

# UPMC Chautauqua School of Radiology



2020-2021  
Student Handbook

UPMC Chautauqua  
School of Radiology  
Student Manual

**UPMC Chautauqua**

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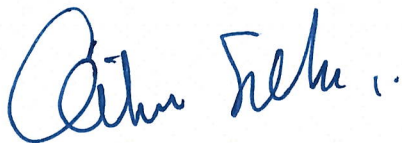
[UPMCChautauqua.org](http://UPMCChautauqua.org)

Dear Student:

It is with great pleasure that we welcome you as a new student of the UPMC Chautauqua School of Radiology.

As you become more familiar with your role as a student and better acquainted with other employees of our hospital and department, you will find that everyone has an important part to play. You are now a member of a fine group of people operating as a team with the common objective of providing the world class medical care available today.

Best wishes are extended to you on the beginning of your education at this great facility.



Christina M Slojkowski, MS RT (R) Program Director

## **MISSION STATEMENT**

“To provide a sound education that will enable our students to become competent entry level Radiologic Technologist by establishing critical thinking skills, instituting high professional and patient care standards and to instill pride in being a part of the field of Radiography.”

## **GOALS**

Fulfillment of the program’s mission is determined by the ability of the program to achieve the following set goals:

**Goal: To produce Radiologic Technologists who hold entry-level clinical skills for employment.**

*Student Learning Outcomes:*

Students will be able to demonstrate exceptional positioning skills  
Students will be able to apply classroom knowledge to the clinical setting.  
Students will practice radiation protection for patients and themselves.  
Graduates will demonstrate competence in positioning the patient and operating equipment as an entry level technologist.

**Goal: To produce Radiologic Technologists who can demonstrate critical thinking skills, allowing them to meet the patients needs in the clinical setting.**

*Student Learning Outcomes:*

Students will evaluate radiographic images to understand how and when to make adjustments.  
Graduates will be able to employ critical thinking skills when performing non-routine exams.  
Students will be able to adapt to the different levels of patients they are in contact with by using critical thinking skills

**Goal: The program will graduate students that demonstrate professional and ethical values for life long learning.**

*Student Learning Outcomes:*

Students will demonstrate professionalism while in clinical rotations.  
Students will be respectful and professional during their modality rotations.  
Students will be aware and understand the roles that professional societies play on ethical values and life long learning.

**Goal: To produce Radiologic Technologists who have excellent communication skills.**

*Student Learning Outcomes:*

Students will be able to demonstrate communication skills to patients and co-workers.  
Students have shown an improvement in oral communication during their educational training.  
Graduates will demonstrate communication abilities as a Radiologic Technologist.



**Goal: To monitor overall program effectiveness to ensure we are meeting the needs of the students.**

*Student Learning Outcomes:*

Ensure the students are able to complete the program on time.

To monitor graduates success rates of the ARRT exam.

To monitor employer satisfaction with the graduates.

To monitor graduates satisfaction with the overall program.

To monitor employment rate.

## **PURPOSE OF MANUAL**

This is not an all-inclusive manual, it has been prepared to help answer some of the things that you would like to know and many things that you should know about our hospital and school.

No attempt is made to describe departmental routine or to state hospital or program policies in full but only to describe the responsibilities of your individual position as a student radiographer. In no way is this handbook to be interpreted as a contract but as a guideline. Please direct any questions or clarifications to the Program Director.

## **PROGRAM OVERVIEW**

The UPMC Chautauqua School of Radiology is a full-time, 22-month, hospital-based program. All didactic and clinical courses are provided on the hospital grounds.

Because of its small class size and faculty / staff, student ratio, our program provides individual attention with an emphasis on clinical experience

The radiology department consists of 2 general DR diagnostic radiography rooms, 1 CR diagnostic radiography room, 1 DR fluoroscopic procedure room, 3 DR mobile units, 2 DR C-arm units 1 mini C-arm unit, a swing lab for special procedures and Cardiac Catheterization, CT (computerized tomography) suite with 2 Cat Scanners, Ultrasound, Mammography, Nuclear Medicine Department, Cancer Treatment Center, MRI, and mobile PET/CT scanners.

Upon completion of the program, the student receives a certificate of completion and is eligible to take the American Registry of Radiologic Technologists (ARRT) exam as well as eligibility for New York State licensure.

Opportunities for advancement are excellent following the required 2-year basic education. The graduate Radiographer can further his / her career through continuing education and experience. Areas of specialization include: Nuclear Medicine, Special Procedures, Ultrasonography, Computerized Tomography, Magnetic Resonance Imaging (MRI), Radiation Therapy and Mammography.

## **PROGRAM STRUCTURE**

The program is separated into two, one-year phases with each year divided into trimesters.

The first year is heavily weighted on the didactic side with classroom work three times a week and clinical twice a week. In this phase the student will be introduced to the science of Radiologic Technology and the different components to creating an acceptable x-ray.

The second year consists of three days of clinical and two days of classroom work. In this phase emphasis is placed on clinical competency and preparation for the American Registry of Radiologic Technology exam.

New classes start the third (3) week in August of each year.

## **PROGRAM FACILITIES**

### **PROGRAM CLASSROOM**

The classroom is located on 2B in main hospital. The room is outfitted with instructional equipment, including white board, bulletin boards, document camera projector, digital projector, smart board and laptop computers.

### **CLINICAL FACILITIES**

The radiology department consists of 3 general digital radiology rooms, 1 fluoroscopic procedure room, two mobile x-ray units, a surgical suite for the use of digital C-arm units and a GE 64 slice CT unit. The department is well equipped to handle twelve (12) students and six (6) clinical instructors to ensure proper supervision and clinical experience is obtained.

### **LIBRARY**

The classroom library is comprised of reference texts and publications. In addition, the hospital maintains a large, well equipped, Health Science Library providing borrowing and inter-library loan privileges as well as internet reference services through HUBNET to hospital staff and students. Students have on-line access to HUBNET for additional resources.

## ADMISSION REQUIREMENTS

### NON-DISCRIMINATION

UPMC Chautauqua School of Radiology in conjunction with the Hospital Healthcare System will provide students and faculty equal opportunity with regards to recruitment and matriculation practices and will not be based on age, race, color, national origin, religion, sex or sexual orientation. Qualified disabled persons will not be discriminated against because of their disability.

### ACADEMIC PREREQUISITS FOR ADMISSION

Prerequisites required for an applicant to be considered for admission into the program must meet the following minimum requirements:

- ❖ Applicants must be high school graduates or equivalent.
- ❖ Applicants must have successfully completed **9 credit hours of college level general education**. The following list of courses will be accepted: (not a conclusive list)
  1. Mathematical/logical reasoning - **\*3 credit hours are Mandatory in this subject\*** – algebra, problem solving, statistics, or precalculus
  2. Written/Oral communications - **\*3 credit hours are Mandatory in this subject\*** – English composition, writing about literature, or creative writing
  3. Information systems – computer sciences
  4. Social/behavioral sciences – psychology, life span development, sociology
  5. Natural Sciences - Biology, Chemistry, Physics, Anatomy & Physiology, Health Science and Personal Health & Safety.
- ❖ Applicants must have successfully completed the following prerequisite courses in either their high school education or in post-secondary education:
  - **Two (2) English courses** – English Composition as one of the courses is highly recommended.
  - **Three (3) Science courses** that are to include any combination of the following: Biology, Chemistry, Physics, Anatomy & Physiology, Health Science and Personal Health & Safety. \*general science & earth science courses are not accepted \*
  - **Two (2) Math courses** - approved courses include Course I, II, III or College Algebra, trigonometry, geometry, calculus and statistics \* basic math will not be accepted as a minimum requirement\*

**In each of the above-mentioned courses, the applicant must have received a final grade of 75% or better for that course to be accepted as a minimum requirement.**

- ❖ In addition, once accepted and then upon completion of the program, all candidates taking the American Registry of Radiologic Technologist must possess an Associates Degree. \*please see **College Affiliations**\*

## **TRANSCRIPTS**

Due to the aforementioned academic prerequisites, it is imperative that official transcripts from all institutions that the applicant may have attended must be submitted with the final application. These transcripts will be used as proof that the applicant did meet the minimum academic requirements necessary for the selection process.

## **TECHNICAL PREREQUISITS**

An applicant must possess the following in order to accomplish the essential requirements of the program.

1. Sufficient eyesight, either naturally or through correction, to observe and assess patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient verbal and written communication skills to instruct patients and communicate with other health care providers.
3. Respond promptly to emergency situations.
4. Sufficient strength to manipulate radiographic equipment and ensure safe transfer of patients.
5. The ability to tolerate demanding physical work loads and adapt to various work environments (e.g. surgery, emergency room, intensive care, etc.) The candidate must be able to lift a minimum of thirty (30) pounds and possess the ability to support up to seventy-five (75) pounds.
6. The need to function effectively under a great amount of stress.
7. Be able to stand and move around for long periods of time
8. Possess good verbal and non-verbal skills of communication

## **SELECTION PROCESS**

### **APPLICATION**

Applications are available by printing them off our website. The application form should be completed and returned to the Radiology School **no later than February 15<sup>th</sup>** of the expected entry date year.

In order for an application to be processed, the following items must be submitted in one package:

- ❖ Completed application
- ❖ \$40 application fee – Check or money order should be made out to UPMC Chautauqua.
- ❖ Official copies of transcripts from all high school and colleges attended
- ❖ Copy of GED if applicable



- ❖ 3 letters of recommendation; 1 personal (preferably not from a relative), 1 professional, and 1 educational.
- ❖ A tour/site visit to the program environment must be completed **before February 1<sup>st</sup>** of that application year.

**It is the applicant's responsibility** to ensure all required information is promptly sent to the school for evaluation. Any file with incomplete records will not be considered for admission.

**PLEASE NOTE** The American Registry of Radiologic Technologists (A.R.R.T.) and New York State Department of Health has reserved the right to refuse registration/ licensure to those individuals who have been convicted of certain felonies and other offenses. If you have been convicted, you must contact the A.R.R.T. for further instructions or the Educational Director. To contact:

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120-1155  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

### **PERSONAL INTERVIEW**

Invitations for a personal interview will be extended to applicants who have completed all applications procedures and who comply with the admission requirements of the School. The Admissions committee takes an applicant's total qualifications into consideration without regard to race, age, religion, sex, marital status, national origin, color, creed or handicap.

Those applicants who are not issued an invitation for an interview will receive a letter of non-acceptance so that the individual can proceed with his / her future plans without delay.

The interview process is designed to allow applicants to present themselves to the committee, answer and ask questions regarding the program and the department.

When an applicant receives a notice for an interview, he/ she should immediately contact the school if the scheduled time is not convenient so that the appointment can be rescheduled. Interviews are held during the months of March and April.

### **NOTIFICATION OF STUDENT ACCEPTANCE**

Accepted students are notified promptly in writing. The applicant is required to notify the school in writing of their decision to accept or decline the position within two (2) weeks. Those who accept must submit a \$250.00 deposit to hold a training position. This is non-refundable and will be applied to the cost of the first years tuition. The deposit should be sent to UPMC Hospital within two (2) weeks of notice of acceptance. Checks should be made payable to UPMC Chautauqua and sent to:

Program Director  
School of Radiology  
UPMC Chautauqua  
207 Foote Avenue  
P.O. Box 840  
Jamestown, NY 14702-0840

Failure to comply with this procedure will indicate that the applicant has decided to withdraw his / her application.

### **STUDENT CAPACITY**

The UPMC Chautauqua School of Radiology has the capacity to accept six (6) new students per program year. During the selection process, six (6) primary applicants will be accepted and four (4) alternates. Alternates will be chosen in the event that a primary applicant declines their position. The alternates will be called in order of their ranking should any positions become available.

### **TRANSFER CREDITS**

The UPMC Chautauqua School of Radiology does not accept transfer credits. The application process must be followed for acceptance into the program.

## **STUDENT EXPENSES**

### **TUITION**

The cost of enrollment for the program for the 2020-2021 and 2021-2022 school year are four thousand five hundred dollars per year (\$4500.00), making the total program cost \$9000.00. The tuition covers academic expenses, laboratory fees and clinical fees. The cost of tuition is subject to change. Tuition must be paid or a payment plan set up by July 31<sup>st</sup> of each year for the student to be in good standing. During the 2<sup>nd</sup> year of the program there will be \$150 registry review fee that goes toward the subscription of prep software for the ARRT exam.

### **BOOKS**

Cost of the textbooks is the responsibility of the student. A book list will be provided directly from our distributor after the initial \$250.00 deposit has been received. It is the student's responsibility to contact the publisher and order the appropriate texts. Books are purchased at the beginning of the program and will carry the student through the entire program. All books must be purchased and in the students possession prior to the first day of classes.

The cost of the books may vary yearly based on the publisher's prices, however, the anticipated price range for all of the Programs text is approximately \$1200.00.

## **REFUNDS**

Each student is entitled to a full or partial tuition refund depending on the date of withdrawal from school. The official date of withdrawal will be the day the student notifies the Educational Director in writing.

If a student withdraws from the program the following refund schedule will be followed:

|                                       |             |
|---------------------------------------|-------------|
| Within the first week of the program  | 100% refund |
| Within the second week of the program | 50% refund  |
| Within the third week of the program  | 0% refund   |

## **FINANCIAL AID**

In an effort to keep cost to a minimum and due to the size of the program School UPMC Chautauqua School of Radiology **DOES NOT PARTICIPATE IN ANY FEDERAL OR STATE STUDENT LOAN / GRANT PROGRAMS.**

In place of our non-participation in state and federal student loan / grant programs the Fiscal Department has instituted a payment plan / loan program to lessen the burden on the student. Payments are set up on a ten (10) month amortization schedule for each program year. The interest on the payment plan / loan program is the prime rate plus two percent (2%) according to the most recent Wall Street Journal report. Payments are due the first of each month.

Any student, who is delinquent in the loan payments at the end of a semester, will not be permitted to continue in the program. Any student owing the hospital money at the end of the training period will not be eligible for graduation until the debt is paid.

## **OTHER STUDENT EXPENSE RESPONSIBILITIES**

- ♦ Housing and meals
- ♦ Uniforms and Lab Coat
- ♦ Pre-entry physical
- ♦ Medical Insurance
- ♦ Liability Insurance
- ♦ Registry examination prep/exam fee/licensure fee (approximately \$460)

### **HEALTH POLICIES**

## **MEDICAL INSURANCE**

The individual must assume responsibility for medical insurance coverage. The student through the duration of the hospital program must carry some form of hospital/medical insurance. The medical services of the hospital are available to each student, however financial responsibility rest with each student or his/her insurance company. It is understood that UPMC Chautauqua will be held harmless for any injury, disability, and/or liability that may result from the student's participation within the hospital setting.

## **LIABILITY COVERAGE**

UPMC Chautauqua requires that all students purchase student professional liability insurance and a copy of proof of coverage must be maintained in the students' master file. UPMC Chautauqua does not provide this coverage. Coverage must begin once the student begins rotation in the clinical setting. The approximate cost for this insurance is \$38.00. If the student does not obtain coverage they will not be allowed to attend clinical until proof of coverage has been given to the program director, personal time will be deducted accordingly due to missed days of attendance.

## **PRE-ENTRY PHYSICAL EXAMINATION AND IMMUNIZATIONS**

All incoming students are required by the New York State Department of Health to have a pre-entry physical examination prior to starting the program. It is the responsibility of the student to get a physical from their family physician or make arrangements with Hospital's Occupational Health Office physician. All costs incurred are the responsibility of the student.

The examination includes general health assessment information, written proof of Rubella and Rubella vaccinations and Tuberculosis Skin test. Direct questions or to schedule an appointment call the UPMC Chautauqua Occupational Health Office at 716-664-8165.

## **ADDITIONAL IMMUNIZATION(S) AND DRUG TESTING**

The Hepatitis B Vaccine series will be offered free of charge to interested students. The immunization is offered by the UPMC Chautauqua Occupational Health Office and is strongly recommended but not mandatory.

It is UPMC Chautauqua policy that all incoming students must successfully pass a drug screening prior to starting the program. The test is free of charge to the student.

**Acceptance into the program is contingent upon the student's passing a health examination and drug test. Any student who falsified information concerning his physical condition is subject to discharge.**

## **ACCIDENT, INJURY OR ILLNESS**

In case of accident, illness or injury while in the program environment you should report immediately to the Program Director. In the absence of the Program Director the Clinical Instructor or the Imaging Director should be notified.

If the injury is severe and needs immediate attention go directly to the emergency room.

## **OCCUPATIONAL HEALTH PRIVILEGE**

Students may be seen by the occupational health services at no charge for them for non-emergency treatment. Charges for diagnostic testing remains the student's responsibility. It is strongly recommended each student and or his/her parents maintain active health insurance coverage for the student.

## **GUIDANCE AND COUNSELING**

The education staff, including the Program Director and the Clinical Instructor, maintains an "open door" policy and is available to all students for counseling and guidance. It is the policy of the UPMC Chautauqua School of Radiology, and its staff to not discriminate in any manor as delineated by law and personal ethics. All concerns and issues addressed are maintained in the strictest confidence as deemed necessary and ethically possible. It is understood that UPMC Chautauqua and its employees will be held harmless from injury, disability, or liability resulting from in-good-faith guidance and counseling.

For academic concerns, students are encouraged to bring their issues to the Program Director, Clinical Instructor or the individual instructors. Questions that can be addressed immediately will be answered and for more lengthy needs, arrangements can be made for tutorial sessions with the education staff.

For personal issues, students are encouraged to seek counsel from the education staff, the Program Director and/or the clinical instructor. A student may approach instructors, however, if a serious problem arises, the Program Director is to be informed so proper resources can be utilized, and individualized assistance and support can be acquired. Significant personal issues requiring counseling are documented in the student's confidential file. Issues of insignificance are not documented so as not to discourage communication between student and staff.

**Professional Resources:** Students who need professional help with personal or financial concerns and wish to seek resources through a variety of agencies and businesses including those available in the local community of Jamestown, NY or throughout Chautauqua County. Most major health insurances will cover behavioral health issues (including stress-related issues, substance abuse, mental health issues, eating disorders, gambling addiction and more). Specific agencies are not recommended by the program; however, the following resources listed below are known to have high-quality personnel.

|                                                                    |                               |
|--------------------------------------------------------------------|-------------------------------|
| <b>Crisis Services hotline</b> . . . . .                           | <b>Call: 1-(800)-724-0461</b> |
| <a href="http://www.crisisservices.org">www.crisisservices.org</a> | <b>Text: 741741</b>           |

### **Counseling Services:**

Family Services of the Chautauqua Region (FSCR) – [fscrmentalhealth.com](http://fscrmentalhealth.com) . . . . . (716)-488-1971  
Catholic Charities – Jamestown . . . . . (716)-484-9188  
Catholic Charities – Dunkirk . . . . . (716)-366-3533  
The Resource Center – Jamestown . . . . . (716)-661-1590

### **Behavioral/Drug & Alcohol:**

Jamestown Office of Behavioral Health . . . . . (716)-661-8330  
UPMC Chaut. Outpatient Mental Health & Chemical Dependency Program . . . . . (716)-664-8641  
UPMC Chautauqua Occupational Health Office. . . . . (716)-664-8165  
Chautauqua Alcoholism and Substance Abuse Council (education and prevention) . . . . . (716)-664-3608

### **Physical Abuse/Sexual Assault/Domestic Violence:**

Crisis Services hotline. . . . . (716)-661-3894 or text: 741741  
Salvation Army ANEW Center. . . . . (716)-661-3894  
Project Crossroads . . . . . (716)-483-7718

### **Pregnancy Services:**

Options Care Center (Women's Services). . . . . (716)-484-1234 or (716)-664-5459  
Chautauqua Center – [thechautauquacenter.org](http://thechautauquacenter.org) . . . . . (716)-484-4334 or (716)-363-6050  
Maternal Infant Health Program . . . . . (716)-467-2393

## **HOSPITAL POLICY**

### **IDENTIFICATION BADGES**

The New York State Department of Health requires all students enrolled in and attending a radiology school wear identification badges while in the clinical areas. This identification badge is clearly labeled with the student first and last name and student RT. The tag shall be worn in the area of the breast pocket and shall not be obscured so they cannot be read. No student will be allowed to remain in the clinical setting without displaying the Identification Badge.

### **STATEMENTS TO THE PRESS**

All statements made to the news media concerning any medical center related matter (ie: policy, procedures or patient information) will be given by the administrator or the individuals specifically designated by the administrative offices.

### **QUIET**

No matter what area of the medical center that you are in, or what shift you work, patients always appreciate a quiet atmosphere. Loud discussions therefore can not be tolerated. For most personnel this is not a problem. It is simply a case of being conscientious and considerate of others. Remember to make every effort to keep annoyance to a minimum.

### **USE OF TELEPHONES/ CELLPHONES**

Telephones in the medical center are for conducting medical center business. Only in emergency cases will incoming personal calls be accepted for students.

All personal communication devices such as cell phones are to be on silence mode when in the hospital. The use of these devices is strictly prohibited during active class or clinical times.

### **MEDICAL EMERGENCY CODES Dial 111**

UPMC Chautauqua has a written plan of action in the event an emergency. If an individual within the institution should suffer cardiac or respiratory arrest the student should know what the plan is, how it is initiated, what special duties he/she might have once the call has been made. All necessary information is contained in a short-written plan located in each department or nursing station. If you are confronted with a situation, which you feel, indicates a "Code" dial 111 and inform the operator of the code letter or name, location and nature of the situation.



**Code Trauma Standby** (Trauma Patient Arrival)  
**Code Triage or Code Trauma** (Disaster will affect UPMC)  
**Condition A** (Cardiac Arrest)  
**Condition C** (Patient Medical Crisis)  
**Condition Help** (Family Requesting Medical Assistance)  
**Condition I** (Infant/Child Abduction)  
**Condition L** (Missing Patient/Patient lost)  
**Condition O** (Emergency "C" Section)  
**Condition Respiratory** (Respiratory Arrest)  
**Rapid Response Team-** (Medical Emergency)  
**Bronze Alert** (Active Shooter)  
**Code M** (Security Incident)  
**Code 111** (Bomb Threat)  
**Code 222** (Lockdown)  
**Code 555** (Evacuation)  
**Code Gray** (Severe Weather)  
**Code NRP** (Neonatal Resuscitation)  
**Code Orange** (Hazmat/Spill/Release)  
**Code Pink** (Baby Count)  
**Code Red** (Fire)  
**Code Stroke Alert** (Neurological Patient Arrival)  
**Code Yellow** (Engineering Assistance Needed)

## **FIRE REGULATIONS**

Fire is certainly the worst possible catastrophe, which can occur in a hospital. The UPMC Chautauqua Fire Plan depends upon constant alertness and cooperation of every employee and student. It is imperative that everyone observes the following regulations and procedures.

1. Every student should know the location of the fire alarm and fire extinguisher nearest to his/her area.
2. In case of fire:
  - Rescue people in immediate danger
  - Alarm by activating pull box and calling 111 to report.
  - Confine the fire – close all doors and windows.
  - Extinguish the fire if possible without endangering yourself or others. Evacuate only under the direction of the Fire Marshall or Fire Department.
3. To use Extinguisher
  - Pull the pin
  - Aim at the base of the flames
  - Squeeze the handles together
  - Sweep back and forth

Note: students are not covered under Hospitals e healthcare policies; therefore, unless needed or directed otherwise, students should leave emergency-response, including the extinguishing of fires, to trained hospital employees.

## **DISTASTER PLAN**

UPMC Chautauqua has developed a Disaster Plan to handle casualties in time of local or regional disaster. Department heads will give each individual detailed instruction describing his/her responsibilities during a disaster. Every student is expected to be familiar with these instructions and to be ready to function efficiently and without confusion.

## **RADIATION PROTECTION PRACTICES AND TLD MONITORS**

A student is expected to exercise sound radiation protection practices at all times. At no time shall a student participate in a procedure that exhibits unsafe radiation protection practices.

The student has full responsibility for having the TLD monitor with him/her at all times. No student will be allowed in the clinical setting without the TLD monitor. Any accident or loss of the TLD monitor must be immediately reported to the Program Director. The student is responsible for replacing the radiation monitor on the first day of each month. The student must read and initial the monthly radiation report for their film badge.

All badges must be worn at collar level. When performing mobile or fluoroscopic procedures the badge should be worn on the outside of the protective apron at collar level.

## **SMOKING AND TABACCO USE**

UPMC Chautauqua is a clean air/smoke and tobacco-free campus. Smoking and use of tobacco is prohibited on all hospital grounds including parking lots prior to shift and during shifts. (See administrative policy HS-HR0744)

## **STUDENT PARKING**

It is recommended that student's park in the lots marked as employee parking. Each student must register their car with the security department and obtain a parking sticker.

All students should leave for the hospital to assure that you are in the department ready to arrive at your assigned clinical area at the appropriate time. Failure to secure a parking space is not an acceptable excuse for failure to report on time. At no time shall a student park in the area reserved for dialysis or hospital patients.

## **USE OF ELEVATORS**

The number of elevators in the hospital is limited. Employees and students should conserve their use by using the stairs. When use of the elevator is necessary normal courtesy must be observed at all times.

- When a patient on a stretcher is being transported in the elevator only those individuals necessary for the patients welfare shall accompany them.
- Allow patients and visitors to enter and leave the elevator first.
- Refrain from talking on the elevator.

## **VISITING PATIENTS**

In instances where a student has friends or relatives in the hospital the following must be observed:

- No student may routinely visit a patient while on duty
- Regularly scheduled visiting hours and procedures must be observed
- In cases of emergency, requests to visit a patient during clinical hours must be approved by the Educational Director or the Clinical Instructor.

## **BREAKTIME**

A cafeteria is available for your use during mealtime breaks. Students using the cafeteria are asked to remember it serves patients, visitors and staff. Visitors and guests in the cafeteria may be concerned about the welfare of friends or relatives who are in the medical center. Be quiet and conscientious of the privacy of others and under no circumstances discuss matters relating to patient condition or treatment.

## **CONFIDENTIAL INFORMATION**

During the course of your daily duties, you may have an occasion to overhear or use records pertaining to patient information. In accordance with the Healthcare Insurance Portability and Accountability Act (HIPAA), you have an obligation, to the patient and the hospital, to refrain from openly discussing information of a confidential nature.

Some patients have a tendency to ask advice from anyone wearing a uniform in the hospital. In such instances, you must never give advice, diagnosis, prognosis or other information that might be interpreted as a medical opinion. Failure to observe this rule may subject you to immediate discharge and/or possible legal action.

## **ACCEPTING GIFTS AND GRATUITIES**

Accepting tips or other gratuities for service performed as part of your job is strictly forbidden. This policy prohibits acceptance of gifts from a salesperson, suppliers or others whom the hospital maintains business contacts. Luncheon and dinner invitations should be avoided.

Token gifts or advertising materials (calendars, pens, or pads) do not constitute a violation of this policy.

Failure to comply with this regulation is sufficient cause for dismissal from the program.

## **PERSONAL MAIL**

Personal mail will be processed in the hospital for patient only. Students will have their personal mail delivered to their residence.

## **LOST AND FOUND**

The hospital maintains a lost and found department in the security office. Articles found should be turned in there immediately. All losses should be directed to the security department when discovered.

## **SAFETY AND GOOD HOUSEKEEPING**

Your cooperation is requested in protecting yourself and others from injury by exercising caution and care in the performance of your duties. Be alert for any hazardous working conditions such as:

- Wet, slippery floors
- Equipment left in the corridors and stairways
- Defective equipment
- Operating electrical equipment with wet hands.
- Use of combustible materials in or near an open flame.
- Careless handling of equipment
- Any unsafe acts by patients, visitors or other employees.

Please report any dangerous conditions immediately to a department supervisor.

## **HOSPITAL AND EQUIPMENT**

The hospital strives to provide the supplies necessary for proper care of the patients and the efficient execution of the employees' duties. In order to continue this practice you must do your part to prevent waste of the materials with which you work.

Students should be careful in the use of hospital property. In most cases it is, by nature, fragile and expensive. Use extreme caution when working with all equipment.

## **SOLICITATIONS**

For your protection, persons not employed by UPMC Chautauqua are forbidden to solicit orally, by signs or by literature for any purpose in the buildings, on the grounds or in the parking areas of the hospital without prior written approval from the office of the Administrator. Similarly, no employee or student is to solicit or canvass others if either one or both are on working time, unless prior approval has been secured.

## **SCHOOL POLICIES**

### **HOURS OF ATTENDANCE / ABSENCE**

The program operates Monday – Friday from 7 a.m. till 7 p.m. This range of operation is variable dependent on what clinical rotation a student is scheduled. No student shall exceed 40 hours per week of didactic and clinical education combined.

The didactic program has been planned on a definite scheduled format to provide the proper ratio of practical, clinical and classroom experience. Therefore, full-time attendance is

compulsory. Failure to follow rules of attendance may result in delayed graduation or dismissal from the program.

### **TIME CLOCKS**

All students are required to clock in and out upon entering or leaving the hospital. They are to use the time card provided by UPMC Chautauqua School of Radiology. All time records are maintained in the Program Directors office and are reviewed every two weeks. It is the students' responsibility to assure that their time and attendance records are up to date. During classroom hours each student will sign in and out accurately.

### **SECOND OR THIRD SHIFT HOURS**

Near the end of the senior year, senior students will be assigned to 80 hours on an evening shift. This allows for the student to gain valuable experience in emergency procedures, pediatric, head and neck radiographic procedures. The Clinical Instructor will assign the rotation and Program Director with effort made to meet the student's convenience.

### **LUNCHES AND BREAKS**

Students will be given 30-minute lunch and 20 minute break during each 8 hour shift. Students will be given a 30-minute lunch on class days. Employees, students, medical staff and volunteers may use the hospital cafeteria or snack shop.

### **SICK / PERSONAL DAYS**

The student is permitted five (5) sick / personal days per year for legitimate illness or emergency situations.

### **TARDINESS**

Students are expected to report on time and ready for assignment to the Clinical Instructor. Excessive tardiness is a very serious offense and will be treated as such. If more than six offenses occur within one year, each offense after the sixth will result in a one-day suspension. There is also the possibility of dismissal from the program if the problem is not rectified.

### **VACATION / HOLIDAYS**

**HOLIDAYS:** Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Martin Luther King Day, Memorial Day and Independence Day

**VACATION:** students will receive five (5) days of vacation each year that may be used at his/ her discretion. These five (5) days per year may **ONLY** be used during trimester 3, 5 & 6. In addition two (2) other vacations will be scheduled; winter break and spring break which will be scheduled by the Program Director at the start of each year.

## **HOUSING**

The hospital and school have no dormitory facilities and cannot assume responsibility for student housing. All students enrolled are encouraged to reside locally. Housing arrangements must be made directly by the student.

## **DRESS CODE**

The dress and personal appearance of our students create an impression on our patients, their families and the employees of the hospital. In conforming to the high standards of professionalism, students must give attention to how they appear to others and take personal pride in their dress, appearance, and grooming. Therefore, clothing must be neat, clean and appropriate for work.

### **❖ Classroom attire and Clinic attire**

**All Students** – Navy scrubs(1<sup>st</sup> year) or Gray scrubs(2<sup>nd</sup> year) uniform with a white lab coat(optional) and clean white/black shoes. (Sneakers are fine as long as they are somewhat neutral)

Clothing is to be clean and fit appropriately anyone not observing this policy will be sent home and personal time will be forfeited while you are gone. (See policy for more details)

## **STUDENT PREGNANCY**

All female students have the option to declare that they are pregnant. Should a student become pregnant during her program cycle and choose to declare that pregnancy, various options are available to her. Refer to program policy for a full description of all available options.

## **GROUND'S FOR DISMISSAL**

Examples of grounds for dismissal are listed below. It should be pointed out that a student could be dismissed or suspended from the program at any time during their training. This is **not** intended to be an all-inclusive list.

- Failure grade for academic or clinical program.
- Insubordination
- The conviction and/or known use of distribution of or possession of illegal drugs or controlled substances.
- Failure to accomplish clinical assignment or objectives.
- Unprofessional or unethical conduct or appearance.
- Cheating
- Falsification of any records.
- Excessive absenteeism/tardiness.

- If the UPMC Chautauqua WCA Healthcare System refuses to allow the student on hospital property for violations such as but not limited to theft or misconduct.

### **APPEALS**

Any grievance or suggestions that may affect the student program should be brought to the attention of the Clinical Instructor if it is of a clinical nature or the Educational Director if it is of an academic or administrative nature. If after this, the student still feels that the outcome is not to their liking, they then have the option of presenting the grievance before the Appeals Process Committee. The request can be given to any faculty or Appeals Process Committee member. The student will be notified in writing within one week of receipt of the written request as to when they will present the grievance before the Appeals Process Committee. All decisions of the Appeals Process Committee are final.

### **AWARDS**

There are on occasion awards that are presented to our students throughout the program cycle. Award requirements will be outlined, as they become applicable to the student.

### **CHANGE IN PERSONAL DATA**

All changes in address, telephone number, marital status, legal name or citizenship should be reported to the Educational Director at once. Your cooperation in this matter will assist us in keeping your records up to date.

## **CURRICULUM PLAN**

The aim of the curriculum is to provide a correlated sequence of systematic instruction and clinical experience in the Science of Radiologic Technology. The program is based on two-years of study with a maximum of forty (40) hours of combined clinical and academic instruction per week. UPMC Chautauqua School of Radiology follows the curriculum plan set by the ASRT and approved by the JRCERT.

For a student to progress through the program and graduate he/she must maintain a 75% average or above in each individual course as well as an overall grade. Evaluation will consist of, written and practical examinations and observation.

## Program Administrators & Faculty

Program Director

Christina Slojkowski, MS RT (R)

Lead Clinical Instructor

Amanda Bender, MS RT (R)

Director of Imaging Services

Tammara Hodges

Radiology Manager

Robert Storms BPS CNMT RT (R)

### Classroom Faculty and Subject Areas

#### ❖ **Christina Slojkowski, MS RT (R)**

Intro to Radiologic Technology/Ethics & Law

Radiation Protection & Biology I & II

Physics & Equipment I & II

Anatomy & Physiology I, II & III

Exposure & Processing I & II

Image Critique II

Pathology

Senior Review

Patient Care and Pharmacology

#### ❖ **Amanda Bender, MS RT (R)**

Procedures I, II & III

Procedures Lab I, II & III

Clinical Experience I, II, III, IV, V & VI

Image Critique I

Medical Terminology

### Clinical Instructors

Amanda Bender MS, RT (R)

Jeremy Carmen BS, RT (R)

Virginia Shafer AAS, RT (R)

Jennifer O'Neil BS, RT (R)

Dawn Calimeri, RT (R)

Kristin Dechert AAS, RT (R)

Scott Johnson AAS, RT (R)



# School of Radiology Program Curriculum

## Year 1

### Trimester # 1

- RT 101 - Intro to Radiologic Technology **8hrs**
- RT 102 - Medical Terminology **20hrs**
- RT 103 - Patient Care and Pharmacology **20hrs**
- RT 104 - Anatomy & Physiology I **44hrs**
- RT 105 - Procedures I **36hrs**
- RT 106 - Procedures Lab I **64hrs**
- RT 107 - Physics & Equipment I **40hrs**
- RT 109 – Image Critique I **12hrs**
- RT 110 -Clinical Experience I **200hrs**
- RT 112 –Radiation Protection and Biology I **25hrs**

### Trimester # 2

- RT 202 - Medical Terminology **20hrs**
- RT 203 - Patient Care and Pharmacology **20hrs**
- RT 204 - Anatomy & Physiology II **44hrs**
- RT 205 - Procedures II **36hrs**
- RT 206 - Procedures Lab II **64hrs**
- RT 207 - Physics & Equipment II **40hrs**
- RT 208 - Exposure I **32hrs**
- RT 209 – Image Critique I **17hrs**
- RT 210 - Clinical Experience II **200hrs**
- RT 212 - Radiation Protection & Biology II **30hrs**

### Trimester # 3

- RT 310 - Clinical III **400hrs**

## Year 2

### Trimester # 4

- RT 408 - Exposure & Processing II **30hrs**
- RT 404 - Anatomy & Physiology III **30hrs**
- RT 405 - Procedures III **30hrs**
- RT 406 - Procedures Lab III **45hrs**
- RT 411 – Pathology **30hrs**
- RT 410 - Clinical Experience IV **320hrs**

### Trimester # 5

- RT 512 - Senior Review **100hrs**
- RT 509 - Image Critique II **25hrs**
- RT 510 - Clinical Experience V **300hrs**

### Trimester # 6

- RT 610 - Clinical Experience VI **100 hrs**

#### Trimesters run tentatively

**1** = 3<sup>rd</sup> Week in August – 3<sup>rd</sup> Week in December

**2** = 1<sup>st</sup> Week in January – 4<sup>th</sup> Week in May

**3** = 1<sup>st</sup> Week in June – 2<sup>nd</sup> Week in September

**4** = 3<sup>rd</sup> Week in September – 3<sup>rd</sup> Week in December

**5** = 1<sup>st</sup> Week in January – 4<sup>th</sup> Week in April

**6** = 1<sup>st</sup> Week in May – 2<sup>nd</sup> Week in June

UPMC Chautauqua  
School of Radiology  
Policies & Procedures

# **SCHOOL OF RADIOLOGY**

## **PROGRAM POLICIES**

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# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 1

Page: 1 of 2

Revised: 8/04, 8/07, 8/16, 8/17

**Subject:** Applicant Acceptance Criteria

**Purpose:** To provide an acceptable and functional caliber of students for the School of Radiology

**Policy:** The Advisory Committee of the School of Radiology has instituted a policy to outline minimum acceptance criteria.

**Procedure:** Individuals seeking admission to the School of Radiology at UPMC Chautauqua must have:

1. A high school diploma or equivalent
2. The following educational requirements;

**Prerequisites required for an applicant to be considered for admission into the program must meet the following minimum requirements:**

- ❖ Applicants must have successfully completed **at least 9 credit hours of college level general education**. The following list of courses will be accepted: (not a conclusive list)
  1. Mathematical/logical reasoning - – algebra, problem solving, statistics, or precalculus
  2. Written/Oral communications - – English composition, writing about literature, or creative writing
  3. Information systems – computer sciences
  4. Social/behavioral sciences – psychology, life span development, sociology
  5. Natural Sciences - Biology, Chemistry, Physics, Anatomy & Physiology, Health Science and Personal Health & Safety.

**Please note: to be eligible to take the national exam to become a registered technologist it is a requirement of the ARRT (American Registry or Radiologic Technologist) to complete an Associated Degree. This can be done prior to or during the program, see policy RTS-33.**

- ❖ Applicants must have successfully completed the following prerequisite courses in either their high school education or in post-secondary education:
  - **Two (2) English courses** – English Composition as one of the courses is highly recommended.

- **Three (3) Science courses** that are to include any combination of the following: Biology, Chemistry, Physics, Anatomy & Physiology, Health Science and Personal Health & Safety.  
\*general science & earth science courses are not accepted \*
- **Two (2) Math courses** - approved courses include Course I, II, III or College Algebra, trigonometry, geometry, calculus and statistics \* basic math will not be accepted as a minimum requirement\*

**In each of the above-mentioned courses, the applicant must have received a final grade of 75% or better for that course to be accepted as a minimum requirement.**

3. Exhibit good moral character.
4. Take a tour of the program environment prior to **February 1<sup>st</sup>** of the application year.
5. All of the above factors, as well as interview results, shall be used for selection into the school.
6. The Admission Committee shall make selection without regards to age, race, color, national origin, religion, sex, sexual orientation, gender, disability, or any other protected class.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 2**

**Page: 1 of 2**

**Revised: 8/04, 8/05, 8/11, 8/15, 8/17**

**SUBJECT:** Admission Procedure

**PURPOSE:** The Admission Committee has been formed by the Advisory Committee to make selections for academic openings for the School of Radiology.

**POLICY:** The Advisory Committee of the School of Radiology has instituted an Admission Committee and admission guidelines.

## **PROCEDURE:**

1. The Admission Committee members are:

|                      |                          |
|----------------------|--------------------------|
| Christina Slojkowski | Program Director         |
| Amanda Bender        | Lead Clinical Instructor |
| Robert Storms        | Radiology Manager        |
| Dawn Calimeri        | Clinical Instructor      |
| Virginia Shafer      | Clinical Instructor      |
2. The Admission Committee will be chaired by the Program Director.
3. Each Admission Committee member will be given an opportunity to review the applicant's completed application, high school and college transcripts and the three letters of reference.
4. The Program Director with assistance from the Clinical Instructor will evaluate all completed applicants using the application evaluation form.
5. An organized points system will be used during the application and interview process.
6. Applicants meeting the minimum requirements will be submitted to each Admission Committee member. Each admission committee member will be given a copy of the applicant evaluation form.

7. Applicants who have met the minimum requirements will be given an appointment for a personal interview conducted by the Admission Committee.
8. All members of the Admission Committee should be present for each interview. In the event that a member cannot be present, the applicant must be interviewed in the presence of the other available members one of which must be the Program Director.
9. The interviews should be conducted as closely as possible within a few days of each other.
10. All Committee members will have the opportunity to question each applicant and will rate the applicants performance during the interview using the applicant interview form. Questions will be consistent with each applicant.
11. After all interviews are completed the results of the applicant evaluation form will be compiled. Candidates will be chosen by numerical ranking starting with the highest score.
12. In addition to the six (6) primary candidates selected, there may be up to four (4) alternates selected for possible acceptance. These alternates will be selected by numerical ranking if a primary candidate were to decline their seat in the school.
13. The Program Director will send out acceptance letters to all accepted candidates notifying them of their acceptance.
14. Letters of non-acceptance or letters of alternate status will be sent out by the Program Director.
15. Accepted applicants must submit a \$250.00 acceptance fee and Intent to Participate and Acknowledgment of Acceptance from within the allocated time. This fee is non-refundable but will be applied to the first years tuition which is due on July 31 prior to the program year.
16. If any accepted applicant chooses not to accept the position in the fall class or does not meet response deadlines the Program Director will notify the next alternate for placement within the program.

No rejected applicants will be selected for placement regardless of the number of students for the fall class.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 3

Page: 1 of 1

Revised: 8/04, 8/05

- SUBJECT:** Tuition / Refund Policy
- PURPOSE:** To establish guidelines for educational expense and refund if the student chooses to withdraw from the program.
- POLICY:** The Advisory Committee of the School of Radiology has Instituted a tuition policy.

## **PROCEDURE:**

### **Tuition**

- A) Each student must submit \$250.00 deposit to the hospital upon acceptance into the school to hold a student position.
1. The deposit fee is non-refundable.
  2. This money will be applied to the cost of the first year's tuition.
  3. Payment must be sent UPMC Chautauqua attention Program Director for the School of Radiology.
- B) Each student will be responsible for his/her tuition before the beginning of each school year.
1. Full payment must be made by **July 31<sup>st</sup>** prior to the start of the new program year.
  2. Any student who is delinquent in the payment of these fees will not be permitted to continue in the program.
  3. All checks should be made payable to the **UPMC Chautauqua** and forwarded to:  
UPMC Chautauqua  
Director of Accounting  
207 Foote Avenue  
Jamestown, NY 14702-0840

Any student who owes the hospital money at the end of the training period will not be eligible for graduation until all debts are paid.

### **Refund**

- A) Each student is entitled to a full or partial tuition refund depending on the date of withdrawal from the school. The official date of withdrawal will be the day that the student notifies the Program Director in writing.
1. If the student withdraws within the first week, he/she will be entitled to a 100% refund.
  2. If a student decides to withdraw during the second week, he/she will be granted a 50% refund.
  3. There will be no refund once the third week of schooling has begun.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 4

Page: 1 of 1

Revised: 8/04, 8/05, 8/09, 8/13, 8/17

**SUBJECT:** Tuition Payment Plan

**PURPOSE:** To assist in the student in meeting the financial responsibilities of the program.

**POLICY:** The Advisory Committee of the School of Radiology in coordination with the Hospitals' Fiscal department has instituted a tuition payment plan to assist with the financial requirements of the program. This is in place to off set the non-participation of the School with Federal & State Student Loan / Grant Programs.

## **PROCEDURE:**

1. After the school of Radiology Technology receives the letter of intent to enroll and \$250.00 deposit, the student will then be directed to the Accounting Supervisor.
2. The Lead Accounting Analyst will sit one-on-one and review the plan and all rules that apply.
3. Payments are set up on a ten- (10) month amortization schedule for each program year. The schedule will run from September 1 through June 1. The interest on the payment plan / loan program is the prime rate plus two percent (2%) according to the most recent Wall Street Journal report.
4. All payments are to be directed to the Finance department:

UPMC Chautauqua  
Lead Accounting Analyst  
207 Foote Avenue  
Jamestown, NY 14702-0840

5. Payments are to be received by the Program Director by the first of each month.
6. Any student, who is delinquent in the loan payments at the end of a trimester, will not be permitted to continue in the program. Any student owing money at the end of the training period will not be eligible for graduation until the debt is paid.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 5**

**Page: 1 of 1**

**Revised: 8/04, 8/05, 8/16**

**SUBJECT:** Program textbooks

**PURPOSE:** To establish responsibility and procedure of obtaining textbooks for program.

**POLICY:** The Advisory Committee of the School of Radiology has instituted guidelines for students to obtain books necessary for program completion.

## **PROCEDURE:**

1. After the student has given their \$250.00 deposit to hold their position in the program, the student will receive a letter from the book distributor with a code, this enables with students to access the programs book list. All text books on the list are required for the didactic portion of the program. The student is solely responsible for ordering and payment of books.

2. The student will be instructed to contact:

Rittenhouse Book Distributors  
511 Faeley Drive  
King of Prussia, PA 19406  
1-800-345-6425  
[www.rittenhouse.com](http://www.rittenhouse.com)

At that time they will place their order for the books. All books will be shipped directly to the students address. If the student chooses to purchase books other than from the suggested Rittenhouse Book Distributors, the program is not responsible for any issues that may arise from ordering and using books from other distributors.

3. All students are expected to have all books available for the first day of class.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 6**

**Page: 1 of 2**

**Revised: 8/04**

**SUBJECT:** Technical Standards for Students

**PURPOSE:** The purpose of this document is to determine the suitability of a prospective radiology student according to his/her physical capabilities, mental abilities, and emotional makeup. Students are required to come in direct contact with patients, personnel, and the general public on a daily basis. The physical examination shall ensure that the individual is free from any health impairment which could be a potential risk to a patient or which might interfere with the performance of any required duties related to a radiographer.

**POLICY:** The Advisory Committee of the School of Radiology has instituted guidelines concerning Technical Standards for Student Radiographers.

**PROCEDURE:**

- A) All prospective students must have a physical examination performed by the Occupational Health physician here at UPMC Chautauqua or your own private physician. The physical form must be submitted to the Program Director prior to start of classes.
1. All arrangements concerning appointments for the physical exam, will be made by the student.
  2. All prospective students must be free of any contagious diseases and meet all current requirements of the New York State Health Code.
  3. All students health records will be retained by the Occupational Health Department as well as the Radiology School.
  4. Records regarding any student's health status may only be released to the student themselves upon written permission.
- B) In order to meet the objectives of the Radiology Program, certain essential activities are required. These include:
1. Sufficient eyesight to observe and assess patients, manipulate equipment, and evaluate radiographic quality.
  2. Sufficient hearing to assess patient needs.
  3. Sufficient verbal and written communication skills to instruct patients and communicate with other health care providers.
  4. Respond promptly to emergency situations.
  5. Sufficient strength to manipulate radiographic equipment and ensure safe transfer of patients.
  - 6.

7. The ability to tolerate demanding physical work loads and adapt to various work environments (e.g. surgery, emergency room, intensive care, etc.)
8. The need to function effectively under a great amount of stress.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 7**  
**Page: 1 of 2**  
**Revised: 8/04, 8/05**

**SUBJECT:** Student Health

**PURPOSE:** To maintain good health for the students by protecting themselves, other members of the health care team, the patient and members of the general public.

**POLICY:** The Advisory Committee of the School of Radiology has established Guidelines concerning student health.

**PROCEDURE:**

1. All incoming students are required by the New York State Department of Health to have a pre-entry physical examination prior to starting the program. It is the responsibility of the student to get a physical from their family physician or make arrangements with UPMC Chautauqua Occupation Health Office physician. All cost incurred are the responsibility of the student.  
The examination includes general health assessment information, written proof of Rubeola and Rubella vaccinations and Tuberculosis Skin test.  
  
Direct questions or to schedule an appointment call the UPMC Chautauqua Occupational Health Office at 716-664-8165.
2. The Hepatitis B Vaccine series will be offered free of charge to interested students. The immunization is offered by the UPMC Chautauqua Occupational Health Office and is strongly recommended but not mandatory.
3. It is UPMC Chautauqua policy that all incoming students must successfully pass a drug screening prior to starting the program. The test is free of charge to the student and must be scheduled with the Occupational Health Office prior to the start of the program.
4. Acceptance into the program is contingent upon the student's passing a health examination and drug test.
5. Additionally there will be an annual physical done during the month of August, which may or may not require a drug screening.
6. Students should not report to the clinical site or program setting if they have a contagious disease.

7. Students taking prescribed dosages of medication under the direction of a physician are responsible for being aware of any effects such medication may have on the performance of their job duties. Any such drugs, which may impair the student's ability to perform their job, must be promptly reported to the Program Director or Clinical Instructor. The Program Director has the option to send any student to Occupational Health if there are health concerns. Occupational Health may place the student on a medical leave of absence if medical concerns are founded. Student's who report to work impaired due to prescription drug use, will be sent to Occupational Health. Additionally, the student is subject to immediate program dismissal if impaired by non-medical or recreational drug use.
8. Physical illness or injury is not an automatic cause for dismissal from the program, however unexplained or excessive absence may be reason for dismissal from the program.
9. All student health matters are to be maintained with complete confidentiality in the student record that is secured in the Program Director's and Occupational Health Offices.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 8**

**Page: 1 of 2**

**Revised: 8/04, 8/05, 8/07, 8/13**

**SUBJECT:** Substance Abuse

**PURPOSE:** UPMC Chautauqua is responsible for the performance of all students enrolled in the Radiology School. Drug and alcohol use impairs the performance of students both clinically and academically. The hospital recognizes that the abuse of drugs and alcohol by its students presents a serious threat to the safety of fellow students, employees, and patients. Since the hospital is responsible for potential liability from acts of impaired student radiographers, drug and alcohol testing will be applied impartially to all students.

All new radiology students will be required to have a pre-entrance physical, which will possibly include drug screening. The student will be responsible for the cost of the physical and the drug screening.

In order to provide a drug-free workplace, current students may also be required to submit to alcohol and/or drug testing. They will be required to go the Occupational Health Department upon request. The student will be responsible for the cost of the drug screening.

**POLICY:** The Advisory Committee for the School of Radiology has instituted a policy for substance abuse or the suspicion of substance abuse by students.

## **PROCEDURE:**

Students must submit to drug and/or alcohol testing if asked as part of their pre-entrance physical or upon request from the Program Director, Director of Imaging Services, or Radiology Manager.

- A. A student will be required to submit to a drug and/or alcohol screening when there is probable suspicion that he/she is under the influence of drugs or alcohol. Probable suspicion includes observable phenomena such as odor, direct observation of drug use, abnormal conduct or erratic behavior, information provided by a credible source, and arrest or conviction for a drug or alcohol related offense.

- B.** When a student is informed by their supervisor that he/she must submit to a drug or alcohol test, the student must discontinue class or work in the clinical area and proceed immediately to the Occupational Health Department. The supervisor will accompany the student to Occupational Health.
1. Students will not be permitted to return to school, clinical or classroom, until the test results are read normal. The time off will be deducted from their personal/sick days and/or vacation time.
  2. If the random test is positive the student will be immediately terminated from the program. An alcohol concentration of 0.02% will be considered positive. Any trace of an illegal substances or non-prescribed narcotic found in their system will be considered positive.
  3. Current students who refuse the random drug screening or test positive for substance abuse will be immediately terminated from the program.
  4. Prospective new students who test positive for substance will forfeit their student position and not be permitted to begin school.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 9

Page: 1 of 2

Revised: 8/04, 8/12, 8/15, 12/17, 3/18

**SUBJECT:** Student Pregnancy

**PURPOSE:** The probability of an untoward effect following any radiation exposure received in medicine is nil. A biological response is very rarely expected and has not been observed in radiologic personnel in many years. Unfortunately, because of lack of knowledge among radiologic students, it is essential for the Program Director to follow and document two steps in student management: new student indoctrination and counseling during pregnancy.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy concerning female students and pregnancy and the right for the female student to choose whether she discloses her pregnancy to the school or if she would like to be removed from any assignments that utilize fluoroscopic or portable radiography in the first trimester of pregnancy.

## **PROCEDURE:**

- A) The initial step for dealing with a pregnant student involves orientation and indoctrination. During their orientation into the radiology program, all students are instructed about pregnancy and the possible effects of radiation.
1. The students are made aware of the level of exposures they can expect to experience and the potential associated hazards.
  2. The new female students are then required to read and sign a form indicating that they have been instructed in this area of radiation protection. This form will be kept in the students' master file.
- B) Female students **may or may not** wish to inform program officials of pregnancy. If a student decides to notify the Program Director that she is pregnant, she must submit this information in writing. The Director will then counsel the student about radiation effects to the fetus. A belly badge dosimeter will be provided and the student is expected to wear it under the lead apron to monitor fetal dose. Wrap around aprons and distance will also be used to reduce fetal dose. Under no circumstances will the student be terminated or forced to take a leave of absence from the program. *The student radiographer has the option to withdrawal declaration at any point and this must be submitted to the program director in written form.*
1. The student will be counseled regarding her work habits (i.e. wearing of aprons, distance, etc.) and dosimeter.
  2. The student **may choose** to be removed from any clinical assignments that utilize fluoroscopy or portable radiography during any trimester of pregnancy. If the student chooses to be removed from any assignment utilizing fluoroscopy or portable radiography and needs more exposure to these clinical areas to complete her training, they will be reassigned later after the baby is born.
  3. The student **may choose** to continue clinical assignments without modification.

4. At any point after declaration the student may change their decision to modify or not modify their clinical schedule. Any change must be in written form and given to the program director
  5. The student will be made aware of leave of absence policy (RTS-36).
- C) In the absence of a voluntary, written disclosure, the student cannot be considered pregnant and will continue their clinical rotation without modification.

**UPMC CHAUTAUQUA  
SCHOOL OF RADIOLOGY**

**Pregnancy Notification**

On \_\_\_\_\_, I met with the Program Director of the Radiology Program to inform her that I am pregnant.

The Program Director counseled me about the radiation effects to the fetus and I was given "Policies for Managing the Pregnant Employee" and "Management of the Pregnant Employee and Pregnant Patient".

I understand that the probability of an adverse effect following radiation exposure while training in the clinical setting is highly unlikely.

I realize that I can reduce any exposure to the fetus and myself by applying good work habits (e.g. wearing a lead wrap around apron, distance, etc.). I will be given a belly badge to monitor the fetal dose and may be removed from all clinical assignments that utilize fluoroscopy and portable radiography during my first trimester of pregnancy if I so choose.

The time needed for a leave of absence is up to the discretion of my physician. Any clinical time lost during this period will be made up after the expected date of graduation. I understand I have the option to withdrawal this declaration at any point.

\_\_\_\_\_ Yes, I would like to be removed from clinical rotations that require the use of fluoroscopy and portable radiography.

\_\_\_\_\_ No, I do not want any change in my clinical rotations.

Student's signature \_\_\_\_\_

Program Director's signature \_\_\_\_\_

Date \_\_\_\_\_

**UPMC CHAUTAUQUA  
SCHOOL OF RADIOLOGY**

**Student Policy Pregnancy Notification**

This is to certify that \_\_\_\_\_, a new student of this radiology program, has received instructions regarding mutual responsibilities should she become pregnant during her twenty two (22) months of training.

In addition to personal counseling by the Program Director, she has been given the documents "Policies for Managing the Pregnant Employee: and Management of the Pregnant Employee and the Pregnant Patient" by S.C. Bushong.

I understand that if I do not voluntarily disclose my pregnancy to the Program Director in writing, I will not be considered pregnant and will continue my clinical assignments that utilized fluoroscopy and portable radiography.

Student's signature \_\_\_\_\_

Program Director's signature \_\_\_\_\_

Date \_\_\_\_\_

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 10**

**Page: 1 of 2**

**Revised: 8/04, 8/16**

**SUBJECT:** Incident Procedure & Report for Student Radiographers

**PURPOSE:** Incidents occur from time to time which may cause injury to a student within the hospital or classroom. The following procedure provides an orderly and accurate means of handling the incident and recording all the information related to it.  
Proper medical attention will be provided to any student who is involved in an incident. The facts concerning the incident will be reported to provide a complete record of the occurrence. This record will be the basis of determination for subsequent actions, including accident prevention.

**POLICY:** The Advisory Committee of the School of Radiology has instituted an incident report procedure for student radiographers to follow.

## **PROCEDURE:**

- A) Each student is required to immediately report any incident he/she observes or is involved in to the Program Director, Clinical Instructor, or Radiology Manager.
- B) If the student suffers an injury while in the classroom or clinical area while he/she is attending school, the incident must be reported to the immediate supervisor who will then contact the Program Director.
- C) The Radiology Nurse or Occupational Health Nurse will examine the injured student to determine the extent of the injury and any necessary treatment.
- D) The Departmental Nurse or Occupational Health Nurse will render basic first aid where applicable and inform the student if further treatment by a physician is needed. In this case, the student will be referred to the emergency department or to a physician of his/her choosing.
- E) All treatments rendered to any student must be documented on an incident report and/or Emergency Room report. Any expensed accrued will be the responsibility of the student.
- F) All lost time injuries or incidents, which might be disfiguring, must be reported to the Safety Manager or Personnel Director as soon as possible.

- G)** For true emergencies or serious injuries, the student should be referred directly to the Emergency Department without delay.
- H)** The student and the Program Director will immediately prepare the appropriate UPMC Chautauqua Incident Report form.
- I)** If a blood or body fluid exposure is involved, the Blood/Body Fluid Exposure form must be filled out. A blood/body fluid exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from the performance of students' clinical duties.
  - 1. When an incident involves a blood/body fluid exposure, the Occupational Health Nurse must be notified as soon as possible. The Occupational Health personnel will initiate the blood work on both the source patient and the student. The Occupational health Nurse will complete the blood/body fluid exposure form for the student's records.
  - 2. When a blood/body fluid exposure incident occurs at a time when the Occupational Department is closed (after 3:30 Monday-Friday), an Administrative Nurse must be notified. The Administrative Nurse will coordinate treatment and fill out the blood/body fluid exposure form, which will be sent to Occupational Health. They will then refer to Policy P-28 Management of Percutaneous Exposures form blood/body fluids and to P-29 Management of Conjunctival and Mucous Membrane Exposures from blood and body secretions for protocol of treatment and blood work required

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 11**

**Page: 1 of 1**

**Revised: 8/04, 8/13**

**SUBJECT:** Availability and Security of Student Records

**PURPOSE:** The UPMC Chautauqua School of Radiology is responsible for maintaining records for student admission, attendance, and evaluation. All grades are recorded and permanently maintained in the student's file.

**POLICY:** The Advisory Committee of the School of Radiology has Instituted a policy concerning the contents, availability and safety of student school records.

**PROCEDURE:**

A permanent file for each student is kept in the Program Director's office in a locked file cabinet. The file includes all evaluation forms, final grades, health information and application records.

Radiation monitoring records are posted every month and each student is required to sign his / her initials, which indicates that he/ she has reviewed the report. After the reports are signed, they are kept on file in the school office as well as the Quality Assurance Technologist's Office.

Students must complete a transcript request form and submit to the Program Director for the release of school transcripts. The transcripts will be signed, sealed, and mailed to the requested institution.

Any information regarding students (past or present) may be released to school officials, state educational authorities, and licensing or accrediting organizations if there is a legitimate educational interest.

1. All students enrolling in the radiology program must report a crime for which they have been convicted or any charges that are pending to the New York State Department of Health upon entrance into the school.
2. Members of the faculty and the radiology department may not inquire about "personal" information regarding a student or prospective student. This includes questions about communicable diseases, physical disabilities, etc.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 12**

**Page: 1 of 1**

**Revised: 8/04**

**SUBJECT:** Communicable Diseases

**PURPOSE:** Student cases of exposure to an infectious patient, contaminated equipment, or cases where the student has personally contracted a communicable disease will be referred to the hospital's Employee Health Physician for safety precautions. The term exposure pertains to those diseases that are reportable to the New York State Department of Health. This does not apply to known diagnosed cases where proper isolation procedures have been instituted.

**POLICY:** The Advisory Committee of the School of Radiology has developed a policy for the management of student cases involving an infectious organism.

**PROCEDURE:**

1. Any student who has been exposed, as defined above, shall report such exposure immediately to the Program Director. Information should include date, time, and source of contamination (i.e., patient, needle, etc.). The Program Director will report this information to the Director of the Imaging Department who will refer the matter to the Imaging Department who will refer the matter to the Employee Health Physician through the Occupational Health Nurse.
2. If applicable, a hospital incident report will be completed and processed in accordance with the established procedure. Incident reports involving exposure to infectious elements will be shared with the Employee Health Physician. If the Occupational Health Department is closed at the time the student is exposed, he/she should go to the Emergency room to report the incident.
3. The Employee Health Physician will evaluate the incident and will take the appropriate action, which could include ordering diagnostic tests, recommending that the student be assigned to non-patient contact activities, and/or referral to one's own private physician for care. The physician will interpret the results of any tests ordered, inform the student of the findings, and prescribe a course of action. The Employee Health Physician will coordinate the sharing of such information with the chairman of the Hospital Infection Control Committee as deemed appropriate. Students will be referred to their personal physician and the Employee Health Physician will share all findings with him/her.
4. Results from all routine testing and screening of students will be reported and monitored by the Employee Health Physician.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 13

Page: 1 of 2

Revised: 8/04, 8/12

**SUBJECT:** Infection Control/Standard Precautions

**PURPOSE:** Services in radiology must be provided in an environment that is maintained at optimum levels of infection control through the implementation of policies established by the Infection Control Committee. Students must learn procedures to control and prevent the spreading of infectious diseases and to protect themselves from patients who have infectious diseases.

**POLICY:** The Advisory Committee of the School of Radiology has developed a policy to ensure safe practices concerning infection control.

**PROCEDURE:**

- A) Radiology students must fulfill all pre-entrance and annual health physicals to ensure that they are not carriers of a contagious disease or readily susceptible to contagious diseases.
- B) All patients with an infectious disease are reported to the Infection Control Nurse. The nursing unit must notify all personnel and students who have come in contact with that patient.
- C) Students are introduced to medical asepsis and isolation techniques during their orientation program. These topics are taught in more detail in the Patient Care classes.
  - 1. Hand washing and personal hygiene are the most important factors of infection control in the hospital.
    - a. Routinely wash hands with an approved liquid soap, rinse, dry with a paper towel, turn off the faucet with the paper towel and discard. Hands shall be washed **before and after** any patient contact, before handling clean equipment and supplies, after handling any contaminated object, and before leaving the restroom. Please refer to the UPMC Chautauqua policy for hand washing process.
    - b. Students must give attention to their appearance and take personal pride in their dress and grooming. Clothing must be neat, clean, and appropriate for working with patients.
    - c. A cover gown will be worn whenever there is a possibility of contaminating the clothing during a procedure. Gloves shall be worn whenever the situation warrants it. Sterile technique will be used for all procedures that require it.
  - 2. Stationary equipment and tabletops shall be wiped with a disinfectant after each patient. Pillowcases will be changed after each use. Floors, walls, furnishings, and bath rooms are cleaned and disinfected daily by the Environmental Services employees, however, these areas should be spot cleaned as necessary.

3. Portable equipment should be wiped with disinfectant after each use and then stored in its proper location. Contaminated equipment should not be placed near clean equipment.
4. Proper isolation techniques will be used when handling patients who have infectious diseases. Before handling isolation patients, students must wash their hands and put on an isolation cap, gown, and mask if required. The gown must be long enough to cover the clothing, have tightly cuffed sleeves, and ties at the waist and neck. If two radiographers are present for the exam, one should handle the patient and the other should handle the equipment. Before leaving the patient's room, all garments should be removed and placed in the isolation waste bag. The gown should be removed by rolling the clean side out. Roll it up with the contaminated side inside and discard it in an isolation waste bag. Do not wear the isolation garments outside the patient's room. Anyone who has contact with the patient must wash his/her hands and arms for 1 ½ minutes.
5. When isolation patients come to the radiology department, they must be masked and separated from other patients. The patient should be scheduled when the department is not busy to avoid exposing other patients and to give radiology personnel adequate time to clean and disinfect the table and equipment after the patient leaves. Those coming in contact with the patient must wear caps, gowns, gloves, and masks as required. The patient should be transported through an area with the least patient, visitor, and employee traffic. Only the patient and the transport person should be on the elevator. In the radiographic room, all areas that could become contaminated should be on the elevator. In the radiographic room, all areas that could become contaminated should be draped. If two radiographers are present for the procedure, one should handle the equipment and one should handle the patient. When the exam is completed, spread a clean sheet over the stretcher or wheelchair keeping the outside surface of the sheet over the stretcher or wheelchair keeping the outside surface of the sheet uncontaminated and return the patient to his/her room. Discard masks, gowns, caps, and gloves in the isolation waste bag. The stretcher or wheelchair should be disinfected and put in the proper storage area. Anyone having contact with the patient must wash his/her hands and arms for 1 ½ minutes.
6. Sterile supplies must be checked for sterility before use. They should not be used if the expiration date has lapsed or if there is a tear in the packaging.
7. Sterile and non-sterile linens shall be stored separately. They will be kept in the appropriate cupboards and storage areas of the department. Soiled linens shall be placed in a hamper and will be kept away from clean linens.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 14**

**Page: 1 of 2**

**Revised: 8/04, 1/14, 8/15**

**SUBJECT:** Radiation Protection for Students

**PURPOSE:** To ensure student radiation safety and that accurate records are permanently maintained in the student file.

**POLICY:** The Advisory Committee of the School of Radiology has accepted a policy on recording radiation received by the student.

**PROCEDURE:**

1. The Program Director will order for each new student a TLD monitor from the agency that supplies the PMD's for the employees of UPMC Chautauqua Healthcare System.
2. On the first day that the new student arrives to start the program they will be issued a TLD monitor.
3. The Program Director and the student will review the personal information such as name, birth date, and the question of previous exposure to radiation.
4. If the student is under 18 years of age the Program Director will send for the proper waivers so that the student is able to receive occupational exposure to radiation.
5. The Program Director will instruct the student as to the proper use and maintenance of the TLD monitor.
6. Students will be instructed in basic radiation protection concepts before they begin their clinical rotations in the radiology department.
7. Students are instructed that they will not hold a patient or image receptor during a radiographic exposure.
8. Students are instructed that they are required to change their TLD monitor once a month as other departmental personnel are required.
9. Any question or concern of an incident of radiation exposure should be reported to the program director. Lost or damaged film badges must be reported to the program director at the earliest possible time.
10. Students will be given a dosimeter report within 30 days of the program director receiving it. Each student must read and initial their personal radiation exposure report located on the classroom.

- 11.** When the student terminates the program the Program Director will insert the student's terminal radiation report into the student's permanent file.
- 12.** No student will be allowed in the clinical setting without the TLD monitor.
- 13.** Reports of radiation received will be available to the student upon written request.
- 13.** Students are not allowed to remove the TLD monitor from the hospital. When not in the program environment the student is required to leave the TLD monitor on the film peg board located in the setup area.
- 14.** Any radiation levels excessive of 50 millisievert will be discussed with the Program Director and the student will be re-educated in safe radiation protection habits.
- 15.** In the unlikely event that a student dose limit of 90 millisievert is exceeded, the hospital's RSO (radiation safety officer) will be contacted to counsel the student and make recommendations for clinical adjustments.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 15

Page: 1 of 2

Revised: 8/04, 8/05, 8/11, 8/13, 8/15

**SUBJECT:** Dress Code/Personal Appearance

**PURPOSE:** The dress and personal appearance of our students create an impression on our patients, clients, their families, and the employees of the facility. In conforming to the highest standards of professionalism, students must take personal pride in their appearance and grooming. All clothing that is worn while the students are in the clinic must be neat, clean, and appropriate for working with the public.

**PROCEDURE:**

**Below are sets of guidelines that each RT Student must follow when in the Didactic and Clinical portion of the program policy.**

❖ **Classroom attire *and* Clinic attire**

**Females** – Navy scrub(1<sup>st</sup> year) or Gray scrub(2<sup>nd</sup> year) uniform with a white lab coat (optional), UPMC warm up jacket (optional), and clean shoes.

**Males** – Navy scrub(1<sup>st</sup> year) or Gray scrub(2<sup>nd</sup> year) uniform with white lab coat (optional), UPMC warm up jacket (optional), and clean shoes.

A. General rules

1. Hairstyles must be neat in appearance. Long hair must be worn up or tied off the face.
2. Jewelry can be worn in moderation at the students' own risk, as long as it does not present a safety hazard to the student or the patient. Necklaces, if worn, must be worn inside the shirt. Acceptable jewelry includes watch, engagement ring, wedding band and stud earrings with a limit of 2 per ear.
3. Tattoos must not be visible at any time. If in an area where they can be seen, they must be covered.
4. Fingernail polish is only allowed to be worn if it is clear and unchipped.
5. Eyewear (glasses & contact lenses) must be conservative.
6. Beards, sideburns and mustaches are acceptable but must be neat and well trimmed.

B. Unacceptable clothing/ appearance include:

1. Jeans, tee shirts, and shorts
2. Advertising, slogans, statements or provocative materials shall not be displayed on clothing.

3. No clothing that will expose ANY of person's belly/back/buttocks. (Even when in a kneeling or bending position). For example, No plunging necklines front or back, tube tops, spaghetti straps, halter tops, crop tops, net tops, hip huggers pants or low rise pants.
  4. Shoes should be chosen that are comfortable, quiet, and clean.
  5. Bracelets, hoop earrings, nose rings and tongue rings are not allowed.
  6. Perfume and/or cologne should be kept to a minimum. The smell of some fragrances can be offensive to sick patients.
  7. Offensive gum chewing looks very unprofessional, therefore, candy, gum, and mints should be used minimally.
  8. No undergarments should be visible at any time.
  9. Fingernails should not extend more than approximately 1/8 " beyond the fingertips. No sculptured nails are allowed due to infection control policies.
  10. No unconventional eyewear. (i.e. cats eyes contacts etc.)
  11. No unconventional hair colors will be allowed (i.e. purple, green etc.) Scarves, ribbons, or other decorative ornaments are unacceptable.
  12. No hats are permitted unless it is for medical or religious purposes
- C) Any student not adhering to this policy will be sent home and personal time will be forfeited.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 16  
Page: 1 of 1  
Revised: 8/04, 8/16, 8/18

**SUBJECT:** Confidentiality

**PURPOSE:** It is the policy of UPMC Chautauqua and the Program to protect confidential information from disclosure to any person or entity without a legitimate business or medical need to access the information. Confidential Information must only be accessed by and disclosed to individuals with appropriate authorization and legitimate business need to have access to the information.

The purpose of this policy is to ensure that all confidential information is only accessed and disclosed on a need to know basis.

“Confidential Information” is defined as business information and Protected Health Information (as that term is defined in the HIPAA Privacy Rule), as well as any other information which UPMC is required to protect under any applicable federal, state, or local law.

## **PROCEDURE:**

1. All students who have been provided or granted access to UPMC Chautauqua are required to attend privacy training and sign a confidentiality and assignment agreements during the first week of the program during the “New Beginnings” orientation. This documentation is kept in the students master file.
2. Each student will exercise caution and discretion in discussing any matters concerning a patient or members name, diagnosis and treatment or other Protected Health Information. All patient and member information is absolutely confidential and shall only be released to authorized individuals.
3. Examples of confidential information includes all types of patient identifiable information, including but not limited to: clinical protocols, customer information, donor information, Personal Health Information as defined by HIPAA, HIV, Alcohol and Drug abuse or treatment, psychiatric information, and genetic data.
4. Any student, who inappropriately accesses, discloses or uses Confidential Information who is not otherwise permitted by law to do so, shall be subject to corrective action, up and including termination of the program in accordance with the programs Due Process policy RTS-30.





## **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

### **CONFIDENTIALITY STATEMENT**

I understand and agree that in my tour as a perspective radiology student, I must follow the rules of HIPPA by holding all medical information that I may see or hear in strict confidence. Any violation of this confidentiality could result in being disqualified as an applicant of the School of Radiology.

I also understand that I will be guided as to the proper radiation protection techniques to ensure that I will not receive any radiation dose (or dose will be kept to a minimum, within safe limits) while I am doing my tour.

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Student's Signature

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Date

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Program Director/Clinical Instructor Signature

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Date

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Date of Birth (If under 18 years of age, perspective student will not be able to observe in fluoroscopy room).

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 17**

**Page: 1 of 3**

**Revised: 8/04**

**SUBJECT:** Didactic Grading Standards

**PURPOSE:** The academic policies of this program are intended to help radiology students achieve reasonable and realistic goals. Each student is expected to make satisfactory progress toward reaching these goals.

Students will be given a course syllabus, frequent written examinations and will be required to complete all classroom and laboratory assignments on time. Students are counseled regularly regarding academic performance, clinical practice, and personal qualities.

**POLICY:** Advisory Committee of the School of Radiology has instituted a grading system. This system has proven itself to ensure above average performance didactically as well as clinically.

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

Failure = 74% or below

**PROCEDURE:** Students must maintain a 75% average in all courses in the radiology program. Those students who do not maintain a 75% average will be notified by the Program Director to discuss the problem and try to find a solution.

- A) The student is responsible for meeting all course requirements. If the student is having difficulty with a course or courses, he/she should contact the instructor and request individualized instruction.
- B) The student must make arrangements to complete any work that is missed when he/she is absent. If the student misses a test, her/she will take the test the day they return to the program, unless granted an extension by the instructor. If the student does not make arrangements with the instructor to make up the test they will be given a zero for that particular exam. It should be noted that this rule applies only when not specified in the course syllabus itself. Course syllabi are the superceding document.
- C) Each instructor will assure that every student be allowed the help and materials necessary to successfully complete the course in question. Program standards must not be lowered to accomplish this.
- D)

- E) If a student fails one didactic course, he/she must successfully repeat the course in its entirety at the next available opportunity. This could result in the student being enrolled for a longer period than is normally required to complete graduation requirements. The student will also be responsible for tuition during that extra period. If a student fails more than one course during a trimester it will be recommend to the advisory committee that they be considered for immediate dismissal.
- F) Any student who is failing one or more subjects will be placed on academic probation. Probation length will be determined on a case by case basis as recommended by the Advisory Committee after all documentation has been reviewed. During the probationary period, the student must bring the averages for all classes up to a 75%. If the student is unable to achieve this, he/she may be dismissed from the radiology program as determined by the Advisory Committee.
- G) When not indicated on the course syllabus, course averages will be computed in the following manner at the end of each trimester.
1. Tests for the courses will be averaged together and count as sixty percent (60%) of the final course grade.
  2. Quizzes and assignments will be averaged together and count as ten (10%) percent of the final course grade.
  3. A final cumulative examination is given at the end of each course. This exam has to be passed with a score of seventy-five (75%) percent or better and will count as thirty (30%) percent of the final course grade.
  4. All tests, quizzes / assignments and cumulative final exam will be multiplied by their respective percentages to arrive at a final course grade.
- F) Because attendance is crucial for success of a student in the program, excessive absence in a course will result in a reduction in the final grade for that course.
1. A student is permitted five (5) sick / personal days per year to use at their discretion for illness or emergency purposes. (see attendance policy vacation is not to be used in the first year until 3<sup>rd</sup> trimester) After the permitted time is used, any absences in excess will then directly effect the student's final grade.
  2. The following absence / grade scale will be followed to determine the percentage of points that will be deducted from the final grade after the initial approved sick / personal days have been used:
- |            |   |                     |
|------------|---|---------------------|
| 1 absence  | = | 3 percentage points |
| 2 absences | = | 4 percentage points |
| 3 absences | = | 5 percentage points |
| 4 absences | = | 6 percentage points |
| 5 absences | = | 7 percentage points |

***Example: A student X receives a final grade of 93% after tabulating all tests, quizzes and the comprehensive final exam. However, student X missed 4 classes in excess of the approved 5 sick / personal days per year. The final grade for this student with absences taken into account will be 87%, which will be recorded on the final student's transcript***

3. If the student should exceed 5 absentees over the permitted personal / sick days, it will be recommended to the Advisory Committee that the student be dismissed from the program. The Advisory Committee will then review the students' case and a decision will be made.
- H) If an extenuating circumstance should arise, the student would then need to apply for a leave of absence. (RTS-36)
- I) At the end of every trimester final grades in all completed courses will be given. These grades will be given a unit assignment based on difficulty and relevance in the program. This unit will then be multiplied by the grade so as a Grade Point Average (GPA) may be established. The following chart illustrates the point system.

A = 4.0

B = 3.0

C = 2.0

F = 0.0

If the student received an "A" in Anatomy & Physiology I the "A" would translate to a 4 and it would then be multiplied by the unit equivalent which in this case would be 3 units. The final value of the course would be a 12 for this student.

To tabulate the final GPA, the following formula will be used:

$$\text{The grade point average (GPA)} = \frac{\text{Total Grade Points Earned}}{\text{Total Units Attempted and Completed}}$$

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 18**

**Page: 1 of 4**

**Revised: 7/03, 8/04, 8/05, 8/16  
8/18**

**SUBJECT:** Clinical Grading Standards

**PURPOSE:** The Clinical portion of this program is intended to help radiology Students achieve fundamental principles and procedures to lead them into developing superior performance and knowledge towards becoming a well rounded proficient radiographer.

It is the philosophy of the program to provide demonstration, supervision, observation, counseling and evaluation in the clinical setting where by the student will effectively:

- Apply knowledge of the principles of radiation protection for the patient, themselves and others.
- Apply knowledge of anatomy, positioning, and radiographic technique to accurately demonstrate anatomical structures on a radiograph.
- Determine exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient.
- Examine radiographs for the purpose of evaluating technique, positioning, and other pertinent technical and pathological qualities.
- Provide patient care that is essential to the radiographic procedures.
- Establish interpersonal communications with the patient and other members of the health care team.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a grading system for use in the clinical setting. This system has proven itself to ensure above average performance by the student in the clinical area.

A = 92% - 100%

B = 91% - 85%

C = 84% - 80% (Clinical Probation)

Failure = 79% or below

## **PROCEDURE:**

**Formation of the Clinical Grade:** Students will receive a clinical grade at the end of each evaluation period (every four months). The clinical grade will be based upon three factors:

1. clinical evaluations from the staff
2. clinical evaluation from the Clinical Instructor
3. combined score of the exam competency scores challenged in that evaluation period.
4. Self evaluation

- 1) A student evaluation form will be submitted to the staff every four months for evaluation and comments on all of the students. The staff will evaluate the student based upon the following factors.
  - A) Patient Care
  - B) Clinical Performance
  - C) Professionalism
  - D) Radiation Protection/Safety
  - E) Cooperation/Acceptance of Constructive Criticism
  - F) Initiative
  - G) Confidentiality
  - H) Critical Thinking
  - I) Direct and Indirect Supervision
  - J) Technical Skills
  - K) Effective Communication

The Clinical Instructor will average all scores given by the staff for each student. This grade will be 10% of the students Clinical Grade for that specific evaluation period.

- 2) The Clinical Instructor will fill out a student evaluation form, on each student, at the end of every evaluation period (every four months). The Clinical Instructor will evaluate the students using the same evaluation criteria as the Staff Technologists when evaluating the student's clinical abilities.

The evaluation on each student by the Clinical Instructor will be averaged by the Program Director and the comments made will be documented. This average will be 40% of the students Clinical grade for that evaluation period.

- 3) The clinical competency grades for the specific evaluation period will be averaged together and these will constitute 40% of the student's clinical grade for the evaluation period.
- 4) Each student will complete a self-evaluation which will be 10% of the students Clinical Grade for that specific evaluation period.

During the 5<sup>th</sup> trimester Terminal Competencies will be performed by the head Clinical Instructor. The competency grading system will be followed to obtain a number grade. For the students final evaluation this grade will count as 20% and the clinical competencies will count as 20% for the total of 40%.

- 4) Because attendance is crucial for success of a student in the program, excessive absence in a course will result in a reduction in the final grade for that course.

1. A student is permitted five (5) sick / personal days per year to use at their discretion for illness or emergency purposes. (see attendance policy, vacation is not to be used in the first year until 3<sup>rd</sup> trimester) After the permitted time is used, any absences in excess will then directly effect the student's final grade.

2. The following absence / grade scale will be followed to determine the percentage of points that will be deducted from the final grade after the initial approved sick / personal days have been used:

|            |   |                     |
|------------|---|---------------------|
| 1 absence  | = | 3 percentage points |
| 2 absences | = | 4 percentage points |
| 3 absences | = | 5 percentage points |
| 4 absences | = | 6 percentage points |
| 5 absences | = | 7 percentage points |

*Example: A student X receives a final grade of 93% after tabulating all tests, quizzes and the comprehensive final exam. However, student X missed 4 classes in excess of the approved 5 sick / personal days per year. The final grade for this student with absences taken into account will be 87%, which will be recorded on the final student's transcript.*

3. If the student should exceed 5 absences over the permitted personal / sick days, it will be recommended to the Advisory Committee that the student be dismissed from the program. The Advisory Committee will then review the students' case and a decision will be made.
4. If an extenuating circumstance should arise, the student would then need to apply for a leave of absence. (RTS-36)
- 5) All final clinical grades will be recorded on the student transcript sheet.
- 6) Students are expected to perform as learning members of the Radiology Department. Unfortunately, there are occasions when the work conduct of a student does not meet the standards and expectations of the hospital. When this happens, the student will be informed of unacceptable clinical performance due to:
  - Failure to meet clinical performance objectives.
  - Behavior unacceptable by the program or diagnostic imaging department.
  - Negligence
  - Failure to follow established program policies
  - Excessive absenteeism or tardiness.

#### **METHOD:**

- A) Warning – Each infraction will be dealt with using a written statement describing the problem. The student will see and sign each statement.
- B) Probation – When three documented warnings, either for similar or different infractions are issued to one student or clinical grade lower than 85% the student will be placed on clinical probation.  
(Please see policies RTS-30, RTS- 37)

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 19**

**Page: 1 of 3**

**Revised: 8/04**

- SUBJECT:** Determining Clinical Competency of Students for the School of Radiology
- PURPOSE:** To provide an orderly progression as students gradually move through the clinical setting.
- POLICY:** The Advisory Committee for the School of Radiology, has instituted a policy outlining clinical competency progression for the students of the School of Radiology.

## **PROCEDURE:**

1. Category of Clinical Assessment Levels
  - a. Presentation of information – at this mode the student is introduced to the information in the classroom setting. Lecture, notes and class discussion takes place. This is the information gathering session to prepare the student for laboratory.
  - b. Demonstration – the student has been shown the radiographic position by the Clinical Instructor in the laboratory setting.
  - c. Laboratory Practice – simulation occurs in the laboratory in this mode. The student must pass the lab test before they may proceed on and perform exams on patients.
  - d. Preliminary Exams – combining knowledge and clinical skills without error. Needs direct supervision.
  - e. Competency – combining knowledge and clinical skills without error. Needs indirect supervision.
  - f. Continuous evaluation – occasional re-evaluation after competency has been achieved. This will include terminal competency exams.
2. In the Presentation of information mode, the student will get all necessary information about the particular positioning of the anatomy that is being covered with the aids of skeletons, films and text. The student will not proceed until all information on that topic has been disseminated.
3. The demonstration mode will be completed after the instructor teaches and illustrates the views of the particular examination. In this mode the Clinical Instructor demonstrates the positioning in a laboratory setting. This is not to be done on patients.



4. The laboratory practice mode is an opportunity for the student to practice the positioning on phantoms or other students. This phase allows the student to openly ask questions and get comfortable with the exam positioning and exam content. At the end of the practice, the student will be required to pass a laboratory test to determine readiness for patient contact in this exam area.

If a student were to fail a laboratory exam, they would receive extra instruction and then be required to retest and prove readiness.

5. After the student has passed the laboratory exam, he / she may perform exams under the direct supervision of an \*authorized individual. The students are also responsible to keep a monthly log of the exams that they have performed to ensure clinical progress. The rate of student progress is dependent upon the ability of the student to comprehend and perform various tasks assigned to them. When the student has become proficient in their ability to perform the exam the student may progress to the preliminary exam phase. The staff radiographers according to the clinical competency requirements for passing will judge this mode of the students' proficiency. The student is required to receive two (2) passing preliminary exams before they can proceed to the next mode.
6. The student is required to have two separate student preliminary competency forms signed by a staff radiographer, who has a minimum of 6 months experience in the department, in order to challenge the competency mode.
7. The student will then challenge the competency mode and authorized individuals will judge the competency for passing. The student must pass the competency evaluation with a grade of 85% or better.
  - a. The student must present an authorized evaluator two-signed student preliminary competency forms and request that they be evaluated for competency.
  - b. The procedure must be done on a patient and under the observation of the evaluator.
  - c. The evaluator will observe the procedure from the room readiness stage to examination follow through.
  - d. The evaluator will not participate in the examination unless a gross error has been made.
  - e. The evaluator will then direct the student through the error and let the student proceed if they are able to.
  - f. Evaluation will be made after the examination is over and the patient has been dismissed.
  - g. The evaluator will determine the student grade using the competency-grading sheet.
  - h. If there are any questions or areas that need clarification they should be directed to the Clinical Instructor prior to grade determination.
  - i. If a determination can not be made by the Clinical instructor the student and Clinical Instructor may present the case to the Program Director for a final decision.

**8. Passing of the Clinical Competency**

- a. Upon successful completion of the clinical competency evaluation the student and evaluator will place the competency indicator dot on the competency evaluation board at the control desk so that all individuals will be aware of the clinical competency level of each student.
- b. The student will be able to perform that specific exam, as they become available with indirect supervision.
- c. At the end of each trimester any student who has received a clinical competency during that period will be reviewed by the Program Director and Clinical Instructor to evaluate, tabulate and record a final grade for that period.

**9. Failure of the Clinical Competency**

- a. If a student were to fail a clinical competency exam, they will forfeit the passed preliminary exams and must go through the following process:
  1. Additional instruction will be given by the Clinical Instructor
  2. The student must practice the exam under direct supervision
  3. The student must acquire two (2) passing preliminary exams
  4. After obtaining two passing preliminary exams, the student may again challenge the competency exam.
    - ❖ Because this is a second attempt the student will be docked five (5) percentage points each time they must repeat a final competency exam.

i.e. - A student fails a hand competency on the first try, the student must start over with practice, preliminary exams and then finally comp. Because this is a second attempt the student will be docked five (5%) percentage points from the start. So if a student were to do a perfect job and earn a 100% grade, they will loose 5% for the second attempt and they could not receive higher than a 95% on the final grade for that clinical competency.

\*Authorized individuals are Radiologic Technologists that hold either as NYS licensure or the ARRT. The Technologist must have a minimum of one (1) year experience and be educated in all school policies and clinical competency requirements.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 20

Page: 1 of 2

Revised: 8/04, 8/05, 1/14

**SUBJECT:** Supervision of Students in the Clinical Setting

**PURPOSE:** Students will not take the responsibility or the place of qualified staff. The students must be taught didactically and shown clinically how to do a procedure before attempting to position a patient for any examination. After demonstrating competency of a procedure, students will be permitted to perform those examinations while under the indirect supervision of staff.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy regarding staff radiographers responsibility for students in clinical assignment.

**PROCEDURE:**

- A) All students are required to perform all procedures while under the direct supervision of a radiographer during repeat radiographic exams and until they pass a competency evaluation of the examination. The parameters for direct supervision are:
- 1) A qualified radiographer reviews the requisition and establishes the student's level of achievement.
  - 2) A qualified radiographer observes the student at all times during the procedure.
  - 3) A qualified radiographer evaluates the patient's condition in relation to the student's level of achievement
  - 4) A qualified radiographer reviews and approves the radiographs.

**DEFINITION:** *Qualified Radiographer – A qualified radiographer is one who meets the following requirements:*

1. *Must hold a current ARRT or NYS license.*
2. *Must have a minimum of one (1) year experience to perform competencies, (6) months for prelims*
3. *Must be educated and understand the clinical competency system.*
4. *Understand and uphold the current program policies, procedures and student progress.*

B) After passing a competency evaluation, students can perform those procedures while under the guidelines of indirect supervision.

- 1) Indirect supervision is defined as that supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of achievement.
- 2)

- 3) There shall be a ratio of no more than one first year or one second year student to a radiographer during all clinical assignments.
- 4) All repeat exposures will be made in the presence of a qualified radiographer.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 21**

**Page: 1 of 1**

**Revised: 8/04, 8/06, 8/13, 8/17**

**SUBJECT:** Repeat Radiographs

**PURPOSE:** To support professional responsibility for provision of quality patient care in radiation.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy concerning students performing repeat exposures of unacceptable radiographs.

**PROCEDURE:**

1. Students will repeat radiographs only in the presence of a qualified radiographer regardless of the student's level of clinical competency.
2. Students repeating unacceptable radiographs will function only under direct supervision.
3. Prior to the student and the staff technologist performing the repeat radiograph the student will be provided with instruction as how to make the proper correction to assure a satisfactory radiograph.
4. Should a student repeat an unacceptable radiograph without the presence of a qualified radiographer they will be immediately removed from the clinical site.
5. The student will then be placed on clinical suspension for 3 days, personal time off will be used, followed by a 3-month clinical probation.
6. Should a student repeat this infraction within the probation period they will automatically be dismissed from the School of Radiologic Technology.
7. This policy applies to all areas of clinical education, all levels of clinical competency and all assignments.
8. After successful completion of the exam the student must reject the poor image using the "students repeat" icon and accepted the good image, with the accompanying Technologist confirm that they assisted the student. Documentation of the repeat must be completed in the repeat log book located at the control desk.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 22**

**Page: 1 of 2**

**Revised: 8/04, 8/13, 8/16, 8/18**

**SUBJECT:** Performance objectives for Off-Hour assignments

**PURPOSE:** During the final six months of the students' training, they will be assigned to six (6) 3-11 and four (4) 11-7 shifts with a maximum of 80 hours during the program in compliance NYSDOH part 89. (e) Practice of Radiologic Technology. This assignment will give the students more experience in performing skull and trauma examinations, allow them to perform on a more independent basis and orient them on shift differences.

**POLICY:** The Advisory Committee of the School of Radiology has instituted the following guidelines to ensure an optimum educational experience while working off-hour shifts.

## **PROCEDURE:**

### **1. Facility Readiness**

- A) Demonstrate the use of written and / oral medical communication by accurately interpreting the information on the requisition or the patient's chart.
- B) Practices good medical asepsis by washing hands, cleaning equipment, and changing pillow cases between patients
- C) Keeps the work area orderly and adequately stocked with the proper cassettes, accessories, linens, and emergency supplies.

### **2. Patient – Student Relationship**

- A) Cheerfully greets patients and uses proper methods to identify them.
- B) Properly gowns patients and / or removes articles that will interfere with the radiographs.
- C) Explains procedures to the patients and / or family members to relieve anxiety and answers questions they may have.
- D) Obtain relevant patient histories.
- E) Transports patients safely to and from the radiographic rooms and uses proper methods to assist them onto the x-ray table or stool.
- F) Provides basic patient care by making the patients as comfortable as possible utilizing blankets, sponges, etc.
- G) Responds immediately to abnormal patient conditions
- H) Follows procedures for infection control and reporting communicable diseases.
- I) Gain the confidence and cooperation of patients.
- J)

- K) Demonstrates self-assurance and professionalism during the performance of procedures.

### **3. Equipment Functions**

- A) Operates various radiographic equipment, processing equipment, and accessory devices correctly.
- B) Determines the exposure factors necessary to obtain quality radiographs with minimum radiation exposure.
- C) Evaluates the performance of radiographic systems, knows the safe limits of equipment operation, and reports malfunctions to the proper personnel

### **4. Performance Skills**

- A) Correctly positions patients and the equipment for various procedures.
- B) Modifies procedures to accommodate patient conditions and other variables.
- C) Adapts exposure factors to maintain radiographic quality for various patient conditions, equipment, accessories, and contrast media.
- D) Produce diagnostically correct radiographs, unassisted, in an optimal amount of time.
- E) Exercises independent judgment and discretion in the technical performance of procedures.
- F) Is willing to assist the radiographers with all duties associated with the performance of radiographic examinations.

### **5. Radiation Protection**

- A) Uses adequate collimation and shielding
- B) Questions females regarding pregnancy, if appropriate.
- C) Demonstrates the utilization of patient restraints and / or lead aprons and gloves when necessary.
- D) Reviews and understand exposure index and relates it to radiation safety
- E) Completes exams with few repeat radiographs.

### **6. Image Evaluation**

- A) Evaluates radiographic images for correct positioning, image quality, identification markers, collimation, and / or shielding.
- B) Identifies anatomical structures and pathology on radiographs
- C) Identifies image artifacts and their probable cause.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 23**

**Page: 1 of 1**

**Revised: 8/04, 8/05, 8/16**

**SUBJECT:** Pediatric Examinations

**PURPOSE:** To assure that all our graduates are competent to perform procedures on pediatric cases as well as adults, each student will be required to perform a chest, abdomen, mobile, and upper and lower extremity competency on patients who are six (6) years old or younger.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy for student radiographers concerning pediatric competencies.

**PROCEDURE:**

- A) The performance of all pediatric examinations will be discussed in the positioning classes including the importance of radiation protection and also taught clinically in the laboratory sessions of each specific procedure.
- B) Each student must be evaluated on pediatric chest, abdomen, mobile, and upper and lower extremity examinations.
- C) The age of all pediatric examinations must be recorded on the Competency Evaluation form.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 24**

**Page: 1 of 1**

**Revised: 8/04, 8/16, 8/18**

**SUBJECT:** Student Schedules

**PURPOSE:** To ensure that all students total time spent in the school setting, including clinical and didactic training, does not exceed the maximum time of 40 hours per week.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy concerning the time a student spends in the program.

**PROCEDURE:** All radiology students shall be assigned to a Monday through Friday schedule. Their total time, including clinical and didactic training, shall not exceed 40 hours per week. This time includes a 20-minute break and a 30 minute lunch if attending an 8 hour day.

- 1) Students will begin their training by attending the program for a maximum of 8 hours per day. During classroom/didactic instruction days the students are expected to attend from 9:15am – 3:45pm.
  - a) As the students progress through their clinical training, their schedules will rotate between, 7:00 a.m. to 3:00 p.m., 7:30 a.m. to 3:30 p.m., 8:00 a.m. to 4:00 p.m., and 9:00a.m. to 5:00 p.m. 7:00am to 1:00pm or 1:00pm -7:00pm These rotations will give the students more opportunities to take part in a wider variety of procedures.
  - b) Senior students will be scheduled an off-hour assignment during their last six months of training. Each student will do 6 rotations of 3:00 p.m. to 11:00 p.m., and 4 rotations of 11:00 p.m. to 7:00 a.m. Students can only be assigned to a maximum of 80 hours on these shifts.
    - Students who obtain clinical experience during the off-hours will be supervised closely by qualified radiographers.
    - Students must complete 85% of the total competencies required for graduation before being allowed to rotate on an off-hour shift.
    - Students must follow the guidelines for direct and indirect supervision while on these shifts.
    - Staff technologists may perform competency evaluations on students during their off-hour assignments.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 25**

**Page: 1 of 2**

**Revised: 8/04, 8/05, 8/11**

**SUBJECT:** Student Attendance

**PURPOSE:** To establish fair and definite guidelines concerning student absences from the program environment. The program has been planned on a definite, scheduled format to provide the proper ratio of practical, clinical, and classroom experience. Therefore, fulltime attendance is compulsory.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy to regulate student attendance.

## **PROCEDURE:**

- A) No student is to be assigned to more than forty (40) hours of didactic and clinical training combined per week.
- B) It is the student's responsibility to report to all classes and clinical assignments at their scheduled times. If a student is ill or is unable to report to his/her assigned area on time, he/she must notify the program.
  - 1. If the student is unable to attend the program they must report their absence to the Program Director. The School Office phone number is (716)-664-8366.
  - 2. If the student is scheduled for clinical rotation they are required to report their absence to the Imaging Department in addition to reporting to the Program Director. The Imaging Department phone number is (716)-664-8238
- C) A student will be considered tardy if he/she is not in his/her assigned area at the scheduled time.
- D) A student will be considered absent without authorization if he/she fails to contact the proper personnel prior to the start of his/her classroom or clinical assignment. An unauthorized absence will result in (1) day of suspension, in addition to the initial missed day. This day of suspension will be taken from the student's remaining vacation time.
- E) Students who have excessive tardiness or absenteeism will be given a verbal warning. If the problem continues, the student will be given a written warning and placed on ninety days probation. This will be followed by immediate dismissal if the problem persists

F) Students who are absent (3) or more consecutive days will be required to obtain a doctor's excuse before returning to the program.

G) All students will receive sick/personal, vacation and holiday breaks. See the Allotted Time Off Policy for details.

H) Bereavement and/or funeral time will follow the same guidelines as outlined for employees of UPMC Chautauqua.

I) Jury Duty will follow the same guidelines as outlined for employees of the UPMC Chautauqua.

J) Students must be present during the final two (2) weeks of the program prior to graduation.

K) If a student must maintain a job while in training, he/she must arrange his/her work schedule so they do not conflict with any portion of the program.

L) In the event of serious illness or injury, the student must apply for a leave of absence, see policy RTS-36.

M) Official notification of program completion to the ARRT will not be granted for any student that has not met the graduation requirements. (See graduation policy)

N) New York State temporary permits will not be issued to those students who have not met the graduation requirements. (See graduation policy)

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 26  
Page: 1 of 3  
Revised: 8/04, 8/13, 8/17

**SUBJECT:** Student allotted time off.

**PURPOSE:** To establish fair and definite guidelines concerning student vacation, holiday and sick/personal.

**POLICY:** The Advisory Committee of the School of Radiology has guidelines and procedure for following the proper steps in requesting scheduled time off and unscheduled time off ensure proper tracking of benefit time and to ensure the student will not jeopardized a timely graduation.

**PROCEDURE:**

- A) **GENERAL:** Each student has an approved amount of allotted benefit time that they may take per program year. Time off falls into one of two (2) categories; scheduled time off and unscheduled time off. The following procedures must be followed to ensure proper tracking of benefit time and to ensure the student will not jeopardized a timely graduation.

**Scheduled time off**

1. If a student is aware of time off that they are in need of, a *Time Off Request Form* must be completed. (they are available in the classroom and in clinic)
2. These forms must be completed by the student and given to either the Clinical Instructor or the Program Director for approval.
3. The request should be submitted as soon as the student is aware that the time will be needed.
4. The Program Director will review the request and within 48 hours of submission notification of approval or denial will be given.
5. Only 2 students are allowed off on any given day.

**Unscheduled time off**

1. It is the student's responsibility to report to all classes and clinical assignments at their scheduled times. If a student is ill or is unable to report to his/her assigned area on time, he/she must notify the program.
2. If the student is unable to attend the program they must report their absence to the Program Director. The School Office phone number is (716)-664-8366.
3. If the student is scheduled for clinical rotation they are required to report their absence to the Imaging Department in addition to reporting to the Program Director. The Imaging Department phone number is (716)-664-8238

4. A student will be considered tardy if he/she is not in his/her assigned area at the scheduled time.

5. A student will be considered absent without authorization if he/she fails to contact the proper personnel prior to the start of his/her classroom or clinical assignment. An unauthorized absence will result in (1) day of suspension, which will be taken from the student's vacation.

6. Students who have excessive tardiness or absenteeism will be given a verbal warning. If the problem continues, the student will be given a written warning and placed on ninety days probation. This will be followed by immediate dismissal if the problem persists.

7. Students who are absent (3) or more consecutive days will be required to obtain a doctor's excuse before returning to the program.

B) **VACATION TIME:** Each student is granted five (5) vacation days or (37.5) hours per year. These days may be used at the discretion of the student where it does not break the following guidelines:

1. Vacation time may be used in only trimester 3, 5 & 6.
2. It may be used by the half-hour, hour, day or week.
3. For approval of vacation, a *Time Off Request Form* must be completed prior to the requested date. (See procedure outlined in the General section of this policy for the procedure.)
4. All vacation must be used in the program year it is granted. If it is not used it will be forfeited. \*\* No vacation will be granted the two (2) weeks prior to graduation.\*\*

C) **SICK / PERSONAL TIME:** Each year all students will receive five (5) days or (37.5) hours personal / sick days. These days are to be used for illness or in emergency situations. These days may be either scheduled or unscheduled events. Please follow the procedure found in the general section of this policy for requesting time off.

D) **HOLIDAY TIME:** The program will recognize the following holidays: Labor Day, Thanksgiving, Christmas Day, New Years Day, Martin Luther King Day, Memorial Day and the Fourth of July.

- ❖ If a holiday falls on a Saturday the Friday will be observed
- ❖ If the holiday falls on a Sunday the following Monday will be observed.

- E) **BREAKS:** Three times a year the Program Director will schedule formal breaks. One will be during the fall another during winter Holiday season and the last will be a Spring Break to fall in March or April of each year. These will be scheduled at the start of each program year.
- F) **Jury Duty** will follow the same guidelines as outlined for employees of the UPMC Chautauqua.
- G) **Bereavement** will follow the same guidelines as outlined for employees of the UPMC Chautauqua.

**UPMC CHAUTAUQUA  
School of Radiology  
Time Off Request Form**

**Students name**\_\_\_\_\_

**Dates Requested** \_\_\_\_\_

**Scheduled Room Assignment**\_\_\_\_\_

**Scheduled Time Off hours**\_\_\_\_\_ **or Personal/Sick hours**\_\_\_\_\_

**Students Signature**\_\_\_\_\_

**Approved**\_\_\_\_\_ **Not-Approved**\_\_\_\_\_

**UPMC CHAUTAUQUA  
School of Radiology  
Time Off Request Form**

**Students name**\_\_\_\_\_

**Dates Requested** \_\_\_\_\_

**Scheduled Room Assignment**\_\_\_\_\_

**Scheduled Time Off hours**\_\_\_\_\_ **or Personal/Sick hours**\_\_\_\_\_

**Students Signature**\_\_\_\_\_

**Approved**\_\_\_\_\_ **Not-Approved**\_\_\_\_\_

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 27

Page: 1 of 1

Revised: 8/04, 8/10

**SUBJECT:** Snow Days

**PURPOSE:** Due to the geographic location of UPMC Chautauqua, the severe inclement weather the western New York can experience and the distance that many students must travel, this policy is intended to look out for the safety and well being of our students during the winter months.

**POLICY:** The Advisory Committee of the School of Radiology has accepted a policy on cancellation of classes, both didactic and clinical during severe inclement weather.

## **PROCEEDURE:**

1. The Program Director will allow for two (2) snow days per calendar year, in the event severe weather hits the Western New York / Pennsylvania, Southern Tier Area.
2. The use of these snow days will be determined by the closing of Jamestown Community College, (JCC) Jamestown campus **only**.
3. Students will be able to obtain closing information from Radio Station SE 93, [www.wgrz.com](http://www.wgrz.com), or by calling the Radiology Department at (716) 664-8238.
4. If snow days are use, they will be made up later in the year to ensure no student is behind in either didactic or clinical class work.
5. In the event that JCC is not in session (Winter Holiday Break) a phone chain will be established by the Program Director to notify students of the closing of school.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS 28-29

Page: 1 of 2

Revised: 8/04, 8/10, 8/17

**SUBJECT:** Graduation Criteria/ Delayed Student Release-Graduation

**PURPOSE:** To maintain acceptable and consistent standards for a student to meet in order to graduate from the program.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a group of guidelines that a student must fulfill to graduate. The radiology program functions in terms of competency achievement through a structured plan of clinical competency based education. This creates an environment where each student can learn at his/her pace.

**PROCEDURE:**

A)

1. The student must meet all established guidelines for graduation.
2. The student must receive at least a 75% average for all courses.
3. The student must fulfill all clinical competencies established.
4. The student must meet established standards in the performance of terminal competencies.
5. The student must not have any outstanding fees or materials owed to UPMC Chautauqua or the School of Radiology.
6. The student must fulfill all attendance requirements.
7. The student must fulfill all clerical and administrative responsibilities.
8. The student must not be on academic or clinical probation.

B) When graduation is granted to the class, the ceremony will sometime in the second week of June. The Advisory committee will evaluate each student's competency level on an individual basis. Only one ceremony will take place and all students will attend. The certificate and New York State license will not be released until completion of competency of the program is achieved.

All students must attend the formal graduation ceremony to receive his/her graduation certificate and school pin.

- C) Failure on any student's part to fully complete the program prior to the graduation date will initiate the need for the student to remain in the program until the graduation criteria has been met. The advisory committee members will set up a progress plan for the students to follow, the clinical instructor will monitor, evaluate and report the improvement of the student to the Program Director. If it is apparent that the student is not competent by late August, then a decision will be made to determine if they must remain in the program for an additional year with tuition payment.
- D) The Program Director will not issue New York State temporary permits or sign the evidence of student competency/program completion form for the ARRT exam until all requirements are fulfilled.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 30

Page: 1 of 2

Revised: 8/04, 3/18, 8/18

**SUBJECT:** Due Process Procedure

**POLICY:** Attitudes and behaviors reflect the dedication of the students' energies to the humane understanding and care of others. The attitude of a student toward others and toward his/her work will most likely have a greater effect on patients, peers, and employees than any other single factor. A cheerful manner, a sincere interest in others, a willingness to learn, a spirit of cooperation, and a feeling of pride all combine to promote an atmosphere and relationship that will benefit all of us.

Each student is expected to perform effectively, demonstrate acceptable behaviors maintain steady attendance, adhere to program and UPMC policies respond positively to direction and consider the best interest of the patients, visitors, physicians, staff and fellow class mates.

Corrective steps should be taken to identify and assist in resolving problems of unsatisfactory conduct during school. The absence of or seriousness of the previous corrective events and the length of time between events should be considered as factors in determining corrective action. Subsequent offenses need not be of the same or similar nature to previous warnings to warrant the next level of corrective action or discharge. The following procedure will be utilized in an attempt to correct the problem.

**PROCEDURE:**

1. **Counseling** – Verbal discussion and counseling will be the first step followed by the Program Director when it is felt that some area of a student's conduct is not satisfactory. Regular communication between every student and the Program Director is encouraged and expected. Documentation in written form will be made of the discussion and counseling, then placed in the students master file.
2. **Progressive Discipline** – When unsatisfactory conduct continues, a progressive system of warnings will be followed to alert the student to performance deficiencies. The purpose of this system is to help the student improve behavior by specifying what action is improper; the problems it causes; the standard that is expected; and the future consequences of the student's unsatisfactory performance. **This system will be followed for such reasons as, but not limited to:**

\*Please note that this is not a conclusive list of events that can result in progressive discipline. Also, if due process is stated specifically in other RTS policies with in this handbook, that process will be followed accordingly. \*

- Incident with patients that causes unnecessary radiation exposure due to negligence of student actions. *Examples of incident: imaging the wrong patient, part, side of patient, misuse of imaging equipment and other circumstances that lead to excess dose. This DOES NOT include repeat radiographs for standard errors.* Action will be taken for every 3 incidents that occur throughout the program.
- Patient care negligence or carelessness while in clinical rotations
- Violation of any program policies
- Not following dress code policy. Action will be taken for every 2 incidents.
- If the student is found to be not following radiation protection standards taught to them. Action will be taken for every 2 incidents.
- Any form of breach of patient confidentiality or inappropriately accessing Protected Health Information. Action will be taken for every 1 incident that occur throughout the program. – will result in 1-14 day suspension or a written warning to be governed by the severity of the circumstances to which the breach was made.
- Failing preliminary exams. Action will be taken for every 10 failed throughout the trimester.
- Failing competency exams. Action will be taken for every 3 failed throughout the program.
- Smoking during program hours. Action will be taken for every 1 incident that occur throughout the program.
- Excess absence. Action will be taken for every 16 hours exceeded from allotted time off per year.
- Excess tardiness. Action will be taken for every 6 instances of being tardy to clinical or class per year trimester.
- Attitude problems which affect the students, staff, patients or others in the hospital in a negative way. Action will be taken for every 2 incidents.
- Insubordination
- Patient confidentiality

- A) First a verbal warning is given with a written notation in the student's file.
- B) If the problem does not improve, a written warning will be issued.
- C) Finally, the student will be dismissed from the program. Dismissal from the school is the last step in this procedure and will take place if the student's conduct does not improve following the progressive disciplinary procedure.

3. **Dismissal** – A student may be dismissed from the school without prior warning, for actions including, but not limited to the following incidents: theft, vandalism, cheating, falsification of time cards or other school records, harassment, gross

insubordination or other gross misconduct, mistreatment of patients, willful or inexcusable negligence, unlawful and unauthorized distribution of a controlled substance, threatening, abusing or doing harm to others, walking off “the job”, creating a hostile environment for others, and convictions in the courts for a felony offense. Students suspected of working under the influence of drugs or alcohol will be referred to the Occupational Health Department consistent with Human Resources Policy #38.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

Number: RTS – 31

Page: 1 of 2

Revised: 8/04, 8/09, 8/13, 8/14, 8/16

**SUBJECT:** Student Appeal

**PURPOSE:** To establish a procedural guidelines for student complaints and/or appeal concerning the School of Radiology, UPMC Chautauqua Healthcare System policy, procedures, or regulations. To provide a student neutral mechanism for the reconsideration of disciplinary actions or performance evaluations that would necessitate the dismissal of the student from the program.

**POLICY:** The Advisory Committee of the School of Radiology, has established a policy for student appeals.

## **PROCEDURE:**

1. Students are requested to follow the “chain of command” that is established for the radiology program. NOTE : A student must stay within the grievance process and is not to contact the Appeal Committee members for any reason unless directed to do so by a Committee member. A student that goes outside the procedure of this policy will be denied his/her appeal.

### APPEALS COMMITTEE VOTING MEMBERS

Vice President Medical Affairs / Medical Director

Director of Imaging Services

Corporate Compliance Officer

2. **A student who wished to appeal an action must submit a written request to the Program Director within two (2) working days of the action. The request should include what action took place, who took the action, and reasons the student feels the action was inappropriate or unjustified.**
3. If appropriate, the Program Director will then try to explain or alleviate the complaint or grievance that the student presents **within 48 hours of receipt.**
4. After following these steps if the Program Director is unable to remedy the issue and student is still unsatisfied with the solution the Program Director will send copies of the submitted grievances to the members of the grievance committee.

5. The appeals committee will have five (5) working days to respond to the appeal. In addition, if clarification is needed by either the program official or the student requesting the appeal, a hearing must be scheduled within two (2) working days of the grievance committee request where each will appear in person. The hearing is closed to people not involved in the appeal. Lawyers are not permitted at the hearing. Within two (2) working days of the hearing, the members of the committee will determine a fair course of action. This decision will be submitted in writing to the student with a copy presented to the program director.
6. If a hearing is not requested by the appeals committee a final decision must be made, put in writing, and submitted to the student and program director.
7. Neither members of the committee, nor individuals involved are to discuss the content of the situation outside of the appeals hearing.
8. The decisions of the Appeals Process Committee are final.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 32**

**Page: 1 of 1**

**Revised: 8/04, 8/17**

**SUBJECT:** Graduate Questionnaire

**PURPOSE:** To assist the Program Director, Advisory Committee, and Faculty in revising academic and clinical curriculum to improve the quality of our graduates.

**POLICY:** The Advisory Committee of the School of Radiology has developed questionnaires that will be used to assist the Educational Director and faculty in evaluating the job performance of graduates.

**PROCEDURE:**

1. The Program Director shall mail out questionnaires to graduates and to employers of graduates of the School of Radiology six months following graduation/employment of the class. A self-addressed, stamped envelope will be enclosed to encourage response by employers.
2. Upon program completion the graduates will be required to complete an end of program evaluation.
3. Upon receiving the completed questionnaires, the Program Director will discuss the results with the Clinical Instructor.
4. The questionnaires and the results of these discussions will be presented to the Advisory Committee at the earliest possible meeting.
5. Any comments, which may assist in program improvements, should be acted upon immediately, following the discussions between the Program Director, Clinical Instructor and the Advisory Committee.



# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 33**

**Page: 1 of 3**

**Revised: 8/04, 8/11, 8/13**

**SUBJECT:** Associate Degree Program

**PURPOSE:** The UPMC Chautauqua School of Radiology and Jamestown Community College have an articulation agreement to make it possible for our graduates to earn an Associate in Applied Science degree in Individual Studies.

**POLICY:** The Advisory Committee of the School of Radiology as well as Jamestown Community College has instituted a plan for our students to earn an Associates Degree in Applied Science upon completion of the RT program.

**PROCEDURE:**

1. To be eligible for the AAS degree, students must complete 60 credit hours of coursework.
  - A) Those students who successfully complete the radiology program and pass the ARRT certification examination, will be granted 30 credit hours for the career coursework taken at UPMC Chautauqua.
  - B) At least 30 credit hours must be taken at JCC.
2. Candidates for the AAS degree must earn at least 30 credit hours of coursework in liberal arts and meet the distribution requirements of the college.
3. Upon successful completion of the 4<sup>th</sup> trimester at UPMC Chautauqua School of Radiology, 30 JCC college credits will be granted to the student.

ARTICULATION AGREEMENT BETWEEN  
JAMESTOWN COMMUNITY COLLEGE AND WCA HOSPITAL  
  
FOR STUDENTS WHO WISH TO EARN  
CERTIFICATION FROM THE UPMC Chautauqua School of Radiology  
AND  
AN ASSOCIATE'S DEGREE FROM JAMESTOWN COMMUNITY COLLEGE

**PURPOSE OF AGREEMENT**

This document establishes a transfer articulation agreement between Jamestown Community College and UPMC Chautauqua School of Radiology. Its purpose is to afford students the opportunity to pre-plan their college careers, and to facilitate the transfer of credits from the UPMC Chautauqua School of Radiology to Jamestown Community College.

**ADMISSION TO SCHOOL OF RADIOGRAPHY**

Students should be aware that admission to the UPMC Chautauqua School of Radiology is highly competitive. Admission is at the discretion of the UPMC Chautauqua School of Radiology, and is not guaranteed by this agreement. Students can improve their likelihood of admission by completing some or all of the Jamestown Community College courses listed below prior to applying to UPMC Chautauqua WCA School of Radiology.

**GENERAL GUARANTEE OF TRANSFER OF CREDITS**

Students will receive 30 credit hours of career electives from Jamestown Community College for coursework completed through the end of the fourth trimester at the UPMC Chautauqua School of Radiology (see Appendix A) provided that all course grades are C or above.

**GENERAL GUARANTEE OF OPPORTUNITY TO GRADUATE**

While students who transfer from the UPMC Chautauqua School of Radiology are not restricted to any specific degree program at Jamestown Community College, they are encouraged to consider the Associate in Applied Science (A.A.S.) Individual Studies degree program, and the coursework listed below. To be eligible for any Jamestown Community College degree, students must complete at least 30 credit hours at Jamestown Community College. All 30 WCA Hospital School of Radiologic Technology career elective transfer credit hours can be applied to the A.A.S. Individual Studies degree, leaving only 30 credits to be completed at Jamestown Community College. Most other Jamestown Community College degree programs will not count all UPMC Chautauqua School of Radiologic Technology credit hours toward meeting degree requirements, and UPMC Chautauqua School of Radiology students will need more than 30 Jamestown Community College credit hours for those programs. A series of placement tests must be taken prior to the beginning of Jamestown Community College coursework. Students should be aware that some courses listed below have prerequisites and corequisites.

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Candidates for the A.A.S. Individual Studies degree must meet the following distribution requirements:

|                                                                                                                           |                     |          |
|---------------------------------------------------------------------------------------------------------------------------|---------------------|----------|
| <u>Humanities</u>                                                                                                         | <u>Credit Hours</u> |          |
| ENG 1530 English Composition II                                                                                           | 3                   |          |
| English Elective                                                                                                          | 3                   |          |
| <b>Social Sciences</b>                                                                                                    |                     | <b>6</b> |
| Students must complete at least two courses in the social sciences.                                                       |                     |          |
| <b>Mathematics/Sciences Electives (also includes some computer science courses – see JCC college catalog for details)</b> |                     | <b>6</b> |
| Successful completion of a credit-bearing college mathematics course is a requirement for graduation.                     |                     |          |
| <u>Electives</u>                                                                                                          |                     |          |
| Liberal Arts and Sciences Electives                                                                                       | 2                   |          |
| Liberal Arts and Sciences and/or Career Electives                                                                         | 40                  |          |

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### **FINANCIAL AID**

Jamestown Community College will assist qualified UPMC Chautauqua WCA School of Radiology students in applying for financial aid for coursework taken at Jamestown Community College.

### **PROMOTION OF AGREEMENT**

Each party has the right, upon review and approval by the other party, to use this agreement and the names of Jamestown Community College and UPMC Chautauqua School of Radiology in all promotional activities including college catalogs and recruitment or advisement activities.

### **PROVISION FOR CHANGES IN POLICIES OR CURRICULA**

Proposed changes in policies or curricula by either party should be communicated in writing to the other party.

### **EFFECTIVE DATE AND PROVISION FOR RENEWAL OR CANCELLATION**

This agreement takes effect when signed by all individuals below. The agreement has no set termination date, but should be regularly reviewed by both parties. Either institution may independently cancel the agreement by notifying the other institution in writing no less than one year before the intended date of cancellation. In the event of cancellation, all students who are matriculated at the UPMC Chautauqua School of Radiology on the date of notification will retain the right to transfer credits to Jamestown Community College as described above.

# **UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY**

**Number: RTS – 34**

**Page: 1 of 2**

**Revised: 8/04**

**SUBJECT:** Meeting the Ethics Requirement for student candidates applying for certification by the American Registry of Radiologic Technologists.

**PURPOSE:** To assure applicants and/or students enrolled in the radiology program at UPMC Chautauqua meet the ethics requirement and can proceed with meeting the remaining eligibility requirements to sit for the National Registry Exam.

**POLICY:** The Advisory Committee for the School of Radiology has instituted a policy to ensure all applicants as well as enrolled students meet the high ethical standards assuring registry eligibility.

## **PROCEDURE**

**Students applying for the Radiology program and the registry exam will have to answer the following question:**

**Have you ever been convicted of a felony or misdemeanor?**

**NOTE: Convictions or charges resulting in any of the following must be reported:**

- **Plea of guilty**
- **Plea of nolo contendere**
- **Withheld adjudication**
- **Suspended sentence**
- **Military court-martial**

**Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use.**

- 1. If yes is answered to this question the student may be deemed registry ineligible and may not be eligible. It will be up to the student to contact the ARRT at:**

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120-1155  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

**PLEASE NOTE The American Registry of Radiologic Technologists (A.R.R.T.) and New York State Department of Health has reserved the right to refuse registration/ licensure to those individuals who have been convicted of certain felonies and other offenses. If you have been convicted, you may be required to pre-apply so your case may be reviewed to determine eligibility.**

2. If the student, while enrolled in the radiology school, is convicted of a felony, misdemeanor, or any of the above charges it may be recommended by the Advisory committee that the student be immediately dismissed from the program.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 35**

**Page: 1 of 1**

**Revised: 8/04, 8/16, 12/17**

**SUBJECT:** Student Grievances, Complaints or Non-compliance with JRCERT Standards

**PURPOSE:** All new students are given a copy of the JRCERT Standards in their student manual. The Program Director reviews this material with each class during their first week of training. All complaints and/or other allegations of non-compliance with the JRCERT Standards will be handled and resolved in a timely manner.  
We want to resolve any problems that may cause students to believe that they have not been treated fairly or have had their educational learning process be compromised. When there is a problem, students have the right to express it and to receive an answer. Our goal is to assure that every student receives fair and equitable consideration.

**POLICY:** The Advisory Committee of the School of Radiology has instituted a policy, which ensures that the program follow the standards set forth by the JRCERT. This policy also enables the student to contact the JRCERT with any or all concerns which they may have concerning their education.

**PROCEDURE:**

- A) The first step to resolving any problem is to discuss the situation with the Program Director and follow the Chain of Command". The Program Director will address the complaint with all parties involved within 48 hours.
- B) The Director of the Imaging Department can be reached at Extension 8224.
- C) If not satisfied with the results, a submission, in writing should be given to any faculty member who will then have the issue addressed by the Appeals Process Committee of the School of Radiologic Technology.
- D) Within one week after receipt of the written concern the student will be informed as to when the issue will be addressed by the committee. The student will be given opportunity to address the issue at hand with the committee and a solution to the problem at hand will be proposed within 48 hours.
- E) The JRCERT is available at:  
The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300  
[mail@jrcert.org](mailto:mail@jrcert.org)

## UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number:**        **RTS – 36**

**Page:**           **1 of 2**

**Revised:** **8/04, 8/16, 8/17**

**SUBJECT:**        Leave of Absence

**PURPOSE:**       To direct the student on how to handle extraordinary events that may require them to use more time away from the program than the usual and customary personal & vacation time allotted them.

**POLICY:**         Any student that should find themselves in an extraordinary circumstance or event requiring them to take an extended period of time off from the program may apply for a leave of absence which would hold their place in the program for up to four (4) weeks after all vacation and sick/personal time is exhausted.

Events that qualify (this is a non-inclusive list):

1. Pregnancy
2. Serious illness that requires time off from school/patient contact
3. Death of a spouse, significant other, child or if you are the primary caregiver for the individual.
4. Surgery (elective surgery does not apply)
5. Rehabilitation from a traumatic injury

Returning students will then be required to fulfill all ARRT and Program requirements in order to graduate. This does not insure that a student will graduate on time with the class in which they entered the program. A student requiring a leave of absence may be in the program longer than the established 24 months in order to satisfy all graduation requirements.

**PROCEDURE:**

1. A qualifying event must occur (see list).
2. The student must notify the program of the event.
  - A. Non-traumatic event
    1. The student must apply for a leave of absence in writing to the program director as soon as the student is aware of such event.
    2. The request must include:
      - a. Date
      - b. The qualifying event
      - c. Anticipated length of leave
      - d. Students' signature

**B. Traumatic Event**

1. If the qualifying event is traumatic in nature, the Program Director will assess the event and decide whether or not the student will need to be granted a leave of absence until the student is capable of communicating with the Program Director in writing.
3. The student will be required to contact the Program once every week to update program officials regarding the status of their leave.
4. Students that return within the 6-week period must notify the program that they are returning to the program in writing and if applicable a doctor's release must accompany the notice.
5. After a student returns they will be required to fulfill all ARRT and Program requirements in order to graduate. This does not insure that the student will graduate on the originally anticipated completion date.
6. Students not returning to the program after 6 weeks will be terminated from the program. These students will be required to reapply for admittance into the program the next possible program year.



# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS-37**

**Date: 8/2004**

**Pages: 1 of 2**

**SUBJECT:** Academic Probation

**PURPOSE:** Academic probation is a process in which to convey to the student that they are not performing at an acceptable level didactically, clinically or professionally. Academic probation could prevent a student from successful completion of the Radiography Program if no improvement is observed.

**POLICY:** Any student not performing at an acceptable level didactically, clinically or professionally may be placed on academic probation for a specified period. The amount of time that a student is placed on probation is dependent on the degree difficulty the student is having in the program. A student on academic probation will be required to follow the progress plan that is laid out for them in order to be removed from academic probation. All students that are on academic probation will be reviewed by the Advisory Committee for approval of the actions to be taken.

**PROCEDURE:** Academic Probation will follow the following steps:

1. Students will be evaluated at the end of each trimester to determine their progress in the program.
2. Students that complete the evaluation process with a(n):
  - a. 74% final grade or lower in any didactic course
  - b. 84% or lower in any of their clinical courseswill be placed on academic probation.
3. Each student will be notified in writing that they have not met the program standards and will be placed on academic probation and reviewed by the Advisory Committee to determine the progress plan for that student.
4. There will be two levels of Academic probation.
  - a. Level-1 Academic Probation – Is granted to a student the first time that they are not performing at program minimum standards.
  - b. Level-2 Academic Probation – Is granted to a student that has previously been placed on Level-1 Academic Probation in different trimester. This would be the second and final time the student will be placed on probation.

5. The student will be placed on a progress plan, which will be designed to aid them in improving their educational /professional level. The progress plan will submitted to the Advisory Committee for review along with the student's record to determine the following:
  1. Length of probation
  2. How often status checks should be done by the Program faculty
  3. Next review date of student
6. After the progress plan has been completed the advisory committee will determine, one of three things:
  1. Remove the student from Academic Probation
  2. Continue Academic Probation
  3. Terminate the Student from the Program
7. If a student is removed from Level-2 probation any other instance of probation will automatically terminate them from the program.
8. Any determination that the Advisory Committee makes will be in writing and the student and the Program Director will be required to sign. A copy will be given to the student as well as one maintained in the Master File of the student.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS-38**

**Date: 8/05**

**Pages: 1 of 2**

**SUBJECT:** Harassment

**PURPOSE:** Harassment of one individual by another can produce conflict which may then interfere with the individuals ability to properly fulfill their responsibilities. The purpose of this policy is to identify, prevent and/or correct harassment.

**POLICY:** The Advisory Committee of the School of Radiology's policy to prohibit harassment of an employee, patient, visitor or volunteer by an employee, supervisor or medical staff member. Harassment for any reason is not acceptable but harassment for the following reasons is specifically prohibited:

- Age
- Ancestry
- Color
- Handicap
- National origin
- Race
- Religion
- Sex and/or sexual orientation

The purpose of this policy is not to regulate our employee's personal morality. Rather it is to assure that within the work relationship, no employee harasses another person for the reasons discussed in this policy.

While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors and other verbal or physical conduct of a similar nature.

Harassment can occur when such actions interfere with a person's job performance, create a hostile working environment, or submission to certain conduct is made a condition of an individual's employment. Any violating this policy will be subject to disciplinary action ranging from a warning to dismissal from the program. Depending on the nature of the violation, the advisory committee and program director will determine the discipline

action taken. Penalties may also be imposed by civil authorities according to the laws pertaining to such actions

**PROCEDURE:**

1. Any individual who believes he or she is a victim of such harassment should immediately report the matter to his/her to the Program Director of Clinical Instructor. The initial complaint may be verbal, but subsequently, it may be necessary to state it in writing. There will be no retaliation taken against anyone who makes a complaint in good faith. However, false accusations of harassment may result in disciplinary action against the individual making such accusations.
2. Administration is responsible for investigating and taking action on any harassment complaint. They may delegate this responsibility as they determine it appropriate to do so.
3. All information gathered during the investigation will be kept in the strictest confidence including the complaining employee, the alleged harasser and any witnesses involved. The school will strive to protect all involved parties from retaliation by anyone else.
4. The complaining party will be notified of the disposition of the complaint within the 10 working days and the appropriate corrective action, if any, will be implemented immediately thereafter.

# UPMC CHAUTAUQUA SCHOOL OF RADIOLOGY

**Number: RTS – 39**

**Date: 8/12**

**Page: 1 of 2**

**Subject:** Ethical Standards for Students, Faculty, and Staff

**Purpose:** To assure fair and equitable treatment for all UPMC Chautauqua School of Radiology students.

**Policy:**

1. The Advisory Committee of the School of Radiology states that all students are equally given a high quality educational experience to which in part, high ethical standards are followed by the faculty and program officials.
2. All staff members will adhere to ethical standards of profession conduct and act in a manner consistent with the programs mission.
3. To maintain professional conduct, it is expected that faculty and staff will professionally fulfill their responsibilities relative to students and other staff members.
4. All faculty and staff will be fair and treat equitably all students enrolled in the program
5. All faculty and staff will treat students and each other with dignity and respect, respect the diversity of the individuals, use appropriate language and not engage in conduct that creates a hostile environment.

**Procedure:**

1. The Program Director will make all students aware policies, procedures, and standards during the first week of the program. Each student will be given a handbook containing official copies of the programs expectations. Each policy and procedure will be followed and enforced on an equal bases among all students.
2. Any violation to the program's expectations will result in the corrective action process (form is attached to this policy). This action will be carried out in an ethical manner that will assure equitable treatment to all students.