

TUITION POLICY

United Hospital Center School of Radiologic Technology requires a student tuition of \$6000 for the twenty-four month program.

The tuition charge is reviewed annually through a joint effort of Program Officials and Hospital Administration.

The tuition is payable in full at the onset of each curriculum calendar year, or must be paid in installments of \$750 prior to the conclusion of each of eight curriculum calendar quarters. These calendar quarters are scheduled annually as follows:

- 1st Quarter- July, August and September
- 2nd Quarter- October, November and December
- 3rd Quarter- January, February and March
- 4th Quarter- April, May, and June

Quarterly statements are mailed to each student by the UHC Accounting Department. Tuition payments may be made at the cashier's office, United Hospital Center, which is open from 0730 - 1600 daily or remitted by mail. Personal or corporate checks, cash and/or money orders are acceptable for tuition payments. Documentation of payments will be credited by the Staff Accountant in the Finance Department. The Senior Accountant should be consulted when payment information is required at 304-624-2295.

Students enrolled through Piedmont Community and Technical College, a division of Fairmont State University, will receive quarterly tuition statements for informational purposes, however tuition payments will be made directly by PC&TC to United Hospital Center, if the student is in good standing with the University. Students enrolled through college are encouraged to monitor their tuition payments and contact the Program Director and/or Senior Accountant to resolve issues when a lack of payment activity is observed.

Quarterly or final grade transcripts and evaluations will be withheld for failure to pay tuition and other required fees, and will prohibit eligibility for the national certification examination.

Tuition is non-refundable.

FINANCIAL AID POLICY

United Hospital Center School of Radiologic Technology does not participate in Title IV Federal Financial Aid.

Students are encouraged to seek Ann Bramer Scholarships, which are awarded annually by the United Hospital Center Auxiliary. Information and applications are available from the program director.

Junior students may apply for the Robert M. Timmons Memorial Scholarship in the spring of the first year, which is described in detail within this Handbook.

Additionally, students relying on assistance through the WV PROMISE SCHOLARSHIP or other federal programs may gain eligibility by pursuing admission through Piedmont Community and Technical College, a division of Fairmont State University. An articulation agreement exists to provide a mechanism for achieving an A.A.S. Degree by completing five general education courses at PC&TC, in addition to the radiologic technology curriculum at UHC.

STUDENT DRESS CODE

1. Student radiographers will always appear in proper student uniform when present at the hospitals for clinical education. Daily good grooming and conservative appearance are essential to the professional student
2. Uniform attire will be cleaned and pressed at all times; pant legs will be neatly hemmed with no rolling or cuffing of unfinished hems.
3. No perfume, aftershave, scented body lotions or splashes or colognes are permitted.
4. Excessive make-up is discouraged.
5. Jewelry shall be limited to the following:
 - engagement and wedding rings may be worn;
 - only one ring per hand (excluding the above ring combination)
 - no ankle or wrist bracelets; wrist watches may be worn;
 - no necklaces;
 - no visible body piercing except lower ear lobes, with only two earrings per ear permitted. **NO hoop earrings--post or otherwise – will be permitted. NO tongue piercing will be permitted.**
6. **Students must display their hospital I.D., appropriate Junior/Senior student pin, and radiation film badge at all times while in the clinics.** These must be worn in a prominent, upper chest or neck location.
7. Fingernails will be clean and well-groomed. No colored fingernail polish is permitted; no fingernail jewelry is allowed.
8. Hair will be neat and clean at all times. Longer than shoulder length hair will be pulled back or up with conservative clips.
9. Short, well-trimmed beards and/or mustaches may be worn by male students. Students without beards and/or mustaches must be clean-shaven.
10. Daily bathing and proper hygiene are of primary importance.

11. The students may select any combination of scrub tops, pants and jackets from an approved list of uniform items, which will be provided during a Pre-Admission Student Meeting.

Black V-Neck, Unisex 2 Pocket Top
Black 2 Pocket Ladies V-Neck Top
White Elastic-waisted Ladies Pants
White Unisex Drawstring Pants
Black Lab Jacket

12. White hose, white knee highs or ankle-high socks may be worn – no crew socks that bare the ankle.
13. White leather, white rubber-soled shoes will be worn with all uniforms:
- No open-toe or canvas shoes
 - No high-top tennis shoes
 - Shoes will be cleaned and polished at all times
14. White turtleneck or T-shirt may be worn under the scrub top, but must be clean, neat and WHITE.

PERSONAL TIME POLICY

1. Two personal days will be allotted to each student per academic level, which may be taken at the student's discretion upon approval of Program faculty.
2. These days are cumulative. Two days are to be taken each academic level. Failure to utilize personal days during the first academic level will result in the loss of this time.
3. Personal Days may be taken in whole days or fractions thereof, with the smallest unit of scheduled time being one (1) hour.
4. Requests for Personal Time must be presented in writing, and three days advance notice is required unless waived by the Educational Coordinator.
5. The student is responsible for all class assignments missed as a result of expended Personal Time. Any test missed must be made up on the first day that the student returns to school.
6. Personal Time MAY NOT be scheduled during weekend, holiday, evening or advanced modality clinical assignments.

VACATION POLICY

1. Fifteen days of vacation will be given to students during EACH of the two years of radiologic technology training.
2. One day is given on the Friday following Thanksgiving Day, four days are given during the week including Christmas (December 25) and the second and third weeks are given during the first two full weeks in May.
3. All Junior and Senior students will be scheduled on vacation at the same time.
4. No didactic assignments will be scheduled during vacations.

HOLIDAY POLICY

United Hospital Center School of Radiologic Technology recognizes the following eight holidays:

- New Year's Day
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Didactic assignments will be suspended on all holidays.

Clinical assignments will be suspended on all holidays for all Junior Students.

Senior Students will be assigned clinical rotation on one shift of one holiday, either dayshift from 6:30 a.m. – 3:00 p.m. or evening shift from 3:00 p.m.-11:30 p.m. The selection of a specific holiday and shift will be done by the Senior students, with the process coordinated by the Program Director. In situations of conflict, assignments will be made by random selection by the Program Director.

DISABILITY LEAVE POLICY

1. Nine disability leave days will be allotted each student per year in the program.
2. These days may be used only when the student is unable to report to school because they are ill.
3. Disability days will not be granted during vacation, for scheduled days off, nor for any holiday recognized by the School of Radiologic Technology. Disability days will not be granted for scheduled medical or dental appointments. Such appointments should be arranged on days off, if possible. In the event of extenuating circumstances, the student should coordinate arrangements through the Program Director or Clinical Instructors.
4. In the event of illness, the student will contact the Program Director or Clinical Instructors no later than thirty minutes before their scheduled report time.
 - a. In the absence of a Program official, the Diagnostic Imaging Supervisor should be notified.
 - b. If the student fails to make proper notification as required, disciplinary action will be taken.
5. The student is responsible for all didactic assignments missed. Any test missed due to disability must be completed by the second day after returning to school, unless waived by the course instructor.
6. If the student should exceed the allotted amount of disability leave, those days in excess of the allotted time will be made up after completion of the original formal course of education. This time will be assigned in the clinical rotation area that was missed.
7. A student will be considered as misusing disability leave, when expending more than **FOUR *occurrences*** of disability per year. An occurrence of disability involves consecutive days of disability, not to exceed the allocated maximum of nine total disability days per year.
8. Progressive disciplinary action will be applied when students are felt to be abusing disability time. While program officials have discretion in applying disciplinary action, the guidelines for these actions, as proposed by the Program Advisory Committee, are as follows:
 - a. Up to **FOUR** occurrences of disability Verbal Counseling/Written Reprimand
 - b. **FIVE** occurrences of disability **SUSPENSION FROM PROGRAM**

INSTRUCTIONAL SCHEDULE

<u>JUNIOR STUDENTS:</u>	<u>CLASSROOM</u>	<u>CLINIC</u>
TUESDAY / THURSDAY	7:30 – 12:30 PM	
MONDAY/WEDNESDAY/FRIDAY* (For all rotations except those listed below)		7:00 – 3:30 PM
U-SP Rotations MONDAY/WEDNESDAY/FRIDAY		6:30 – 3:00 PM
U-E and F-E Rotations MONDAY/WEDNESDAY FRIDAY		1:00 – 9:30 PM 3:00 – 11:30 PM
DOB Rotations MONDAY/WEDNESDAY/FRIDAY		7:30 – 4:00 PM
4C Rotations MONDAY/WEDNESDAY FRIDAY		8:00 – 4:30 PM 8:00 – 2:00 PM
SATURDAY / SUNDAY (UHC)		6:30 – 3:00 PM

<u>SENIOR STUDENTS:</u>	<u>CLASSROOM</u>	<u>CLINIC</u>
MONDAY / WEDNESDAY	7:30 – 12:30 PM	
TUESDAY/THURSDAY/FRIDAY* (All rotations except those listed below)		7:00 – 3:30 PM
U-SP TUESDAY/THURSDAY/FRIDAY		6:30 – 3:00 PM
SATURDAY / SUNDAY- A (UHC)		6:30 – 3:00 PM
SATURDAY, THURSDAY, FRIDAY - E (UHC)		3:00 – 11:30 PM
SUNDAY, TUESDAY – U-E and F-E		1:00 – 9:30 PM
TUESDAY/THURSDAY/FRIDAY – MBK E		12:30 – 9:00 PM
RO		8:00 – 4:30 PM
FRIDAY - NUCLEAR (HOT LAB)		4:30 – 1:00 PM

CURRICULUM

JUNIOR YEAR

<u>COURSES</u>	<u>HOURS</u>
FUNDAMENTALS IN RAD SCIENCE	30
MEDICAL TERMINOLOGY	30
PATIENT CARE/HUMAN DIVERSITY	40
MEDICAL ETHICS AND LAW	5
HUMAN STRUCTURE AND FUNCTION	120
RADIOGRAPHIC PROCEDURES I	120
RADIOGRAPHIC PRODUCTION & CHARACTERISTICS	110
RADIOGRAPHIC PROCESSING	20
TOTAL DIDACTIC HOURS	475.0

TOTAL DIDACTIC HOURS 475 (29%)

TOTAL CLINICAL HOURS 1136 (71%)

TOTAL 1611 HOURS

CALENDAR OF CLASSES

JUNIOR YEAR

<u>FIRST QUARTER</u>		<u>134 HRS</u>
Fundamentals in Rad Sci	30 hrs	All
Patient Care/Hum Diversity	26 hrs	Trupo
Medical Terminology	30 hrs	Knight
Human Structure & Func.	38 hrs	Trupo
Radiographic Procedures I	10 hrs	Bray
<u>SECOND QUARTER</u>		<u>125 HRS</u>
Patient Care/Hum Diversity	14 hrs.	Trupo
Human Structure & Func.	36 hrs	Trupo
Radiographic Procedures I	50 hrs	Bray
Medical Ethics & Law	5 hrs	Trupo
Rad Production & Char	20 hrs	Trupo
<u>THIRD QUARTER</u>		<u>110 HRS</u>
Human Structure & Func.	20 hrs	Trupo
Radiographic Procedures	40 hrs	Bray
Rad Production & Char	50 hrs	Trupo
<u>FOURTH QUARTER</u>		<u>106 HRS</u>
Human Structure & Func.	30 hrs	Trupo
Radiographic Procedures	30 hrs	Bray
Rad Production & Char	30 hrs	Trupo
Radiographic Processing	20 hrs	Harbert

CURRICULUM

SENIOR YEAR

<u>COURSES</u>	<u>HOURS</u>
RADIOGRAPHIC IMAGE ANALYSIS AND PATHOLOGY	140
RADIOGRAPHIC PROCEDURES II	30
INTERVENTIONAL PROCEDURES	20
DEVELOPMENTAL TESTING	54
COMPUTER APPLICATIONS	10
RADIATION PHYSICS	50
IMAGING EQUIPMENT AND OPERATIONS	40
RADIATION PROTECTION PRINCIPLES/RADIOBIOLOGY	60
SENIOR SEMINARS	40
REGISTRY REVIEW	15
SPECIAL TOPICS -SYNQUEST/ EKG, VENIPUNCTURE, CPR RETRAINING	<u>15</u>
 TOTAL DIDACTIC HOURS	 474.0

TOTAL DIDACTIC HOURS 474 (30%)

TOTAL CLINICAL HOURS 1088 (70%)

CALENDAR OF CLASSES

SENIOR YEAR

<u>FIRST QUARTER</u>		<u>114 HRS</u>
Rad. Image Analysis/Pathology	28 hrs	Knight
Radiation Physics	16 hrs	Trupo
Rad. Procedures II	30 hrs.	Bray
Interventional Procedures	10 hrs	CVITs
Developmental Testing	15 hrs	All
Special Topics		
Venipuncture/EKG/Synquest	8 hrs	Ed. & Training
CPR Recertification	4 hrs	All
Autopsy Procedure/Pathology	3 hrs	Wedemeyer
<u>SECOND QUARTER</u>		<u>146 HRS</u>
Rad. Image Analysis/Pathology	36 hrs	Knight/RPA
Radiation Physics	34 hrs	Trupo
Computer Applications	10 hrs	Trupo/Rector
Interventional Procedures	10 hrs	CVITs
Student Seminar	16 hrs	WVSRT
Developmental Testing	15 hrs	All
Rad Protection Prin./Rad Bio	25 hrs	Trupo
<u>THIRD QUARTER</u>		<u>129 HRS</u>
Rad. Image Analysis/Pathology	38 hrs	Knight/RPA
Rad. Protection Prin./RadBio	35 hrs	Trupo
Student Seminar	24 hrs	
Developmental Testing	12 hrs	All
Imaging Eqpt & Operations	20 hrs	Trupo
<u>FOURTH QUARTER</u>		<u>85 HRS</u>
Rad. Image Analysis/Pathology	38 hrs	Knight/RPA
Imaging Eqpt & Operation	20 hrs	Trupo
Developmental Testing	12 hrs	All
Registry Review	15 hrs.	All

GRADING SYSTEM

Grading in the School of Radiologic Technology is as follows:

100 – 95	----	A
94 – 88	----	B
87 – 80	----	C
79 – 0	----	F

Students are required to maintain an **80% didactic grade point average** in each academic course.

Students are required to maintain an **85% clinical grade point average** in each clinical component per quarter.

If a student fails to meet these requirements in one academic course or clinical component, he/she will be placed on ACADEMIC PROBATION.

A student on ACADEMIC PROBATION will be offered counseling and remediation to assist them in raising the didactic course grade point average to 80% or the clinical component grade point average to 85% during the subsequent quarter.

Failure to raise the didactic or clinical grade average, as required, during the quarter of ACADEMIC PROBATION may be grounds for dismissal from the program. Program faculty reserve the right to determine the outcome on an individual basis, and based upon their professional observation of sufficient progress towards achieving the requirements.

Failure to achieve a passing grade ($\geq 80\%$) in two or more academic courses or a passing grade ($\geq 85\%$) in two or more clinical components in an academic quarter may result in dismissal from the Program.

GRADUATION REQUIREMENTS

A student must complete all aspects of the training program in order to receive a certificate and qualify for participation in the ARRT credentialing examination including:

- Satisfactory completion of all clinical competency and/or simulated competency evaluations.
- Satisfactory completion of all performance objectives.
- Provision for all clinical daily evaluations.
- Satisfactory completion of each Radiologic Technology didactic course and clinical component.
- Satisfactory completion of fifteen hours of post-secondary general education courses, which must include courses in Math and Written/Oral Communications. The balance of general education credits may represent courses in Arts/Humanities, Information Systems, Natural Sciences or Social/Behavioral Sciences.
- Accrual of a cumulative didactic grade point average which is equal or greater than 80%.
- Accrual of a cumulative clinical grade point average which is equal or greater than 85%.
- Documentation of completion of the required clock hours as published on sign-in sheets, and other attendance records.
- Meeting all financial obligations to United Hospital Center and the School of Radiologic Technology.
- Demonstration of a sound moral character as described by the professional code of ethics, and attested to by quarterly and clinical daily evaluations.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 requires that the United Hospital Center School of Radiologic Technology establish a school policy that would protect the rights of students of post-secondary schools in relation to the collection, maintenance, release, and disclosure of students' educational records. The school policy is available upon request at the office of the School of Radiologic Technology.

This federal legislation provides that:

All radiologic technology students have the right to inspect and review their education records in the office of the School of Radiologic Technology.

A reasonable time must be allowed following a written request to view the student's records.

Radiologic Technology students may designate third parties that may have access or disclosure of their education records.

Students have the right to file complaints concerning alleged failure by the School of Radiologic Technology to comply with the requirements of the Act.

Students have the right to a hearing to challenge the contents of his or her records and an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

Students have the right to response from the School to reasonable requests for explanations and interpretations of the records.

Students have the right to obtain copies of their education records.

The school must have written consent from the student to release or disclose education records, personally identifiable information to third parties.

Any questions concerning this Act should be directed to the Program Director of the School of Radiologic Technology.

Rosemary Trupo, M.B.A., R.T.(R), RDMS
Education Coordinator

RADIATION SAFETY PRACTICES

Policy: Adhere to radiation safety rules and procedures to maintain minimum radiation exposure to the patient, visitor, associate and student.

Purpose: To follow established guidelines to achieve the objective of maintaining radiation exposure to as low as reasonably achievable (ALARA) for all people.

Procedure for protection of patients and visitors:

- Collimation will be used at all times, and the smallest possible field will be exposed and will not exceed the size of the image receptor. Evidence of proper collimation and/or shielding should appear on all radiographs.
- Exposure factors will be used to obtain maximum diagnostic information with minimal radiation exposure to the patient.
- Inform the radiologist of possible duplication of exams to reduce patient exposure.
- Patients who are of reproductive age will be protected through the use of gonadal shielding to prevent interaction with the primary beam; the only exception to the use of gonadal shielding is when it would obstruct visualization of structures of interest.
- Females of childbearing age must always be questioned regarding the possibility of pregnancy and appropriate shielding should be utilized. The radiologist should be consulted prior to performing any diagnostic imaging procedure requiring radiation exposure if a patient is in the first trimester. Approval for the procedure must be given by the radiologist.
- No one will be allowed in the radiographic room or a patient's room during the performance of radiologic procedures except the patient. If the patient must be held or assisted during an exposure, this individual must wear leaded aprons and gloves of at least .5 mm lead equivalency.
- Doors to the radiographic rooms are to be closed during radiographic exposures.
- Fluoroscopic radiation cumulative timer will be set for maximum 5 minutes exposure time at the beginning of each procedure, and reset only after it has completely run out of time.

Procedure for protection of associates and students:

- **Film badges will be worn by all persons occupationally exposed to radiation. These badges will be worn on the front of the body at collar level, and outside of a lead apron during fluoroscopic procedures.**
- Each associate and student will receive quarterly written notification of their occupational radiation dose as required by the Nuclear Regulatory commission.
- Radiographers and students should always stand in the lead-lined control booth during an exposure.
- While performing portable procedures, lead aprons must be worn by all hospital personnel who must remain in the room during the exposure. All other associates and visitors not needed in the room, must leave prior to the exposure.
- Radiographers and students will always wear lead aprons when assisting the radiologist during fluoroscopy.
- Any student who has been verified by her attending physician to be pregnant, must follow the maternity section of the Long Term Disability Policy found within the Student Handbook.

For the protection of all parties, the radiographers and students will always identify the correct patient by checking the identification band, or other mechanisms, before the performance of any radiologic procedure.

BLOOD - BORNE PATHOGEN EXPOSURE POLICY

In accordance with the occupational safety and health administration standards addressing occupational exposure to blood-borne pathogens, **United Hospital Center School Of Radiologic Technology** will provide the following to students:

1. A written exposure control plan which can be found in the office of the education coordinator and in the ultrasound section, diagnostic services department.
2. Hepatitis-B vaccination series at no cost.
3. Annual education in universal precautions including documentation requirements.
4. Use of warning labels to identify potential hazards.
5. Personnel protective equipment including gowns, goggles, gloves, etc. at no charge to student.
6. Maintenance of confidential records for students receiving occupational exposure.

Any education or training in the implementation of OSHA standards will be a joint effort between program faculty, the Infection Control nurse and the Safety Department manager.

COMMUNICABLE DISEASE POLICY

A student shall be determined as infected or infectious if he/she has any of the following:

1. Nausea, vomiting, and/or diarrhea
2. Fever
3. Skin conditions such as boils, carbuncles, scabies, and/or infectious rash on hands.
4. A diagnosed communicable disease such as TB, hepatitis, measles, etc.
5. Positive culture findings.

A student with the above conditions will be reviewed by the Infection Control Nurse and if it is determined that the student does have a communicable disease, that student will be sent home.

When a student has been removed from attending the Program by the Infection Control Committee and proof documented that it was a hospital acquired infection, the student will remain home and will only return to the training program following negative test(s) and clearance with the Infection Control Committee.

Refer to Personal Leave Policy for determination of allotted time and refer to Leave of Absence Policy for extended time.

PHARMACY DISCOUNT POLICY

The United Hospital Center Pharmacy will accept prescriptions for medication or requests for the purchase of non-prescription items stocked by the pharmacy. These items are sold to you at hospital cost plus a nominal service charge. This service is extended to all UHC associates, retired UHC associates, and students. Only in cases of emergency will prescriptions be filled at a time other than that specified by the Pharmacy Department.

1. Pharmacy services to associates will be limited to those drugs on the approved UHC pharmacy formulary.
2. The person wishing to receive prescription services must present his/her UHC identification card.
3. New prescription service:
 - a. Provided routinely between the hours of 10:00 a.m. and 12:00 p.m., and 3:00 p.m. to 4:00 p.m. daily (7 days per week, including holidays).
 - b. In emergency situations, new prescription services will be provided any time a pharmacist is on duty, although a waiting period may be required.
4. Refill prescription service:
 - a. Refill prescriptions will be filled Monday through Friday ONLY between the hours of 10:00 a.m. to 12:00 p.m. and 3:00 p.m. to 4:00 p.m. No refill services will be provided on Saturdays, Sundays, or holidays.
 - b. Refill prescription must be authorized by the physician.
 - c. The original container must be returned to the pharmacy for refill prescriptions.