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## I. INTRODUCTION

### a. *The Field of Radiography*

A radiologic technologist, also known as radiographer, is a professional in the medical field specifically trained to produce various types of diagnostic radiographic images. The radiographer renders an important service to the medical profession and contributes to the welfare of humanity by providing personal services to the community.

A radiograph, commonly labeled an “x-ray,” is the ultimate product of the radiographer’s work. The radiograph serves as a diagnostic tool for the physician. Accuracy and quality are imperative in attaining an optimum diagnostic study.

As with every health care professional, the radiographer’s main objective is to provide excellent patient care and to maintain high standards of quality. Such an individual must be personable, flexible to change, physically agile, understanding, compassionate, and ever mindful of his/her purpose- patient care.

### b. *Mercy Hospital St. Louis*

615 South New Ballas Road

St. Louis, MO 63141

[www.mercy.net](http://www.mercy.net)

With a heritage of healing that reaches back more than 150 years, Mercy Hospital St. Louis, continues to provide distinctive services offered by a team that cares for people, not illnesses. We are the only Level I Trauma Center in St. Louis County. Mercy Hospital St. Louis sponsors a 24 month program for Radiographers. The school is accredited by the Joint Review Committee on Education in Radiologic Technology. Any individual associated with the program has the right to submit allegations if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if he/she believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

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**c. *The profession***

The profession of radiography requires the ability to provide appropriate health care services. Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. The radiographer is able to:

- Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, self and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Detect equipment malfunctions, report same to proper authority, and know the safe limits of equipment operation.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in radiographic quality assurance programs.
- Provide patient/public education related to radiologic procedures and radiation safety/protection.

**d. *Philosophy***

The Radiography Program is designed to provide the Radiologic Health Team with a member who, under the supervision of a Radiologist, uses ionizing radiation as an investigative function, which contributes to the diagnosis of disease and injury.

The student will develop technical and social skills through active participation in an organized sequence of classroom, laboratory, and clinical experiences provided in the curriculum.

The student will perform radiography with the skill and knowledge of total patient care appropriate to radiology and effective measures of radiation protection.

The technical abilities of the Radiographer will enable the health team to improve community health services and provide upward mobility for the individual's career development.

## II. SCHOOL OF RADIOLOGIC TECHNOLOGY

### a. Goals

*To develop a radiographer who-*

- *Demonstrates clinical proficiency and competence*
- *Communicates effectively in the clinical setting*
- *Demonstrates critical thinking and problem solving skills*
- *Demonstrates professional and ethical behavior*

*To provide a quality program that meets the expectations of the graduates*

### b. Admission

It is the policy of Mercy Hospital St. Louis School of Radiologic Technology to recruit applicants for admission without regard to race, color, creed, national origin, religion, gender, age, or disability except where such condition is bona fide occupational qualification for the field of Radiologic Technology.

Applicants must be a graduate of an accredited high school or equivalent, maintained a 2.5 or better grade point average, and achieved a composite score on the ACT of 18 or better.

An associate (or more advanced) degree, or a completion baccalaureate degree program in Radiography is required prior to applying.

Suggested prerequisite courses:

- A. Mathematics/Logical reasoning  
College Algebra\*
- B. Communication  
English/Speech\*
- C. Information Systems  
Computer course
- D. Social/Behavioral Sciences  
Psychology/sociology
- E. Natural sciences  
Anatomy & Physiology  
Biology/Chemistry  
Physics

*\*Sections A and B are mandatory requirements. The remaining sections are suggested courses.*

A minimum 4-hour job shadow in a Hospital radiology department is also required. Arrangements can generally be made through a facility of your choice. We offer these at our facility M-F 7AM-3PM. Contact the school office for more information.

A maximum of ten students are selected into the program each year. Should the applicant be accepted to enter the School of Radiologic Technology, the student must pass the routine physical, drug testing and background check given free of

charge by Mercy. The student must be able to perform all required technical and physical standards of a student in the Radiologic Technology Program.

**c. Enrollment**

From July through March, completed applications, transcripts, personal or professional references will be accepted for enrollment in the class beginning the following July. A \$35 non-refundable application fee must be included.

Each applicant will be required to take an entrance exam. The top applicants will be eligible for interviews based on transcripts, applications and entrance exam scores. After interviews have been completed, the Admissions Committee will again review each applicant's file. Letters of acceptance or denial will then be mailed.

Because of limited enrollment capacity, the Program must realistically offer few student positions. Therefore, should an applicant decide to accept student position or terminate consideration of the application, he/she is expected to notify the School of Radiologic Technology in writing of such action immediately.

### **III. CLINICAL EDUCATION**

**a. Overview**

- ✓ Clinical education for the radiology student consists of applying what has been learned in the classroom to the clinical setting.
- ✓ To be successful in clinical education, a student must have been successful (made an 85% or better) in previous academic or clinical efforts. Additionally in any medical service assignment, it is imperative that providers at all levels be proficient in basic life-saving techniques. Principles of body mechanics are also very important to the individual student in his/her clinical practice in order to avoid injury.
- ✓ Assignment of students to "active" clinical education areas are made by the school office. These assignments provide students the volume and variety of clinical experiences to successfully progress through the program.
- ✓ Daily assignments will be posted
- ✓ Students will be assigned approximately 30 hrs/wk in clinical education areas.
- ✓ The reporting times for clinical education assignments vary:
  - 7:00AM – 3:00PM
  - 7:30AM – 3:00PM
  - 8:00AM – 3:30PM

Note: 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.

- ✓ The school office will keep a record of absence and tardiness. This will be made part of the clinical grade. If a student must be absent from clinical assignments, he/she must notify a School Official. If the program personnel cannot be reached, the clinical supervisor must be notified. In either instance, the student must state the reason for the absence.
- ✓ Any violation of the absenteeism and tardiness policy may lead to student counseling. The clinical instructor(s) will be responsible for keeping attendance records current. The records will be used to determine a student's clinical hours.
- ✓ Students are subject to all rules and regulations of the Medical Center, both institutional and departmental.

***b. Clinical Competency Evaluation System***

The responsibilities of a radiographer have grown in complexity with the development of more sophisticated procedures and equipment in the medical sciences. It is essential that the Medical Center provide the best possible educational experiences to all students. During the clinical experience, students must have the opportunity to perform all routine types of radiographic procedures. Only in this manner will they be prepared for entry into the profession.

With the Medical Center responsible for the final student performance, we feel there must be a competency-based curriculum, both academic and clinical. Efforts have been made to develop a clinical evaluation system whereby students may progress through clinical education with their strengths and weaknesses identified.

Competency-based evaluation is a means of checking the progression rate of students during their education by determining whether or not they are able to meet specified objectives thus demonstrating proficiency. Students' cognitive knowledge skills are directly evaluated in the classroom and indirectly evaluated throughout their educational experience. Their psychomotor application skills are evaluated in the energized laboratory at the Medical Center. In order to properly evaluate students' psychomotor skills, it is essential to determine the level of performance ability. Only through the use of a competency based evaluation system can we determine the proficiency level a student has achieved.

It is very important that knowledge and skills be reinforced and evaluated in the clinical setting to maximize the students' clinical effectiveness. It is the program's role to provide clinical experiences designed to bridge the gap between theory and application. This can only be accomplished through quality supervised clinical experiences in the Medical Center.

The clinical portion of the radiography program is an integral part of the total curriculum. All persons involved with the program must thoroughly understand the structure and function of the clinical evaluation system for the students' total education experience to be effective.

### ***c. Clinical Procedure Performance Objective***

In order for the student to perform clinical practice with an acceptable degree of proficiency, the student must be able to perform each of the items under the following headings:

#### **I. Clinical Performance Skills**

- A. Patient Care
- B. Identification (Evaluation of requisition)
- C. Positioning (Physical facilities readiness)
- D. Equipment Manipulation
- E. Exposure Factors
- F. Film/Digital imaging
- G. Radiation Protection
- H. Injectable media and procedures
- I. Image Evaluation
- J. General
- K. Fluoroscopic Skills
- L. Portable and Surgery Skills

#### **II. Professional Behavior Traits**

- A. Compassion
- B. Interest and Preparation
- C. Cooperation
- D. Motivation
- E. Dependability
- F. Poise and Self-Discipline
- G. Maturity and Judgment
- H. Appearance

## **CLINICAL PROCEDURE PERFORMANCE OBJECTIVES**

### **I. Clinical Performance Skills**

#### **A. Patient Care**

- Based on the requisition, the patient's chart, or verbal communication, determine the:
  - ✓ Patient's name
  - ✓ Appropriate Radiographic Procedure
  - ✓ Special considerations, which are or may be indicated
  - ✓ Possible contraindications, which do or may exist
  - ✓ Patient's condition (clinical history, probable diagnosis, etc.)
  - ✓ Information affecting how the patient is to be handled or technical factors to be used
  - ✓ Equipment to be used
  - ✓ Completeness of information
  - ✓ Accomplishment of prior preparation of patient that was ordered
  - ✓ Pregnancy of patient, where appropriate.
  - ✓ Appropriate shielding of patient
- Draw implications from patient information to permit conduct of radiographic examination and make the patient as comfortable as possible.
- Determine the necessary positions and projections of the area of interest with relation to the patient's condition
- Demonstrate respect for each patient's privacy and concern(s)
- Treat each patient with dignity and concern
- Alert radiologist to possible contraindication(s) to the requisitioned radiographic examination(s), i.e.,
  - ✓ Possible radiation exposure to a fetus
  - ✓ Recent duplication of the examination
  - ✓ Patient's condition
  - ✓ Effectiveness of the preparation of the patient for the radiographic procedure(s)
  - ✓ Signs of distress, adverse, or emergency reaction(s) of the patient
- Transport patients to and from the radiology department without injury to the patient or self, into the radiographic room; assist the patient safely between the transport vehicle and the radiographic table.
- Determine the proper bandages and dressings to be used in connection with the diagnostic radiographic examination requisitioned, checking presence of various types of tourniquets, sterile dressings for puncture or trephine sites, pad for puncture needle as desired
- Explain the radiographic examination to the patient or to an accompanying family member; keep the patient informed of what will happen during the radiographic procedure(s)

- Reassure the patient and answer questions as appropriate.
- Determine information to convey to the patient, which is based on patient condition and behavior as well as institutional policy
- Give appropriate instructions to the patient for the part and projection performed
- Give breathing instructions appropriate for the part projection performed that are in accordance with those specified in the radiology department's procedure manual
- Assist patients, allowing them to be as comfortable as possible
- Use care in moving patients to avoid harming, causing pain, or needless discomfort
- Handle oxygen supply, catheter(s), or chest tube(s) with care to avoid disruption of proper function
- Follow instructions outlined on the radiographic requisition
- Select and implement patient position(s)/area projections which will accomplish the examination purpose with the least discomfort to the patient
- Use details about the conditions of shock trauma as they manifest in a patient in performing radiography to:
  - ✓ Properly move and care for the patient
  - ✓ Position and immobilize safely
  - ✓ Recognize emergency symptoms
  - ✓ Select exposure factors
- Recognize shock reaction in a patient; observe the patient throughout the radiographic procedure and be alert to any sign(s) of pain, emergency, adverse reaction to the procedure/contrast materials, or impairment of respiration
- Conclude if the patient is having an adverse (emergency) reaction to the radiographic procedure or contrast material
- Rapidly secure lines, bed pans, emesis basins, emergency drugs, and supplies when an emergency condition occurs
- Assist the patients who wait for long periods of time in the radiology department as much as possible; e.g., talk with them, check needs, etc.

**B. Identification**

The student will:

- Correctly identify the patient for whom the radiographic procedure is requisitioned
- Determine the patient's mode of transportation
- Follow the instruction(s) as outlined on the requisition
- Using lead markers ("R", "L", "ERECT", etc.), to identify the patient part correctly relative to the side, time, position, or the patient part, etc., appropriate to the department's procedure manual

### C. Positioning

The student will:

- Position image receptor in bucky or cassette holder if applicable
- Adjust and center the image receptor to the part or the central ray
- Evaluate requisition for patient positions and projections of the area of interest with relation to the patient's condition
- Place patient's body and body part correctly for radiography; use appropriate immobilization devices
- Position the part correctly to demonstrate the anatomical image(s) necessary for diagnosis; instruct patient appropriately to accomplish projection
- Select and apply immobilization devices to prevent patient movement without interfering with the patient's breathing or circulation
- Account for body habitus in relating external reference structures to internal structures
- Mark or define anatomical reference lines to provide correct angulation or rotation
- Draw or imagine anatomical reference points to position body part with proper rotation and angulation
- Select appropriate external anatomical reference points to position the patient for the specific examination according to the area of the body involved; select accurate alternative points if patient is obese and traditional points are obscured by adipose tissue
- If necessary, select alternative positioning to obtain the requested view of the area of interest
- In positioning of the patient, make note of location of suspected fractures, unhealed fractures, or presence of foreign bodies; handle patient accordingly
- Position the patient or body part to be imaged in the correct relation to the film
- When using the Bucky, center the patient part to the midline of the Bucky
- Place the long axis of the part to coincide with the long axis of the IR.
- Center the part designated by the requisition accurately to the IR.
- With IR in cassette holder or in Bucky, center the film to the part
- With upright cassette holder, adjust height of film holder to transverse level of part, and center the part to the IR.
- Position the x-ray tube with the primary beam entering the area of interest at the correct angle to project the image needed

#### **D. Equipment Manipulation**

The student will:

- Implement safety procedures, equipment, and information on timing of radiographic procedure(s)
- Correctly use the rotor and exposure switches of the radiographic unit
- Carefully note any signs of malfunction of the equipment and report it immediately
- Safely transport IR to be processed
- When appropriate, correctly erase IR.
- Assist with maintenance of clean, organized radiographic room by :
  - Folding and replenishing linen supplies
  - Cleaning table at appropriate intervals
  - Dusting room and equipment at appropriate intervals
- Reviewing supply of emergency drugs-quantity and dates; re-supply as determined by use and expiration date(s)
- Checking daily for the presence of :
  - ✓ appropriate lead markers
  - ✓ proper size and type of syringes and needles
  - ✓ lead aprons and gloves, which may be needed during the radiographic procedure(s) to be performed
  
- In radiography of patients, carefully check to ascertain if materials and equipment required are present in radiography room
- Assemble the accessory equipment required to perform the particular radiographic procedure(s) specified by the requisition
- Prepare the radiographic room for the procedure before the patient enters the examination room
- Make sure the proper IR(s); size(s) and type(s), are in the radiographic room
- Correctly reload IR holder if need is determined or appropriate

#### **E. Exposure Factors**

The student will:

- Measure the patient part with calipers at path of central ray or as specified for the requisitioned procedure by the radiology department's procedure manual; using a technique chart guide, determine and select the appropriate minimal exposure factors compatible with diagnostic quality desired for projection(s) performed
- Select correct exposure factors; carefully adjust technical factors for special considerations; i.e., patient's size, condition, use of magnification, post op changes, patient's body type, sex, age, or muscular development
- Note radiologist's density preferences or equipment problems to avoid "repeat" radiographs
- Follow instructions for establishing exposure factors on the control panel

- Using conversion charts or posted information, convert exposure factors correctly to an equivalent output using arithmetic manipulation, numerical symbols, etc.
- Position the radiographic tube with the primary beam entering the area of interest at the appropriate angle to project the image required; maneuvering the radiographic tube correctly and safely in the presence of the patient
- Implement safety procedures, equipment, and information on timing of radiographic procedures

#### **F. Image Receptor**

The student will:

- Select the appropriate size and type of image receptor based on patient size, area of interest, use of magnification technique, and number of projections to appear on the radiograph
- Position image receptor accurately in the Bucky or cassette holder

#### **G. Radiation Protection**

The student will:

- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
- Determine the position of the gonads and provide appropriate radiation shielding based on position of patient and part projection required
- Make sure that any “repeat” radiograph(s) ordered is only for medical diagnostic purposes
- Collimate the x-ray beam to the size of the part being imaged; operate collimator controls to adjust collimation to expose only the area of interest
- Understand the effects of all ionizing radiation on human tissue; conscientiously conform to safety requirements; ie:
  - ✓ Wear protective lead garments if in the room during exam
  - ✓ Make exposure(s) from behind leaded protective barriers
  - ✓ Close all access doors to radiographic rooms before making exposures during a procedure
- Utilize gonadal shielding for the patient’s protection
- Utilize correct collimation for protection of patient and others
- Determine when accidental excessive radiation exposure may have occurred to self, patient, or other personnel using details about the properties and behavior of electromagnetic ionizing radiation in interaction with living tissue and other forms of matter taking account of scattered radiation, the qualities of radiolucent and radiopaque materials, absorption and density qualities of matter, reasons for monitoring, and detection device(s)
- Supply shielding to any persons other than patient who will be present in the room during radiographic exposure(s)

- Always wear currently dated, properly placed radiation monitoring devices
- Turn in and replace radiation monitoring devices used at the intervals prescribed by the Radiation Safety Officer
- Conscientiously note when accidental or excessive personal exposure to ionizing radiation may have occurred and report each occurrence promptly to the Program Director.
- Read and understand implications of letters from the Radiation Safety Officer informing of an unusually high monthly radiation exposure dose or of high cumulative exposure and possibly requesting an interview
- Discuss possible causes for unusually high radiation monitoring device(s) and possible transfer to other duties or work
- Implement safety procedure, equipment, and information on timing of radiographic procedure(s)
- Carefully shield the patient's gonads and radiosensitive areas
- Determine appropriate shielding for radiosensitive tissue considering direction of the central ray and proximity of area of radiographic interest to the radiosensitive tissues

#### **H. Injectable Media and Procedures**

The student will:

- In cases requiring injectable media and introductory procedures Using sterile technique, fill syringe(s) with contrast material needed for the requisitioned radiographic procedure
- In performing radiography when sterile surgical or introductory procedures are involved, use details about sterile conditions and procedures to achieve or maintain the sterile integrity of materials, areas, or parts of the patient's body
- Assist with application of various types of tourniquets or sterile dressings to be used in connection with the diagnostic radiographic examination(s) requisitioned; checking presence in room or on appropriate procedure tray
- Observe patient throughout radiographic procedure and be alert for any sign(s) of adverse reactions to a procedure or contrast material
- Check contrast material and emergency drugs for quantity present and possible chemical deterioration

#### **I. Image Evaluation**

The student will:

- Review radiograph(s) for technical quality using the proper sequence of events.
- Correctly use all equipment required to accomplish the review of a radiograph
- Indicate the possible variations to be expected in individual situations
- and demonstrate the proper sequence of events in each "plain" film review
- Apply academic abilities (Mathematics, English, Composition, Physics,

- Anatomy, etc.) to review of a radiograph
- Demonstrate the proper review of radiographs produced in predetermined clinical radiographic procedures or simulations of radiographic procedures. To do this, the student will:
  - ✓ Provide technical quality review of specific radiographic series
  - ✓ Relate requisitions for patient procedures (as indicated on the requisition) to projections of the area of interest and patient's condition
  - ✓ Discuss the need for a change from standard positioning to accomplish the purpose of the examination that offers the least discomfort to the patient.
  - ✓ Consider patient's body type, size, sex, age, or muscularity in determining correctness of technical factors and positioning used
  - ✓ Assess each radiograph/procedure for:
    - Correct patient view and full area of interest is demonstrated
    - Unnecessarily large area is visible (irradiated)
    - Appropriate shielding of the patient is evident
    - Artifacts, blurring, or distortion of the image is present
    - Adequate detail and definition are present in the image
    - Adequate density and contrast are present to provide the diagnostic image required for the examination
    - The anatomy and condition of interest are demonstrated satisfactorily for diagnostic purposes based on review of the requisition and visual examination of the radiographs
    - Image problems were caused by radiographer's performance (improper positioning, centering, immobilization of patient, inappropriate exposure factors, failure to adjust to special circumstances, improper part-film distance, focal-film distance) or malfunctioning x-ray machine/film processor
    - Areas of the body are properly demonstrated, given the area of interest, requisition, and appearance of images in relation to appropriate technical standards
    - Anatomical structures needed for interpretation are shown in the image; their relationships are demonstrated appropriately
- Apply understanding of the effects of ionizing radiation on human organs and tissues, details of biological safety requirements, and protection procedures to conscientiously determine if an unnecessarily large area of the patient's body has been exposed; if there is visual evidence of proper field size collimation and appropriate shielding.
- Apply an understanding of diagnostic radiography to determine:
  - ✓ The type of radiographic images required for the examination listed on the requisition
  - ✓ If standards for diagnostic quality have been met
  - ✓ If any views are omitted

- ✓ What alternative patient or x-ray tube positioning may have been used to obtain views for which conventional positioning was contra-indicated
- Discuss the quality of the image, noting appearances of medically suspicious signs of pathological conditions
- Discuss what a radiographer should have done to improve the quality of the image; adjustment of technical factors, repositioning of the patient, or making additional exposures.
- While reviewing image(s) for technical quality, decide whether to “repeat” images or take additional views based on requisition orders
- In deciding if a “repeat” image(s) is needed, the reviewer should:
  - ✓ Restrict orders to those for medical reasons; i.e., for missing view(s)/area(s) of those needed to complete diagnostic information
  - ✓ Explain reasons for the decisions to “repeat”
- Accurately answer oral questions for clinical instructor related to radiographic quality
- Keep a written report of image(s) produced for reference to examination(s) in Image Critique sessions

The students will review each radiographic image to determine:

- Alignment of the Image receptor holder with the part to be radiographed:
- Centering of the tube to the film
- Positioning of the patient’s body part was in the correct relation to the IR for radiography; placement of the long axis of the part was coincident with the long axis of the IR or portion of the IR in use
- Accurate centering of the part to the IR holder; center of patient part was to the midline of the Bucky mechanism or midpoint of IR holder
- Adjustment of center of cassette holder was to the transverse level of the part; part is centered to the IR
- Positioning of the x-ray tube was so that the primary beam enters the area of interest at the appropriate angle to project the image needed

The student will review each image to assess whether:

- The tube was centered to the IR
- If instructions were accurately followed for establishing exposure factors on the control panel
- The image was overexposed/underexposed; if proper contrast and density of the image were produced and are present.
- The x-ray beam was collimated to the anatomical part to be demonstrated in each projection of the procedure.
- Radiologist’s density preference(s) was met
- There is evidence of equipment malfunction
- Any “repeat” image(s) ordered was only for medical diagnostic purposes

- Implementation of information on timing for the imaging procedure(s) was done.

The student should review each image to determine:

- Lead marker, identifying the structure, is visible on the image; note the appropriateness of use.
- Patient identification is readily visible, readable, and accurate for the patient for whom the radiographic procedure(s) was performed.
- That the correct lead marker(s) was used to identify the side(s) or body part(s).

#### **J. General**

The student will:

- Discuss with the supervisor incomplete, confusing, or unclear requisition(s); precautions needed in dealing with the patient; positioning options or contraindication(s) to imaging examination(s); the need to change from standard position to accomplish the examination purpose and will offer the least discomfort to the patient.
- Locate areas designated for storage of linen, bed pans, emesis basins, emergency drugs; be completely familiar with location of each in order to secure them quickly under emergency conditions.
- Use acceptable grammar, punctuation, spelling, sentence structure, and syntax in recording the radiographic examination of the patient. Including comments on equipment malfunction/failure, special care provided for the patient, or reason(s) any views could not be provided.

#### **K. Fluoroscopic Skills**

The student will:

- Assist with preparation(s) of patient(s) and equipment
- Observe radiation protection requirements to provide necessary protection for patient(s), self, and others; utilize distance as protection for technologist
- Anticipate the needs of the radiologists, patient, or procedure during the examination

#### **L. Portable and Surgery Skills**

- Safely transport the mobile radiography unit from the Radiology Department to the patient's bedside or operating room
- Position the mobile x-ray equipment accurately for the procedure requisitioned
- Utilize rules of body mechanics
- Observe radiation protection requirements to provide necessary protection for patient(s), self, and others as well as utilizing distance as protection for the technologist
- Choose exposure factors specific for the examination and patient

measurements

- Utilize proper safety techniques and precautions against electrical hazards
- Follow established infection control procedures to prevent spread of infection and disease.
- Perform the procedures requisitioned.

## II. Professional Behavior Traits

The student radiographer should exhibit professional traits and characteristics most often cited as needed by the professional radiographer. These include:

compassion	cooperation	interest
motivation	dependability	poise
self-discipline	loyalty	promptness

Specific responses are considered indicators of these traits and characteristics. These performance objectives have to do with the development of these traits and the determination of their presence

### A. Compassion:

To demonstrate this trait, the student will:

- Assist patient(s) allowing him/her as much comfort as possible
- Assist patient(s) who waits for long periods of time in the Radiology Department (talking with patient(s), checking needs, etc.).
- Take care not to move patient(s) in any way that might be harmful, painful, or needlessly uncomfortable; select alternative position(s) when appropriate
- Never leave a patient unattended, especially when he/she might fall off the radiographic table or has had an injection of contrast medium.
- Always explain to a patient if a request can not be granted in the Department of imaging services.

### B. Interest and Preparation:

To demonstrate these traits, the student will:

- Ask necessary questions (technical ) to be able to perform the radiographic procedures requisitioned
- Possess and use items of the professional uniform; i.e., lead markers, pen with the appropriate color ink, identification nameplates, radiation monitoring devices, etc.
- Be familiar with routine procedure in assigned area as outlined in the Department's procedure manual.

### C. Cooperation:

To demonstrate this trait, the student will:

- Respect each person's (patient(s) and personnel) dignity and privacy

- Establish good rapport with clerical personnel, aides, attendants, receptionists, technologists-staff and supervisory, Department Administrators, medical staff-residents and radiologists, and classmates
- Accept guidance, suggestions, and constructive criticism from the technical staff and Department personnel without overt resentment
- Exhibit pleasant, amiable behavior with patient(s) and personnel (e.g., smiling, courtesy, etc.)
- Adhere to the rules and regulations of the Radiography Program, the Department of Radiology, and the Medical Center

**D. Motivation:**

To demonstrate this trait, the student will:

- Ask necessary technical questions to enable them to perform requisitioned radiographic procedures, even those with which they are unfamiliar
- Practice previously learned skills voluntarily
- Ask for assistance in attempting new or more complex procedures
- Perform tasks that are unassigned but necessary for the efficient function of the Radiology Department

**E. Dependability:**

To demonstrate this trait, the student will:

- Be prompt in:
  - ✓ Arriving at the clinical area sufficiently early to be in the assigned radiographic room at the appointed time (hour as appropriate)
  - ✓ Energetically and efficiently approaching radiographic procedures to be performed
  - ✓ Returning to the department from lunch or breaks at the allotted time
  - ✓ Proceeding with assignments given; completing them within the allotted time period
- Complete assignments promptly, thoroughly, and accurately
- Be in attendance in the radiography room or with the technologist to whom assigned
- Function as prescribed by the clinical education objectives at the direction of the clinical instructor or staff radiographer in the radiography room
- Recognize and acknowledge limitations of knowledge and experience
- Be honest and truthful

**F. Poise and Self-Discipline:**

To demonstrate these traits, the student will:

- Exhibit a pleasant, amiable behavior with patients and personnel
- Maintain composure and professional decorum in all situations, particularly those which are unusual
- Exhibit adaptability in “new” or unusual situations
- Exercise self-discipline in emotional or sensitive situations, i.e., not displaying anger, disgust, repulsion, excessive glee, nor disrespect
- Accept criticism positively and benefit as a result
- Exercise self-discipline when studying or performing radiography; i.e., keep mind on what is being done and stay with the responsibility until it is accomplished

**G. Maturity and Judgment:**

To demonstrate these traits, the student will:

- Exercise self-discipline in all of its aspects
- Recognize and acknowledge limitations of knowledge and experience
- Conclude what information to convey to the patient based on the patient’s condition/behavior and Institutional policy
- Answer questions from patient or patient’s family appropriately
- Select non-controversial topics to discuss with patients or in the patient’s hearing
- Eating or drinking are prohibited in a patient care area or where the patient can see you; any of these activities should occur only in designated area(s)
- Refrain from discussing patient cases when in a public area or conveyance. (Anywhere patient(s), patient family member(s), or friend(s) of the patient may overhear)

**H. Appearance:**

To demonstrate the mean and appearance of a professional person, the student will:

- Wear the appropriate uniform designated for student radiographers
- Practice good personal hygiene-both mouth and body
- Refrain from infractions of the rules regarding the uniform for the student radiographer
- Refrain from the use of chewing gum, food and drinks while in the radiographic room(s)/hallway of the department of imaging services.

***e. Student Responsibilities- clinical***

- Report promptly at assigned time of duty
- Report fit for clinical assignments
- Report in proper attire
- Report promptly to area of clinical assignment
- Remain in assigned area during all procedures
- Attend and assist clinical staff with each procedure; remain until procedure is complete
- Forfeit all activities in the provision of excellent patient care
- Perform procedures which have been practically demonstrated in class as assigned/requested under direct supervision of qualified staff.
- Attend to patients at all time while on examination table.
- Demonstrate adequate respect for patients, physicians, staff, peers
- Maintain at least an 85% average in clinical and competency evaluation
- Report all complaints to school official on a timely basis

***f. Clinical Grade***

The student radiographer's clinical grade is based on the following areas. The clinical grade will also include the percent worth of that area.

1. ATTENDANCE	10%
2. DRESS CODE (uniform, markers, technicards, film badge and name badge)	10%
3. ROOM ROTATION OBJECTIVES	10% (semester 1 only)
4. EVALUATION OF CLINICAL PERFORMANCE (minimum of 10 per quarter)	20%
5. STAFF TECHNOLOGISTS EVALUATION (minimum of 10 per quarter)	10%
6. COMPETENCY-BASED EVALUATIONS (semester II III IV - 50%)	40%

***g. Competency Based Evaluation System***

The student radiographer must complete the following sequence of events, in order, before achieving Final Clearance in any specific exam.

- Step 1: Didactic instruction and demonstration in the energized lab\* (observation)
- Step 2: Observation of procedures by a staff technologist in the clinical area (observation)
- Step 3: Laboratory test on a mock patient
- Step 4: Performance of the required number of exams under the direct supervision and instruction of the clinical instructor or technologist within specified semester (direct supervision)
- Step 5: Exhibition of one set of images from each exam (done under direct supervision) by a clinical instructor or staff technologist and is evaluated by the clinical instructor. A grade of 85% or above must be achieved on the image evaluation to perform under indirect supervision. If grade is below an 85%, the student must remain under direct supervision for that procedure until competency has been achieved. If the student has not achieved passing score on the next attempt, the student must return to step 1.
- Step 6: Performance of the required number of exams under indirect supervision.
- Step 7: Re-competency evaluations at a rate of ten per quarter by staff technologist or clinical instructor(s).

## COMPETENCY-BASED/CLINICAL PROCEDURE/IMAGE EVALUATION

### *h. Clinical Prerequisites*

- Must complete Program Orientation prior to rotation in clinical area and have CPR certification.
- Students must complete Radiation Protection Inservice Program prior to clinical rotations.
- Junior objectives must be completed prior to Special rotations.
- Instructional In-services must be given prior to Special rotations.
- Students must complete the Medical Center Orientation within the first month of the program. (This includes fire/tornado; infection control; disaster plan and hazardous waste inservices)

### *i. Clinical Evaluations*

- Ten evaluations are required to be turned in by each quarter deadline. For each evaluation not turned in, one (1) point will be deducted from the clinical grade.
- The student radiographer is responsible for submitting ten evaluations, each from a different staff technologist that can effectively and fully evaluate the student radiographer.
- Each evaluation must be signed and dated by the evaluating staff technologist and the student technologist and the student radiographer. The completed evaluations will be kept on file in the School Office.
- Grading for the staff evaluation portion of the final grade is as follows:  
Average score of 3 = 100%    2 = 85%    1 = 75%
- The clinical evaluations will be 20% of the clinical grade.

*j. Monthly Clinical Progress Report*

Mercy Hospital St. Louis  
School of Radiologic Technology

**Monthly Clinical Progress Report**

Name: \_\_\_\_\_ Month: \_\_\_\_\_

**Evaluations**

Clinical Exam Performance \_\_\_\_\_ (10/quarter)  
Weekly Review \_\_\_\_\_ (10/quarter)

**Monthly Tally sheets (12/year)**

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June

**Room Objectives**

1	2	4	5	6	7	8	ED	Port	Trans	MDB 1/2	MDB 6	MDB Ofc	Front Ofc/file	Rounds

**Special Rotations**

		Spine		Cancer		
OR	CT	center	Venip	center	Trauma	Ortho

**Comments:**

**k. Clinical Competency Record**

Mercy Hospital St. Louis School of Radiologic Technology **Competency Record**

Radiographic Procedure		M/E	O	D	I	R	Radiographic Procedure		M/E	O	D	I
<b>CHEST AND THORAX</b>						<b>SPINE AND PELVIS</b>						
Chest routine	5	M					Cervical Spine	3	M			
Chest AP (wc/stretchers)	3	M					Thoracic Spine	1	M			
Ribs	2	M					Lumbar Spine	5	M			
Chest Lateral Decub	1	E					Cross-table lateral spine	1	M			
Sternum	1	E					Pelvis	5	M			
Upper airway (ST neck)	1	E					Hip	5	M			
<b>UPPER EXTREMITY</b>						<b>ABDOMEN</b>						
Thumb or Finger	2	M					x-table lateral hip	1	M			
Hand	4	M					Sacrum and/or Coccyx	1	E			
Wrist	4	M					Scoliosis Series	1	E			
Forearm	2	M					Sacroiliac Joints	1	E			
Elbow	4	M					Abdomen Supine (KUB)	5	M			
Humerus	2	M					Abdomen Upright	5	M			
Shoulder	4	M					Abdomen Decubitus	2	E			
Trauma Shoulder (Y-view, Axillary, Transthoracic)	3	M					Intravenous Urography	2	E			
Clavicle	2	M					<b>FLUOROSCOPY STUDIES - Candidates must select either UGI or Contrast Enema plus one other elective procedure from this section</b>					
Scapula	1	E					UGI	3	E			
AC Joints	1	E					Contrast enema (S or D)	2	E			
Trauma: Upper Extremity (non-shoulder)*	1	M					Small Bowel Series	3	E			
<b>LOWER EXTREMITY</b>						Esophagus/Barium Swallow						
Toes	1	E					Cystography/ Cystourethrography	2	E			
Foot	4	M					ERCP	1	E			
Ankle	4	M					Myelography	4	E			
Knee	4	M					Arthrography	3	E			
Tibia-Fibula	2	M					Hysterosalpingography	4	E			
Femur	2	M					<b>MOBILE C-ARM STUDIES</b>					
Trauma: Lower Extremity*	1	M					C-arm procedure (Requiring manipulation to obtain more than one projection)	3	M			
Patella	4	E					Surgical C-arm procedure	3	M			
Calcaneus (Os Calcis)	1	E					<b>MOBILE STUDIES</b>					
<b>CRANIUM- Candidates must select one elective from this section</b>						Chest						
Skull	1	E					Abdomen	5	M			
Paranasal Sinuses	1	E					Orthopedic	2	M			
Facial Bones	1	E					<b>PEDIATRICS (6 or younger)</b>					
Orbits	1	E					Chest Routine	5	M			
Zygomatic Arches	1	E					Upper Extremity	2	E			
Nasal Bones	1	E					Lower Extremity	2	E			
Mandible (Panorex)	1	E					Abdomen	3	E			
TMJ Joints	1	E					Mobile Study	2	E			
						<b>GERIATRIC PATIENT (65 and older and physically or cognitively impaired)</b>						
						Chest Routine						
						Upper Extremity						
						Lower Extremity						

\*Trauma is considered a serious injury or shock to the body and requires modifications in positioning

## **IV. DIDACTIC EDUCATION**

### *a. Prerequisites for didactic courses*

**Mercy Hospital St. Louis  
School of Radiologic Technology  
Prerequisites for Didactic Courses**

**Orientation:** Entry level prerequisites

**A & P:** High School level Biology

**Introduction to Radiologic Technology:** Entry level prerequisites

**Medical Terminology:** entry level prerequisites

**Patient Care and Management:** Entry level prerequisites

**Radiation Protection:** Entry level prerequisite and attendance at Radiation Safety Lecture

**Skeletal Positioning and Procedures:** Orientation and entry level prerequisites

**Visceral Positioning and Procedures:** Orientation and entry level prerequisites

**Radiation Biology:** Radiation Protection

**Principles of Radiographic Exposure:** General Mathematics

**Skull Positioning and Procedures:** Skeletal and Visceral Positioning and Procedures

**Special Procedures:** Skeletal and Visceral Positioning and Procedures

**Evaluating Radiographs:** Visceral, Skeletal and Skull Positioning and Procedures

**Radiation Physics:** Radiation Biology

**Radiographic Pathology:** A & P, Medical Terminology

**Pharmacology:** Patient Care and Management

**Ethics:** Patient Care and Management, Introduction to Radiologic Technology

**Introduction to Computer Literacy:** General Math, POE

**Quality Assurance:** Radiation Protection, Principles of Exposure

**Radiography Curriculum**

**Course Description**

***Introduction to Radiologic Technology Sem I (16 clock hours/1 credit hour)***

This course is designed to introduce the student to the basic aspects of the department of Imaging, radiologic technology, and the health care system in general. The basic principles of radiation protection are introduced. The student should gain a better understanding of the structure and function of agencies through which medical services are delivered.

***Methods of Patient Care Sem I,II,III (Patient Care and Management) (48 clock hours/3 credit hours)***

This course is designed to prepare the student radiographer to deal with patients, regardless of their health condition, in a manner that does not cause additional injury or discomfort to the patient, or hinder the patient's recovery. This course also includes vital signs, EKG's and Venipuncture.

***Medical Ethics and Law Sem IV (16 clock hours/1 credit hour)***

This course is designed to help the student radiographer understand how to deal with confidential information and the interpersonal relationships, or interaction, with patients and other health care team members. In addition, attention is given to medicolegal considerations, as well as to professional guidelines and codes of ethics.

***Medical Terminology Sem I,II (32 clock hours/2 credit hours)***

This course is designed to prepare the student radiographer to work effectively in radiology, to understand the written and spoken language of medicine, and incorporates many uncommon words, meanings, and symbols.

***Principles of Radiation Protection Sem I (32 clock hours/2 credit hours)***

This course is designed for the student radiographer to understand how to use ionizing radiation in a safe and prudent manner. Patients, as well as radiographers and co-workers, must be protected from unnecessary radiation. Therefore, radiographer must know how exposure factors affect radiation dose, what the dose limits are, and the methods of exposure monitoring. The objective is to practice "as low as reasonably achievable: (ALARA) concept in diagnostic radiology.

***Principles of Radiation Biology Sem II (32 clock hours/2 credit hours)***

This course is designed to instruct the student radiographer in the hazardous effect of ionizing radiation on living tissue. The student radiographer must be thoroughly familiar with the reactions that occur when a single living cell or the entire organism is irradiated.

***Radiation Physics Sem III, IV (64 clock hours/4 credit hours)***

This course is designed to help the student radiographer understand how radiation works and interaction of radiation with matter. This course concentrates on basic information

about the physical properties of radiation, how it is produced, how it is measured, and how it is used in the medical environment. Included is information about electrostatics, electrical safety, x-ray tubes and transformer and x-ray circuits and equipment.

***Radiographic Procedures Sem I,II,III,IV Skeletal, Visceral, Head and Neck, and Special Procedures (128 clock hours/8 credit hours)***

This course is designed to educate the student radiographer in performing radiographic procedures ranging from simple radiographic imaging to the more complex requiring contrast media, special radiographic equipment, and accessory materials.

***Principles of Radiographic Exposure Sem II,III,IV (32 clock hours/2 credit hours)***

This course is designed to give the student radiographer the ability to select technical factors required to produce high-quality diagnostic radiographs. This course also includes mathematical principles used in producing a diagnostic radiograph and technical changes needed when accessory equipment is used.

***Human Structure and Function Sem I,II,III,IV (64 clock hours/4 credit hours)***

This course is designed to educate the student radiographer in the anatomy and physiology of the human body. For the radiographer to do radiographic procedures on various anatomic parts, it is necessary to know the location and function of all body parts.

***Radiographic Film Evaluation Sem I,II,III,IV (32 clock hours/2 credit hours)***

This course integrates all of the material previously learned. Although the radiographer does not interpret the radiograph, the radiographer will evaluate it for diagnostic quality to include consideration of pathologic conditions.

***Radiographic Pathology Sem IV (16 contact hours/1 credit hour)***

This course is designed to acquaint the student with various disease conditions that may affect the resulting radiographic image. In addition, knowledge of the disease entities is helpful in working with the patients.

***Pharmacology Sem IV (16 contact hours/1 credit hour)***

This course is to help the student radiographer in the medical imaging profession better understand the importance of pharmacologic principles and practices in patient care. This course also focuses on essential information that radiographers need to know for safe administration of drugs. The content of the course includes contemporary and traditional medication, common problems, up-to-date regulations, legal issues for radiographer administering drugs, and emergency pharmacology.

***Digital Imaging Technologies Sem IV (16 contact hours/1 credit hour)***

This course is designed to introduce the student radiographer to computed radiography, digital radiography, PACS

***c. Student Responsibilities- Didactic***

- ✓ Report for class at assigned time
- ✓ Report in proper attire
- ✓ Report prepared and attentive for class (written/reading) assignments
- ✓ Perform written/reading assignments at proper time/place
- ✓ Maintain at least a C average or a 2.0 GPA

***d. Didactic quarterly progress report***

Mercy Hospital St. Louis  
School Of Radiologic Technology  
Quarter Grades

Student:

Year: I      Semester: II      Quarter: I

Patient Care	
Anatomy and Physiology	
Visceral Positioning	
Radiation Biology	
Medical Terminology	
Skeletal Positioning	
Principles of Exposure	

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Program Director

Date

*e. Semester Grade Report*

Date Issued:

Mercy Hospital St. Louis  
School of Radiologic Technology  
615 South New Ballas Road St. Louis, MO 63141

**Student Name:**

**Student ID:**

<b>Course/Instructor</b>	<b>Semester I</b>	<b>Semester II</b>	<b>Semester III</b>	<b>Semester IV</b>	<b>Clock/Credit</b>
	8/1 – 12/1	1/1 – 5/1	8/1 – 12/1	1/1 – 5/1	Hours
Anatomy & Physiology/Ringwald	16/1	16/1	16/1	16/1	64/4
Eval. Radiographs/Fletcher	8/.5	8/.5	8/.5	8/.5	32/2
Intro to Rad. Tech./Ibaviosa	16/1	---	---	---	16/1
Medical Terminology/Ibaviosa	16/1	16/1	---	---	32/2
Patient Care/Ringwald	16/1	16/1	16/1	---	48/3
Principles of Exposure/Ibaviosa	---	16/1	16/1	---	32/2
Radiographic Pathology/Ibaviosa	---	---	---	16/1	16/1
Radiation Protection/Ibaviosa	32/2	---	---	---	32/2
Radiation Biology/Ibaviosa	---	32/2	---	---	32/2
Radiation Physics/Ibaviosa	---	---	32/2	32/2	64/4
Skeletal Positioning/Fletcher	16/1	16/1	16/1	16/1	64/4
Special Procedures /Ibaviosa	---	---	16/1	16/1	32/2
Visceral Positioning/Fletcher	16/1	16/1	---	---	32/2
Pharmacology/Ringwald	---	---	---	16/1	16/1
Digital Technology/Fletcher	---	---	---	16/1	16/1
Medical Ethics/Ringwald	---	---	---	16/1	16/1
Radiography Journal					
<b>Clock/Credit</b>	136/8.5	136/8.5	120/7.5	152/9.5	544/34
<b>Didactic GPA</b>					
Class Average					
	7/1 – 12/1	1/1 – 6/1	7/1 - 12/1	1/1 – 6/1	
Practical Positioning Evaluation					
Competency Evaluation					
Clinical Grade					
<b>Clinical GPA</b>					
<b>Clock/Credit</b>	720/7.5	720/7.5	720/7.5	720/7.5	2880/30
Absent/Tardy					3424/64
Start Date/ Completion Date					

**Certificate of Completion Awarded in Radiologic Technology**

\_\_\_\_\_  
James E. Ibaviosa, R.T., MBA  
Program Director

\_\_\_\_\_  
Thomas A. Applewhite, MD  
Medical Advisor

## V. GRADUATION REQUIREMENTS

### *a. Program Completion requirements*

After successful completion of the 24 months of didactic and clinical education, the student will be awarded a certificate of completion in Radiologic Technology.

- 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
- Returned all property belonging to program or Medical Center (lead markers, film badge, library books, Name ID, Parking tag, Electronic security badge, etc.)

***b. Graduation Requirements- Form***

**Mercy Hospital St. Louis  
School of Radiologic Technology  
Graduation Requirements**

Student Name:

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

Requirement

- 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
- Returned all property belonging to program or Medical Center (lead markers, film badge, library books, Name ID, Parking tag, Electronic security badge, etc.)

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Program Director Signature/Date

*c. Exit evaluation*

**Mercy Hospital St. Louis  
School of Radiologic Technology**

**Terminal/Exit Evaluation**

Student \_\_\_\_\_ S.S. Number \_\_\_\_\_

Graduation Date: \_\_\_\_\_

The graduate shall be able to:

1. provide basic patient care and comfort and anticipate patient needs
2. provide appropriate patient education
3. practice radiation protection
4. understand basic x-ray production and interactions
5. operate medical imaging equipment and accessory devices
6. position the patient and medical imaging system to perform examinations and procedures
7. exercise independent judgment and discretion in the technical performance of medical imaging procedures
8. demonstrate knowledge of human structure, function and pathology
9. demonstrate knowledge and skill relating to quality assurance activities
10. evaluate the performance of medical imaging systems
11. evaluate medical images for technical quality
12. demonstrate knowledge and skill relating to medical image processing
13. understand the safe limits of equipment operation

14. recognize equipment malfunctions and report them to the proper authority
15. demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships
16. support the profession's code of ethics and comply with profession's scope of practice
17. recognize emergency patient conditions and initiate first aid and basic life support procedures
18. exercise independent judgment and discretion in the technical performance of medical imaging procedures
19. apply principles of body mechanics
20. Complete all Mandatory and Elective procedures as specified on Competency Record

C.P.R. Certification

Program Director \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

**VI.****ADMINISTRATIVE POLICIES****Policy and Procedure Manual Index**

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## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Program Administration

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**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 experience required. Possess proficiency in the areas of curriculum design, program administration/evaluation, instruction and counseling.

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

**Clinical Faculty:** Bachelor's degree preferred. Graduate of an accredited program in Radiologic Technology. Maintains ARRT in Radiography. Four to five years experience in a Radiology clinical setting. Proficient in instruction, evaluation and counseling.

**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.

POLICY & PROCEDURE MANUAL  
School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Obligations

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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

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: American's with Disabilities Act

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Courtesy/Conduct

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Confidentiality

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Academic Advisement/Counseling

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The School of Radiologic Technology has an obligation to insure 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Advanced Placement

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Attendance

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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 two week period, 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Corrective Action Policy

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### **Procedure:**

#### 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.

POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Classroom

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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 8:00 am to 4:00 p.m., Monday through Friday.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Clinical Application

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Communicable Disease

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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.

# POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Dress Code

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## I. General Information

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. This includes garments that are clean, neat, pressed, tidy and fit appropriately. Undergarments are expected to be of a neutral color and should not show through outer garments. Jewelry, and makeup appearance are expected to be clean and well maintained. Beards and mustaches are expected to be neatly groomed and in clinical areas should not interfere with any protective devices. No tight fitting outer garments are to be worn. Dress/skirt length are expected to be no more than 2 inches above the knee length to lower calf length. Slacks are expected to be ankle length. Tops are expected to have sleeves and conservative necklines.

**Nails in Patient Care Setting:** In accordance with the Center for Disease Control recommendations, all students who provide patient care or work in areas responsible for the preparation of materials for direct patient use or patient consumption should have their fingernails kept well-groomed with the length not to extend greater than ¼” beyond the fingertip. Clear polish is preferable over colored polish. If polish is worn, it cannot be chipped, cracked, or peeling. Nail ornaments aren’t allowed. Artificial fingernails, acrylic extenders, dipped, and shellac are not permitted.

**VISIBLE HOSPITAL IDENTIFICATION BADGE IS MANDATORY.** This must be worn above waist level.

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 dress code policy could lead to progressive corrective action up to and including release from the program. (See corrective action policy).

## II. Scrub Clothing

Mercy Hospital St. Louis School of Radiologic Technology, in accordance with infection control standards of care, requires students enrolled in the program to wear scrub attire while in the clinical area. The scrub clothing designated for Mercy Hospital and the School of Radiologic Technology consist of the following colors: Scrub pants- Black. Scrub tops- Black with Mercy Logo. White lab coats/black scrub jackets are permitted, but must include the Mercy logo. More specific information will be provided during orientation.

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.

## III. Specific Information

The outermost layer of M-Wear apparel must always be a Mercy logo item. *I.e. Mercy logo dress shirt, polo, cardigan, scrub jacket, scrub vest, scrub top or lab coat.*

Department names or job titles should not be embroidered on any tops.

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.

### **Guidelines for Scrub Apparel**

#### **SCRUB TOPS**

Must be Landau™, Urbane™, or Scrub Zone™ brand scrubs.

Must be worn with matching scrub pants at all times and may not be worn with any other pants, i.e., work pants or dress pants.

May be worn with a Mercy logo scrub jacket or scrub vest as outerwear. Mercy logo cardigan sweaters and sweater vests are not permitted over scrubs.

May be worn with any of the Mercy color T-shirts (short sleeve, 3/4 sleeve or long sleeve T-shirts).

Scrub tops with colored trim may only be worn with the T-shirt of matching color.

#### **SCRUB PANTS**

Must be Landau™, Urbane™, or Scrub Zone™ brand scrubs.

Mercy designated black scrub pants must be worn with a matching Mercy logo scrub top, scrub jacket or vest, or polo shirt.

#### **T-SHIRTS**

Must be worn under a Mercy logo scrub top, vest or jacket at all times and may not be worn by itself at any time.

When Mercy color T-shirts are worn under scrub tops with colored trim, the Mercy color T-shirt must match the trim color of the scrub.

To keep M-Wear vibrant, when you wear a layering shirt wear the shirts offered through the M-Wear line in one of the four colors (red, blue, green and yellow). No other colored layering shirts may be worn. For example, no other hues of green or red and no other colors like orange or purple. The M-Wear layering shirts are offered in various sleeve lengths and fabric styles to meet many needs. If a white or black undershirt is worn it must be worn under a scrub top and be clean and in good condition.

#### **SCRUB JACKETS AND VESTS**

Must be Landau™, Urbane™, or Scrub Zone™ brand scrubs.

Must be worn with a Mercy color T-shirt, Mercy logo scrub top or polo.

#### **LAB COATS**

White lab coats must have the Mercy logo embroidered on the left chest. *Embroidered logo must be done by an approved Mercy vendor.*

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Drug and Alcohol-Free Workplace

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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 an including discharge and possible legal action.

POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Early Release

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Equal Opportunity/Affirmation Action

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### **PURPOSE:**

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.

### **GUIDELINES:**

- 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Equitable Learning

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### **PURPOSE:**

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.

### **GUIDELINES:**

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, specifically mammography and hysterosalpinography. 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 (mammography/HSG) 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Mercy Corporate Health

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### **Pre-admission:**

Before the beginning of orientation, a New Candidate Physical Assessment will be performed by Mercy Corporate Health, free of charge, 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Fire/Safety

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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.

POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Grading

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A	Required objectives and depth of objectives have been well accomplished	A+	99 – 100%
		A	95 – 98%
		A-	93 – 94%
B	Required objectives have been well accomplished; some depth of objectives have been accomplished	B+	91 – 92%
		B	87 – 90%
		B-	85 – 87%
C	Required objectives have been satisfactorily accomplished	C+	83 – 84%
		C	79 – 82%
		C-	75 – 78%
F	Required objectives have not been accomplished	F	Below 75%
P/F	Pass/ Fail		
I	Incomplete		

- Grades are based on tests, quizzes, assignments, and class participation.
- Class attendance is mandatory. Missing 3 classes in a semester will result in a 3% deduction in semester grade. An additional 1% deduction for each class missed thereafter.
- Students must be present for scheduled tests/quizzes, otherwise a 20% 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 20% 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Graduation Requirements

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

### **Requirement**

- 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Grievance/Due Process

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### **Purpose:**

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

### **Procedure:**

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  
[www.jrcert.org](http://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)

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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### Title: Grounds for Dismissal

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1. Use abusive or threatening language to patients, visitors, family members, or co-workers
2. Is careless in the performance of assigned tasks, in dealing with patients, visitors, family members, co-workers, or Medical Center property
3. Deliberately destroy or deface Medical Center property or the property of others.
4. Falsify any medical, business or personnel records either written or verbal.
5. Fight or provokes a fight. Gamble on premises.
6. Interfere or disrupt the normal operations of the Medical Center.
7. Report to duty/class in an unfit condition due to alcohol, illegal drugs, etc.
8. The conviction and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
9. Steal or defraud (whether actual or attempted) from the Medical Center, patients, or fellow co-workers.
10. Is dishonest or cheats.
11. Have in possession, while on Medical Center property, any weapons, illegal drugs or alcohol.
12. Failing grades in Radiologic Technology courses or failure to complete clinical objectives or assignments.
13. Participate in horseplay, practical jokes or pranks
14. Is disrespectful or insubordinate to a supervisor
15. Excessive abuse of meal or break periods
16. Is in an unauthorized area
17. Is consistently abusing the dress code
18. Unauthorized leave of the premises during scheduled clinical hours
19. Violation of any Medical Center's health or safety rules
20. 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)

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Anti- Harassment / Anti- Bullying

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### 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 work place.

### 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Identification/Name Badges

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Library

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The School Library will be opened from 8:00 am to 4:00 p.m., Monday through Friday.

The library is located in the classroom and in the School offices.

There are reference materials and publications available for student use.

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

The students may also use the Department Library.

The Thomas F. Frawley Medical Library provides Mercy co-workers and physicians 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](mailto: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](#)

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Meals

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Students that are scheduled for classes are allotted one (1) hour for lunch, which includes two fifteen 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.

POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Parking

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

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Personal Leave

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Personal Time/PTO Hours

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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 4<sup>th</sup>. 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Pregnant Student Policy

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### **Policy**

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 is required. (Declaration of pregnancy form). Once the student has declared her pregnancy she attests to her understanding of her and the Medical Center's 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Program Contact hours/credit hours

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**Purpose:** 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

$1 \text{ credit}/16 \text{ week} \times 2 \text{ lectures/week} = 2 \text{ credit hours}$

### 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

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Radiation Monitoring

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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 5<sup>th</sup> 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

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Student Records

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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.

POLICY & PROCEDURE MANUAL  
School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Repeat Exposures

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Schedule/Schedule Changes

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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
<b>Total</b>				<b>39 Hours</b>

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Semester and Program Completion

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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

### **Semester I Comprehensive Final**

All program students must pass the comprehensive final exam with a grade of 75% or better to advance to semester II of the program. Students have three attempts to pass the exam. If the student fails in all three attempts to pass the exam, the student will be dismissed from the program.

The comprehensive semester final will include questions from courses completed in semester I. The semester final exam contains 100 multiple-choice questions. Must meet requirement within 14 days from the completion of Semester I.

#### **Content Specifications:**

<b>Area</b>	<b>Number of Questions</b>
Anatomy and Physiology	20
Medical Terminology	10
Patient Care and Management	10
Radiation Protection	30
Radiographic Positioning and Procedures	30

### **Semester II Comprehensive Final**

All program students must pass the comprehensive final exam with a grade of 75% or better to advance to semester III of the program. Students have three attempts to pass the exam. If the student fails in all three attempts to pass the exam, the student will be dismissed from the program.

The comprehensive semester final will include questions from courses completed in semester I and II. The semester final exam contains 125 multiple-choice questions. Must meet requirement within 14 days from the completion of Semester II

#### **Content Specifications:**

<b>Area</b>	<b>Number of Questions</b>
Anatomy and Physiology	20
Medical Terminology	10
Patient Care and Management	10
Radiation Biology	25
Radiographic Positioning and Procedures	20
Radiographic Principles of Exposure	20
Radiation Protection	20

### **Semester III Comprehensive Final**

All program students must pass the comprehensive final exam with a grade of 75% or better to advance to semester IV of the program. Students have three attempts to pass the exam. If the student fails in all three attempts to pass the exam, the student will be dismissed from the program.

The comprehensive semester final will include questions from courses completed in semester I, II and III. The semester final exam contains 150 multiple-choice questions. Must meet requirement within 14 days from the completion of Semester III

#### **Content Specifications:**

<b>Area</b>	<b>Number of Questions</b>
Anatomy and Physiology	20
Patient Care and Management	10
Radiation Physics	35
Radiographic Positioning and Radiologic Procedures	20
Special Procedures I	15
Radiographic Principles of Exposure	40
Radiation Protection and Radiation Biology	10

### **Program Comprehensive Final**

All program students must pass the comprehensive final exam with a grade of 75% or better to graduate from the program. Students have four attempts to pass the final exam. If the student fails in the first three attempts to pass the exam, the student must document 20 hours of remedial instruction from a registered radiographer to sit for the fourth attempt. If the student fails the fourth and final attempt the student must repeat semesters III and IV of the program. (with an additional year of tuition)

The comprehensive semester final will include questions from all courses completed in the program. The program final exam contains 200 multiple-choice questions. Must meet requirement within 30 days from the completion of Semester IV.

#### **Content Specifications:**

<b>Area</b>	<b>Number of Questions</b>
Patient Care	33
Safety	53
Image Production	50
Procedures	64

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Student Services

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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
- CPR certification

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

---

Title: Student Supervision

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### **DIRECT SUPERVISION**

Student supervision under the following parameters:

- A qualified radiographer reviews the procedure in relation to the student's achievement;
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the procedure
- A qualified radiographer reviews and approves the procedure

\*\*Qualified radiographer- A radiographer possessing American Registry of Radiologic Technologists 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

### **INDIRECT SUPERVISION**

Supervision provided by a qualified radiographer immediately available to assist student regardless of the level of 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 radiographs will be evaluated by a qualified radiographer.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Student Transfer

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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 a 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Terminal Competencies

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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 professions 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

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Termination

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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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Tuition and Fees

---

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

- \$35 Application fee (non-refundable)
- \$100 deposit (non-refundable) upon acceptance; applied toward Year I tuition
- \$4,725.00 per year
- Approximately \$1,200 for book and uniform expense

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, 15<sup>th</sup> 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.

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Tuition Refund

---

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

Refunds for tuition are made according to the following guidelines:

Tuition paid for a semester which has not yet begun will be refunded. Upon notification of acceptance into the program, a \$100.00 non-refundable deposit becomes due. This deposit will be credited toward tuition upon entry in the Program. Fees and deposits are not refundable.

- Withdrawal prior to June 1-----100% of tuition (less non-refundable deposit/fees)
- Withdrawal prior to December 1-----50% of tuition if the tuition was paid in full for that year (less non-refundable deposit/fees)
- Monthly payments will not be refunded unless advance payments were made
- Withdrawal after December 1-----no refund for that years tuition

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Uniforms

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Students are required to wear uniforms in accordance with the dress code established by the Imaging Services Department and Mercy Hospital St. Louis at all times while in the clinical setting. When not in the clinical setting, but in the Medical Center for class sessions, or any other reason, the student is required to dress in a clean, neat, well-groomed manner and wear his/her name badge.

When rotating in specialty areas, the student is required to dress appropriately for the individual department and wear his/her name badge. **\*\*See Dress Code Policy**

## POLICY & PROCEDURE MANUAL

School of Radiologic Technology

Mercy Hospital St. Louis

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Title: Work Related

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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.

c. Assessment Plan

## Mercy Hospital St. Louis Outcomes Assessment

### **Goal 1: Clinical Competence**

Develop a Radiographer who demonstrates clinical proficiency and competence

Student Learning outcomes:

- Graduates will provide compassionate care to all patients
- Students will demonstrate proper radiation protection to self, patients and others
- Students will demonstrate proficiency in technical factors of image production

### **Goal 2: Communication**

Develop a Radiographer who communicates effectively in the clinical setting

Student Learning outcomes:

- Students will demonstrate communication skills through patient rapport, awareness, and interaction
- Students will educate the patient about the imaging procedure
- The student effectively communicates with radiologists, radiographer and other healthcare professionals

### **Goal 3: Critical Thinking**

Develop a Radiographer who demonstrates critical thinking and problem solving skills

Student Learning outcomes:

- Students will correctly select exposure factors for various patient conditions to produce optimal image quality
- Graduates will demonstrate the skills necessary to perform non-routine procedures
- Students can recognize trauma patient conditions and initiate appropriate treatments

### **Goal 4: Professionalism**

Develop a Radiographer who demonstrates professional and ethical behavior

Student Learning outcomes:

- Students will provide compassionate care to all patients
- Graduates will obtain advanced level training in Imaging Modalities
- Employers will be satisfied with the educational levels of the graduates

### **Goal 5: Program effectiveness**

Provide a quality program that meets the expectation of the graduates

Student Learning outcomes:

- Program will demonstrate a consistent program completion rate
- Graduates will express satisfaction with the training they received from this program
- Program will prepare the students to pass the ARRT
- The program will prepare the students to be employable as entry-level radiographers

#### d. **Program Effectiveness Data**

Program effectiveness data is collected and analyzed to assist in programmatic assessment and improvement.

##### **Program Effectiveness**

- Five-year average credentialing examination pass rate of not less than 75% at first attempt within six months of graduation
- Five-year average job placement rate of not less than 75% within twelve months of graduation
- Program completion rate
- Graduate satisfaction
- Employer satisfaction

This information is updated annually and made available on the School's website:

<https://www.mercy.net/open-pages/school-of-radiologic-technology>

The information is also available on the JRCERT website:

<https://portal.jrcertaccreditation.org/accredited-educational-programs/details/90ee6644-3a22-4495-9770-cdb7490cac99>

#### e. **JRCERT Standards**

Standards for an Accredited Educational Program in Radiography:

**Standard one: Integrity**- representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

**Standard Two: Resources**- sufficient resources to support the quality and effectiveness of the educational process.

**Standard Three: Curriculum and Academic Practices**- prepare students for professional practice.

**Standard Four: Health and Safety**- promote the health, safety, and optimal use of radiation for students, patients, and general public.

**Standard Five: Assessment**- develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

**Standard Six: Institutional/Programmatic Data**- complies with JRCERT policies, procedures, and standards to achieve and maintain specialized accreditation.

For more detailed explanation of JRCERT Standards, please visit the link below:

<http://jrcert.org>

[Accreditation Information; JRCERT standards; 2014 Radiography Standards](#)

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