

Mercy Hospital St Louis School of Radiologic Technology

Policy and Procedure Manual 2022

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ADMINISTRATION

Medical Director: The Medical Director is responsible for the advisement of the operation of the School of Radiologic Technology. Diplomat of the American Board of Radiology or equivalent in the appropriate discipline and possesses a current license to practice medicine.

Program Director: Reports to the Medical Director and the Director of Imaging Services. Works to provide the administrative and educational functions for the operation of the School of Radiologic Technology. Master's degree, plus specialized training in Radiologic Technology or equivalent experience. Registered ARRT. Four to five years of experience required. Possess proficiency in the areas of curriculum design, program administration/evaluation, instruction and counseling.

Clinical Coordinator: Reports to the Program Director. Minimum bachelor's degree. Proficient in curriculum development, supervision, instruction, evaluation and academic advising. Two years clinical experience in the professional discipline and one year's experience as an instructor in a JRCERT-accredited program. ARRT certification and registration or equivalent in radiography.

Didactic Faculty: Reports to the Program Director. Bachelor's degree, plus proficient in subject matter, course development, instruction, evaluation and academic advising.

Clinical Preceptor: Proficient in supervision, instruction, evaluation. Two years of experience in the professional discipline. ARRT certification and registration or equivalent in radiography.

Admissions Committee: Program Director, Clinical Instructor, Radiologist, Administrative support, Imaging Services Manager, and a Faculty member.

Grievance Committee: Director of Imaging Services, Medical Director, Human Resource representative, Imaging Services Manager

Scholarship Committee: Medical Director, Director of Imaging Services, Program director, Family representative optional.

Advisory Committee: Medical Director, Director of Imaging Services, Administration representative, Program Director, Clinical Instructor, Imaging Services Manager, Human Resource representative, Radiation representative, faculty member.

ACADEMIC ADVISEMENT/COUNSELING

The School of Radiologic Technology has an obligation to ensure proper performance and conduct by students, and to take steps in the form of positive and constructive counseling to correct any student who deviates from that standard. The program officials have an open-door policy to all students for guidance/counseling. The program director/clinical instructor will meet with each student individually on a quarterly basis or as deemed necessary to review the didactic and clinical components of the program.

The student has access to the Employee Assistance Program (EAP). It is the policy of Mercy to offer its co-workers and students a professional counseling program for the purpose of helping with emotional, financial, marital, legal, drug, and alcohol problems.

This program is offered on a voluntary basis and at no cost to the co-worker/student.

HOW TO GET ASSISTANCE:

1. Contact the EAP Representative directly. All information will be kept confidential. Leaders will not be contacted.
2. Leaders may refer students to the program when a behavioral or performance issue surfaces. All information will be kept confidential unless the co-worker signs a release authorizing EAP to speak with their Leader.
3. Co-workers may be issued a mandatory referral in cases of policy violations.

EAP is available at 314-729-4650.

ADVANCED PLACEMENT

This program does not allow advanced placement for students into the program. All courses listed in the curriculum must be taken as part of the program requirements.

College credits or any related didactic course(s) taken prior to admission, or in conjunction with this training program cannot be used to negate or shorten the courses offered in this program. They will be used to meet the prerequisite requirements of the program.

AFFIRMATION ACTION/EQUAL OPPORTUNITY

Mercy Hospital will ensure equal opportunity for all persons regardless of race, color, religion, national origin, gender, age, handicap, disability, status as a disabled veteran or status as a veteran of the Vietnam era.

- A. Discrimination against any person based on any of these factors is unacceptable conduct and will not be tolerated. Retaliation against or intimidation of any student who has filed a complaint regarding alleged violations of these objectives will not be tolerated. Students are encouraged to contact Human Resources if they believe they have been discriminated against or if they have witnessed the possible discrimination of others.
- B. An Affirmative Action Plan has been developed for each of the Mercy East Community entities. The applicable parts of these plans are available for inspection by any student or applicant by contacting the Affirmative Action Coordinator.
- C. Equal Employment Opportunity and Affirmative Action are fundamental responsibilities of each manager, supervisor and co-worker. Each manager, supervisor and co-worker has the responsibility to support these objectives and to ensure that they are fully implemented within Mercy Hospital.

AMERICANS WITH DISABILITIES ACT

Mercy Hospital engages in the interactive process for co-workers who have a disability (as that term is defined in the Americans with Disabilities Act). Any student who has a disability and believes that a reasonable accommodation would better enable them to perform the essential functions of a student position should let the program director know and/or contact Human Resources. The matter will be discussed and, if the student has a disability as defined in the Americans with Disabilities Act, and a reasonable accommodation exists that would better enable the student to perform the essential functions of a student, a reasonable accommodation will be granted to the extent it would not be an undue hardship. However, students should remember that the accommodation granted will not in all cases be the particular accommodation desired by the student.

APPEARANCE/DRESS CODE

All Radiology students are expected to present a professional appearance to maintain a positive public image and /or a professional clinical environment as appropriate. It is expected that students will follow this policy whenever they are on the Medical Center campus. This also includes an expectation of demonstrating good judgment coming to and going from clinical assignments.

The overall appearance is expected to be functional, conservative, and conducive to safety in the performance of clinical objectives. (Please refer to MW HR Appearance Policy).

Program Director may approve exceptions for attire on or around holidays or other special occasions with the knowledge of the Director of Imaging Services. Students are expected to exercise good judgment to ensure attire remains reasonable and conducive to appropriate clinical outcomes on these occasions.

In accordance with OSHA blood borne pathogen standards, eating drinking, applying cosmetics or lip balm, handling of contact lenses and similar activities are prohibited in areas where there is specimen handling or where soiled or contaminated items are handled.

Carrying communication devices such as beepers, cellular phones, recording devices, etc., are considered a violation of this policy if their use is not pre-approved by the program director as operationally necessary.

Failure to follow the appearance policy could lead to progressive corrective action up to and including release from the program. (See corrective action policy).

M-Wear is Mercy's formal apparel program that will create a professional, cohesive look. The M-Wear Apparel Program applies to all clinical areas. The outermost layer of apparel must always be an M-Wear logo item (i.e. Mercy logo dress shirt, polo, cardigan, scrub jacket, scrub vest, scrub top, outerwear jacket or lab coat).

Clinical apparel- Black scrub pants and specific options for scrub tops (black, blue/black, red/black). Layering t-shirts must be of Mercy's four colors (blue, yellow, green and red) and worn underneath scrub top, scrub jacket or polo shirt.

In accordance with the Medical Center policy for utilization of Standard Precautions and in compliance with the OSHA Blood-borne Pathogen Standards, Mercy Hospital St. Louis shall provide personal protective equipment in the form of either a fluid resistant or impervious gown. Such equipment is available in each department. Scrub clothes are not

considered to be personal protective equipment either by the Medical Center or the OSHA standard.

Students are responsible for maintaining appropriate levels of **personal hygiene**.

Hair should be neat, clean and worn appropriately for position. Extreme hair styles and/or non-natural/fad colors are not appropriate. For infection control purposes hair shouldn't hang over or come in contact with patients or equipment. Hair length below the neck shall have hair pulled back off the face and tied securely.

Facial Hair- Beards, mustaches and sideburns must be neat and well groomed. Male students who choose not to wear a beard must be clean-shaven without the appearance of stubble. Students who use a tight-fitting respirator are not permitted to have facial hair that interferes with the face piece seal or valve function.

Nails- In accordance with the CDC recommendations, fingernails should be kept well-groomed with the length not to extend greater than 1/4" beyond the fingertip. Clear polish is preferable over colored polish. If polish is worn, it cannot be chipped, cracked, or peeling. Artificial fingernails, acrylic extenders, dipped, and shellac are not permitted.

Jewelry & Body Piercings- Jewelry should not be excessive in style or amount. Earrings are to be worn only on the ear. No ear plugs. No jewelry is allowed in other visibly pierced locations. Facial jewelry other than earrings is not permitted.

Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos may not be obscene or offensive.

Mercy badges are to be worn on the right side affixed to a badge tab, the collar of a collared shirt/blouse or the right neckline of a top (if no badge tab is available) and worn on the outermost layer of apparel at all times. Lanyards are not permitted.

Footwear should be clean, in good condition and appropriate for safety and job function. For a cohesive, professional look a black shoe is recommended. Check with Program Director for specific shoe requirements.

ATTENDANCE

Mercy's attendance policy is a "no fault" policy, which means students will accrue "occurrences" for unscheduled absences and tardies regardless of the reason (except in cases of protected or scheduled and approved absences). To eliminate fault as a basis for determining whether an absence or tardiness is excused or unexcused, this no-fault system is established:

Unscheduled absence Student will be issued one (1) occurrence for each unscheduled absence.

Exception: Unscheduled absences of one or more scheduled consecutive shifts will be treated as one occurrence if due to a student's extended illness or the extended illness of the student's child. For absences beyond three scheduled consecutive shifts, the student should request a Leave of Absence (please see Personal leave Policy). Program Director may request with HR approval that student provide a doctor's note upon their return to work to substantiate the need for the extended absence. Students who falsify the reason for their consecutive absences in an attempt to fall within this exception will receive corrective action, up to and including termination.

Tardy Students will be issued one-half (1/2) occurrence for each tardy.

Failure to record clinical time (missed punches) Students who negligently fail to clock in/out or inaccurately record clinical hours two or more times in a pay period, or in consecutive pay periods, will be issued one occurrence. Students who fraudulently record clinical time or have a pattern of failing to properly record clinical time may be subject to accelerated corrective action, up to and including termination.

No-call / No-show If a student fails to report to clinical for two consecutive scheduled shifts without timely notification, Program Director may consider the student to have voluntarily resigned his/her position without notice. A single "No-Call/No-Show" could result in a Final Warning Corrective Action. Two non-consecutive "No-Call/No-Show" incidents within twelve (12) months could result in immediate termination of the program.

Corrective action for attendance issues will generally be progressive and based on a rolling 12- month period. Although occurrences will roll-off a student's record after twelve (12) months, the Program Director reserves the right to consider excessive or patterned absences, lateness, and/or early departures over the course of a student's attendance and determine whether accelerated corrective action, up to and including termination of school, is warranted. Because attendance issues are often correlated with

other workplace problems, corrective action for attendance may be combined and accelerated with corrective action related to other student deficiencies (behavior, performance, etc.).

Corrective action will *generally* be administered as follows:

Verbal Coaching Session: Total of four (4) occurrences.

Written Corrective Action: Total of six (6) occurrences.

Final Warning Corrective Action: Total of seven (7) occurrences.

Termination of Education: Total of eight (8) occurrences.

CLINICAL OBLIGATIONS

The rotation through the various clinical areas of the Medical Center has been designed to provide the student with optimum exposure to the required as well as optional vocational fields available to them through this Program. All students are given equitable opportunities to perform procedures incorporated in the clinical curriculum.

Students will be assigned to radiographic rooms in the Imaging Services Department on a rotational basis. The student to staff ratio will be 1:1. Room assignments will be noted on the schedules and also on the staff assignment list located in the work area by the charge tech area.

Students will be assigned to transport patients during initial rotations as means of evaluating student/ patient rapport and to observe patient clinical status and transportation safety.

Student performance during scheduled rotations will be evaluated by the supervisors, staff technologists, staff radiologists, and clinical instructors in a written evaluation form.

During the second year of training, the student will be assigned to clinical rotation in Operating room, CT Scanner, Ultrasound, MRI, Cardiac Cath Lab (optional), Interventional Radiography (optional), Radiation Therapy (optional), Nuclear Medicine (optional), Spine Center, Mammography (optional), and GI Lab (optional). Operating room and CT rotations will be ongoing through the entire senior year.

CPR classes will be scheduled for all students during the week of orientation.

While on clinical rotation in the Imaging Services Department, the student will also be assigned to the office and file room for a period of one to two weeks to successively complete the rotational objectives for those areas. The student will assist with any duties as determined by the clinical instructor/supervisor on duty to complete all necessary objectives.

COMMUNICABLE DISEASE

When students come to, are reported to, or noticed by the program director or clinical instructor with symptoms or findings of a contagious condition, including exposure to such condition where pertinent, the student will be sent immediately to Mercy Corporate Health Services. In the event that Mercy Corporate Health Services is not open, and a decision is needed, the student will be sent to the emergency department. The program director or clinical instructor/supervisor will send a written note with the student requesting an opinion from the supervising physician in the emergency department as to the student's availability for didactic/clinical assignment. In the event the student is considered unfit or contagious, the student will be sent home with appropriate instructions.

Cost of medical care will be at the student's expense, unless the illness is related to a clinical exposure.

CONTINUITY OF OPERATIONS

In the event Mercy Hospital St. Louis initiates a restriction of student rotations:

- The School of Radiologic Technology will follow the guidelines and protocols implemented for restricting student rotations at Mercy Hospital St. Louis.
- The program director will work with Medical Director and Imaging Director to evaluate the anticipated timelines and extent of restrictions.
- If cancelation of didactic and/or clinical rotations are necessary, program director will notify students immediately and present all known information of the situations
- Students will be updated by personal email and will be instructed to check frequently.
- For complete restriction short-term (2-4 weeks), no alternate plan advised.
- For complete restriction long-term (>4 weeks), didactic classes will resume using on-line format.
- Clinical education will be determined on case by case basis, following the guidelines put in place by Mercy, ARRT and JRCERT.
- All clinical competency requirements must be complete.
- The restrictions will be evaluated, updated and communicated to students as information becomes available.
- The goal of the program is to continue the program with minimal interruptions, allowing the students to complete their education in specified timeframe.

CORRECTIVE ACTION

Initiation of Corrective Action

Every student is responsible for understanding and being compliant with the school's policy and procedures. If a student is not meeting any of these standards of behavior or performance or otherwise engaging in conduct deemed inappropriate, corrective action may be issued. If a situation occurs that may lead to a student being suspended or terminated from the program, the Program director must discuss with Human Resources the facts of the situation before informing the co-worker of the proposed action.

Corrective action options include, but are not limited to:

Performance Coaching

Performance coaching is a discussion between a student and program director/faculty/clinical instructor to help resolve and informally address minor conduct, behavior or performance issues before they become a more serious issue.

Verbal Warning

A verbal warning is generally the first formal documentation of corrective action. The verbal warning is used to document a conversation identifying performance and/or behavior concerns and the expected improvement.

Written Warning

A written warning is generally a next step in situations where expectations were not met from a previous corrective action. It may also be the first step in the corrective action process, if the issue is of a more serious nature.

Final Warning

A final warning is generally taken when student expectations from previous corrective action(s) are not met and the student is being notified that any further infractions could result in termination of program. It may also be used as a first step in the corrective action process, if the issue is of a serious nature.

If a corrective action is necessary, it should be taken with the primary intent of assisting the student to improve performance and/or behavior.

CLASSROOM

The Department of Imaging Services provides a classroom for sessions held by the School of Radiologic Technology. The classroom has the following features:

- Space to comfortably accommodate total class
- Adequate tables and chairs
- Bright fluorescent lighting
- Individual thermostatic temperature control
- Space for demonstrations
- Audio-visual equipment
- Computer access with printer
- Full body teaching phantom
- Articulate/disarticulate skeleton
- IV training arm
- Various Nursing teaching supplies
- Various Radiology teaching supplies

The Radiology Classroom is located on the ground level of the medical center.

The Radiology Classroom will be opened from 7:00 am to 4:00 p.m., Monday through Friday.

CONDUCT

Mercy Hospital St. Louis is known as a friendly place to be when you are sick. You represent the Medical Center to the public. Your personal appearance, friendly attitude and eagerness to be of service are necessary to maintain the Medical Center's long-standing reputation. The patient, visitors, family members, and friends are the most important people in the Medical Center. Your courtesy and friendly attitude goes a long way in conveying our interest in them.

All students are required to conduct themselves while at the Medical Center property, according to generally accepted Medical Center and business principles and standards. This applies to dress, behavior, attitude and personal fitness for duty. Students should report for duty in a clean, neat and well-groomed manner, ready and able to carry out assigned tasks.

CONFIDENTIALITY

It is Mercy policy (and in most cases a legal requirement) that all students must safeguard information regarding patients, employees and students. No medical information, including the fact that a person has been treated in a Mercy Health facility (or elsewhere), may be released except by authorized persons as appropriate. Any information available to students about Mercy Health patients, including employees and students who are patients, must be kept confidential and not discussed with others, including other student and employees, as needed for medical treatment or to comply with legal processes or legal requirements.

Information used for procedure documentation (procedure logs/procedure evaluations) must be kept confidential and must not be taken/accessed off hospital property. The student is responsible for the security of their log/procedure books during clinical hours, and must be placed in secured area (lockers, classroom) after completing clinical shift.

Student will sign a Confidentiality statement when enrolled in the program and will be kept in the student's file. Students will also receive mandatory HIPAA education.

Violations of this policy may result in disciplinary actions up to and including termination of the student.

DRUG AND ALCOHOL-FREE ENVIRONMENT

Mercy has a strong commitment to provide a safe work environment for all of its co-workers, patients, and visitors. It is Mercy's Policy to maintain an environment that is free of impairment related to alcohol and drug use by co-workers/students. In that regard, the unlawful manufacture, sale, or use of any substance subject to abuse while on Mercy's property, or while participating in Mercy related business is strictly prohibited. Individuals who engage in such conduct or who fail to cooperate with any action deemed appropriate to enforce this policy will be subject to disciplinary action up to and including discharge and possible legal action.

EARLY RELEASE

This program does not offer early release to any student. Clinical education is in effect until graduation to reinforce and improve clinical skills and expertise of radiographic procedures.

EQUITABLE LEARNING

Provide equitable learning opportunities to all enrolled students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The structure of clinical experiences is designed to provide equitable opportunities for all students to observe, practice and demonstrate competency on a full variety of entry-level imaging procedures.

Some gender specific exams may prohibit male participation. The program will make every effort to place male students in clinical settings for these elective procedures, if requested; however, the program is not in a position to override clinical setting policies that restrict such participation. Male students are advised that participation in female specific exams is not guaranteed and is subject to the availability of a clinical setting that allows male involvement. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students

Mammography- Specific to Mammography rotations and JRCERT rationale to support policy revision:

The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The JRCERT position statement is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

FIRE/SAFETY

Students must learn the location and use of fire extinguishers in the Imaging Services Department. All students will be instructed about the Medical Center Fire and Disaster plans. The enrolled student must complete the mandatory fire and tornado safety, hazard communication, infection control and emergency preparedness video/test during orientation, and on an annual basis.

Students will also be fitted for respirator and TB masks.

GONADAL SHIELDING

Routine use of gonadal shielding during abdominopelvic radiography exams should not be standard practice. The use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy. Radiology staff will continue to adhere to the As Low As Reasonably Achievable (ALARA) policy of radiation safety by using imaging techniques that impart the lowest possible amount of radiation to create diagnostic quality images.

GRADING SYSTEM

A A+ 99-100%

 A 95-98%

 A- 93-94%

B B+ 91-92%

 B 88-90%

 B- 85-87%

C C+ 83-84%

 C 79-82%

 C- 75-78%

F Below 75%

P/F Pass/Fail

I Incomplete

- Grades are based on tests, quizzes, assignments, and class participation.
- Class attendance is mandatory. Missed classes could result in a deduction in semester grade.
- Students must be present for scheduled tests/quizzes, otherwise a 10% deduction will be applied. Tests/quizzes must be made up within 3 scheduled days or a zero will be recorded. Written verification from a physician or documentation of death in the family will override the 10% deduction.
- Students must maintain a C average or a 2.0 accumulative GPA to continue in the program. Any student receiving below a C average or a 2.0 accumulative GPA at semester may be dismissed from the program.
- Failure of a Major course at each semester, the student may be dismissed from the program. Students that are failing at quarter will be placed on academic probation until the end of the semester.
- Students must also maintain a B average or an 85% in the clinical education. Any grade below a B average or an 85% is considered a failing grade.
- All materials containing student grades (homework, quizzes, tests) will be given directly to the student in person.
- Student progress/grades are discussed individually with students on a quarter and semester basis.
- Quarter grades will utilize +/-; Semester grades will be solid letter grade.

GRADUATION REQUIREMENTS

To be eligible for graduation, the student must successfully complete the following:

- Patient Care requirements (CPR, vital signs, sterile technique, venipuncture, patient transfers, care of patient medical equipment).
- Terminal Competencies/Evaluation (average score of 2)
- Required Clinical Competencies (>85% average)
- Clinical courses with an accumulative of 85% or better
- Clinical rotations and objectives
- Program completion requirements
- Didactic objectives with an accumulative GPA of 2.0 or better
- Minimum number of clock hours
- Required program evaluations

A student who has not completed all graduation requirements of the school by graduation date will not be confirmed to take their ARRT certification exam. The student may be offered the option to complete needed requirements, if applicable. Once the student has satisfactorily completed the program's requirements, the ARRT will be notified of their eligibility. If the student has not completed graduation requirements in a satisfactory time frame, they will be dismissed from the program.

GRIEVANCE/DUE PROCESS

To provide guidance to the student, should they have a grievance with the School, Clinical assignment or sponsoring institution.

The student radiographer may grieve any action taken by the Program to the Grievance Committee.

Students are advised to verbally attempt to resolve action with clinical instructors and/or program officials. If resolution is not achieved, grievances must be made in writing and directed to the Director of Imaging Services within two (2) clinical days of the action.

Depending on the violation, the student will assume normal duties or be suspended from the Program pending the review of the grievance. The Committee will render a decision within five (5) clinical days from the receipt of the written grievance. If the grievance has not been satisfactorily resolved, the student shall submit the written grievance to an employee relations coordinator of the Human Resource Department within three (3) clinical days of the meeting. The employee relations coordinator will make the final decision within five student clinical days.

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone (312)704-5300

mail@jrcert.org

www.jrcert.org

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)

GROUNDS FOR DISMISSAL

- Use abusive or threatening language to patients, visitors, family members, or co-workers
- Is careless in the performance of assigned tasks, in dealing with patients, visitors, family members, co-workers, or Medical Center property
- Deliberately destroy or deface Medical Center property or the property of others.
- Falsify any medical, business or personnel records either written or verbal.
- Fight or provokes a fight. Gamble on premises.
- Interfere or disrupt the normal operations of the Medical Center.
- Report to duty/class in an unfit condition due to alcohol, illegal drugs, etc.
- The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
- Steal or defraud (whether actual or attempted) from the Medical Center, patients, or fellow co-workers.
- Is dishonest or cheats.
- Have in possession, while on Medical Center property, any weapons, illegal drugs or alcohol.
- Failing grades in Radiologic Technology courses or failure to complete clinical objectives or assignments.
- Participate in horseplay, practical jokes or pranks
- Is disrespectful or insubordinate to a supervisor
- Excessive abuse of meal or break periods
- Is in an unauthorized area
- Is consistently abusing the dress code
- Unauthorized leave of the premises during scheduled clinical hours
- Violation of any Medical Center's health or safety rules
- Excessive tardiness or absence from clinical assignments/duty and/or failure to report the tardy or absence.

The violations listed are serious offenses, and could lead to termination from the program.

(See Corrective Action Policy)

HARASSMENT

Anti-Harassment

Mercy is committed to maintaining a working environment that is free from all forms of harassment and discrimination. Accordingly, harassment based on an individual's gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, veteran status, sexual orientation, gender identity or other legally protected characteristic is prohibited. Mercy will not tolerate harassment, sexual harassment or retaliation in the workplace environment whether committed by co-workers, students, individuals conducting business with or visitors to Mercy. Violation of this policy is grounds for disciplinary action up to and including termination and may constitute a violation of federal and/or state law. Each co-worker/student is responsible for fostering civility and right relationships, for being familiar with this policy, and for refraining from conduct that violates this policy in the workplace.

Anti-Bullying

Mercy is committed to providing all co-workers a healthy and safe work environment and eliminating all forms of bullying. Mercy considers workplace bullying unacceptable and will not tolerate it under any circumstances. Any reports of bullying behavior will be treated seriously and investigated promptly and impartially.

This Policy is applicable to all co-workers and physicians (integrated and independent), contractors, consultants, volunteers, students (as well as those on educational and/or developmental placements), visitors, patients, and any other persons conducting business on the premises.

Mercy expects all co-workers/students to report any instance of bullying behavior to leadership and/or Human Resources. No one will be subject to, and Mercy prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reporting of incidents of bullying of any kind, pursuing any bullying claim or cooperating in related investigations. Please see the Non- Retaliation and Non-Retribution policy for more information.

Mercy is committed to:

- Maintaining a healthy and safe workplace where all co-workers/students are able to work in an environment free of bullying behavior
- Educating co-workers/students about and preventing harassment and bullying. Addressing bullying behavior as soon as possible
- Effectively and timely intervening to address co-worker/student concerns

All aspects of prevention and problem-solving processes will be fair, timely, confidential, professional, and impartial. Mercy will consistently apply this policy and aim to preserve the dignity, self-respect and rights of all parties.

Responses to bullying behavior will aim to correct any inappropriate conduct and to prevent further occurrences or violations of this policy. Mercy will make every effort to stop alleged workplace bullying before it becomes severe or pervasive but can only do so with the cooperation of its co-workers/students.

Mercy defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, demeans, intimidates or humiliates a co-worker/student, whether verbal, physical or otherwise, at the place of work and/or in the course of employment with Mercy.

IDENTIFICATION/NAME BADGES

All students will be issued a permanent photo ID name badge that is to be worn at all time while on the medical center property. The photo must be visible at all times and must be worn above waist level. If ID badge is lost or misplaced, the student is responsible to purchase another badge. If the student forgets their badge, they will be expected to either purchase another badge for the day or leave to get their badge.

Upon completion of the two-year program, termination, or resignation, the student is required to surrender his/her ID card to the Safety Department. The student will be able to gain access to the Emergency Department by using the back of the ID badge.

MEALS

Students that are scheduled for classes are allotted one (1) hour for lunch, which includes two (2) 15-minute breaks. Students who do not have class during the day are scheduled for a 45-minute lunch and one 15-minute break.

Assignment for lunch will be posted on the board in the “work area”. Students who have class will automatically be assigned at 11:00 a.m.

Students are expected to eat their meals in the cafeteria or designated areas. Should it be necessary to bring food to the Imaging Services Department meals must be eaten in the department lounge. Disposable dishes and utensils must be used and properly disposed of after use.

MERCY CORPORATE HEALTH

Pre-admission: Before the beginning of orientation, a New Candidate Physical Assessment will be performed by Mercy Corporate Health, which may include the following:

- Vital signs
- Vision screening
- Color blindness screening (if indicated by job position)
- Reviewing and updating immunization history
- Urine drug screen
- Tuberculosis screening
- Influenza immunization (during flu season)
- Functional job screen (if indicated by job position)
- Blood tests for measles, mumps, rubella, and varicella immunity

Mercy requires that all students are offered the Hepatitis B vaccine series. A Hepatitis B form is required stating whether you do or do not want to receive the Hepatitis B vaccine. The declination form explains the possibility of occupational exposure to Hepatitis B virus and the opportunity for the co-worker/student to receive the vaccine in the future at no charge, should they decide they want the vaccine.

Injury during clinical hours: Students who are injured during program hours are sent to the Mercy Corporate Health Services during the hours of 07:00 and 17:00, Monday through Friday. If the student becomes ill during program hours, the program director or the clinical instructor will determine whether the student should be seen by a physician immediately (see Contagious Disease Policy). Students must receive authorization from the Program Director or the clinical instructor/supervisor in the absence of the program director prior to proceeding to the Mercy Corporate Health Services or the Emergency Department.

Should a student be injured in the Medical Center or on the premises, an Incident Report must be completed and signed by the program director or the clinical instructor/supervisor in the absence of the program director. This report must be submitted to Mercy Corporate Health Services or the Emergency Department at the time of treatment. If no treatment is required, an incident report must be completed by the clinical instructor or clinical supervisor and submit to the school office.

Any incident involving exposure to blood/body fluids will be managed through the Exposure hotline at 314-989-9199 or the Mercy Corporate Health Services Department. Student must report to Mercy Corporate Health Services immediately after exposure.

If the student receives a serious injury, the student will be sent immediately to the ED.

MERCY OBLIGATIONS

Mercy Hospital St. Louis as the sponsoring institution for the School of Radiologic Technology is responsible for providing the personnel, financial and physical resources necessary to maintain an accredited program in Radiologic Technology.

Mercy Hospital St. Louis shall:

- Maintain accreditation by The Joint Commission (TJC)
- Hold primary responsibility for granting the terminal degree
- Employ program officials as necessary to meet JRCERT standards
- Provide adequate classroom and office accommodations to provide quality education
- Assure that all clinical facility's meet radiation safety standards
- Provide adequate didactic and clinical support for quality education
- Provide support for continuous professional development
- Provide learning resources to support and enhance the educational curriculum
- Provide responsible workload and sufficient release time to all instructors for preparation of material and instruction
- Notify JRCERT should the possibility of discontinuation occur
- Allow students presently enrolled in the program to complete the program
- Discontinue accepting student into the program

The School of Radiologic Technology shall:

- Maintain accreditation by the Joint Review Committee on Education in Radiologic Technology
- Provide quality instruction and evaluation of enrolled students
- Assure all Radiation Safety practices are understood, and proper procedures followed
- Provide opportunities to meet the objectives and terminal competencies of the Program
- Enforce all program, institution and JRCERT policies and procedures
- Keep goals and mission consistent with the institutions mission and values
- Maintain budgetary constraints
- Provide education to ensure appropriate understanding and levels of student supervision
- Graduate qualified, competent, professional Radiographers to enter the profession

PARKING

Ample parking space is provided free of charge to students. Student will be issued parking permits and must park in the designated “student lots” during clinical rotations. There will be no exceptions. Violations of this policy will follow the “coworker policy” on parking.

PERSONAL LEAVE

A student who decides to take a personal leave from the program must submit a request in writing to the program director within one week of the personal leave date. Failure to do so may result in a resignation/termination from the program.

Students who decide to take a personal leave may return at the beginning of the didactic semester in which the student had left the program. If the student does not return within one year from the date of the leave, the student would need to re-apply to re-enter the program. Re-entrance into the program would follow the program's admission policy.

Tuition for the semesters in which the student attended including the semester in which the student had left the program is due within thirty days of the personal leave date.

PTO HOURS

Students are provided 7 weeks (280 hours) of personal time during the 24-month program. This includes 4 weeks of vacation, 8 personal days and 7 sick/absent days.

Students will also be scheduled off for 6 national holidays each year. National Holidays observed: Labor Day, Thanksgiving, Christmas, New Year's Day, Memorial Day, July 4th. Students may request personal days during the allotted vacation periods. Personal hours must be scheduled at least two days in advance with the Program/School Office.

Students will be provided with a monthly PTO report.

PREGNANT STUDENT

The policy establishes radiation safety guidelines for the protection of the embryo/fetus from ionizing radiation incurred by a pregnant student during the course of her educational program in Radiologic Technology, while protecting the rights of the student to continue in the educational program.

DECLARED PREGNANCY

Declaration of pregnancy is voluntary and at the discretion of the student. If the student chooses to voluntarily declare her pregnancy, written notification (declaration of pregnancy form) is required. Once the student has declared her pregnancy, she attests to her understanding of her and the Schools responsibilities and efforts to maintain safe working conditions for herself and her unborn. Only upon receipt of this written declaration is the hospital responsible for the monitoring and record keeping described below.

The written declaration of pregnancy includes the date of declaration and either the due date or an estimated date of conception (the month is sufficient). From these dates, the Radiation Safety Officer will make a written record of the occupational exposure to the student from conception to declaration, monthly exposures to the fetal dose monitor and cumulative estimated exposure to the fetus. If the student is assigned in an area in which significant internal contamination with radioactive materials is expected, bioassay will be performed, and calculations documented to estimate the resultant exposure to the fetus. The total of internal and external exposure to the fetus will be documented and a report given to the worker. At the end of the calendar year, all students receive written reports of their annual radiation exposures.

Upon notification of a radiation students pregnancy:

- a. The cumulative exposure history of the worker will be reviewed by the RSO, pregnant student and/or her supervisor.
- b. Risks to the fetus will be discussed with the pregnant student by the Medical Director or the RSO following Regulatory Guide 8.13. The student will be given a copy of Table 2 "Effects of Risk Factors on Pregnancy Out-come" and a copy of Regulatory Guide 8.13 "Instructions Concerning Prenatal Radiation Exposure". Sufficient time should be allowed for questions.
- c. Radiation safety practices will be reviewed including the concept of reducing exposure by using time, distance, and shielding.
- d. Analysis of duties may be performed by the supervisor with the student.
- e. A second dose monitor will be issued to be worn at waist level under lead apron.

If the fetal dose is anticipated to be less than 5 mSv (500 mrem) over the gestation period, the student may continue in the educational program without modification.

If the fetal dose is expected to exceed 5 mSv (500 mrem), the student:

- a. May voluntarily elect to continue in the educational program without modifications.
- b. May continue in the educational program with certain restrictions listed in Table 3:"General Guidelines for the Pregnant Radiation Student", and encouraged to utilize time, distance and shielding to reduce exposure as low as possible.
- c. May be reassigned to a lower or non-radiation duty if requested by the student. The Medical Center will make a "good faith" effort to locate such a position; it cannot create new jobs or reassign students to positions which are inappropriate. The student must understand that when a temporary assignment occurs in response to her request, a change commensurate in clinical hours could occur.
- d. May choose to take a leave-of-absence where it is neither possible nor practical to honor a reassignment request. (refer to personal leave policy)

WITHDRAWAL OF DECLARATION OF PREGNANCY

Since the declaration is given voluntarily, it may be withdrawn by the student at any time for any reason. This action requires written notification to the Program Director and Radiation Safety Officer. (Withdrawal of pregnancy declaration form).

UNDECLARED PREGNANCY

As previously stated, the federal regulations apply only when a woman has declared her pregnancy in writing. This policy has been written to allow students to continue in the program without modification as not to put a student's future career opportunities in jeopardy. Further, it is the intent of the ALARA program to maintain exposures below the level of 5 mSv (500 mrem) per year when at all possible which in effect treats all students as though the fetus were always present.

CONTINUE PROGRAM WITHOUT MODIFICATION

Regardless of declaration, the student may choose to continue in the program without modification. The student must be able to meet the academic and clinical requirements of the program.

PROGRAM CLOCK/CREDIT HOURS

To provide consistent interpretation of clock hours per credit hour for didactic and clinical courses.

Didactic Courses:

- One 50-60 minute course/week for each 16 weeks of instruction = 1 credit hour/16 clock hours
- Two 50-60 minute courses/week for each 16 weeks of instruction = 2 credit hours/32 clock hours

Clinical Education:

- Every 96 contact hours of clinical education = 1 credit hour

Clinical education hours are approximate hours of supervised clinical experience. These may vary slightly per year depending on clinical and academic assignments. Both clinical and academic hours may be varied at the discretion of program officials in order to meet educational objectives.

Example:

Radiation Protection Semester I (32 clock hours/2 credit hours)

16-week course

Two 50-60 minute lectures/week

One clock hour for every 50-60 minute class

$16 \times 2 = 32$ clock hours

1 credit/ 16 -week \times 2 lectures/week = 2 credit hours

Example:

Clinical Education Semester I (720 contact hours/7.5 credit hours)

720 contact hours/semester

One credit hour/96 contact hours

$720/96 = 7.5$ credit hours

RADIATION MONITORING

Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold image receptors during any radiographic procedure.

Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

All students who participate in using equipment in an energized laboratory or clinical environment must be monitored for radiation exposure, including but not limited to simulation procedures or quality assurance.

Radiation monitoring badges must be worn at the collar level at all times while in the Department of Imaging Services. Radiation monitoring badges must be changed by the 5th day of every month. New exposure badges will be available in the imaging services work area. Exposure reports will be available to students each month and students will receive an annual report. All exposure reports will be maintained by the program director and by the Radiation Safety Officer. The student must initial exposure reading on a monthly basis.

The established guidelines for ALARA imposes a limit of 500 mRem per year for radiation workers, including Radiology students. Any student receiving 125 mRem exposure in one quarter as detected by film or TLD badges will receive personal letters of notification stating that their quarterly exposure was above acceptable limits as established by the Radiation Safety Committee. The program director will also receive notification, at which time a one on one meeting will occur. If necessary, the Radiation Safety officer will be involved. This 125 mRem per quarter is the ALARA Investigational Level I. Level II exposure is 375 mRem per quarter. Exceeding this level will initiate an investigation by the Radiation Safety Officer and a formal report to the Radiation Safety Committee on causes and steps taken to prevent recurrence.

500 mRem/year

125 mRem/quarter- **Level I investigation**

375 mRem/quarter- **Level II investigation**

RESOURCES/LIBRARY

The School office and Radiology department offer numerous resources available upon request.

There are reference materials and publications available for student use.

On-line resources and publications are emailed to enrolled students.

The Thomas F. Frawley Medical Library provides Mercy co-workers, physicians and students with information in support of patient care, education, research and management.

The Medical Library is located in Tower B at Mercy Hospital St. Louis.

Hours:

Monday through Friday 7 a.m. to 5 p.m.

Phone: 314-251-6340

Fax: 314-251-4299

E-Mail: medlib@mercy.net

Library Resources

- [Search Request](#)
- [Article Request](#)
- [A-Z Electronic Journals](#)
- [Athens](#) (access to library's electronic resources, request password by email)
- [Contact the Library](#)

Library Databases

[EBSCO - DynamedPlus](#)

Dynamed is an evidence-based reference tool to answer clinical questions at the point of care, updated daily

[EBSCO Databases](#)

Includes CINAHL (nursing) and also psychology, sports, health business and social sciences literature

[OVID MEDLINE](#)

Cochrane and other evidence-based databases, full text books and journals

[ClinicalKey](#)

[Micromedex](#)

[PubMed](#)

[CyberTools Catalog](#)

Check which books and journals the library owns

[UpToDate](#)

REPEAT EXPOSURES

All unsatisfactory radiographs that are repeated by a student must be under the direct supervision of a qualified radiographer regardless of the level of achievement.

SCHEDULE/SCHEDULE CHANGES

Student's clinical assignments will be limited to no more than 8 hours per day and a total of no more than 40 hours per week (Monday through Friday days) in the Department of Imaging Services, including class and clinical time. Class schedules and all other notices will be posted on the bulletin board in the Radiology Classroom. It is the responsibility of the student to arrive promptly for each class session. Should there be any changes in the class schedules, notification of these changes will be posted on the bulletin board.

Clinical application schedules will be posted in the "work area". Students are expected to be in the clinical area on time, as scheduled and remain in clinical area until the end of the scheduled time. Students may be required to return to the clinical area after class to complete clinical assignment for that day.

Schedules will be posted in advance. Students will not be permitted to change clinical rotations. Clinical rotations are sequenced, and each student will participate in the same number of rotations to correlate with the clinical plan.

Example:

Monday	7:00AM-12:00PM	Clinical Assignment	5 Hours	
	1:00PM-3:00 PM	Independent Study	2 Hours	7 Hours
Tuesday	7:00AM-11:00AM	Clinical Assignment	4 Hours	
	12:00PM-4:00PM	Didactic Courses	4Hours	8 Hours
Wednesday	7:00AM-3:00PM	Clinical Assignment	8 Hours	8 Hours
Thursday	7:00AM-11:00AM	Clinical Assignment	4 Hours	
	12:00PM-4:00PM	Didactic Courses	4Hours	8 Hours
Friday	7:00AM-3:00PM	Clinical Assignment	8 Hours	8 Hours
Total				39 Hours

SEMESTER/PROGRAM COMPLETION

To advance to the semester II of the program, all students must complete the following requirements:

- Completion of semester I didactic courses with a passing grade.
- Maintain a didactic GPA of 2.0
- Completion of all room objectives
- A minimum of 20 clinical evaluations signed by a staff radiographer
- A minimum of 5 re-competency procedures
- A clinical grade of 85% or better
- Comprehensive semester I final with a 75% or better

To advance to the semester III of the program, all students must complete the following requirements:

- Completion of semester II didactic courses with a passing grade.
- Maintain a didactic GPA of 2.0
- A minimum of 20 clinical evaluations signed by a staff radiographer
- A minimum of 20 re-competency procedures
- Maintain a clinical grade of 85% or better
- Comprehensive semester II final with a 75% or better

To advance to semester IV of the program, all students must complete the following requirements:

- Completion of semester III didactic courses with a passing grade.
- Maintain a didactic GPA of 2.0
- A minimum of 20 clinical evaluations signed by a staff radiographer
- A minimum of 20 re-competency procedures
- Maintain a clinical grade of 85% or better
- Comprehensive semester III final with a 75% or better

Program Completion

To graduate from the program, all students must complete the following requirements:

- All graduation requirements
- Comprehensive final with a 75% or better

STUDENT RECORDS

Records are maintained for all didactic and clinical courses attempted and/or completed by the student.

- In accordance with the Family Education Rights and Privacy Act of 1974, all records are available to students upon request.
- A report of good health and immunization is retained in Mercy Corporate Health Services
- Radiation monitoring records are maintained, as required by state and/or federal safety regulations by the radiation safety officer and program director. No personal information is listed on the report.
- All records will be retained while students are enrolled in the program, including admission criteria, pre-requisite transcripts, current performance competencies/evaluations, and other miscellaneous paperwork.
- The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.
- All student material containing grades, private health information, and/or student records will be given to the student in person.
- Student mailboxes will be used for general, non-private information only.
- Final didactic and clinical transcripts are retained permanently and are located in the program office.
- Written permission from the student is required for transcripts and/or any other information from students' files to be released to any third party. A Release of Information Request form is available on the program's website.

All student files are kept locked and secure at all times in the program offices except for health records which are kept secure with Mercy Corporate Health.

STUDENT SERVICES

The following services are provided by Mercy Hospital St. Louis free of charge or at discounted rates, and are offered to enrolled students in the Radiography Program:

Parking

Physical- required for admittance

Criminal background check

Employee Assistance Program

Access to Wellness Center

Discount for Cafeteria

Discount for Life Uniform shops

Flu Shots

Covid-19 Vaccination

CPR certification

STUDENT SUPERVISION POLICY

Appropriate supervision assures patient safety and proper educational practices. Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision.

The JRCERT defines **direct supervision** as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement
- Evaluates the condition of the patient in relation to the student's knowledge
- Is physically present during the conduct of the procedure
- Reviews and approves the procedure and/or image

The JRCERT defines **indirect supervision** as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Immediately is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. All images will be evaluated and approved by a qualified radiographer.

*Qualified radiographer- A radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline with practice responsibilities in areas such as patient care, quality assurance or administration. Such practice responsibilities take place primarily in clinical settings.

STUDENT TRANSFER

This program does not accept transfer students/credits from other colleges or radiologic technology programs.

Missouri State University, University of Central Missouri, and Missouri Baptist University will accept transfer of credit from this program to complete an associate's/ baccalaureate degree in radiography.

Other colleges and/or universities may accept transfer credits on an individual basis.

Acceptance of credit is always up to the receiving institution unless specified in an articulation agreement or Memorandum of Understanding.

TERMINAL COMPETENCIES

The graduate shall be able to:

- Provide basic patient care and comfort and anticipate patient needs.
- Provide appropriate patient education.
- Practice radiation protection.
- Understand basic x-ray production and interactions.
- Operate medical imaging equipment and accessory devices.
- Position the patient and medical imaging system to perform examinations and procedures.
- Exercise independent judgment and discretion in the technical.
- Performance of medical imaging procedures.
- Demonstrate knowledge of human structure, function and pathology.
- Demonstrate knowledge and skill relating to quality assurance activities.
- Evaluate the performance of medical imaging systems.
- Evaluate medical images for technical quality.
- Demonstrate knowledge and skill relating to medical image processing.
- Understand the safe limits of equipment operation.
- Recognize equipment malfunctions and report them to the proper authority.
- Demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
- Support the profession's code of ethics and comply with profession's scope of practice.
- Recognize emergency patient conditions and initiate first aid and basic life support procedures.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Apply principles of body mechanics.
- C.P.R. Certification
- Complete all Mandatory and Elective procedures as specified on Competency Record

TERMINATION

Termination from the School of Radiologic Technology will be divided into two types:

- **Resignation:** Students wishing to resign from the Program are required to submit a written letter of resignation to the Program Director. Tuition paid will be refunded according to the tuition refund policy. Students who resign may reapply through the normal admission procedure.
- **Dismissal:** Students failing to maintain the required grade average or otherwise indicating an inability to adapt to a hospital environment will be placed on probation. If no improvement occurs during the probationary period, the student will be dismissed from the Program. Students will also be dismissed from the program according to the grounds for dismissal policy.

Re-Entrance: To re-enter the program, the student must follow the grievance policy. The grievance committee will determine possible conditions for re-entry into the Program.

TUITION

Tuition and fees for the Mercy Hospital St. Louis School of Radiologic Technology Program:

- \$35 Application fee
- \$100 deposit upon acceptance; applied toward Year I tuition
- \$4,725.00 per year

(Approximately \$1,200 additional expense for book and uniform expense that will be purchased independent of tuition/fees to Mercy)

Tuition may be paid in one of the following manners:

- Annually (August 15)
- Semester (August 15, January 15)
- Quarterly (August 15, November 15, January 15, April 15)
- Monthly (August through May, 15th of each month)

Inability to pay tuition as indicated must be designated in writing and submitted to the School Office upon receipt of the tuition statement. Failure to remit tuition due within twenty days of payment will provide for a \$5.00 service charge for each month that payment due is late.

Tuition not paid in full by the specified dates may result in dismissal from the program.

Transcripts will not be released if any tuition is past due for any reason.

The program does not participate in any Title IV financial programs.

*An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of submitting application fee or enrollment deposit is entitled to a refund of all monies paid. If notice is not received as stated, the application fee/enrollment deposit then becomes non-refundable

TUITION- FEES/DEPOSIT REFUND

Withdrawal from the program requires written notification of that desire communicated to the School Office.

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of submitting application fee or enrollment deposit is entitled to a refund of all monies paid. If notice is not received as stated, the application fee/enrollment deposit then becomes non-refundable.

TUITION REFUND

Refunds for tuition are made according to the following guidelines:

- Withdrawal prior to June 1-----100% of tuition refunded
- Withdrawal prior to Dec 31-----50% of tuition refunded for annual payment
- Monthly payments will not be refunded unless advanced payments made
- Quarterly payments 25% of tuition refunded if withdrawal prior to end of quarter

WORK RELATED

Students may be hired by the institution as a technologist assistant or other positions in which they are qualified. Any paid employment of a student in clinical radiography is a separate entity from the educational phase of the program and, as such has no bearing on the structured clinical experience.