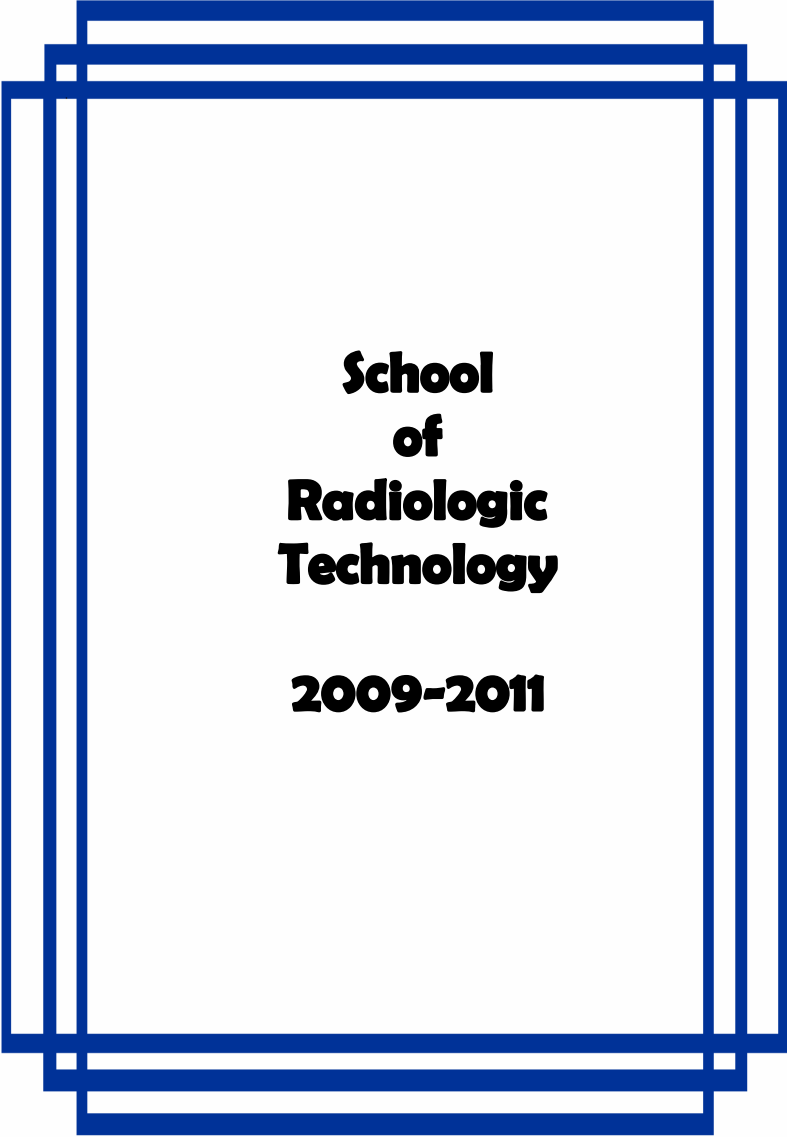


**SAINT LUKE'S HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY**

STUDENT INFORMATION



**School
of
Radiologic
Technology**

2009-2011

**SAINT LUKE'S HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY**

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Mission Statement:

The program strives to maximize all potential resources to develop a broad-based education in medical imaging for its students. The school is dedicated to the promotion of educational excellence while maintaining the effective delivery of quality services that would enhance the physical, mental and spiritual health of a diverse population of patients and community members.

Goals:

1. To maintain the standards set forth by the Joint Review Committee on Education in Radiologic Technology by providing the community with entry level radiographers who have successfully passed the national registry.
2. To provide the students with the clinical and academic learning experiences that would facilitate an exceptional level of competency to a diverse health care community.
3. To promote the critical thinking practices of the student by challenging them to a variety of examinations within the clinical setting.
4. To encourage the successful negotiation of the program by fostering a positive learning environment through a systems feedback mechanism that is both appropriate and given in a timely manner.
5. To provide the student with the opportunity to develop skills to effectively identify the needs of the patient and to address those needs in a timely and empathic manner.

Accreditation:

The Joint Review Commission of Education of Radiologic Sciences (JRCERT) accredits the Saint Luke's School of Radiologic Sciences. Graduates are eligible to apply to take the National Certification Examination to become Registered Radiologic Technologists.

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FACULTY AND ADVISORY COMMITTEE

FACULTY

Mary Wooldridge, B.S.R.T.(R)
Program Director

Marilyn Lewis – Thompson, MBA, R.T.(R) (M)
Clinical Instructor

Greg Sackett, M.S., C.H.P.
Radiation Safety Officer

Larry Anthony, R.T.(CT)
CT Advanced Imaging Instructor

Rachel Malloy, R.N.
Interventional Procedures Nurse

ADVISORY COMMITTEE

Terry Jagow	Manager, SLH Radiology Department
John Ising	Director, Outpatient Imaging Center
Mickie Rambo	Clinical Educator, Ultrasound
Mary Lou Carlson	Program Director, School of Diagnostic Medical Sonography
Greg Sackett	Radiation Safety Officer
Rose Balentine	Clinical Instructor, SLH Student Representative

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STUDENT RESPONSIBILITIES

1. Check schedules for clinical assignments and class times.
2. Be on time for clinical assignments and classes.
3. Follow the school dress code at all times. Wear name badges and film badges. Lead markers should be immediately accessible at all times when in clinic.
4. Contact both the school and respective clinical site in the event you will be absent or late.
5. Complete forms within the correct time frame (24-hours) when requesting comp. time or bonus time.
6. Review department protocols prior to performing any procedures.
7. ***Seek assistance from a registered technologist when performing all repeat examinations.***
8. Demonstrate clinical competency prior to performing radiographic examinations independently.
9. Review clinical objectives and evaluation forms. Submit by established deadlines.
10. Stock radiographic rooms every morning at the respective clinical site.
11. ***Participate in all aspects of clinic education and demonstrate a willingness to help in any way possible. Students should be participating in all exams in the assigned rooms, regardless of any previously acquired competency test-out on.***
12. Studying for academic classes during clinical education hours is not permitted.
13. Use "slow" times in clinic to practice positioning skills or complete clinical objectives.
13. Complete and submit competencies according to published schedule.
14. Tell your Clinical Instructor or Clinical Coordinator any exams or areas you need additional instruction or experience is needed.
15. Communicate to your Clinical Instructor, Clinical Coordinator or Program Director any problems, concerns or questions you may have.
16. Maintain a minimum of 80% in all courses.
17. Have access to a computer with Internet Capabilities.

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STATEMENT ON POLICY CHANGES

Because of constantly changing conditions and circumstances, the School of Radiologic Technology reserves the right to make changes in policy and procedures in the program as may be deemed necessary and appropriate.

This student handbook does not serve as a contractual commitment between the program and the student. It serves as a guide to set policy and procedures and to foster communication between the program, the Hospital and the student.

Students receive a copy of all policy changes from the faculty. Changes are communicated verbally and through the communication handbook. Notifications are also placed in their mailboxes. Students are given opportunities to ask questions regarding the changes during the verbal notification or any subsequent meetings with a faculty member.

LIBRARY

The program maintains a technical library. Students are encouraged to utilize this resource at any time. Books removed from the library area must signed out and returned within one week.

In addition, the Medical Library offers health science books, periodicals, journals, audiovisuals and a computerized bibliography search. The library subscribes to approximately 300 journals and retains over 2400 books. The library also participates in an extensive local interlibrary loan system and offers the MD resource of medical text and clinical journals.

There are no fines for overdue material; however, if materials are overdue you are urged to return the books so others can use them.

Photocopying and copy services are available free of charge at the medical Library.

Computer and Internet Services: Computer and Internet services are available in the Medical Library. There are eight dedicated computers that can be used anytime during library hours. There is no cost for this service. Students do not have to call ahead to reserve a computer. The use of the computers is on a first come, first serve basis.

Library hours are:

Monday – Thursday	7:30 a.m. - 9:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.

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PARKING

Parking is provided to students at no cost in areas designated for employees. Covered parking is available in the Broadway Parking garage. Off-sight parking is available with shuttle service. During the first week of orientation, the students will receive a parking permit. This permit must be displayed on the student's automobile. Violations of parking policies and procedures will result in disciplinary action. Students are not allowed to park in areas designated for patients and visitors.

ENTRANCE REQUIREMENTS

1. Applicants must be a high school graduate or GED recipient. The program requires the academic component to be **minimum of 2.5 GPA** or equivalent on a 4.0 grading scale. Prerequisite courses must be completed within the last **five** years and result in a minimum of a 2.5 GPA to be considered for the application process. In order to apply, students must have completed 15 credit hours of Post-secondary General Education Courses with a "C" grade minimum.

A. **Required Courses Include:**

1. Intermediate Algebra or College Algebra
2. Anatomy or Anatomy and Physiology
3. Written or Oral Communications

B. Elective Courses to fulfill the 15 credit hour component must be from the following:

1. Arts & Humanities
2. Information Systems
3. Social & Behavioral Sciences

Additional Courses that will assist you in you future of Radiology are: Conceptual Physics, Medical Terminology, First Aid, Ethics, all Physiology and Sociology courses as well as any Computer courses will help to strengthen the overall science background.

2. The five-year academic requirement for pre-requisites will be waived for applicants who have completed the following criteria:
 - A. CLEP tests generating a score of 50 in the College Algebra and/or Natural Science CLEP for the Anatomy.

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SKILL STANDARDS

There are a number of physical, mental, aptitude and emotional skills, which are essential in the duties and responsibilities of a medical radiographer as well as a student in the School of Radiologic Technology program. Applicants must meet the following requirements.

1. The ability to manipulate portable imaging equipment and other medical/technical equipment.
2. The ability to physically operate all technical imaging equipment.
3. The physical ability to assist in lifting patients from a cart, bed, or wheelchair to the radiographic table.
4. The ability to lift, bend and stoop.
5. The ability to visually observe (see) the patient at a minimum of 20 feet. The ability to read the requisition in the execution of a radiographic procedure. The visual acuity to see the x-ray control panel.
6. Auditory perception is required in the care and management of the patient. The student must be able to respond to the auditory needs of the patient and also respond to the auditory communication of the physician(s), nurse(s) and co-worker(s).
7. The ability to orally communicate.
8. The ability to maintain an emotional state appropriate to function in times of stress and in emergency situations.
9. Possess the physical stamina (endurance) to maintain the 40 hours per week commitment to the program.
10. Possess the aptitude for reading comprehension and have basic knowledge of intermediate and college algebra.
11. The ability to perform CPR and emergency patient evacuation procedures.
12. The general health of the student should be sufficient for them to carry out all of the duties and responsibilities of a student radiographer.
13. The ability to perform multi-tasks assignments efficiently and with indirect supervision.
14. Have a basic understanding of computers operation, Windows operating systems and Internet.

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APPLICATION PROCEDURE

1. All applicants must provide documentation of completing a minimum of a 4-hour job shadow rotation in the ***diagnostic area*** of a radiology department. The documentation must be submitted as part of the application process. The job shadow must be documented on ***institutional letterhead*** and signed-off by a chief technologist or instructor.
2. Each applicant must have two completed reference forms submitted on their behalf.
3. An applicant must submit a completed application by the deadline with the appropriate non-refundable application fee.
4. ***Official*** High School transcripts must be submitted along with ***Official*** College Transcripts if the applicant does not have a college degree.
5. Only ***Official College*** Transcripts documenting the terminal degree can be submitted if the applicant has earned a degree.
6. The application will not be processed until transcripts are received. The application procedure uses a point system. Each of the 4-components will generate points. Every application file will be screened for basic eligibility.
7. The applicant's scores will be calculated from the following areas: reference forms, transcripts, healthcare experience and the job shadow visit.
8. Applicants with the highest-ranking scores will be scheduled for an interview conducted by a panel of departmental and program officials. The number of positions available will determine the number of candidates interviewed.
9. A non-refundable twenty-five dollar (\$25) application fee is required before the application will be processed.
10. Applicants must meet the "Skill Standards" appropriate to Radiologic Technology as set forth by the school.
11. Applicants who are chosen for an interview will be scheduled to appear before the panel of departmental and program officials. The panel will use the ***Behavioral-Based Interview Process***.
12. ***Rejection of an application can occur in any step of the application process.***
13. Approximately **ten** students will be accepted each year. Two alternates will be selected in the event that a student declines a position.
14. Applicants will be notified when they have been accepted into the program, chosen as an alternate or not chosen as a candidate for this year's program. A letter will communicate the panel's decision.

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ESTIMATE OF COSTS

Academic Year Beginning June 2009

Matriculation Fee	\$100.00 to reserve student's placement in the program. Non-refundable.
Tuition	\$2,040.00 per year or a total of \$4080.00 for the two years.
Activity Fee	\$250 per year (Due at the beginning of each year) will be used to cover expenses to attend the MSRT Convention: Fee covers Conference registration, membership and hotel accommodations.
Registry Review Fee	\$80.00 (Senior Year only)
National Registry Examination Fee	\$150.00 (Senior Year only)
Books	\$1000.00 approx. (Purchased through a book distributor)
Uniforms	\$250.00 approx. (purchased through uniform vendor).

1. Matriculation fee is to be submitted with acceptance letter.
2. Tuition payment schedules are due on the first day the program begins.
3. Tuition fees for the first year must be paid in full prior to the beginning of the 2nd year.
4. Books and uniforms must be purchased by the first day of the program.

All fees must be paid on the first day of each program year. All tuition must be paid in full by the February 2011, prior to graduation. Diplomas and Grades will be held until all fees are paid in full.

ALL tuition and fees are subject to change annually with the approval of Administration.

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DRUG SCREEN TESTING

Saint Luke's Hospital requires all students to undergo a drug screen urinalysis test. The Employee Health Department will conduct the test.

1. The student will sign a consent form for the drug screening. This action provides authorization to the employee health nurse to release the results of the test to Saint Luke's Hospital and to the Program Director.
2. If the applicant refuses to sign the release form, the applicant will automatically be disqualified from the program.
3. If an applicant tests positive for illegal drugs, admission to the program will be denied.
4. ***Students that are enrolled in the program and give cause of suspicion of drug use will be required to undergo additional drug screen testing. If a student refuses the test or the test is positive, they will be dismissed from the program. Appropriate medical center personnel will be notified if the student tests positive for drugs.***

CERTIFICATION EXAM ELIGIBILITY

The ARRT is required to evaluate the moral character of each radiology graduate candidate before they take the national board registry. The evaluation process assures the community that the applicant engages in moral, professional and ethical conduct set forth by the standards of the American Registry of Radiologic Technology.

There are three components that make up the evaluation process. The student must satisfy each of the following requirements:

The student must:

- a. Attend an approved radiology program.
- b. Pass a moral character evaluation.
- c. Pass the registry exam.

Item "b" involves gathering information about the moral and ethical conduct on an applicant. Portions of the information are acquired through answers to questions submitted by the graduate as part of their registry application process. Additional information, such as arrest records and convictions are gathered through the efforts of other professional agencies. The ARRT committee will review any and all additional information they receive on an applicant, and generate a response regarding their eligibility to take the national board registry. The committee meets three times a year. Therefore timing is everything.

- Any behavior that resulted in a conviction, a misdemeanor or a diversion, must be disclosed.
- Applicants with a prior felony conviction cannot apply to the program.

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- If the incident occurred as a juvenile, contact the County Clerks office to confirm that the file has been sealed. If it was not sealed, the student must disclose the incident(s).
- **Individuals with prior convictions must be approved by the ARRT through the Pre-Certification Eligibility process before the application can be considered for the program.**
- Contact the ARRT and request a Pre-Application Review Process Package
- Or Contact the American Registry of Radiologic Technology (ARRT) by calling 1-651-687-0048 Ext. 544. The e-mail address is (arrt.com)

SLH CRIMINAL BACKGROUND CHECK

Individuals who are accepted into the program must consent to and pass a criminal background check before their position in the program is official. Individuals who have submitted a pre-certification application to the ARRT for a misdemeanor or a diversion conviction will be allowed to move through the application process. Acceptance into the program will be contingent on a favorable decision from the ARRT.

NON-DISCRIMINATION POLICY

The Saint Luke's Health System's Radiology School does not discriminate against applicants or in the administration of its educational policies and procedures by reasons of sex, race, religion, color, handicap, age or national origin. The program adheres to the Fair Practices in Education as established by its accrediting agency the Joint Review Committee on Education in Radiologic Technology.

JRCERT
20 N. Wacker Drive, Suite 900
Chicago IL 60606-2901
(312) 704-5300
mail@jrcert.org

REFUND POLICY

Should a student withdraw or be dismissed from the program during the first week of the first quarter the total amount of the program fee paid by the student will be refunded except for a \$200.00 administrative fee.

Students withdrawing or who are dismissed after the first week are eligible for refunds in accordance with the following schedule if tuition is paid in full:

Before the end	Percent of tuition
of the 1st week:	100% refunded
2 nd week	95%
3 rd week	90%
4 th week– End of Quarter	50%

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Students withdrawing from the program must issue a dated, written statement to the Program Director of the School of Radiologic Technology describing their intent to withdraw and request a refund. Any questions regarding refunds should be directed to the Program Director.

Books purchased for the School of Radiologic Technology program are considered a non-refundable expense. Students withdrawing from the program will have to petition the book distributor for a refund.

QUARTER BREAKS

The program utilizes a quarter-based curriculum. There are 7 quarters in the 24-month program. At the end of each quarter the student will be assigned a 5-day quarter break. Absences, which had occurred during the quarter, must be made up prior to the quarter break.

Students will be scheduled off during one week of the break period. The student will be assigned to a clinical area for the remaining week. No classes will be conducted during quarter breaks.

PROGRAM DESCRIPTION

The program of medical radiography is designed to prepare health care professionals who are skilled in the use of ionizing radiation for diagnostic purposes. To this end, a course of study is offered that will develop the skills necessary for working with patients and radiology equipment.

The curriculum provides instruction in both the classroom and clinic. The didactic component consists of sessions concerning the factual and theoretical basis of radiology. The clinical setting provides the opportunity for applying classroom knowledge in a supervised patient care environment.

The entire curriculum is outcome-based requiring mastery learning in all entry -level skills. Each student is provided with educational objectives that they are expected to achieve in specific time intervals for specific levels of accomplishment. This system provides a schema for efficient and productive learning.

The program is designed as a twenty-four month course study. The radiography program is a full time, competency based program. **The program does not provide accommodations for part time students.** Students attend Monday through Friday, (40) hours per week, (8) hours per day. Academic and clinical instruction is based on 40 hours of required attendance. Students are provided a total of 7-breaks, one week between each quarter.

The program begins June of 2009 and graduation is held approximately June 2011.

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Upon successful completion of the courses, the student qualifies for the National Certification Examination in Diagnostic Radiologic Technology. Passing of the examination awards the student with the title "Registered Radiologic Technologist."

The program includes all courses recommended in the Curriculum Guide for Programs in Radiologic Technology, developed by the American Society of Radiologic Technologist.

Students will need access to the internet and are required to carry their own health insurance.

ACADEMIC POLICY

GRADING SCALE

All clinical and didactic course work is given a grade based on the following scale:

GPA	Letter Grade	Percentage Grade
4.0	A+	99.0 - 100.0
3.8	A	96.0 - 98.0
3.66	A-	93.0 - 95.9
3.33	B+	90.0 - 92.9
3.00	B	87.0 - 89.9
2.66	B-	85.0 – 86.9
2.33	C+	84.0 – 84.9
2.00	C	82.0- 83.9
1.66	C-	80.0 – 81.9
1.33	D+	77.8 – 79.9
1.00	D	76.0 – 77.7
.66	D-	75 – 75.9
0.0	F	74.9 or less

ACADEMIC REQUIREMENTS

Each student is required to complete and obtain a minimum of 80% in all courses to remain in good academic and clinical standing. Failure to meet this requirement will result in probation and possible dismissal from the program.

Academic grades are based on quiz scores, test scores, homework, lab tests, projects, and assignments.

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Clinical grades are based on: clinical competencies, film critique scores, room objectives, quarter objectives, special area objectives, professional ethics evaluations, attendance, absenteeism, repeat sheets and punctuality.

NOTE: The first quarter of the program is considered **probationary**, and a student that is not meeting academic or clinical standards can be dismissed at any time.

GRADE CARDS AND TRANSCRIPTS

Grade cards will be issued to the student at the end of each quarter. A permanent transcript will be maintained in the student's file and can be viewed by the student at any time. No transcripts will be released without the written consent of the student. Students will undergo an extensive evaluation by the faculty and themselves.

CLINICAL EDUCATION

INTRODUCTION

The purpose of clinical education is for the student to acquire a knowledge base that effectively reflects appropriate insight and skill levels required in performing diagnostic medical imaging. It is a tool used to teach the student how to exercise and practice prudent radiation protection and safety for the patient, the student and co-workers. The student will be educated on the appropriate methods for critically thinking and reflecting on the delivery of care and the mastering of interpersonal communication. High levels of interpersonal skills are required to deal effectively with patients and other members of the health team at Saint Luke's Hospital and affiliated clinical areas. The student will be guided and supervised in their clinical education. The clinical phase of the program is outcome-based. The student must demonstrate clinical competency in each area to successfully meet clinical standards of achievement. Each quarter the student must complete a specific number of clinical competency evaluations. The evaluations are designed to integrate academic knowledge and the application of skills. All clinical competencies must be completed prior to graduation.

The clinical component of the program is a major part of the total educational process. The ultimate goal of the clinical education phase of the program is to provide the students with variety of radiographic procedures and to assist them in their development to be highly skilled medical radiographers. Students are expected to obtain diagnostic medical images with indirect supervision after they have proven competency in various procedures.

The clinical examination requirements are progressive. The students will be required to successfully complete additional competencies over the number performed in the previous quarter. The first quarter requires a total of 4 competencies, all tested in the presence of a clinical instructor. The second quarter requires a total of nine new competencies and a re-test of two previously preformed competencies. The following

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quarter requires them to complete 9, the next quarter 9, and so on. Approximately half of all competencies must be performed with instructors. The number of competencies performed with instructors will default to the lower number when quarters require an odd number of competencies to be performed. A successful test-out of a competency is worth 50% of the overall exam grade. The student will then be required to bring their films to a pre-assigned meeting with an instructor and successfully critique the images using information learned in the classroom. This segment is worth the remaining 50% of the competency grade. All film critique sessions must generate a minimum of an 80%. Failure to do so will require the student to re-critique the images at a later date.

NOTE: The maximum grade that can be generated from a re-critique session is 80%.

Students will be allowed to select a clinical rotation of their choice if they have completed and critiqued all of the required clinical competency examinations. Elective clinical rotations will be scheduled for a maximum of six weeks. The six weeks will not be continuous, but divided into two-week blocks. The student will be required to return to the diagnostic area for a minimum of one week between each 2-week block. For example, a student can rotate into CT for two weeks, and then they must return to diagnostic radiology for one week. They can return to CT for an additional two weeks. All elective rotations must be scheduled and approved by the clinical coordinator. Preference will be given to students in the order in which they complete their competencies. A written request must be submitted to the clinical instructor indicating the student's choice of clinical area(s). **The faculty will attempt to accommodate all requests, but does not guarantee a student's first choice.**

Consistent attendance is needed for clinical-skill building. Excessive absences will lower a student's clinical grade and result in disciplinary action.

At the completion of the program, the student's skills must be equivalent to that of an entry-level radiographer. If they are not, the length of the program will be extended until the student documents clinical competency and demonstrates appropriate skills as a radiographer.

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These clinical rotations are mandatory requirements of the program:

Clinical Rotations

1. Saint Luke's Hospital.
2. Shawnee Mission Medical Center.
3. Saint Luke's South.
4. Truman Medical Center. (evening hours 12 p.m. to 8:30 p.m.)
5. Saint Luke's East.
6. Children's Mercy Hospital.
7. Kansas City Orthopedic Institute.
8. Shawnee Mission Medical Center.
9. The Outpatient Imaging Center.

Special Rotations

1. PET & Cardio Nuclear Stress Rotation.
2. Sonography.
3. Special Procedures.
4. Prep Room / Venipuncture/ EKG's (CV Holding).
5. Cardiovascular Cath Lab.
6. MRI.
7. Mammography.
8. Trauma Radiography.
9. Physician Reading.
10. CT.
11. Portable Radiography.
12. Nuclear Medicine.
13. Radiation Oncology.

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GRADUATION REQUIREMENTS

In order to graduate and complete the program from the Saint Luke's Health System School of Radiologic Technology, the student shall be able to:

1. Use oral and written communication.
2. Demonstrate the knowledge of human structure, function and pathology.
3. Anticipate and provide patient care and comfort.
4. Apply principles of body mechanics.
5. Apply appropriate critical thinking skills in the demonstration of patient care and procedures.
6. Perform algebraic functions relevant to the area of radiography.
7. Operate radiographic equipment and accessory devices.
8. Position the patient and/or imaging system to perform radiographic examinations and procedures.
9. Modify standard procedures to accommodate for patient condition and other variables.
10. Enter data into RIS; assign algorithms, QA images and charge procedures when using computerized radiography and digital imaging systems.
11. Process images when using a film/screen system.
12. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
13. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
14. Practice radiation protection for the patient, self and others.
15. Recognize emergency conditions and initiate first aid and basic life support procedures (CPR).
16. Evaluate radiographic images for appropriate positioning and image quality.
17. Evaluate the performance of radiographic systems, know the safe limits of equipment operations, and report malfunctions to the proper authority.
18. Demonstrate knowledge and skills relating to quality assurance in medical radiography.
19. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
20. Demonstrate clinical competency that match the level of education.
21. Complete all make-up time per program policy and procedure.
22. All program fees must be paid in full before student is released from program.
23. All courses must be completed.
24. Arrangements for repayment must be made for all financial aid loans received through Saint Luke's Health System.

If all the above terminal competencies are met, the student will receive a certificate of program completion.

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PROGRAM ATTENDANCE

Students are encouraged to have regular and consistent attendance throughout the program. **Students are required to make-up any subject material missed due to an absence.** The student will contact the designated instructor for make-up materials if an absence occurs.

Academic classes are held Tuesdays and Thursday at SLH for the Junior Students and Wednesdays at SLH for the Senior Students, 8:30-3:30 respectively.

Days off are the weekends and holidays.

Clinical Rotation Hours:

Routine clinical hours are from 7:00 a.m. to 3:30 p.m. This time may vary depending on the student's clinical rotation assignment. Off-hour rotations include: trauma 12 noon to 8:30 p.m., portable radiography, 6 a.m. to 2:30 p.m., KCOI 8 a.m. to 4:30 p.m., MRI 7:00 am. to 3:30p.m. The Breast Center rotations are 8 a.m. to 4:30 p.m., M, T and Fridays and 7 a.m. to 3:30 p.m. on Thursday.

Optional Junior Student Rotation:

Students will be able to voluntarily choose a 2:30 p.m. to 11:00 pm evening rotation on Fridays when they are scheduled for their trauma rotation. There is also a 10 a.m. to 6:30 p.m. Diagnostic rotation available. The clinical coordinator for the site must approve the time.

Optional Senior Student Rotation:

Students will be able to voluntarily choose a 2:30 p.m. to 11:00 pm evening rotation or an 11:00 p.m. to 7:00 a.m. on the Fridays they are scheduled for their trauma rotation. There is also a 10 a.m. to 6:30 p.m. Diagnostic rotation available. The clinical coordinator for the site must approve the time.

Consistent attendance is vital in the development of the radiography student. Absences result in the lost of academic instruction and missed clinical experiences. Dependability is an affective domain characteristic, which we strive to develop in the student. Students receive 7 weeks of break time (35 days) during the course of the program. Each student receives 5 days of sick time for the ***two-year period***. Sick time will not be converted to comp time. Sick time will be forfeited if not used. **Lunch and break times cannot be used for doctor's appointments.**

Students are expected to report on time according to their daily schedule. Students not reporting to their clinical site as scheduled will be considered absent. Absences must be reported to the **program faculty and to the off-site clinical instructor if the student is rotating through an affiliate site** or disciplinary action will occur.

All absent time that occurs over 40 hours must be made-up. Time can be made-up at the discretion of the student. This includes weekends, nights and holidays. ***All make up time must be completed before the beginning of the next quarter.***

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RADIATION PROTECTION POLICY

Radiation Exposure and Pregnancy:

Introduction:

The radiation protection policy is designed to minimize the radiation exposure to students, patients and staff. Students are required to follow radiation exposure guidelines or risk disciplinary action. A unit on radiation protection is presented in the Introduction to Radiology Technology course during the first quarter of the program.

Personnel guidelines:

1. Lead aprons must be worn whenever a student has the potential to receive radiation exposure, especially during fluoroscopic examinations, portable and surgical radiography.
2. Lead gloves must be utilized when a student's hands have the potential to be within the primary x-ray beam.
3. Students are required to wear film badges whenever they are in the clinical education setting to monitor radiation exposure.
4. Occupational (student) radiation exposure is measured in a unit referred to as rem or millirems. A student is allowed to receive up to 5000 millirems (5 rem) per year or 1250 millirems (1 .25 rem) per quarter.
5. Film badges are changed monthly and reports are generated by the film badge company. Reports are posted in the classroom. for students to review. Film badge readings are reported in millirems.
6. The radiation safety officer reviews the student and staff dosimetry (film badge) reports on a quarterly basis. Students are notified if their radiation dose approaches 1/10 of the upper limit or 125 mrem in one quarter. Students receiving over this amount are individually counseled regarding radiation safety practices.
7. Film badges should be worn on the front of the body in the trunk area.
8. Lost or laundered film badges should be reported to a faculty member immediately.
9. Film badges should be left in the designated areas at the clinical education centers when students leave for the day.
10. Students should NOT wear film badges during their own personal radiographic exams.
11. Students are not to expose each other or staff members for laboratory or experimental purposes.
12. Students should keep radiation exposure to themselves and their patients as low as reasonably achievable.
13. Students should follow the three cardinal principles of radiation protection:
Time: Limit exposure time to decrease radiation dose
Distance: Increase distance from radiation source to decrease radiation dose
Shielding: utilize lead protective barriers to decrease radiation dose

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Patient guidelines:

1. Reduce repeat examinations and conduct all repeats in the presence of a registered technologist or faculty member.
2. Utilize gonadal shielding for all patients with reproductive potential if shielding does not interfere with the anatomy of interest.
3. Utilize strict collimation to reduce the primary beam so it does not extend beyond the anatomy of interest.
4. Ask all female patients for the possibility of pregnancy. Age guidelines concerning pregnancy are from the first menstrual period (possibly age 10, 11 or 12) to the age of 50. Inquire as to the first day of the last menstrual period. **DO NOT** perform radiographs if more than 10 days have elapsed since this date (if pregnancy is a possibility). Seek help from a technologist or faculty member in this situation.
5. RADIOGRAPHIC EXAMINATIONS ON PREGNANT FEMALES ARE NOT TO BE CONDUCTED WITHOUT HELP FROM A FACULTY MEMBER OR TECHNOLOGIST.

PREGNANCY/MATERNITY LEAVE POLICY

This policy is designed to ensure fair treatment of all students and keep fetal exposure to radiation as low as possible.

Pregnancy is a voluntary disclosure and is the decision of the student to Declare the Pregnancy.

1. Students electing to declare their pregnancy should obtain a "Declaration of Pregnancy Form" from the program director.
2. The completed form will be forwarded the radiation safety officer.
3. The student will be issued a dosimeter to monitor fetal exposure. This dosimeter should be worn underneath the lead apron during fluoroscopic procedures. The NCRP recommends that dose to the unborn child should not exceed 500 millirems for the entire pregnancy or 50 millirems per month.
4. A copy of the Regulatory Guide 8:13 which contain instruction regarding prenatal radiation exposure can be found at the back of the student handbook.
5. Any questions regarding radiation and pregnancy should be directed to the radiation safety officer of the clinical site. Below is the Radiation Safety Officer for Saint Luke's Health System.

Gregory D. Sackett

Office. #: 932-6296

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6. The ***amount and type of clinical rotations will not be altered based on pregnancy.*** Pregnant students must continue to meet all clinical education requirements. The order of ***clinical rotations may be changed with the approval of the faculty and the student.***

Undeclared Pregnancy

1. A student may undeclare their pregnancy at any time by submitting a written statement to the program director.

REQUEST FOR MATERNITY LEAVE

1. Students may request a leave for pregnancy or maternity leave in writing and submit it to the program director.
2. Students will be required to make-up all clinical and didactic requirements missed during their leave of absence. It may be necessary to extend the length of the program.
3. Students must complete all courses within an educational program before a certificate of program completion can be issued. The student will then be eligible to sit for the national registry.
4. **Students can elect not to take quarter breaks in an effort to build up time to take after they have delivered the baby.**

Reminders/Recommendations

1. The fetus is most sensitive to radiation during the first trimester of pregnancy.
2. Pregnant students are encouraged to utilize wrap around lead aprons whenever possible.
3. Students are encouraged to check dosimetry reports quarterly.
4. The risk to the fetus is minimal if proper radiation safety guidelines are followed--refer to the regulatory guide for more detailed information.
5. Remember the three cardinal principles of radiation protection to decrease radiation exposure:
 - * Decrease time in the radiation environment.
 - * Increase distance between yourself and the source of radiation.
 - * Utilize protective shielding whenever you are in a radiation environment.
6. Pregnant students **will not** be holding patients for radiographic examinations.

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HEALTH INSURANCE

Students are not eligible for health insurance through Saint Luke's Hospital unless they are hired by the system as full or part-time employees.

The program **requires** that students obtain and maintain health insurance for the duration of the program. Students will be asked to sign affidavits indicating their compliance on this policy.