. Throughout the length of the Program, all clinical assignments are either 7:30 a.m.-2:30 p.m., 8:00 a.m.-3:00 p.m. or 9:00 a.m.-4:00 p.m. with a one-half hour lunch break depending on the clinical site the student is assigned to. During the third and fourth semesters, there are assigned evening/weekend rotations from 2:00 p.m.-10:00 p.m. on Tuesday, Thursday and Saturday. During this rotation, the student does not have any didactic or clinical responsibilities on Friday thus preventing the student from exceeding program involvement of 40 hours per week. See Program Policy # 3, Clinical and Didactic Assignment Policy. The evening/weekend assigned rotation does have specific objectives thus making it an educationally valid clinical rotation.

The academic calendar shall be in six (6) month intervals for a total of four (4) academic semesters. The total length of the program shall be two (2) calendar years beginning fourth Monday in June of each year.

The first semester proceeds from the fourth Monday in June to Christmas. The second semester proceeds from January 1st to the fourth Monday in June. The third semester proceeds from the fourth Monday in June to Christmas. The fourth semester proceeds from January 1st to the first Thursday in June.

Student Pregnancy Policy

To ensure that pregnant radiography students receive radiation exposures as low as reasonably achievable using current regulatory recommendations and requirements. Female students within the Affinity Health System Program in Radiologic Technology have a mutual obligation to minimize radiation dose to the fetus. Female radiography students who have voluntarily in

writing notified the Program Director or Clinical Coordinator in writing of their pregnancy and estimated date of conception (declared pregnancy) shall be provided an additional fetal monitor. Female students may at any time voluntarily withdraw a declared pregnancy. Students are not required to indicate their pregnancy prior to or while enrolled in the radiography program.

Standards

1. The National Council of Radiation Protection and Measurements (NCRP) Report No. 116 (1993).
2. The United States Nuclear Regulatory Commission, Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure. <http://www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/rg/8-13/08-013.pdf>
3. The State of Wisconsin Administrative Code Chapter HFS, Guide 8.29, (June 2002), Radiation Protection.
4. The State of Wisconsin Regulatory Guide 8.13 (Jan. 2002), Instruction Concerning Prenatal Exposure.

Procedure

Any student who elects to declare their pregnancy should follow these procedures:

1. It is the student's responsibility to declare their pregnancy status. Upon diagnosis of pregnancy, the student is to present to the Program Director a written statement from her physician that indicates the expected date of delivery and her fitness for clinical education. This statement should be presented within the first days following diagnosis.
2. With the approval of the pregnant student and providing options without modifications of her clinical and didactic rotations, the continuation of the pregnant student within the parameters of the policy and procedures of the program in radiologic technology will be presented to the student for her approval.
3. The Radiation Safety Officer of the clinical site will assign an additional fetal monitoring device and will review results monthly.
 - If the monthly dose equivalent to the fetus is less than Investigational Level I (20 mrem to the fetus), no action will be taken unless deemed appropriate by the Program Director and/or Radiation Safety Officer of the clinical site.
 - If the monthly dose equivalent to the fetus is equal to or greater than Investigational Level I (20 mrem), but less than Investigational Level II (50 mrem to the fetus), the Radiation Safety Officer of the clinical site will timely review and evaluate the ionizing radiation procedures with the pregnant student to see if reasonable measures can be taken to reduce future exposures. The pregnant student will verify in writing that she is in conformity with the recommendations.
 - If the dose to the embryo/fetus is determined to have 500 mrem (5 mGy) or is within 50 mrem (0.5 mGy) of this dose by the time the pregnant student declares pregnancy to the Program Director or Clinical Coordinator, then the fetus shall be limited to no more than an additional 50 mrem during the remainder of the pregnancy and reassignment of the student's clinical participation will be mandatory. The pregnant student will verify in writing that she is in conformity with the decision of the reassignment.
 - The pregnant student may only continue her education during and after her pregnancy with a written consent from her physician.
 - The pregnant student will sign a statement agreeing to the above conditions.

Student Enrollment and Class Size Policy

Affinity Health System Program in Radiologic Technology enrolls students in June of each year. The number of students accepted per class shall be decided upon by the Admissions Committee, but at no time shall the total enrollment exceed the authorized level for student enrollment granted by the Joint Review Committee on Education in Radiologic Technology.

Transfer Student Policy

It is the policy of Affinity Health System Program in Radiologic Technology to accept transfer students from a program approved by the Joint Review Committee on Education in Radiologic Technology (JRCERT) so long as the transfer does not exceed the total number of students for which the program is accredited and that the transfer meets all the criteria of this program. Affinity Health System Program in Radiologic Technology reserves the right to refuse all applicants for transfer when such transfer would not be beneficial to its program

Procedure:

1. All transfer applications shall be submitted in writing.
2. All applicants for transfer shall provide documentation of their class standing in their previous school as far as:
 - A. Total length of accrued educational time.
 - B. Transcripts of those courses or units completed, accompanied with a grade of "B" or 90 % or better for each unit and the course sequencing is similar to this Program.
3. All applicants for transfer shall present a written recommendation and release from their present Program Director and Medical Advisor of the Program.
4. All applicants for transfer will enter into a written agreement with this program as to their remaining length of education, graduation date, courses and units remaining to be completed and the student's actual starting date.
5. Students wishing to transfer into this Program will also be dependent upon payment of the appropriate fees (textbook/miscellaneous fees and pro-rated tuition.)
6. All accepted applicants for transfer will comply with the rules, regulations and standards of this program. It is also understood that in order for the transfer student to graduate from this Program he/she must complete all clinical competencies as established by this Program.
7. This program reserves the right to dismiss a transfer student within the framework of its present policy and procedures for dismissal of students.
8. The Administrative Committee for Student Affairs shall rule on the acceptability of all transfer students.
9. A written notice of admission or denial shall be sent to the applicant within 10 days after all procedures and records in the process have been completed and all evaluations made.

Release of Student Records Policy

Release of student records from Affinity Health System Program in Radiologic Technology shall only be granted upon the written consent of the student requesting the release of such records.

Procedure

1. The student shall sign and date a records release form and such release form shall be retained in the student's file.
2. A program official shall also witness the request.
3. No person or persons other than the student involved may authorize the release of his/her own records.
4. An official school stamp shall be placed on the document(s) that are to be released to show proof of authenticity.
5. Requests initiated from outside institutions shall be acceptable if signed by the appropriate individual.

Communicable Disease and Workplace Hazards Policy

Incidents to students involving injury, communicable disease transmission or illness which directly result from an accident or exposure which occurs while in their clinical or didactic attendance shall report directly to the Employee Health Nurse at the institution to which they are assigned.

Procedure

1. Responsibility of the student:
 - Report injury/illness immediately to the Clinical Instructor or a Registered Technologist and call the Employee Health Nurse to discuss need for treatment.
 - Obtain necessary medical attention from the Employee Health Nurse or Clinical Instructor/supervisor when the health nurse is not available. When authorized by Employee Health Nurse or designee, the student may seek emergency treatment with an appropriate provider.
 - Student shall complete an injury/incident report form. Send completed form to the health nurse within 24 hours of incident.
2. Responsibility of Program:
 - Provide first aid and/or instruction to the student as necessary.
 - Coordinate necessary treatment, payment for medical expenses and prompt return to their clinical or didactic assignment for the student.

3. Return to educational setting
 - If a student is allowed to return to their education assignment with restrictions, the statement or restrictions must be provided, in writing, to the Employee Health Nurse as soon as possible. Whenever possible, educational accommodations will be made to the student until the student is able to return to their usual clinical or didactic assignment.

Program Self-Evaluation Policy

It is the policy of Affinity Health System Program in Radiologic Technology to provide program self-evaluation.

Procedure

Program evaluation will be monitored in the following ways:

1. Annual Advisory Board Meetings.
2. Exit evaluations by graduating students.
3. Employer evaluations of recent graduates.
4. Alumni surveys of recent graduates.
5. Course evaluations by students.
6. Course evaluations by faculty.
7. Radiology Department meetings.
8. Annual budgetary processes to determine financial needs.

Student Academic Requirements Policy

Students must maintain a scholastic average of 80 percent or higher in both the didactic and clinical sections of the Program. If at the end of the 6 month, 1 year and 18 month grading periods the student has not maintained a scholastic average of 80 percent or higher in either section, that student's standing in the Program shall be reviewed by the Administrative Committee for Student Affairs who will render a decision of the student's continued status in the Program. It is also the Program's Outcome Assessment criteria that each student writing the American Registry of Radiologic Technologist attains a minimum section scaled score of 80 percent.

Procedure

Students shall be critiqued and/or graded in clinical and didactic objectives. Any student not successfully completing the required objectives or falling below the academic standards of the program at the end of a grading period will not be allowed to advance to the next level of instruction. Advancement to the next evaluation level will only be granted upon successful completion of the required clinical and didactic objectives or by permission of the Administrative Committee for Student Affairs. Approval for permission to write the American Registry of Radiologic Technologists examination will not be given to the student by the Program Director until the student has met all the clinical and didactic criteria of the Program.

Student's Clinical Supervision Policy

Students attending Affinity Health System Program in Radiologic Technology shall be directly supervised until they have demonstrated and documented competency in any given clinical assignment. After demonstrating competency, students may perform procedures with indirect supervision. While in the clinical setting, the technologist to student ratio is 1:1.

Procedure

The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the examination.

4. A qualified radiographer reviews and approves the radiographs.
5. A qualified radiographer MUST be present during conduct of all retake examinations.
6. A qualified radiographer must approve all retake radiographic examinations.

The parameters of indirect supervision are:

1. A qualified radiographer shall be immediately available to assist students regardless of the level of student achievement.
2. A qualified radiographer reviews and approves the radiographs.
3. A qualified radiographer MUST be present during the conduct of all retake examinations
4. A qualified radiographer must approve all retake radiographic examinations.

General parameters:

1. Students may take radiographs of patients under indirect supervision after completing appropriate competencies. Indirect supervision means that a qualified radiographer MUST be in the immediate area/ department and readily available to assist the student if the student requires help.
2. At NO TIME shall a student take radiographs without a qualified radiographer in the immediate area/department. A manager shall be paged/called if this incident arises and notified of the situation.
3. Student radiographs may NOT operate portable x-ray equipment without direct supervision by a qualified radiographer.
4. In regards to portable/surgical exams, the performing of Computed Tomography exams and venipuncture, even after the student has completed the appropriate number of clinical competencies, the student is still considered to be under Direct Supervision until they graduate from the Program.

Work Related Employment Policy

Student attending Affinity Health System Program in Radiologic Technology shall be able to obtain employment in a work related environment outside of assigned educational hours. Students employed as a student technologist must schedule their working hours so that they do not interfere with their successful completion of the program outcomes.

Procedure

1. The student technologist will NOT, while employed as a student technologist, wear their student radiation-monitoring badge but must wear a badge provided by the institution from which they are employed.
2. Radiography students, while in the performance of their clinical rotations, may NOT be supervised by a student technologist employed by the clinical institution to which they are assigned.

Remedial Education Policy

Any student failing a unit test in either the didactic or clinical portions of the curriculum will be required to advance their grade to a minimum 80 percent by remedial education. All remedial testing will be at the discretion of the faculty with student input. All remedial course work will be presented and outlined in a learning contract signed by both instructor and student. Any student who fails a third attempt at the remedial course work and subsequent testing will be terminated from the program.

Non-Discrimination Policy

Affinity Health System Program in Radiologic Technology is an equal opportunity educational program in that no person shall, on the basis of sex, race, age, color, creed, handicap(s), national origin, sexual orientation or religion, be excluded from participation in or be otherwise subject to discrimination of any faculty, class or activity.

Length of Program Policy

The length of the Program in Radiologic Technology shall be 24 months.

Procedure

All academic requirements as set forth in the published curriculum shall be given/taught over a 24-month period. Instruction and review of the program curricula shall include both clinical and didactic course material. Early release may be granted upon special request. (Refer to Program Student Early Release Policy)

Radiation Safety Monitoring of Radiography Students Policy

Monthly radiation badge readings of students shall be available to students at the clinical site to which they are permanently assigned. Students are provided with radiation exposure monitoring badges at the onset of clinical rotations by program faculty. These badges are to be worn at all times while in the clinical setting. The badges are not to be shared or switched (exchanged) between students and are not to be worn during personal medical imaging procedures. The badges are to be worn at collar level and outside of the lead apron during fluoroscopic and portable procedures/exams. If the badge is lost or damaged, immediately notify either the Program Director or Clinical Coordinator so that it can be replaced. The badges are to be treated with care due to their sensitivity to heat, microwaves, etc. which can result in false readings. In order to verify that each student is following the ALARA concept to the best of their ability, every month each student will be required to make a copy of the official report that is distributed by the monitoring company that shows the previous month's radiation exposure reading. Each student will then initial by his/her reading and submit that to the program faculty to verify that they have been informed of the amount of exposure they have received. In order to follow the ALARA standard, student monthly badge readings are to not exceed 300 mrems/4 week period. The current Dose Limit as dictated by the United States Nuclear Regulatory Commission (NRC) is 400 mRem/4 week period. Any student's badge reading exceeding the 300 mRem/4 week period shall be documented by the Radiation Safety Officer. These unacceptable badge readings will be discussed and counseled with the student by the Program Director and Clinical Coordinator and a report of findings placed in the student's file. All radiation dosimetry readings of students shall be permanently retained by the student's primary clinical site.

Radiation Protection Practices Policy

All students enrolled in Affinity Health System's Program in Radiologic Technology are required to limit the amount of occupational exposure that they receive while in the clinical setting while enrolled in the program. The concept of ALARA (As Low As Reasonable Achievable) **MUST** be followed by all students.

Procedure:

Students are required to wear appropriate lead shielding apparel when working with fluoroscopy in a radiographic/fluoroscopic suite and operating room. Lead aprons are required to be worn by the student as well during all portable examinations. Thyroid collars, lead gloves and eyewear are available for the students as well. The student should stand as far way from the xray source as deemed possible.

A student shall not be required to hold or restrain patients during radiographic examinations. In instances where patient restraining must be used, the student is encouraged to employ restraining devices such as tape, sandbags, sheets, papoose boards or the Pigg-O-Stat. In the event that these devices fail, students are encouraged to solicit assistance from non-radiology workers such as aides, nurses, clerical staff or members of the patient's family. These individuals shall be provided with a protective apron and gloves and directed to position themselves away from the primary beam.

Please see Program Policy number 24, Radiation Safety Monitoring of Radiography Students, in regards to student acknowledgement of monthly radiation exposure and unacceptable badge readings.

In the case of declared pregnancy by the student, refer to Program Policy number 12, Student Pregnancy, regarding monitoring of the student and fetus.

Safe and Appropriate Use of Energized Laboratories Policy

It is the policy of the Program in Radiologic Technology that all students are required to practice the safe and appropriate use of all energized laboratories during the “practice” sessions that occur during all clinical course instruction. Since the Program in Radiologic Technology has a non-energized laboratory of its own, this policy is in regards to the general radiographic rooms in the radiology departments at the clinical sites. “Energized” refers to the ability of the diagnostic radiographic equipment to produce and emit ionizing radiation.

Procedure

While participating in the above mentioned “practice” sessions in the general radiographic rooms in the Radiology Department, under no circumstance, shall a student make a radiographic exposure on another student. Due to the severity of this action, the Program Director, as stated in the first paragraph of the Program Policy Number 7, Disciplinary Action and Appeal Policy, will supersede this policy and immediately terminate the student from the Program.

The utilization of these rooms, during these “practice” sessions, must be under supervision of a qualified radiographer who is readily available aka indirect supervision. The students will be directly supervised by the Clinical Coordinator as he/she periodically evaluates their performance during these “practice” sessions. When the Clinical Coordinator is not present, the students will be indirectly supervised during these “practice” sessions by the radiologic technologists that occupy the work area directly outside of the radiographic rooms.

Program Complaint and Resolution Policy

It is the policy of Affinity Health System Program in Radiologic Technology to resolve all complaints and allegations of non-compliance with the JRCERT Standards against the program in a timely matter.

Procedure

All complaints and allegations of non-compliance shall be made in writing addressed to the chairman of the program's Advisory Committee. The complaint shall stipulate the infraction and reasonable resolution of the allegation. The Advisory Committee shall commence a special meeting within 10 days of receipt of the formal complaint and shall render a written finding to the complainant within 15 days of receipt of the complaint. All complaints and resolutions shall be forwarded to the JRCERT.

Change in Clinical Site Policy

It is the policy of Affinity Health System Program in Radiologic Technology to permit a radiography student to change his/her clinical site appointment.

Procedure

1. A change in clinical site shall only occur at the beginning of the student's 2nd year of education.
2. Students requesting a change in their clinical site placement shall put their request in writing addressed to the Program Director no later than 60 days prior their becoming a 2nd year student.
3. The Program Director shall deny or grant any request within 5 days of receiving the request.

Substance Abuse Policy

To prevent clinical and/or didactic accidents and injuries resulting from the misuse of alcohol or use of controlled substances by students enrolled in Affinity Health System Program in Radiologic Technology. The aim of this policy is to protect the safety of patients and employees.

Procedure

1. Any student of Affinity Health System Program in Radiologic Technology using, distributing, selling or under the influence of alcohol or an illegal drug during their clinical or didactic assignments, including lunch or break periods, shall be subject

to disciplinary action up to and including termination from the program. Illegal drugs include any “controlled substance” as defined by state statute or federal laws.

2. All students experiencing a problem with alcohol or an illegal drug are encouraged to utilize the Affinity Health System “employee” assistance programs. In addition, all students of Affinity Health System are further encouraged to utilize all county, State of Wisconsin and federal programs as may be in effect from time to time, which are designated to provide assistance for alcohol and/or illegal drug problems.
3. Students suspended from the radiography program must submit to an evaluation by a substance abuse professional who shall determine what assistance, if any, the student needs in resolving problems associated with alcohol misuse and controlled substance use. The substance abuse professional shall provide documentation that the student has complied and remains in compliance with any and all prescribed or recommended rehabilitation and/or treatment programs.
4. All time missed in excess of the student’s allotted excused absences during and after their suspension will be made up at the conclusion of the student’s assigned educational requirements.
5. The Program in Radiologic Technology abides by Affinity Health System’s Policy # 03394, Drug and Alcohol Testing, in regards to drug and alcohol use.

Harassment Policy

To create and maintain an environment free from harassment whether it be sexual, verbal or physical. To provide a mechanism for reporting, investigating and resolving allegations of inappropriate behavior. Affinity Health System Program in Radiologic Technology supports a zero tolerance program and is committed to maintaining an educational environment free of discrimination of any kind including sexual harassment.

Procedure

1. Any student who believes that he/she is or has been the subject of harassment should report the alleged conduct immediately in writing to the Program Director or any Program official.
2. All information will be held in confidence and will be disclosed only on a need-to-know basis to investigate and resolve the matter.
3. The allegation will be decided and acted upon by the Administrative Committee for Student Affairs.
4. Individuals involved in such conduct subject themselves to disciplinary action, up to and including expulsion from the Program.
5. False accusations of harassment will also result in disciplinary action, up to and including expulsion from the Program.
6. Any student who believes that he/she has been the subject of harassment by any one other than a fellow student (for example: physician, employee, volunteer, patient) should report it to the Program Director or Human Resources immediately in writing.
7. These allegations will be reported to the Manager of Human Resources of the site of the alleged incident.

Academic Integrity Policy

Affinity Health System Program in Radiologic Technology considers academic integrity an integral part of learning. Any infraction of this honesty policy is deemed detrimental to the student’s education and to the integrity of the program. THE FOLLOWING CASES OF DISHONESTY ARE STRICTLY FORBIDDEN:

1. Plagiarizing an assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source.
2. Copying/submitting another person’s work.
3. Unauthorized taking of someone else’s work.
4. Using unauthorized notes or equipment (including programmable calculators) during an examination.
5. Stealing an examination or using a stolen examination.
6. Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
7. Having someone else take a quiz in your place.

8. Fabricating information such as data for a lab report.
9. Falsifying a patient's medical record or a student's clinical record.
10. Using another person's file or diskette or copying another student's computer program.

Procedure

Instructors may use ANY ONE or MORE of the following disciplinary measures for a case of dishonesty

- A zero for the assignment
- An "F" for the course
- Recommendation of dismissal from the program

Student Records Policy

All academic records of current or graduate students shall be permanently retained in the school offices of the Program in Radiologic Technology. All health records of present or graduate students shall be permanently retained in the hospital health nurses' office located at Affinity health System, Mercy Medical Center.

Procedure

Release of student records shall be in compliance with the Program in Radiologic Technology Program Policy Number 14, Release of Student Records.

Completion of All Didactic and Clinical Competency Requirement Policy

It is the policy of Affinity Health System Program in Radiologic Technology that, upon graduation, all students must have successfully completed all didactic and clinical competency requirements as identified in the ARRT Didactic and Clinical Competency Requirements documents in place at the time of program completion. The ARRT Program Completion Verification Form will be signed by the Program Director only after students have completed all required didactic and clinical competency requirements of the Program.

Procedure:

Failure of the student to complete all didactic and clinical competency requirements will result in the following:

1. The student will be able to participate in graduation.
2. The student will be able to sit for the ARRT Registry.
3. The student, upon successfully passing the ARRT Registry, will not be awarded the title of Registered Radiologic Technologist by the ARRT until all required didactic and clinical competency requirements of the Program have been completed and the Program Completion Verification Form has been signed by the Program Director.

Patient Confidentiality Policy

It is the policy of Affinity Health System's Program in Radiologic Technology to maintain the confidentiality of all information that pertains to each patient treated and in accordance with the Health Insurance Portability and Accountability Act (HIPPA.)

Procedure:

The clinical portion of the student's educational experience requires him/her to be exposed to protected health information. All students need to be especially careful to refrain from discussing patient and hospital matters with fellow students and hospital staff where others may overhear these conversations. It is not appropriate to discuss patient information in hallways, elevators, cafeteria and including all locations outside of the hospital/clinic setting including social networking (for example, Facebook, Myspace, YouTube, etc.).

Patient information includes but is not limited to:

- Medical records
- Patient information accessed through the hospital and radiology information systems.

- Information obtained through interaction with the patient and his/her family.
- Information contained on lists, forms and schedules.
- Patient's mental or financial status.

Disciplinary Action:

Failure to adhere to this policy, both within the hospital/clinic setting and within the community, will result in disciplinary action.

The Program in Radiologic Technology follows Affinity Health System Policy # 03341, Confidentiality and HIPPA Employee Sanction.

Inappropriate use and/or disclosures of personal health information or other confidential information is divided into the following three levels:

- Level 1: Unintentional
- Level 2: Curiosity or Concern with No Personal Gain
- Level 3: Personal gain or Malice

Affinity Health System's Compliance Officer will determine the appropriate corrective or disciplinary action for the student. The Compliance Officer will inform the Program Director and the student of his/her decision.

Possible disciplinary actions may include probation, suspension or immediate dismissal from the program.

Credit Hours Policy

It is the policy of Affinity Health System Program in Radiologic Technology to assign credit hours to the components of theory, laboratory and clinical.

Procedure:

The following formulas are used for credit hour calculations:

- 1 credit theory equals 10 hours in the didactic/classroom setting.
- 1 credit laboratory equals 9 hours in the program's laboratory setting.
- 1 credit clinical equals 50 hours in the clinical setting.

RT310 – Fundamentals of Radiologic Science and Health Care – No credit

RT 311 – Patient Care in Radiologic Science – 3.75 credit theory, .25 credit lab

RT320 – Ethics and Law in Radiologic Sciences – 2 credit theory

RT312 – Medical Terminology – 1 credit theory

RT324 – Darkroom and Film Processing – 3 credit theory

RT383 – Human Structure and Function I, Radiographic Procedures and Clinical Practice – 21 credits theory, 4 credits laboratory

RT463 – Principles of Radiographic Exposure – 3.25 credit theory, .25 credit laboratory

RT384 - Human Structure and Function II, Radiographic Procedures and Clinical Practice – 13 credits theory, 2 credits laboratory

RT384 – Special Procedures – 2 credits theory

RT409 – Introduction to Digital Imaging Modalities – 3 credits theory

RT428 – Radiation Production and Characteristics – 3 credits

RT429 – Pharmacology and Drug Administration – 1 credit theory, .5 credit laboratory

RT462 – Principles of Radiation Protection – 2.5 credits theory

RT431 – Image Analysis – No credit

RT432 – Sectional Anatomy – 1.5 hours theory
RT417 – Introduction to Quality Control – 2 credit theory, .5 credit laboratory
RT410 – Imaging Equipment – 2 credit theory
RT421 – Principles of Radiation Biology – 1 credit theory
RT455 – Radiographic Pathology – 3 credit theory
RT433 – Human Diversity - .5 credit theory
RT451 – Registry Review – No credit

Credits for theory: 65.5

Credits for laboratory: 7.5

Credits for clinical: 38 (there are a total of 1900 hours of clinical time throughout the duration of the 24 months.)

Total credits: 111

Certification

If, at the end of the two-year education period, the student has successfully completed all the requirements of the Program, a certification of graduation will be issued to the student. This certification entitles the student to write the American Registry Examination of Radiologic Technologists.

Program Accreditation

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT.) The JRCERT establishes standards that relate to all pertinent information concerning a structured course in Radiologic Technology. The standards for an Accredited Education Program for radiologic technology are available upon request.

JRCERT contact information: 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182

Website: [Joint Review Committee on Education in Radiologic Technology](http://www.jrcert.org)

The JRCERT is recognized by the United States Department of Education.

Scholarships

Mercy Medical Center's Auxiliary offers three \$1,000 scholarships annually. The required explanations and applications for this scholarship will be in the accepted student's acceptance packet that is mailed to him/her.

Financial Aids

Affinity Health System does not participate in the Title IV federal financial aid programs. All financial aids must be solicited by the student on an individual basis through the appropriate lending agency or through an Affinity Health System Program in Radiologic Technology affiliated university. Affinity Health System Program in Radiologic Technology is approved for Veterans benefits.

Student Services

Affinity Health System Program in Radiologic Technology offers the following services to student radiographers: scholarships; health services; library services; access to Affinity Health System's Employee Assistance Program (EAP) for any personal counseling free of charge; computer resources; early release for advanced studies in another advanced imaging modality or to pursue a Bachelor's of Science Degree; professional periodicals; scheduled elective rotations for individual research of advanced imaging modalities and opportunities to attend educational forums and symposiums. Any student requesting information about accommodations for disabilities may visit the American's with Disabilities Act website at www.ada.gov

Program Officials and Faculty

- Brian Joachim, MS, RT(R), Program Director
- Tabitha Miller, BSRT, RT(R), Clinical Coordinator/ Faculty
- Paul Larson, MD, Medical Advisor

Clinical Instructors

- Nikki Seacotte, BSRT(R), St. Elizabeth Hospital, Appleton, WI
- LeAnne Lennon Newell, RT(R) Affinity Medical Group, 3329 Richmond St., Appleton, WI
- Claudia Ruedinger, RT(R), Affinity Medical Group, 1855 Koeller St., Oshkosh, WI
- Dawn Henriksen, RT(R), Berlin Memorial Hospital, Berlin, WI
- Chad Rausch, BSRT(R), Berlin Memorial Hospital, Berlin, WI
- Jean Camp-Rothe, RT(R), Mercy Medical Center, Oshkosh, WI
- Amy Bobo, RT(R), St. Agnes Hospital, Fond du Lac, WI

Administrative Committee for Student Affairs

- Brian Joachim, MS, RT(R), Program Director
- Faye Kamrath, BS, CNMT, RDMS, Director of Imaging Services, St. Elizabeth Hospital
- Paul Larson, MD, Medical Advisor

Advisory Committee for the Program In Radiologic Technology

- President - Mercy Medical Center
- Director of Operations – Mercy Medical Center
- Manager Human Resources - Mercy Medical Center

- Radiologist - Medical Advisor to the Program
- Director Imaging Services – St. Elizabeth Hospital
- Program Director - Program in Radiologic Technology – Mercy Medical Center, Oshkosh
- Clinical Coordinator/Faculty - Program in Radiologic Technology, Mercy Medical Center, Oshkosh
- Department Manager - Radiology Department, St. Elizabeth Hospital, Appleton
- Department Manager - Radiology Department, Mercy Medical Center, Oshkosh
- Clinical Instructor - St. Elizabeth Hospital, Appleton
- Clinical Instructor - Mercy Medical Center, Oshkosh
- Clinical Instructor - Berlin Memorial Hospital, Berlin
- Clinical Instructor – St. Agnes Hospital, Fond du Lac
- First year student - Program in Radiologic Technology
- Second year student - Program in Radiologic Technology

Admission Committee

- Radiologist - Medical Advisor to the Program Director of Operations, Mercy Medical Center
- Program Director - Program in Radiologic Technology
- Director of Imaging Services – St. Elizabeth Hospital
- Clinical Coordinator/Faculty - Program in Radiologic Technology
- Manager - Human Resources, Mercy Medical Center, Oshkosh

Related Program Officials:

- Daniel E. Neufelder, FACHE, President and CEO, Affinity Health System
1570 Midway Pl., Menasha, WI 54952
(920) 720-1713, fax (920) 720-1720

Clinical Sites:

Mercy Medical Center

500 S. Oakwood Rd.
Oshkosh, WI 54904
(920) 223-0135

St. Elizabeth Hospital

1506 S. Oneida St.
Appleton, WI 54915
(920) 738-2181

Berlin Memorial Hospital

225 Memorial Dr.
Berlin, WI 54923
(920) 361-5553

St. Agnes Hospital

430 East Division St.
Fond du Lac, WI 54935
(920) 924-1380

Affinity Medical Group

3329 Richmond St.
Appleton, WI 54911
(920) 380-2734

Affinity Medical Group

1855 Koeller St.
Oshkosh, WI 54904
(920) 223-7410