School of Radiologic Technology Catalog

Updated – 02/21/2017

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Program and Hospital Description

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Program and Hospital Description	**Policy Number:** 10
Original Date: 1991	**Revision Date:** 5/95, 2/96, 9/02, 3/04, 6/09, 6/16, 10/16
Last Review Date: 10//16	

The School of Radiologic Technology was established at Armstrong County Memorial Hospital in 1958. The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the program. The School is maintained and conducted according to the "Standards" as adopted by the JRCERT. The program is subject to periodic accreditation evaluations for the expressed purpose of maintaining exemplary levels of professionalism and educational quality. The goals of the program were developed to maximize the learning experience of each student. They were written with the idea of educating the best radiologic technologist possible. They will be revised as situations dictate. Our program of study certifies that the goals have been reached and possibly surpassed.

The program is a twenty-four month certificate program designed to accommodate full time students. The JRCERT determines the program's clinical capacity. The program can accept a maximum of eight students annually. Students will be admitted each July and graduation is held the third week of June two years later. The program includes scheduled weekly academic classes in addition to assigned clinical rotations through the various imaging modalities and specialty areas of ACMH and Armstrong Orthopedic Associates, located directly off the ACMH campus. The program is designed to present approximately 800 didactic hours and 1,920 clinical hours.

The Armstrong County Memorial Hospital School of Radiologic Technology assumes the responsibility to treat applicants and students with respect and equality and without regard to race, color, sex, religion, age, national origin, sexual orientation, marital status, disability or any other prohibited basis.

ACMH was founded in 1898 as a non-profit community hospital by a group of concerned citizens. The hospital is the only general care hospital located within Armstrong County and provides acute in-patient hospital care as well as out-patient and emergency care to area residents. The hospital is licensed by the Pennsylvania Department of Health and also through Conditions of Participation with Medicare. The hospital is a medium sized acute care facility located in East Franklin Township and was dedicated in 1973. It is approximately five miles west of the borough of Kittanning at the intersection of the Allegheny Valley Expressway (Route 28) and Route 422.

Mission Statement and Goals

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: ACMH School of Radiologic Technology Mission Statement, Goals, and Outcomes	**Policy Number:** 4
Original Date: 1/09	**Revision Date:** 8/16
Last Review Date: 8/16	

The program's mission statement – **Consistent with the standards of ACMH, the School of Radiologic Technology is committed to improving the health of patients through compassion and clinical care. It is the mission of the program to provide the essential knowledge and skills to become compassionate, entry-level radiographers.**

In providing superior educational opportunities in the art and science of medical imaging, the goals of our program are to:

- ✓ **Students will employ clinical skills of an entry-level radiographer.**
  Outcomes –
  - Students will employ proper radiation protection practices.
  - Students will utilize appropriate positioning skills.
  - Students will select appropriate technical factors.
- ✓ **Students will apply effective communication skills.**
  Outcomes –
  - Students will illustrate proper written communication.
  - Students will demonstrate appropriate oral communication skills.
  - Students will demonstrate effective interpersonal communication skills in the clinical setting.
- ✓ **Students will develop critical thinking skills**.
  Outcomes –
  - Students will modify routines to image a non-routine patient.
  - Students will revise routines for the trauma patient.
  - Students will evaluate information to draw sound conclusions.
- ✓ **Students will develop commitment to professional responsibility.**
  Outcomes –
  - Students will comprehend the importance of the professional organizations
  - Students will employ professional behaviors.
  - Students will analyze the ARRT Code of Ethics.
- ✓ **The program will assure the effectiveness of its educational offerings to the student radiographers and the communities it serves.**
  Outcomes –
  - Students will pass the ARRT Registry examination on the first attempt within 6 months of graduation.
  - For those seeking employment, students will secure employment in medical imaging within 1 year of graduation.
  - Students will demonstrate to employers the qualities of an entry-level radiographer.

- Students will evaluate their educational offerings to be effective in the development of an entry-level radiographer.
- Students will complete the program in 24 months or within 150% of the stated program length.

The goals of the competency based program were designed to maximize the learning experience of each student. They were written with the idea of educating the best radiologic technologist possible. Our curriculum assumes the goals have been reached and possibly surpassed.

The effectiveness of the ACMH School of Radiologic Technology program may be accessed through the Joint Review Committee on Education in Radiologic Technology website at www.jrcert.org. This information is also found on the program's website at www.acmh.org by clicking on OUR SERVICES for a link to the school.

Radiologic Technology

Radiologic technology is the art and science where radiation is used to provide medical images of the human body's internal anatomy and physiology. This discipline is utilized primarily for the diagnosis and treatment of injuries and disease. Radiologic technology, or more currently known as medical imaging, also incorporates nuclear medicine, diagnostic medical sonography, computed tomography (CT), and magnetic resonance imaging (MRI).

At the Armstrong County Memorial Hospital School of Radiologic Technology, our primary responsibility is to provide our students with exemplary instruction in radiography. Radiography is an essential, diagnostic tool. The radiologic technologist is an indispensable member of the healthcare team.

The radiologic technologist's responsibilities in medical imaging are to accurately position the patient's body and to introduce the proper exposure factors to produce a quality diagnostic image. With the growing technological advancements in medical imaging, the radiographer has the opportunity to expand into other areas of expertise. For this reason, at the ACMH School of Radiologic Technology, the students are also introduced to the fundamentals of nuclear medicine, diagnostic medical sonography, radiation oncology, computed tomography, magnetic resonance imaging, and mammography.

Prospective Radiologic Technologist

The duties of a student radiologic technologist require above average intelligence, mechanical ability, and a strong sense of responsibility. The student must utilize technical skill and critical thinking ability to provide a professional service for the public. The work of the radiographer is exacting, yet must be performed on those who are often seriously ill or injured and frightened. This requires a responsive attitude that may not be necessarily related to grades; although scholastic ability it important. The ACMH School of Radiologic Technology requires thorough screening of the applicants prior to admittance to

the program. Qualified applicants are interviewed by appointment with the admissions committee.

Nondiscrimination Policy

The Armstrong County Memorial Hospital School of Radiologic Technology assumes the responsibility to treat applicants and students with respect and equality and without regard to race, color, sex, religion, age, national origin, sexual orientation, marital status, disability, or any other prohibited basis.

The Americans with Disabilities Act defines an individual with a disability as a person who:

- has a physical or mental impairment that substantially limits one or more of his/her major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself and working
- has a record of such impairment
- is regarded as having such impairment

In accordance with the Americans with Disabilities Act, the ACMH School of Radiologic Technology has established a set of program technical standards relative to the program's curriculum. The standards are as follows:

- have good eyesight either naturally or through correction
- have the ability to hear instructions and verbal requests made by patients
- be physically able to stand and ambulate for extended periods of time
- be physically able to move and lift patients
- have a moderate degree of dexterity to manipulate radiographic equipment and the keyboard of a computer

These standards are not admissions criteria, they are standards; therefore, they are necessary for successful completion of the clinical portion of the program and the profession. These technical standards are also provided for informational purposes to better describe the typical requirements of the profession. ACMH School of Radiologic Technology will, upon request, make reasonable accommodations to the known physical and mental limitations of the student, unless it would impose an undue hardship on the hospital or hospital operation or compromise the safety of patients, students, or staff. Determination of the accommodations will be made on an individual basis as to whether or not an accommodation or modification can be reasonably made.

Admission Requirements

Applicants must meet the following requirements to be eligible for acceptance into the program:

1. Must be at least 18 years of age at the onset of the program.
2. Must be a graduate of an accredited high school or G.E.D. program.
3. Must have an overall grade point average of a 2.5 or better.

4. Requirements for eligibility for the American Registry of Radiologic Technologists (ARRT) certification – effective January 1, 2015 – require that candidates have earned an associate (or more advanced) degree from an accrediting agency recognized by the ARRT. The degree need not be in the radiologic sciences. In order for an applicant to the program to meet this degree requirement, the applicant may:
   ✓ Hold an associate degree or higher (in any major) from an accrediting agency recognized by the ARRT. Documentation of this degree is required. Strong math and science background will be noted.
   ✓ Be enrolled in the Bachelor of Science of Medical Imaging Sciences at Clarion University of Pennsylvania and eligible to apply to a clinical site. ACMH School of Radiologic Technology is a clinical site for the Clarion University degree (See Degree Options through Clarion University on Page 9).
   ✓ Potential applicants who do not have an associate's degree or higher may benefit from a partnership with Butler County Community College (BC3). The applicant will enroll at BC3 in the Technical Trades: Radiologic Technology, Associate in Applied Science degree after acceptance into the program at ACMH. Concurrent classes are taken at BC3 and ACMH to obtain an associate's degree in Radiologic Technology (See Degree Options through Butler County Community College on Page 9).
5. Must possess good physical and mental health. Applicants will be equally considered as long as an existing impairment does not interfere with the individual training or endanger the safety of patients or other personnel.
6. Before admittance to the program, accepted applicants are required to successfully complete ACT 33 (Child Abuse History Clearance), ACT 34 (Criminal Background Check), ACT 73 (FBI Fingerprinting Clearance), and a drug screen conducted by ACMH staff. A physical examination by a physician of the applicant's choice is required.
7. In addition, the applicant must satisfy the technical standards with or without accommodations.
8. The ACMH program will consider transfer of credit students. Guidelines for this procedure can be found under Transfer of Credit Policy on page 10-12.

Application Procedure

1. For admission information and application:
   - Write to:
     ACMH School of Radiologic Technology
     One Nolte Drive
     Kittanning, Pennsylvania 16201-7111

   - Contact:
     Glenna Kanish, M.A.Ed., R.T.R.M.
     Educational Coordinator
     (724) 543-8206 or kanishg@acmh.org

Jenny Sturgeon, B.S., R.T.R.
Clinical Coordinator
(724) 543-8206 or sturgeon@acmh.org

- Visit our website at www.acmh.org by clicking on OUR SERVICES for a link for the School of Radiologic Technology

2. The completed application, along with all official grade transcripts, three letters of reference, and a short essay (approximately 600 words) explaining the reason for choosing radiology as a career must be returned to the above address by January 31 to be considered for the July class.
3. A nonrefundable application fee of $25.00 must be submitted with the completed application. The check or money order is to be made payable to ACMH.
4. A job shadow experience in an imaging department is not required but recommended. To schedule a job shadow experience at ACMH, call the hospital's Human Resources department at (724)543-8411.

Selection Process

1. Applications are reviewed by the school officials. Any applicant who does not meet the minimum requirements is notified in writing as to the reason for not satisfying the program's admission requirements. The applicant is also provided with information to satisfy this degree requirement.
2. All qualified applicants are scheduled for an interview with the program's admission committee. Interview dates are arranged in February and March.
3. When final choices are made, the applicants will be notified in writing of acceptance as well as alternate status or non-acceptance following the entire interview process. Upon acceptance, a $250.00 deposit is required to hold the student's position in the upcoming class. This amount will be deducted from the first year's lab fee.

All qualified applicants cannot be admitted. Class sizes are limited according to the Joint Review Committee on Education in Radiologic Technology guidelines. A maximum of 8 students can be admitted annually to a class. Applicants are approved on the basis of an examination of high school and college transcripts, references, required essay content, and personal interview. The admission committee considers all available information about each applicant, accepting those individuals who possess the motivation, academic potential, and personal qualities required to attain professional standards.

Degree Options through Clarion University of Pennsylvania

Our program has an affiliation with Clarion University of Pennsylvania. The Bachelor of Science in Medical Imaging Sciences (BSMIS) has an academic preparation of two years

at Clarion University and continues with a 24-month course of study in our hospital-based school of radiologic technology. Students interested in this degree will be accepted into the general education portion of the program at the university using the standard university criteria for admission. In the fall semester of the sophomore year (or higher) at the university, the student is eligible to apply for admission to the hospital program. Acceptance of the student into the hospital's radiologic technology program is at the discretion of the admission committee of the hospital. To be considered for admission to the hospital program, the student must be recommended via a formal list provided by the university coordinator to the hospital. Students will be accepted to the hospital on the basis of their university records, application materials, and an interview with the hospital admission committee.

At the completion of the general education portion of the program at the university, (typically at the end of the second year), students enter the hospital's radiologic technology program. While completing requirements for the university's BSMIS degree through the hospital's radiologic technology program, students also have the option to simultaneously earn the university's Associate of Science in Allied Health (ASAH) degree. Students who opt to earn the ASAH degree must formally declare the allied health major through the university. Upon completion of one year (12 months) of the hospital's program, student will have satisfied the requirements of the ASAH degree. In December of the second year of the hospital program, the ASAH degree is conferred at the university's winter commencement ceremony. The ASAH degree renders students eligible to sit for the ARRT national certification examination immediately upon graduation from the hospital program. Graduates who are successful on the ARRT examination earn the professional credential, Registered Technologist-Radiography (RTR). Additionally, those who successfully complete the hospital program and satisfied all other requirements of the university's BSMIS, will have the bachelor's degree conferred upon them at the university's May commencement ceremony. The student is eligible to take the American Registry of Radiologic Technologists (ARRT) examination upon successful completion of the course of study at ACMH School of Radiologic Technology.

Tuition for the university is set by the Pennsylvania State System of Higher Education Board of Governors typically in July. University tuition is subject to change.

Degree Option through Butler County Community College

Armstrong County Memorial Hospital School of Radiologic Technology and Butler County Community College (BC3) entered into an articulation agreement in September 2016. Potential applicants, who do not have an associate degree or higher, may benefit from this partnership with Butler County Community College (BC3). If accepted into the ACMH program, the student can apply to BC3 for the Technical Trades: Radiologic Technology, Associate in Applied Science degree where they will complete 31 credits of academic coursework. Upon completion of the ACMH certificate program, the student will be granted the associate degree allowing them to sit for the ARRT national certification examination. The ACMH School of Radiologic Technology certificate must

be presented to BC3 for the remaining 30 credits and to receive the diploma from the community college.

Transfer of Credit Policy

Consideration of a student for transfer of credit placement into the ACMH School of Radiologic Technology will be considered if there is a position available. Class sizes are established and the program is unable to exceed the class capacity as established by the JRCERT.

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Transfer of Credit Policy	**Policy Number:** 58
Original Date: 8/16	**Revision Date:**
Last Review Date:	

Armstrong County Memorial Hospital School of Radiologic Technology will provide for a student to transfer credit/clock hours in order to complete their education to become a radiologic technologist. The student applying for transfer of credit is an individual who has not graduated from a JRCERT accredited radiology program but has received some coursework for which the student has received credit/clock hours towards a certificate or degree sought and seeks to enroll in a different educational program and have the program recognize prior education to complete the certificate/degree.

As Armstrong County Memorial Hospital School of Radiologic Technology is a hospital-base certificate program, an applicant must possess an associate degree or higher in order to be enrolled in our program. This degree does not have to be in radiologic sciences, but must be from an institution accredited by an agency recognized by the American Registry of Radiologic Technologists (ARRT). The ARRT requires that a candidate possess an associate degree or higher to sit for the ARRT Registry examination. Our program offers a certificate in radiologic technology, not a degree.

Armstrong County Memorial Hospital School of Radiologic Technology will consider the transfer of credits from an accredited radiologic technology program, if the student attended the program within five years of application to Armstrong County Memorial Hospital School of Radiologic Technology.

If the student satisfies the degree requirement, the student may transfer credit from another accredited radiologic technology program by doing the following

- Request and complete an application from the Armstrong County Memorial Hospital School of Radiologic Technology
- Submit a nonrefundable application fee of $25 with the application made payable to Armstrong County Memorial Hospital
- Submit official transcripts

    - High School
    - College or trade school (if applicable)
    - Prior school of radiologic technology; as well as attendance record
- Submit three reference letters
    - At least one from a radiologic technology educator
    - At least one from a registered radiographer from previous program
- Submit the completed Technical Standards form for Armstrong County Memorial Hospital School of Radiologic Technology

- Request from previous school of radiologic technology all prior clinical competencies and evaluations and forward these to Armstrong County Memorial School of Radiologic Technology

Upon receiving the above required information, the admission committee will evaluate the applicant by considering the following:

- Transcripts:
    - The applicant must be a high school graduate or possess a GED
    - The applicant must possess an associate degree or higher from an institution accredited by an agency recognized by the ARRT.
    - The applicant must have attended the prior school of radiologic technology within the last five years of application
    - The applicant must have at least a "C" (80%) in all radiography courses
    - Attendance: The number of absences should not exceed 56 hours per year
- The completed Technical Standards form
- Clinical Competencies and Evaluations
- Reference letters

If the above is satisfactory and the student is in good standing, the applicant will be granted an interview with the Admission's Committee. After the interview, the committee will determine if a transfer of credit is justified and where the placement should be. The program reserves the right to place the student wherever appropriate, so that the student will receive a valid education. The program will consider the curriculum sequence of the previous radiologic technology program. The maximum class size is eight students per class. The program is unable to exceed the number of students per class.

When the student is accepted to the program through the transfer of credit, the acceptance is contingent on successful completion of

- ACT 33 (Child Abuse History Clearance)
- ACT 34 (Criminal Background Check)
- ACT 73 (FBI Fingerprinting Clearance)
- A drug screen conducted by ACMH staff
- A physical examination of a physician of the student's choice

The student will also be offered pre-admission blood work in addition to the blood work on the physical form.

The student will submit a non-refundable fee of $250 upon written notification of acceptance. This amount will be subtracted from the student's tuition for the incoming year. The students will pay the current tuition of the class placement. Partial tuition may apply depending on the amount of time required to complete the program.

The student must obtain at least 51% of the program's curriculum at Armstrong County Memorial Hospital. The student must adhere to all deadlines of the enrolled student in the program.

The student may request to take a challenge examination for any didactic course, which they have completed previously but occurs later in our program's curriculum. If that challenge test is passed with at least an 80%, it is considered that the student successfully completed the course.

Armstrong County Memorial Hospital School of Radiologic Technology may request demonstration of competency on any of the examinations of which the student previously demonstrated competency.

Expenses

1. A lab fee of $5000.00 is charged per year. Fees are subject to adjustment with notification. The student has the option to make scheduled payments of the lab fee in 1, 2, or 4 payments each year. The payment option is at the discretion of the student. The first installment of the first year's tuition is due June 15, prior to the onset of education. The tuition for the second year is due July 1 after successful completion of the first year comprehensive examination.
2. Once accepted, a $250 deposit is required to hold the student's position in the program. This amount is then subtracted from the initial payment of the first year's tuition.
3. The cost of books and supplies, such as a calculator, range from approximately $600.00 to $800.00. The purchase of the books and supplies are the responsibility of the student.
4. Uniforms are supplied by the student.
5. If needed, the students must supply their own room and board.
6. Our school is approved for Veteran's education benefits.
7. The ACMH School of Radiologic Technology does not participate in state (PHEAA) or federal grants and loans.
8. Those students enrolled in the Clarion University of Pennsylvania Bachelor of Science Medical Imaging Science program and participate in financial aid will continue to have their financial aid processed through the university.

Lab Fee/Tuition

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Lab Fee/Tuition	**Policy Number:** 9
Original Date: 2/96	**Revision Date:** 5/97, 2/00, 5/04, 1/08, 10/12, 7/16, 8/16
Last Review Date: 8/16	

The School of Radiologic Technology charges $5000.00 lab fee/tuition per year. The program's advisory board and the hospital's executive team determined this on October 2, 2012.

Options for paying the lab fee/tuition are available to the student each year. The deposit of $250 to hold the student's position in the program following acceptance is subtracted from the first year's tuition.

The payment schedule and amounts are as follows:

- One payment of $4750 - due June 15 – prior to the start of education
- Two payments
  - $2250 – due June 15 – prior to the start of education
  - $2500 – due January 15
- Four payments
  - $1000 – due June 15 – prior to the start of education
  - $1250 – due September 15
  - $1250 – due January 15
  - $1250 – due April 15

As a second year student, the initial payment towards the second year lab fee/tuition will be accepted any time after passing the first year comprehensive final until July 1. The payment schedule and amounts are as follows for the second year:

- One payment of $5000 - due July 1
- Two payments
  - $2500 – due July 1
  - $2500 – due January 25
- Four payments
  - $1250 – due July 1
  - $1250 – due September 15
  - $1250 – due January 15
  - $1250 – due April 15

The student will be given adequate notice as a reminder of upcoming payments by program officials.

Financial Aid Policy

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Financial Aid	**Policy Number:** 70
Original Date: 7/16	**Revision Date:**
Last Review Date:	

Armstrong County Memorial Hospital School of Radiologic Technology does not participate in the Department of Education student loan programs (i.e. Title IV funding, PHEAA loans). However, for those students who are enrolled at Clarion University of Pennsylvania in the Bachelor of Medical Imaging Sciences course of study and are attending Armstrong County Memorial Hospital School of Radiologic Technology for the clinical portion of the degree, these students will be afforded all of the financial aid that is available to them as a continuing student of Clarion University. The student will maintain student status at Clarion University while attending Armstrong County Memorial Hospital School of Radiologic Technology, thus making the student eligible for tuition assistance through the university. Through the *Agreement to Process Financial Aid* between Armstrong County Memorial Hospital School of Radiologic Technology and Clarion University of Pennsylvania, the university will "calculate and disperse for which students may be eligible including federal, state and/or university funds."

If qualified, applicants and students may obtain financial assistance from the Veterans Administration (VA). Scholarships and personal loans may also be applied to cover the costs of the student's education.

Armstrong County Memorial Hospital School of Radiologic Technology's "Lab Fee/Tuition" policy (Policy #9) is the guideline for making payments to the program. Each payment will be tabulated on specified forms by the Educational Coordinator. A receipt and a copy of the payment plan will be made available to the student with each payment. This enables the student to be aware of the amount, which has been paid and the balance of the lab fee/tuition.

All lab fees/tuition and fees must be finalized prior to graduation.

Refund Policy

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Refund Policy	**Policy Number:** 14
Original Date: 5/93	**Revision Date:** 5/95, 6/04, 6/13, 6/14, 8/15
Last Review Date: 6/16	

In the event that a first time student at ACMH School of Radiologic Technology withdraws or is dismissed within the first 30 weeks (960 hours), a pro rata refund policy will be followed. This will be assessed according to the number of weeks the student has paid for and the number of weeks the student was enrolled in the program.

Course Descriptions

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Class Descriptions	**Policy Number:** 11 Page 1 of 3
Original Date: 1/98	**Revision Date:** 3/04, 6/11, 9/11, 6/12, 6/14, 6/16
Last Review Date: 6/16	

ORIENTATION TO RADIOGRAPHY

Includes Medical Ethics, Patient Care, Medical Law, and CPR

This course will provide the student with an overview of radiography and its role in health care delivery. Student responsibilities will be outlined. Students will be oriented to academic and administrative structure, key departments and personnel and to the progression as a whole. The following principles will also be introduced.

Basic Concepts of Radiographic Exposure
Basic Radiation Protection
Patient Care
Medical Ethics and Law

MEDICAL TERMINOLOGY

This course will acquaint the student with medical terminology as applied to the specialty of radiology. This pertains to medical terms, prefixes, suffixes, and word roots, as well as radiographic terms and abbreviations. The student will also gain a basic knowledge of anatomy and physiology of the human body.

SKELETAL ANATOMY, PATHOLOGY, AND RADIOGRAPHIC PROCEDURES

This course provides the student with names and locations of the bones of the body, along with the detailed structure of each. This will also include some variations and diseases affecting these bones. Instruction in the radiographic positions of the structures of the body will be provided so that the student is capable of positioning the patient for any procedure. Practical instruction and applications in the radiographic room will be provided.

SPECIAL PROCEDURES AND INTERVENTIONAL RADIOGRAPHY

The special procedures and interventional radiography course will cover the special procedures performed in the imaging department and interventional suite. The student will gain knowledge of the proper procedures, the equipment used, and indications for the examinations, the advantages, and possible complications.

HUMAN STRUCTURE, FUNCTION, PATHOLOGY, AND RADIOGRAPHIC PROCEDURES

This course will provide the student with the basic structure and function of the different systems of the body. Normal variations and pathology pertaining to each organ will be discussed. Instruction will be given on the different procedures performed to visualize each system. Clinical experience will compliment the classroom portion of this course.

CONTRAST MEDIA & PHARMACOLOGY

This course will cover the different types of contrast media used for radiographic procedures. The student will gain knowledge of the properties of contrast media, the procedures they are used for, and possible reactions that could occur. Basic pharmacology will also be discussed

RADIOGRAPHIC SKULL PROCEDURES

This course will provide instruction in the art of positioning to visualize the different structures of the skull. This information is supplemented with practical instruction and application in the radiographic rooms.

IMAGING EQUIPMENT

This course is designed to introduce the student to different imaging systems and techniques used in medical imaging. The student will gain knowledge of the operations, applications, and uses of each of the specialized pieces of equipment that are being utilized in the fast growing field of medical imaging.

PRINCIPLES OF RADIOGRAPHIC EXPOSURE, INCLUDING IMAGE CRITIQUE AND QUALITY ASSURANCE

This course will provide the student with a basic understanding of x-ray production, including the different factors that govern and influence the production of the radiographic image. The principles and concepts of quality assurance will be introduced. Sessions on radiographic image evaluation will be provided to ensure the understanding of the technical aspects of producing an acceptable radiograph.

INTRODUCTION TO COMPUTER LITERACY

This course will introduce the student to fundamental principles of computer technology. Computer concepts and terminology will be discussed, along with computer applications in radiology, including digital radiography. Basic software components utilized for data management will also be introduced.

RADIATION PHYSICS

This course is designed to provide the student with the knowledge of the structure of matter, magnetism, and the basics of electricity. These will then in turn aid in understanding x-ray circuitry and production.

PRINICLES OF RADIATION PROTECTION AND RADIOBIOLOGY

This course will provide the student with an overview of the principles of radiation protection. Radiation protection responsibilities of the radiographer, for the patients, personnel, and the public are presented. Included in this unit is an overview of the interactions of radiation with the living systems and the effects that can occur.

RADIOGRAPHIC IMAGE PROCESSING AND EVALUATION

While transitions in radiographic imaging from film/screen to electronic imaging and processing occur, this course incorporates the make up of the equipment, purposes, and functions and the process performed to produce quality diagnostic medical images in both systems. Quality assurance and troubleshooting various imaging problems will be emphasized.

Academic Calendar

Classes commence at the beginning of July. Start date is determined annually.

First Year

ORIENTATION TO RADIOGRAPHY including Ethics, Law, Patient Care and Cardiopulmonary Resuscitation certification
July – October (80 hours)

MEDICAL TERMINOLOGY
October – February (120 hours)

SKELETAL ANATOMY, PATHOLOGY, AND RADIOGRAPHIC POSITIONS
July – May (165 hours)

SPECIAL PROCEDURES AND INTERVENTIONAL RADIOGRAPHY
March – April (20 hours)

IMAGING EQUIPMENT
June – July (25 hours)

HUMAN STRUCTURE, FUNCTION, PATHOLOGY, AND RADIOGRAPHIC PROCEDURES
May of first year – May of second year (140 hours)

- Two week winter break – the weeks that Christmas and New Year's Day fall into. Dates are determined annually.
- Scheduled vacation week the week prior to Memorial Day. There will be no didactic classes or clinical assignments during this week.
- First year comprehensive final – 1st Wednesday of June

Second Year

RADIOGRAPHIC SKULL PROCEDURES
September (35 hours)

CONTRAST MEDIA AND PHARMACOLOGY
September (20 hours)

INTRODUCTION TO COMPUTER LITERACY
November (5 hours)

PRINCIPLES OF RADIOGRAPHIC EXPOSURE
January – February (70 hours)

RADIATION PHYSICS

January – March (65 hours)

RADIOGRAPHIC IMAGE PROCESSING AND EVALUATION
March - May (30 hours)

PRINCIPLES OF RADIATION PROTECTIOIN AND RADIOBIOLOGY
April – May (25 hours)

- Scheduled vacation week the second full week of August. There will be no didactic classes or clinical assignments during this week.
- Two week winter break – the weeks that Christmas and New Year's Day fall into. Dates are determined annually.
- Certification test – 2nd Wednesday of June
- Graduation – 3rd Wednesday of June

Clinical Rotation

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Clinical Rotation	**Policy Number:** 16
Original Date: 3/91	**Revision Date:** 5/96, 10/96, 6/08, 5/29/02, 1/03, 3/04, 7/04, 2/05, 6/08, 6/09, 6/10, 6/11, 11/11, 6/12, 5/14, 6/15, 6/16
Last Review Date: 6/16	

Students are assigned to the clinical area within the first week of education after a brief orientation. The student begins with observation of equipment operation and execution of examinations and procedures. However, the student is permitted to assist in the moving of patients, preparing the room, and changing image receptors. The student's knowledge and understanding should be enhanced through day to day observation and participation. Performance Appraisal Evaluations may be obtained weekly with a maximum of two per week.

Equitable clinical assignments are scheduled for all students during the two year educational process. Students are scheduled primarily Monday through Friday daylight shift. In order to enhance the students' critical thinking skills and develop a sense of responsibility, there will be minimal weekend and evening shift assignments.

Seven weeks of evenings (1:00 to 9:30 p.m.) will be assigned during the second year. (Tuesday, Wednesday, and Friday)

1. The first three rotations will start the last week of June or the first week of July (maximum of two students per week).
2. The second two rotations will start the beginning of October (maximum of two students per week).

3. The last two rotations will start following winter break (maximum of two students per week).

Two full daylight weekends (7 a.m. to 3:30 p.m.) will be assigned during the second year to familiarize the student with the atmosphere of weekends.

1. The first rotation will start following the Labor Day holiday (one student per weekend).
2. The second rotation will start during the month of February (one student per weekend).

This procedure acquaints the students with shift rotation; strengthening the skills needed to become a reliable and qualified technologist familiar with the various shifts of the workforce. These rotations allow the student to gain more self-confidence and knowledge in organizing the unscheduled patient workload; giving consideration to patient priorities and procedure time required.

Students are rotated through the radiography and fluoroscopy rooms. There is a registered technologist assigned to every room and the student is under the supervision of this technologist during their clinical rotation. As images are taken, the technologist and the student examine the radiographic images. An unacceptable radiograph is repeated after the student and technologist review it and the technologist has identified to the student why it is an undesirable image. The technologist will be in the room for any repeat radiographs the student must take.

Students are scheduled in a particular room for several days at a time. This gives the student an opportunity to become familiar and comprehend the equipment and procedures performed in each of the rooms during several consecutive assignments.

The student is assigned to the radiographic and fluoroscopic rooms, interventional suite, operating room, and portable radiography cases throughout the entire educational process. There is an assignment of two full days and one half day within one week to the Imaging Services office early on in the first year.

Students have three one-week rotations through computed tomography during the first year of education and three consecutive weeks during the second year of education. During the second year, students are scheduled in the following specialty areas for a week's rotation. These areas include film room, nuclear medicine, diagnostic medical sonography, magnetic resonance imaging, mammography, and radiation oncology. All room rotations and specialty area assignments have objectives that must be completed and submitted.

Students will also rotate through Armstrong Orthopedics Associates, a JRCERT approved clinical setting. The rotations will begin during the first year following winter break and will continue till winter break of the second year of education.

The mobile Positron Emission Tomography (PET) scanner and pain clinic are considered clinical observation sites. To acquaint the student with these areas, the student will be assigned to PET for one day and pain clinic for two days. As these are considered observation sites, the student will be there to observe only and will not have direct patient contact. Student summaries are required for these clinical observation sites. (Summary guidelines are listed on page 139). Schedules are subject to change with notification.

Mammography Rotation

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Mammography Rotation	**Policy Number:** 46
Original Date: 6/16	**Revision Date:**
Last Review Date 6/16	

The Armstrong County Memorial Hospital School of Radiologic Technology has updated their policy in regard to placement of students in the mammography clinical rotations for observation and/or performance of breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.) Under this policy, all students will be offered the opportunity to participate in mammography rotations.

It is the obligation of Armstrong County Memorial Hospital School of Radiologic Technology to provide equitable learning opportunities for all students. Equitable means dealing fairly with all students, but does not necessarily mean equal. With regard to mammography, the program will schedule all students (females and males) in a mammography rotation during the second year of education. The Imaging Services department of Armstrong County Memorial Hospital does not have a policy that restricts male technologists from performing professional responsibilities in the mammography suite.

All students are taught breast anatomy and mammography positioning and pertinent patient medical history in the reproductive didactic course. The student will be scheduled in the mammography rotation following the reproductive course. During a student's rotation in mammography, a mammography technologist demonstrates the mechanisms of the mammography equipment and describes the functions to the students. Students are also given the opportunity to participate in routine mammography procedures, both screening and diagnostic. During the student's scheduled rotational assignment, the student also has the opportunity to observe special procedures being performed in the breast imaging suite.

The program feels that it is beneficial for female students to participate in the mammography imaging procedures. The female student would be at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. Clinical site policies may also be applicable upon employment in regard to access for males to pursue a career in mammography. Regardless, ACMH School of Radiologic Technology will equitably schedule all students in the breast imaging suite.

Students will be informed as to when they will be scheduled in the mammography rotation. If a student does not wish to participate in this rotation, the student must make this request in writing to program officials. Another clinical assignment will be provided in lieu of the mammography rotation and a clinical evaluation will be obtained for this new assignment.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs and Faculty, Program Resources.

Supervision Of Students

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Policy for Students Performing Radiographic Procedures	**Policy Number:** 7
Original Date: 10/91	**Revision Date:** 10/16
Last Review Date: 10/16	

Students shall perform all diagnostic procedures with direct supervision, until demonstrating competency in specified procedures. Direct supervision is defined as the supervision provided by a qualified radiographer who is present in the same room or location where the radiographic procedure is being performed. Direct supervision assures the safety of the patient and appropriate educational practices in which the qualified radiographer will

- Review the procedures in relationship to the student's achievement
- In accordance to student's knowledge, evaluate the condition of the patient.
- Be physically present in the same room or location during the performance of the procedure.
- Reviews and approves the procedure and/or image

After competency is achieved, students may perform procedures with indirect supervision, which also assures patient safety and proper educational practices. Indirect supervision is defined as that supervision provided by a qualified radiographer who is immediately available to assist students regardless of their level of competency. Immediately available is defined as the physical presence of a qualified radiographer in an adjacent room or location where the imaging procedure is being performed. This applies to all areas where ionizing radiation equipment is being used on patients.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs will be repeated with the physical presence of a qualified radiographer, regardless of the student's level of competency. The qualified radiographer must approve the student's procedure prior to the repeat radiation exposure to the patient.

Attendance Requirements

Students are required to be in attendance for the didactic and clinical aspects of the program. The program is designed to present approximately 800 didactic hours and 1,920 clinical hours. The weekly assignments consist of two 8 hour days/week of clinical assignments; two days/week of didactic instruction; and one 8 hour day consisting of one half day of didactic instruction and the other half of the day in the clinical environment. The educational week will not consist of more than 40 hours per week of instruction (total didactic and clinical involvement) or not more than ten clinical hours per day.

Although the students are scheduled primarily daylight assignments, there are minimal evening and weekend assignments.

Daylight assignments -	7:00 a.m. – 3:30 p.m.
	8:00 a.m. – 4:30 p.m.
	10:00 a.m. – 6:30 p.m. (during first year)
Evening assignments -	1:00 p.m. – 9:30 p.m. (during second year)
Weekend assignments -	7:00 a.m. – 3:30 p.m. (total of two during second year)

Personal Time

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Personal Time	**Policy Number:** 17
Original Date: 6/91	**Revision Date:** 10/91, 5/98, 5/99, 6/00, 3/03, 6/11, 7/11, 7/12, 6/13, 10/13, 5/14, 6/14, 6/15, 6/16
Last Review Date: 6/16	

Personal time (combined sick leave and vacation time) totals 56 hours per year. A minimum of 15 minutes (.25) of personal time will be granted. Requests for personal time should be documented on the Request for Personal Time form (Form #48) for approval. Students are to have their established meal break at the appropriate time and not to remain in clinical assignment to deduct this time from the end of their assigned shift in order to use less personal time. Special circumstances may be considered with approval by program officials.

When an absence occurs, it is expected that the classroom assignment be made up. Any personal hours used in excess of the 56 hours will require a doctor's excuse. Any personal hours taken in excess must be voluntarily made up. This make-up time is limited to the daylight and evening shifts and will not exceed a 40 hour week or a ten hour clinical day. A doctor's excuse for any sick time may be required of the students at the discretion of school officials.

All notifications for absence or tardiness are made by way of the program official's office number (724) 543-8206. When a student is unable to report for his/her assigned shift, it is the individual student's responsibility to contact the school officials prior to the beginning of the shift and speak to a school official to report an absence or tardiness. Students must state the reason for this absence or tardiness, as this is documented. If a school official is unavailable at the time of notification, the student should leave a message on the school office's voice mail, reporting the absence and stating the reason. During weekend assignments, students are to notify the technologist in the Imaging Services department at (724) 543-8132, who will then inform school officials.

Any illness requiring hospitalization will not be deducted from the 56 hours, with a maximum of five days (clinical or didactic) per year. Hospitalization or treatment requiring more than five scheduled days (clinical or didactic) will be considered a leave of absence.

Students who become ill during clinical or didactic education may request to leave or be sent home, depending on the circumstances. The time the student is not in attendance, in this case, will be documented as sick hours. The remaining scheduled hours of the clinical shift not completed or hours of didactic instruction not completed will be deducted from the personal hours.

All personal time must be used by a specified date each year. Personal time for a first year student is issued for the time frame of the first day of education through the Friday prior to graduation. Graduation is the third Wednesday of June. The new allotment of 56 hours of personal time will be granted the following Monday of graduation week. For second year students, all compensatory personal hours to another student or to the second year of education.

A winter break will be given to all students during the weeks of Christmas and New Year's Day. These weeks are December 19 - 23, 2016 and December 26, 2016 through January 2, 2017. Clinical and didactic education will resume Tuesday, January 3, 2017.

First year students will have a spring break the week before Memorial Day. Second year students will have a summer break the second full week of August. During these weeks, there will be no scheduled classes. Any other days used as vacation days will be scheduled upon approval of the school officials.

Pregnancy Policy

The contents of this policy are reviewed by the Radiation Safety Officer on an annual basis. Armstrong County Memorial Hospital School of Radiologic Technology recognizes the need to establish procedures regarding student pregnancy.

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Student Pregnancy Policy	**Policy Number:** 31
Original Date: 10/86	**Revision Date:** 10/86, 12/87, 5/91, 10/96, 5/97, 4/99, 4/12, 7/15, 7/16
Last Review Date: 7/16	

The contents of this policy were reviewed by the Radiation Safety Officer in July 2016.

Armstrong County Memorial Hospital School of Radiologic Technology recognizes the need to establish procedures regarding student pregnancy.

If a student is pregnant or becomes pregnant while in training, she will decide whether she wants to formally declare her pregnancy to school officials, thereby taking advantage of the special dose limits provided to protect the developing embryo/fetus. The student must make written declaration of her pregnancy using Form #28 – Declaration of Pregnancy Form. Instructions describing information that should be known about the radiation exposure of pregnant women is given to all students. These instructions provide information on the potential effects of declaring a pregnancy in order to help women make informed decisions on whether or not to declare their pregnancy. The information is provided in the form of answers to typical questions. These questions and answers are a summary of NRC Regulatory Guide 8.13, "*Instruction Concerning Prenatal Radiation Exposure"*.

Once a pregnancy has been declared, the School Officials, together with the Radiation Physicist, will confidentially counsel the student. The various plans of action from which the student may choose will also be discussed.

The plans of action, which are available to the student, are as follows:

l. Take a leave of absence for one year from both clinical and didactic aspects of the program, returning at the appropriate time if the maximum number of students is not exceeded in an equivalent class. The appropriate time will be determined on a case by case basis. The student must meet with school officials for advisement prior to her reinstatement.

2. The student will attend didactic classes only. The number of clinical hours that the student does not complete must be made up before she receives her certificate and before she is eligible to take the Registry examination. Didactic hours that the student does not complete must also be made up. The student will not exceed 40 hours per week or 10 hours per day when making up time. Clinical time will comply with the 1:1 technologist/student ratio.

3. The student will maintain full status in both didactic and clinical areas. Strict documentation of the student's radiation exposure must be maintained. This option would be indicated if the pregnancy occurs during the final quarter of the program and no leave of absence is anticipated.

4. The student will maintain full status in both didactic and clinical areas until time of delivery. At this time a leave of absence will be given and the position in the program will be held for six weeks. This time may be extended if contraindicated in writing by your physician. The student will then return to the program to complete her clinical and didactic education.

The student's physician must approve in writing her return to the program for any of the above options.

If, at any time, the student voluntarily decides to undeclare or revoke her declaration of pregnancy, she may do so. This requires written notification to the school officials using Form #88 – Voluntary Undeclaration of Pregnancy Form. The school officials will then alert the Radiation Physicist. The students will then be monitored according to the general guidelines for radiation workers as described by the Pennsylvania Department of Environmental Protection.

All clinical and didactic requirements must be completed before the student is eligible to receive her certificate.

I have read the policies and understand their content.

I have decided to follow plan number _____.

_____ _____

Signature Date

ACMH SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY AND PROCEDURE MANUAL
Declaration of Pregnancy Form – Form #28

To: _____
(Name of Program Official)

I am declaring that I am pregnant. I believe that I became pregnant _____ (Only the month and year need to be provided).

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisieverts), unless that dose has already been exceeded between the time of conception and submitting this form.

If I find out that I am no longer pregnant, or if my pregnancy is terminated, I will promptly inform you (preferably in writing) that my pregnancy has ended.

_____ Student technologist's signature

_____ Printed name of Student technologist

_____ Date

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Making the Decision to Declare Pregnancy Guidelines	**Policy Number:** 57
Original Date: 10/86	**Revision Date:** 8/11, 7/16
Last Review Date: 7/16	

The contents of this policy were reviewed by the Radiation Safety Officer in July 2016.

1. If I become pregnant, am I required to inform the school officials of my pregnancy?

No. It is your choice whether to declare your pregnancy to your school officials. If you choose to declare your pregnancy, a lower radiation dose limit will apply to you. If you choose not to declare your pregnancy, you will be subject to the same radiation dose limits that apply to nonpregnant workers even if you are visibly pregnant.

1. If I declare my pregnancy in writing, what happens?

The amount of radiation that you will be allowed to receive will be less because there is a lower dose limit for the embryo/fetus of female workers, who have formally declared their pregnancy in writing. Ordinarily, the radiation dose limit for a worker is 5000 millirems (mrems) (50 milllisieverts) in a year.

But, if you declare in writing that you are pregnant, the dose to the embryo/fetus is limited to 500 mrem (5 millisieverts) during the 9 month pregnancy, which is one-tenth of the dose limit that an adult worker may receive in a year. In addition, efforts must be made to avoid substantial variation above a uniform monthly dose rate so that the entire dose received does not occur during a particular time of the pregnancy. (This may mean that, if you declare your pregnancy, you may not be permitted to perform some of your clinical functions).

2. Why do the regulations have a lower dose limit for a woman who has declared her pregnancy than for a normal worker?

The purpose of the lower limit is to protect her unborn child. Scientific advisory groups recommend that the dose before birth be limited to about 0.5 rem rather than the 5 rem (50 millisieverts) occupational annual dose limit because of the sensitivity of the embryo/fetus to radiation. Possible effects include deficiencies in the child's development, especially the child's neurological development, and an increase likelihood of cancer. (These effects have not yet been seen in the human in the dose ranges we are considering.)

3. What effects on development can be caused by radiation exposure?

The effects of large doses of radiation on human development are quite evident and easily measureable, whereas at low doses the effects are not evident or measurable and therefore must be assumed.

For example, studies of the effects of radiation on animals and humans demonstrate clearly and conclusively that large doses of radiation such as 100 rems, (100,000 mrem or 1 sievert) cause serious developmental defects in many of the body's organs when the radiation is delivered during the period of rapid organ development.

The developing human brain has been shown to be especially sensitive to large doses of radiation. Mental retardation has been observed in the survivors of the atomic bombings in Japan exposed in utero during sensitive periods.

Additionally, some other groups exposed to radiation in utero have shown lower than average intelligence scores and poor performance in school.

The sensitivity of the brain undoubtedly reflects its structural complexity and its long developmental period (and hence long sensitive period). The most sensitive period is during the 8^{th} to 15^{th} weeks of gestation followed by a substantially less sensitive

period for the 2 months after the 15th week. There is minimal effect on the child's developing brain during the first two months of pregnancy or the last three months of pregnancy.
No developmental effects caused by radiation have been observed in groups at doses at or below the 5 rem (50 millisieverts) occupational dose limit. Scientists are uncertain whether there are developmental effects at doses below 5 rems (50 millisieverts). It may be that the effects are present but are too mild to measure because of the normal variability from one person to the next and because the tools to measure the effects are not sensitive enough, or it may be that there is some threshold dose below which there are no developmental effects whatsoever.

In view of the possibility of developmental effects, even if very mild, at doses below 5 rems (50 millisieverts), scientific advisory groups consider it prudent to limit the dose to the embryo/fetus to 0.5 rem (5 millisieverts).

4. How much will the likelihood of cancer be increased?

Radiation exposure has been found to increase the likelihood of cancer in many studies of adult human and animal groups. At doses below the occupational dose limit of 5 rem, an increase in cancer incidence has not been proven, but is presumed to exist even if it is too small to be measured.

The question is whether the embryo/fetus is more sensitive to radiation than an adult. Increased sensitivity of the embryo/fetus to cancer induction from radiation exposure is not able to be proven. However, it is assumed that there is some increased sensitivity. Some scientific advisory groups assume that radiation exposure before birth may be 2 to 3 times more likely to cause cancer over a person's lifetime than the same amount of radiation received as an adult. If this is true, there would be 1 radiation-induced cancer death in 200 people exposed in utero at the occupational dose limit of 5 rems (50 millisieverts).

These advisory groups have considered this risk to be too high and have thus recommended that the radiation dose to the embryo/fetus be limited to a maximum of 0.5 rem (5 millisieverts). At that dose, there would be 1 radiation-induced cancer death per 2000 people. This would be in addition to the 400 cancer deaths from all causes that one would normally expect in a group of 2000 people. (The International Commission on Radiation Protection is considering lowering the fetal dose even more.)

5. How does the risk to the embryo/fetus from occupational radiation exposure compare to other risks?

The risk to the embryo/fetus from 0.5 rem or even 5 rems of radiation exposure is relatively small compared to some other avoidable risks.

Of particular concern is excessive consumption of alcohol during pregnancy. The U. S. Public Health Service has concluded that heavy alcohol consumption during pregnancy

(three drinks per day and above) is the leading known cause of mental retardation. Children whose mothers drank heavily during pregnancy may exhibit developmental problems such as hyperactivity, distractibility, short attention spans, language difficulties, and delayed maturation, even when their intelligence is normal.

Cigarette smoking may also harm the unborn. There is a direct correlation between the amount of smoking during pregnancy and the frequency of spontaneous abortion and fetal death. Children of mothers who smoke while pregnant are more likely to have impaired intellectual and physical growth. Maternal smoking has also been associated with such behavioral problems in offspring as lack of self-control, irritability, hyperactivity, and disinterest. Long-term studies indicate that these children perform less well than matched youngsters of nonsmokers on tests of cognitive, psychomotor, language, and general academic functioning.

Alcohol and smoking are only examples of other risks in pregnancy. Many other toxic agents and drugs also present risk. In addition, many factors that cannot be controlled present risk. There is an increased risk in pregnancy with increasing age of the mother. Maternal disease may be an important risk factor. Malnutrition, toxemia, and congenital rubella may be associated with birth defects. Maternal diabetes and high blood pressure have been associated with problems in the newborn. In addition, many birth defects and developmental problems occur without an obvious cause and without any obvious risk factors. For example, viruses that we may not even be aware of can cause defects and defects can arise in spontaneous random errors in cell reproduction. But these are things that we cannot do anything about.

In summary, you are advised to keep radiation exposure of your unborn child below 0.5 rem, but you should also remember that alcohol consumption, cigarette smoking, and the use of other drugs can do a great deal of harm.

6. What if I decide that I do not want any radiation exposure at all during my pregnancy?

You may ask for clinical experiences that do not involve any exposure to occupational radiation at all, but your request may not be able to be honored. Even if you receive no occupational exposure at all, you will receive a dose typically about 0.3 rem (3 millisieverts) from natural background radiation.

7. What effect will formally declaring my pregnancy have on my clinical experience?

This must be decided on a case by case basis. As part of your radiation safety training, you were told the policies with respect to the job status of a declared pregnant woman. In addition, the PA DEP recommends that, before you declare your pregnancy, you talk to a program official and ask what a declaration of pregnancy would mean specifically for you and your status. <u>However, if you do not declare your pregnancy, the lower exposure limit of 0.5 rem (5 milllisieverts) will not apply.</u>

It is most likely that you will be told that you can continue to perform your clinical duties with no changes and still meet the limit for exposure of a declared pregnant woman.

If the dose you currently receive is above the 0.5 rem (5 millisieverts) dose allowed for a declared pregnant woman, it is quite likely that the program can and will make a reasonable accommodation that will allow you to continue performing your current clinical duties.

HOW TO DECLARE YOUR PREGNANCY

8. What information must I provide in my declaration of pregnancy?

You mast provide your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need to be given), and the date that you give the letter to the school official. A sample form that that you can use is included at the end of these questions and answers. You may use the sample letter or write one of your own.

9. To declare my pregnancy, do I have to have documented medical proof that I am pregnant?

No. No proof is necessary.

10. Can I tell the school officials orally rather than in writing that I am pregnant?

No, the declaration must be in writing. As far as the regulations are concerned, an oral declaration or statement is the same as not telling the school officials that you are pregnant.

11. If I have not declared my pregnancy in writing, but the school officials notice that I am pregnant, do the lower dose limits apply?

No, the lower dose limits for pregnant women apply only if you have declared your pregnancy in writing. The choice of whether to declare your pregnancy and thereby train under the lower dose limits is your choice, not the choice of the school officials. You may not be removed from a specific area because you appear pregnant.

12. If I am planning to become pregnant but am not yet pregnant and I inform school officials of that in writing, do the lower dose limits apply?

No. The lower limits apply only if you declare that you are already pregnant, in writing.

13. What if I have a miscarriage or find out that I am not pregnant?

If you have declared your pregnancy in writing, you should promptly inform the hospital that you are no longer pregnant. The regulations do not require that the revocation of

declaration be in writing, but it is recommended that you revoke the declaration in writing to avoid confusion. Also, the program officials may insist upon a written revocation for its own protection. If you have not declared your pregnancy, there is no need to inform the school officials of your new, nonpregnant status.

If you have a miscarriage and become pregnant again before you have revoked your original declaration of pregnancy, you should submit a new declaration of pregnancy because the date of conception has changed.

14. How long is the lower dose limit in effect?

The dose to the embryo/fetus must be limited until (1) you have given birth; (2) you inform the school officials you are no longer pregnant; or (3) you inform the school officials that you no longer wish to be considered pregnant.

15. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?

Yes, you may. The choice is entirely yours. If you revoke you declaration of pregnancy, the lower dose limits no longer apply.

16. Can I tell school officials I am pregnant when I know I am not in order to work under the lower dose limits?

The purpose of the regulations is to allow pregnant women to choose a heightened level of protection from radiation exposure for the embryo/fetus during her pregnancy. That purpose would not be served by intentionally declaring yourself to be a pregnant woman when you know you are not pregnant. There are no regulatory requirements specifically addressing the actions the hospital might take if you provide a false declaration. However, nothing in the regulations would prevent the program from taking action against you for deliberately providing false information.

STEPS TO LOWER RADIATION EXPOSURE

17. What steps can I take to lower my radiation dose?

These have already been explained to you as part of the instructions that must be given to all radiation workers/students. However, you should ask your program officials or the radiation safety officer whether any additional steps can be taken.

The general principles for maintaining exposure to radiation "as low as reasonably achievable are summarized below. You should already be applying these principles in your clinical duties, but now is a good time to review them.

External Radiation Exposure: External radiation exposure is radiation you receive from radiation sources or radioactive materials that are outside your body. The basic principles

for reducing external radiation exposure are time, distance, and shielding – decrease your time near radiation sources, increase your distance from radiation sources, and increase the shielding between yourself and the radiation source. You should also work quickly and efficiently in a radiation area so that you are not exposed to the radiation any longer than necessary. As the distance is increased from the source of radiation, the dose decreases.

When possible, you should work behind shielding. The shielding will absorb some of the radiation, thus reducing the amount that reaches you.

Internal Radiation Exposure: Internal radiation you receive from radioactive materials that have gotten into your body, generally entering with the air you breathe, the food you eat, and the water you drink.

Students scheduled in the Nuclear Medicine area will have specific procedures to minimize internal radiation exposure, if applicable. Those procedures incorporate the following general precautions that should be taken when you are working with radioactive materials that are not encapsulated:

1. Wear lab coats and other protective clothing if there is a possibility of spills.
2. Use gloves while handling radioactive materials.
3. Wash hands after working with radioactive materials.
4. Do not eat, drink, smoke, or apply cosmetics in areas with unencapsulated radioactive materials.
5. Do not pipette radioactive substances by mouth.

These basic principles should be incorporated into the specific methods and procedures for doing your individual clinical assignment.

ADDITIONAL INFORMATION

18. Where can I get additional information?

Additional information can be found by calling the Pennsylvania Department of Environmental Protection – Southwest Regional Office- at (412) 442-4000.
You can find additional information on the risks of radiation in NRC's Regulatory Guide 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure".

You can also telephone the NRC Regional Offices at the following numbers: Region I – 610-337-5000; Region II – 404-331-4503; Region III – 708-829-9500; and Region IV – 817-860-8100.

Legal questions should be directed the Regional Counsel and technical questions should be directed to the Division of Radiation Safety and Safeguards.

If you believe you have been discriminated against, you should contact the U. S. Equal Employment Opportunity Commission (EEOC), 1801 L. Street, N.W., Washington, D.C.

20507 or an EEOC Field Office by calling 800-669-4000. For individuals with hearing impairment, the EEOC's TDD number is 800-800-3302.

ACMH SCHOOL OF RADIOLOGIC TECHNOLOGY

RADIATION RISK EVALUATION FOR PREGNANT RADIATION WORKERS
Form #29

Date _____

Name _____

State of Pregnancy _____

Address

_____

Social Security Number _____

Date of Birth _____

As a student occupationally exposed to radiation, I realize there is potential risks to my unborn child from radiation exposure received during my pregnancy. I have read and understand the instructions given to me.

Student's Signature _____

School Official's Signature _____

_____

Date _____

For any further questions pertinent to potential risks, exposure history and current work area, please contact the Radiation Safety Officer at extension _____.

8/11

Grading System and Promotion Steps

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Grading System and Scale	**Policy Number:** 20
Original Date: 11/91	**Revision Date:** 9/92, 6/96, 9/02, 7/12, 6/14, 6/16
Last Review Date: 6/16	

A. Progress reports on each student's didactic work performance are maintained, kept current, and are available to the student.

B. The student's didactic achievement will be computed on a straight percentage basis. Quiz grades, homework, and other class assignments throughout a course account for 50% of the final grade. The final test comprises the remaining 50% of the course grade.

C. The student must maintain an 80% subject average didactically and an 85% average clinically. When a student falls below this average, the student will be placed on probation for three months and is subject to dismissal from the program if no improvement is shown (Policy #22 – Academic and Clinical Probation)

D. Final tests will be given to all students on the same day. If extenuating circumstances should occur and a student is absent during the scheduled final examination, the student will take the examination on the day of return. Consideration will be given to students returning after extended periods of time away from classes.

E. Official grade transcripts are given to each student every six months.

G. Grading scale:

94% - 100% ----------A
87% - 93% ----------B
80% - 86% ----------C
75% - 79% ----------D
74% & Below----------F

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Promotion Steps/Graduation Requirements	**Policy Number:** 23
Original Date: 5/91	**Revision Date:** 6/93, 6/94, 6/95, 6/96, 5/97, 5/04, 6/10, 6/13, 6/14, 6/15, 8/16
Last Review Date: 8/16	

A. The student must pass the first year comprehensive examination on the first attempt with at least an 80% in order to continue in the program.

B. The student must pass the second year comprehensive examination with at least a 75% before the student will be considered certified (certification entitles the student to take the ARRT Registry examination).

The student will be allowed three attempts (on three different days) to pass the certification test. The third attempt should be within a 6 month time frame of the initial attempt. Ineligibility for taking the Registry will result after three unsuccessful attempts. The student must be certified to take part in the graduation ceremonies.

C. The student must do the following in order to graduate from our program and receive his/her certification.

All clinical objectives must be met.

All clinical competencies must be completed with an 85% or better.

All didactic classes must be successfully completed with an 80% or better.

An acceptable term paper must be completed.

Both the first and second year comprehensive tests must be successfully completed.

Attend the program for 24 months or complete the program within 150% of the stated program length of 24 months.

All the financial obligations to the ACMH School of Radiologic Technology must be met.

Evaluation and Student Counseling

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Evaluation Periods	**Policy Number:** 13
Original Date: 5/91	**Revision Date:** 5/96, 10/96, 8/11, 6/14, 6/16
Last Review Date: 6/16	

During the first three months of education, school officials will closely monitor the student's ability to learn new skills, process information both clinically and didactically, evaluate interpersonal skills, and the student's adjustment to the responsibilities and expectations of the program. During this time frame, students are also assessing their suitability to the program and profession as a radiographer. If no lack of aptitude is apparent, acknowledgement is given to the student for completion of the remainder of their education.

However, during the remaining portion of the student's education, the school reserves the right to request withdrawal at any time because of unsatisfactory clinical ability, conduct, or didactic achievement.

Individual student evaluations occur in the privacy of the faculty office, at the following times.

1 month	12 months
3 months	15 months
6 months	18 months
9 months	24 months

These evaluations include a review of:

- Performance appraisals
- Clinical competencies obtained during the time frame
- Didactic and clinical grade averages
- Strengths and weaknesses of the student
- Any concerns that the student may be having
- Attendance

Evaluations and counseling sessions are not limited to these time frames. Students and faculty may request additional sessions when necessary. All evaluation and counseling sessions are confidential.

Academic Assistance and Accommodations

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Academic Assistance and Accommodations	**Policy Number:** 68
Original Date: 2/16	**Revision Date**:
Last Review Date: 2/16	

The School of Radiologic Technology at Armstrong County Memorial Hospital is foremost concerned with student achievement and successful completion of the program. One of the academic goals that the program has for the students is that the students take responsibility for their own development and seek out the means for continuous improvement throughout their education and careers. The student has an ongoing awareness of their didactic and clinical scores and progress, as these are documented and provided to the student on a quarterly basis, as well as on graded didactic assessments. The students may request their overall clinical and didactic scores at any time. The program officials are readily available to assist the students to meet the academic goals and will provide academic assistance to students who request it. A few tips to assist the student towards being successful may include but not limited to:

- Seek help from the instructor
- Utilize a study partner
- Practice tests
- Take advantage of textbooks and online study guides
- Monitoring progress

Reasonable accommodations can be provided to students having a documented disability. The student is responsible for contacting program officials and making requests for any accommodations. The student must provide documentation by a licensed or certified professional that identifies the disability or medical condition and describes the limits it imposes. This information must be current (no more than 2 years old). Appropriate accommodations are individually based upon the identified need.

Some of the services that can be made available may include:

- Extended time for examinations
- Extended time for in-class assignments
- Taped lectures
- Note taking assistance
- Assistive technology
- Taped textbooks

Academic and Clinical Probation and Failure Policies

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Academic and Clinical Probation	**Policy Number:** 22
Original Date: 5/99	**Revision Date:** 6/14, 6/16
Last Review Date: 6/16	

REASONS FOR ACADEMIC PROBATION

1. The overall average of a class falling below 80%.
2. Failure of a final examination.
3. More than 5 failures per quarter.

REASONS FOR CLINICAL PROBATION

1. Failure of 2 practical examinations per quarter (A failure is when a student has to return to the demonstration level for the procedure. It may result from the student not passing a simulation or competency within 3 attempts.)
2. Not graded on required number of competencies in a given time frame.
3. Falling below minimum overall clinical percentage of 85%.
4. Not obtaining the required number of performance appraisal evaluations in a quarter.

The student will receive a written notification for each failure; failure of any quiz, final test, and clinical simulations and competencies that requires returning to the demonstration level. The student will sign each notification indicating their awareness and these forms are kept on file. A final copy will be given to the student.

All probationary periods consist of three-month duration. At any time during the probationary period, the Advisory Committee can review the student's records to determine if additional action is required.

If a student receives 4 didactic failures or 2 clinical competency failures during a probationary period, the student will be subject to dismissal from the program.

At the end of the 3-month period, the Committee will again review the student's records. At this time, the following recommendations can be made.

a. To reinstate the student to satisfactory status.
b. To dismiss the student permanently from the program for unsatisfactory progress.

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Failure Policy	**Policy Number:** 21
Original Date: 5/98	**Revision Date:** 6/01, 6/16
Last Review Date: 6/16	

Academic Failure

- A student must pass all classes with at least an 80%.
- In the event that a student's final grade in a class is below 80%, the student will be dismissed from the program.
- In the event that a student fails a final examination in a class, but still passes the class with an 80% or above, another test will be given within one week. The score will be recorded in the form of a pass/fail mark on the retake final. This grade will be recorded in the student's file, but the original grade will be displayed on the transcript. A failing mark on the retake final examination is subject for dismissal from the program.

Clinical Failure

- A student must pass all clinical competency assessments with at least an 85% for the execution of the examination.
- Failure of one clinical competency on the second attempt (through all levels) after return to the demonstration level.
- Failure of two clinical competencies while on clinical probation is subject to dismissal.

Students who have been dismissed for academic or clinical deficiency may apply for readmission to the program after one year. They must sit out for at least one year from dismissal. The student must follow the program's current admission guidelines.

Grievance Policy

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Grievance	**Policy Number:** 36
Original Date: 10/97	**Revision Date:** 6/10, 4/12, 6/12, 6/15, 6/16
Last Review Date: 6/16	

If a student should have a grievance concerning the educational process, the student should provide written documentation (Form 135 – Written Notification of Grievance to Program Officials) of their concern to the school officials. The complaint will receive prompt and courteous consideration. The concern will then be discussed in private and will be kept confidential. It is the school official's responsibility to consider and attempt to remedy the situation as quickly as possible. If the school officials cannot remedy the situation, the following procedure is recommended.

1. Discuss the problem with the Vice President of Clinical Services in private.
2. If the Vice President of Clinical Services cannot come to a reasonable resolution, the student should state the problem in writing to the Vice President of Operational Excellence and Healthcare Informatics within five days following the meeting with the Vice President of Clinical Services so that all the facts may be presented.
3. The student will be notified within one week of the administrative action taken concerning the grievance.

Students may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) if they believe the program is not in compliance with the Standards of an accredited educational program for the radiographer. The JRCERT will not become involved with student related disciplinary matters.

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, Illinois 60606-3182
Telephone: 312-704-5300
Website - www.jrcert.org

At any point in this procedure, a fellow ACMH School of Radiologic Technology student may accompany and assist the student in presenting and stating the problem.

This procedure has been developed because the ACMH School of Radiologic Technology wants to include every available means for protecting the student's individual interests and to insure that the final decision will be made without prejudice.

Health and Safety

Students shall observe the HIPAA, safety, disaster, infection and communicable disease, Standard Precautions, radiation safety, and fire procedures established by Armstrong County Memorial Hospital. Students are instructed on these procedures during the "Orientation to Radiography" class at the beginning of their education by the course instructor. Additional instruction is given on emergency preparedness, the various hospital codes, work place harassment, and substance abuse. For more detailed instruction on various subjects, the Compliance Officer, Infection Control Coordinator, Employee Health Nurse, and Safety Coordinator also educate the students in their areas of expertise.

Sexual Harrassment Policy

<table>
<tr><td colspan="2">ARMSTRONG COUNTY MEMORIAL HOSPITAL
SCHOOL OF RADIOLOGIC TECHNOLOGY
POLICY AND PROCEDURE MANUAL</td></tr>
<tr><td>Policy Title: Sexual Harassment</td><td>Policy Number: 51</td></tr>
<tr><td>Original Date: 1/03</td><td rowspan="2">Revision Date: 6/13</td></tr>
<tr><td>Last Review Date: 6/16</td></tr>
</table>

The purpose of this policy is to provide students of ACMH an educational environment that is free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications deemed to constitute sexual harassment under federal and state laws, regulations, and guidelines.

ACMH will not tolerate educational/workplace sexual harassment and it will be grounds for discipline up to and including dismissal.

Equal Employment Opportunity Commission guidelines define sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's education
2. submission to or rejection of such conduct by an individual is used as a basis for educational/employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive working environment (29 C.F.R. 1604.11)

PROCEDURE

1. Any student who feels he or she is the victim of any form of sexual harassment shall file a written complaint with the hospital as soon as possible after the occurrence of the incident by taking one or both of the following actions:

A. Inform the harasser that the conduct is offensive and must stop,
B. Report the conduct in writing to the program's officials or to the hospital's Human Resource Department.

2. All complaints of sexual harassment will be investigated promptly in as confidential a manner as possible.
3. There will be no discrimination or retaliation against an individual who lodges a sexual harassment complaint.
4. Any student and/or employee, who are found after investigation, to have engaged in sexual harassment, will be subjected to appropriate disciplinary action up to and including dismissal.

Radiation Safety of Students

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Radiation Safety of Students	**Policy Number:** 54
Original Date: 10/96	**Revision Date:** 5/99, 12/01, 5/02, 4/11, 4/16, 6/16
Last Review Date: 6/16	

A radiation monitoring badge is issued to each student at the onset of their education. This badge should be worn at collar level, facing forward, and outside the lead apron during all clinical assignments. It is suggested that monitoring badges be left in the student's locker at the end of each day for these badges are to monitor occupational radiation exposure only. If a badge is lost, a spare badge will be assigned to the student. It is the responsibility of each student to return the previous month's badge and receive a new badge at the beginning of each month. The used monitoring device is returned to the dosimeter company each month with the appropriate control monitor and exposure is determined.

Permanent records of all radiation exposure to the students are kept on file in the office of the hospital's radiation physicist (Radiation Safety Officer), as well as the program official's office. When the monthly radiation monitoring exposure reports are received by the educational coordinator from the radiation physicist after being reviewed by the Radiation Safety Officer, the readings are made known to the student. Each student must indicate their knowledge of their exposure by signing and dating Form #120 (Verification of Knowledge of Radiation Dosimetry Report) for each monthly report. If the Radiation Safety Officer determines that a monthly dosage is high, the physicist investigates, talks to the affected student, and the case is brought before the Radiation Safety committee. If the dosage exceeds the permissible monthly allowance, based on 125 mrems/quarter, the Radiation Safety Officer submits a report of this and his investigation to the Radiation Safety Committee. Recommendations from the Radiation Safety Officer will be followed.

Our department follows the ALARA principle at all times, which means maintaining radiation exposures to "*as low as reasonably achievable*". In support of this principle, no student is permitted, under any circumstance, to hold an image receptor or a patient during any radiographic procedure.

Personal radiation protective equipment is located in the radiographic and fluoroscopy rooms, operating rooms, and for each portable unit. Students are instructed on the first day of education as to the proper use of this equipment. All equipment is checked periodically by the Radiation Safety Officer to ensure the safety of all radiation workers, healthcare personnel, and the general public.

Health Care Coverage and Immunizations

Students must provide and show evidence of having their own health care coverage before the onset of their education.

The students are screened for the following diseases prior to the onset of their education. The following immunizations are available to the students free of charge by the ACMH staff, if warranted by the screening.

1. Hepatitis B
2. Rubella
3. Rubeola
4. Varicella

Tuberculosis screening is performed annually at no charge to the student. Students also follow the influenza shot guidelines of the hospital, which are given to the students free of charge.

Certification

After successfully passing the certification test (second year final) and completing the requirements of the ACMH School of Radiologic Technology, the student is awarded a certificate from the Armstrong County Memorial Hospital. With consent from the Educational Coordinator, graduates are eligible to take the American Registry of Radiologic Technologists (ARRT) examination. Upon passing the ARRT examination, the student will gain the title Registered Technologist – Radiography (R.T.R.).

Certification Eligibility Requirements

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Certification Eligibility Requirements	**Policy Number:** 60 Page 1 of 2
Original Date: 10/11	**Revision Date:** 10/11
Last Review Date: 6/16	

Every candidate for the American Registry of Radiologic Technologists (ARRT) Certification must be an individual of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics. The candidate must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics". The ARRT will investigate all potential violations in order to determine eligibility. These issues include convictions, criminal procedures, or military court martial as described below.

- Felony
- Misdemeanor
- Criminal procedures resulting in a plea of guilty or no contest, a verdict of guilty, withheld or deferred adjudication, suspended stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations, not including drugs and alcohol, do not need to be reported.

If there are any concerns in regard to past history in this matter and ARRT examination eligibility, a pre-application should be submitted to the ARRT. This ethics review pre-application is reserved for those who:

- Are not yet enrolled in an ARRT recognized educational program
- Enrolled in an ARRT recognized educational program and are at least 6 months away from graduation.

This pre-application can be found on the ARRT website at www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf.

Frequently asked questions in regard to ethics and eligibility determination can be found at www.arrt.org/FAQ/Ethics.

The ARRT Ethics Requirements can also be located at www.arrt.org/Ethics/.

The ARRT Rules and Regulations can be found on the ARRT website at www.arrt.org.

Once ethics eligibility is established, the candidate proceeds with the application for certification. When completing the Application for Certification for the ARRT

examination, certain questions must be answered by the applicant. These questions include:

- Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court martial?
- Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than the ARRT)?
- Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements? (All applicants must read and sign the "Written Consent under FERPA" on the application. This waives confidentiality of education records and releases educational records for the purposes of review of ARRT application).

The ARRT website is the source of this policy's content. For more complete description of this subject matter can be obtained at www.arrt.org.

Student Record Confidentiality

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Student Record Confidentiality	**Policy Number:** 48
Original Date: 8/01	**Revision Date:** 6/02, 4/04, 9/11
Last Review Date: 6/16	

ACMH School of Radiologic Technology abides by the regulations set forth by the passage of the General Education Provision Act, Title IV of the Public Law 90-247, as amended (added by Section 513 of Public Law 93-380 and amended by Section 2 of Public Law 93-568), commonly referred to as the "Family Educational Rights and Privacy Act of 1974" (FERPA and also known as the Buckley Amendment).

This enacted federal legislation provides that post-secondary schools must allow students attending their programs to inspect and review their educational records and to designate third parties that may have access to their records. The School of Radiologic Tehcnology is a post-secondary school and therefore school policy will not apply to the parents themselves but directly to the students.

The amendment gives the students the right to see their own educational records maintained by the school office and the right to refuse access of educational records to a third party, including parents.

The program's Family Educational Rights and Privacy Act (FERPA) Release Form (Form #69) is a written release, which is signed by the student authorizing ACMH School of Radiologic Technology to release information to prospective employers or educational institutions. This form can be rescinded with a signed and dated notification.

Magnetic Resonance Imaging Safety

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: MR Safety Policy	**Policy Number:** 67
Original Date: 3/16	**Revision Date:**
Last Review Date:	

While enrolled in the Armstrong County Memorial Hospital School of Radiologic Technology, the student will participate in a clinical rotation in the MRI (Magnetic Resonance Imaging) department. During their education, a student may also be asked to assist in transferring a patient to and from the MRI imaging table.

At the onset of their education and prior to exposure to the MRI suite, the student must complete the following:

- The MRI Safety presentation
- The MRI Safety Screening Form for the radiography student (Form #108)
- Tour and overview of the MRI suite by MRI personnel

The MRI Safety Training presentation is conducted by the Educational Coordinator and/or the Safety Officer of the hospital. Completion of the MRI Safety Form (Form #108) for the radiography student will supply an evaluation to determine the safety of permitting the student into the Zone IV environment of the MRI suite. Zone I of the MRI suite is the MRI waiting room, where there are no restrictions, and accessible to the general public. Zone II includes the MRI office and is the interface between Zone I and Zones III and IV. Zone III includes the control room and the equipment room, which are restricted to personnel under MR supervision. Zone IV is the MR scanning room, which contains the magnet, and is strictly restricted to personnel and patients under MR supervision. Through the review of the safety form by the program director and MRI personnel, any questions or concerns regarding the student's ability to enter a magnetic field will be addressed. If a student is not cleared to enter Zone IV, the Educational Coordinator will notify the student and accommodations will be made to the MRI clinical rotation.

It is the responsibility of the student to report to program officials, any trauma, activity, procedure or surgery in which ferromagnetic materials/device may have become introduced or on them anytime after completion of the MRI Safety Form for the radiography student (Form #108). If a student has ever worked with metal or has gotten any metal in their eyes, radiographic imaging will need to be obtained of their orbits to

screen for metal. These radiographic images will need to be obtained if there are any additional eye exposures to metal.

The students will not enter Zone IV of the MRI suite, unless at least one of the MRI technologists is present and aware of the student's presence in the area. The student must adhere to all MRI safety policies and procedures during clinical rotation as well as assisting in the MRI suite.

Military Leave

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Military Leave	**Policy Number:** 63
Original Date: 11/13	**Revision Date:** 7/15
Last Review Date: 6/16	

The Armstrong County Memorial Hospital School of Radiologic Technology supports the military services of the United States government and provides the following provisions for students during their enrollment in our program. A written request must be made to program officials for each of the following circumstances to include reason, dates, and student's signature.

Students will be allotted time to fulfill drill requirements, if the drills are scheduled during the student's clinical and didactic educational assignments. This time will not be held against the student, as it does not need to be made up. The student is responsible for all didactic and clinical course materials presented during absent time.

Students serving in any branch of the U.S. Military Armed Forces, Reserves, or National Guard are allotted 64 hours (2 calendar weeks) of short-term leave of absence per academic year to fulfill their required military commitment (such as for annual training). These 64 hours include 3 eight hour days and 2 four hour days (didactic instruction days) per week. Students who miss additional time (>64 hours) due to military service will be required to utilize personal time or arrange an acceptable time frame in which to make up the hours missed. This will assure the fulfillment of the program's requirements. Make up time is subject to the discretion and upon approval of the program officials.

The student is responsible for all didactic and clinical course materials presented during their absences related to military service. All missed assignments will be made up on site. The student must present to program officials written verification of attendance of military obligations from military personnel.

In the event that a student is called to active duty, the student can be re-enrolled upon completion of their active duty assignment. When the military leave of absence extends beyond a twelve calendar week period, the student will be placed in a deferred status. In the deferred status, the student may be reinstated into the next equivalent class (When leave begins during first year, the student is reinstated into the first year class the following year. When the leave begins during the second year, the student is reinstated into the second year class the following year) and the program does not exceed capacity. When applying for re-enrollment the following criteria must be met:

1. The student will meet the admission criteria as stated by the ACMH Hospital School of Radiologic Technology
2. Application for readmission is made within 90 days after the release from active military duty.
3. The program receives written documentation of the dates of active military service.
4. All clinical and didactic grading will start over for the year.
5. The student will pay the same tuition as the class they are entering.

The Veteran's Administration will be notified immediately when a veteran student is granted a leave of absence.

Student Services and Resources

ARMSTRONG COUNTY MEMORIAL HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY POLICY AND PROCEDURE MANUAL	
Policy Title: Student Services and Resources	**Policy Number:** 72
Original Date: 11/16	**Revision Date:**
Last Review Date:	

Lockers
Lockers are provided for the students. These lockers are located within restroom facilities in the basement of the hospital. These lockers are in close proximity to the student's home timekeeper terminal and the radiology classroom. It is suggested that a lock be used on the locker.

Parking
As students of Armstrong County Memorial Hospital, the students are to park in a designated employee parking area, Parking Lot # 9. This lot gives the students easy access to their locker room and classroom. The students will be issued parking tags to hang in the rearview mirror of their vehicle, which indicates they are considered as an employee for parking purposes.

Computer Lab
The hospital's computer lab is available to the students for educational purposes. When the computer lab is not scheduled for a class or hospital instruction, the students are permitted to utilize the computers in the lab. Initial use of the computers in the lab is made through request to the program officials. This is for the establishment of log ins and passwords.

Grounds
There are multiple seating areas and picnic tables located outside of the hospital, but on the hospital grounds, that are available to the students. These areas can be utilized for studying before and after classes and lunch and supper breaks.

Chapel
The hospital chapel is located on the third floor of the hospital and is open 24 hours per day. This chapel may be utilized for quiet reflection.

Employee Health Services
The employee health nurse of ACMH will administer the immunizations to the students who are found to be non immune through screenings prior to the onset of education. These are provided free of charge to the students along with the annual Mantoux test and influenza vaccination.

If an injury occurs in the hospital during educational hours, the student will be referred to the employee health department. The nurse will then decide if the student should seek further treatment in the emergency department.

School Calendars

Armstrong County Memorial Hospital
School of Radiologic Technology
School Calendar for 2016-2017

Summer 2016 – July 1 to September 30	
Friday, July 1, 2016	Summer Quarter begins
Monday, July 4, 2016	Independence Day – No classes or clinical
Wednesday, July 6, 2016	First day for new students
Monday, August 8 through Friday, August 12, 2016	Second year student's vacation week – No classes for second year students
Monday, September 5, 2016	Labor Day – No classes or clinical
Friday, September 30, 2016	Summer Quarter ends
Fall 2016 – October 1 to December 31	
Monday, October 3, 2016	Fall Quarter begins
Monday, November 7 through Friday, November 11, 2016	National Radiologic Technology Week
Thursday, November 10, 2016	School of Radiologic Technology Open House
Thursday, November 24, 2016	Thanksgiving – No classes or clinical
Friday, December 16, 2016	Fall quarter ends
Monday, December 19, 2016 through Monday, January 2, 2017	Winter Break – No classes or clinical
Winter 2017 – January 1 to March 31	
Monday, January 2, 2017	ACMH celebrates New Year's Day – No classes or clinical
Tuesday, January 3, 2017	Winter Quarter begins
Friday, March 31, 2017	Winter Quarter ends
Spring 2017 – April 1 to June 30	
Monday, April 3, 2017	Spring Quarter begins
Monday, May 22 through Friday, May 26, 2017	First year student's vacation week – No classes for first year students
Monday, May 29, 2017	Memorial Day – No classes or clinical
Wednesday, June 7, 2017	First Year Comprehensive Examination
Wednesday, June 14, 2017	Second Year Certification Examination
Wednesday, June 21, 2017	Graduation – Class of 2017
Friday, June 30, 2017	Spring Quarter ends

Armstrong County Memorial Hospital
School of Radiologic Technology
School Calendar for 2017-2018

Summer 2017 – July 1 to September 30	
Monday, July 3, 2017	Summer Quarter begins
Tuesday, July 4, 2017	Independence Day – No classes or clinical
Thursday, July 6, 2017	First day for new students
Monday, August 14 through Friday, August 18, 2017	Second year student's vacation week – No classes for second year students
Monday, September 4, 2017	Labor Day – No classes or clinical
Friday, September 29, 2017	Summer Quarter ends
Fall 2017 – October 1 to December 31	
Monday, October 2, 2017	Fall Quarter begins
Monday, November 6 through Friday, November 10, 2017	National Radiologic Technology Week
Thursday, November 9, 2017	School of Radiologic Technology Open House
Thursday, November 23, 2017	Thanksgiving – No classes or clinical
Friday, December 22, 2017	Fall quarter ends
Monday, December 25, 2017 through Friday, January 5, 2018	Winter Break – No classes or clinical
Winter 2018 – January 1 to March 31	
Monday, January 1, 2018	ACMH celebrates New Year's Day – No classes or clinical
Monday, January 8, 2018	Winter Quarter begins
Friday, March 30, 2018	Winter Quarter ends
Spring 2018 – April 1 to June 30	
Monday, April 2, 2018	Spring Quarter begins
Monday, May 21 through Friday, May 25, 2018	First year student's vacation week – No classes for first year students
Monday, May 28, 2018	Memorial Day – No classes or clinical
Wednesday, June 6, 2018	First Year Comprehensive Examination
Wednesday, June 13, 2018	Second Year Certification Examination
Wednesday, June 20, 2018	Graduation – Class of 2018
Friday, June 29, 2018	Spring Quarter ends

ACMH School of Radiologic Technology makes every effort to keep the information in this catalog up to date. It must reserve the right, however, to change any policies or regulations described in this catalog without prior notice to the individuals affected.

Each individual policy contains a original, review, and revision date.

Website updated – 2/21/2017