

Huntsville Hospital
School of Radiologic
Technology
Student Handbook
2011-2012

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The Huntsville Hospital School of Radiologic Technology reserves the right to alter, change, amend or modify any part of this catalog, at any time, for justifiable reasons.

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Introduction

What is Radiography?

Radiography is the art and science of using radiation to provide images of tissues, organs, bones, systems, and vessels that comprise the human body. These images may be recorded on film, recorded digitally or displayed on a video monitor. Sometimes, motion picture film, videotape or even compact discs are used.

Radiologists (not to be confused with *Radiologic Technologists*) are physicians who have been trained to interpret x-ray images. It is not the role of the technologist to interpret films, but produce the most diagnostic films possible.

Accurate diagnosis and/or possible treatment of a patient depends on the accurate and precise production of a quality x-ray film (a radiograph), which is one of the major goals of a Radiologic Technologist.

The HHSRT was established in 1969 by a combined effort of the Huntsville Hospital Authority, the Administration of the Huntsville Hospital and Radiology Associates. The rationale for a School was a basic need for qualified Radiologic Technologists in the Huntsville area. Prior to the School, technologists were recruited from either Birmingham, AL or Nashville, TN.

The first class graduated in the summer of 1971 with 8 total graduates. To date, the School's graduates number in the hundreds.

As Huntsville Hospital has grown into a 900 plus bed system, the HHSRT has grown also. The primary facility utilized by the school is housed in the Dowdle Center across the street from Huntsville Hospital Main.. There is a classroom, a non-energized lab, and two offices. Student clinical rotations include Huntsville Hospital Main, Huntsville Hospital Outpatient Imaging Center, the Women and Children's Hospital, and the Tennessee Valley Pain Clinic.

Technological advances and employer expectations demand critical-thinking skills. The HHSRT will strive for continued development and assessment of those skills to assist students in acquiring skills such as information literacy, self-reflection, scientific inquiry, and collaboration,

Post-secondary general education courses are required as part of the radiography curriculum. As the technology evolves, graduates of tomorrow will master digital radiography, increased knowledge in quality assurance methods along with increasingly sophisticated equipment and procedures.

As long as the Huntsville Hospital and the changing healthcare system in America requires competent, professional, highly skilled, and highly motivated individuals, the HHSRT will strive to provide graduates capable of meeting and exceeding those standards.

Sponsoring Institution Accreditation

The HHSRT is sponsored solely by Huntsville Hospital. Huntsville Hospital maintains voluntary accreditation from The Joint Commission (TJC).

Programmatic Accreditation

The Huntsville Hospital School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone (312) 704-5300
E-Mail: mail@jrcert.org

The Joint Review Committee on Education in Radiologic Technology (JRCERT) sets standards for the education for professionals in the radiologic sciences. The Standards for an Accredited Educational Program in Radiologic Science describes the requirement for a radiography program to maintain accreditation.

Students are provided with a copy of the JRCERT Standards as a part of this Student Handbook after acceptance into the program. Students and applicants may access the Standards by visiting the JRCERT website at www.jrcert.org

JRCERT Non-Compliance

Students questioning whether the program is compliant with the standards should direct their inquiries to the Program Director. Allegations of non-compliance should be submitted in writing as a formal complaint with supported documentation. The School will respond in writing, to the complaint in a timely manner.

If the student is not satisfied with the program's response he/she may utilize the program's grievance procedure. If the allegation of non-compliance is not resolved through the grievance procedure, then the student should address the allegation to the JRCERT at the address listed above.

No student will be subject to harassment or reprimand as a result of an initiation of a complaint. The program will maintain a record of complaints and their resolutions.

HHSRT 2010 Program Effectiveness Indicators

| | |
|---|------------------|
| National Credentialing Exam (ARRT) | 5 Yr. Avg: 95% |
| Job Placement within 6 Months Post Graduation | 5 Yr. Avg: : 95% |
| Program Completion Rate | 2009: 92% |
| | 2010: 89% |
| | 2011: 100% |

The program's credentialing exam pass rate, job placement and program completion rate will be soon be available on the Joint Review Committee on Education in Radiologic Technology website: www.jrcert.org

Mission Statement - Huntsville Hospital

Provide quality care that will improve the health of those we serve.

Mission Statement - Huntsville Hospital School of Radiologic Technology

“The Huntsville Hospital School of Radiologic Technology is dedicated to the pursuit of excellence in the field of Radiologic Technology Education accomplished through a structured, but diverse didactic and clinical experience.”

Goals Effective July 2011

1. To provide the profession with clinically competent radiographers.

Student Learning Outcomes:

- Students will apply accurate positioning skills
- Students will demonstrate knowledge of radiation protection.
- Students will be able to determine appropriate technical factors.
- Employer and Graduate surveys will indicate the program prepared the graduate to be competent entry level technologists.

2. Students will communicate effectively in the healthcare setting.

Student Learning Outcomes:

- Students will demonstrate effective written communication skills in the healthcare environment.
- Students will demonstrate effective oral communication skills in the healthcare environment.
- Employer and Graduate surveys will indicate the program prepared the graduate to communicate effectively in the health care setting.

3. Students will demonstrate problem solving and critical thinking skills.

Student Learning Outcomes:

- Students will determine the appropriate changes in technical factors.
- Students will be able to adapt to positioning for trauma patients.
- Employer and Graduate surveys will indicate the program prepared the graduate to be proficient in problem solving and critical thinking skills.

4. Students will develop professionally.

Student Learning Outcomes:

- Students will demonstrate professional work ethics.
- Students will participate in professional development activities.
- Employer and Graduate surveys will indicate the program prepared the graduate to conduct themselves in an ethical and professional manner.

Philosophy of the School

The pursuit of technical knowledge today must go beyond the acquiring of mere facts. The program at the Huntsville Hospital School of Radiologic Technology aims at the formation of the technical person with respect to his/her goals and the good of society.

The School will offer the student opportunities for his/her development in the ever-changing field of Radiologic Technology by maintaining modern equipment and up-to-date methods of procedures and qualified faculty.

In keeping with this philosophy, the HHSRT endeavors to provide the students with the opportunity to:

1. Conduct themselves in a manner compatible with the dignity of their profession;
2. Provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem;
3. Make every effort to protect all patients from unnecessary radiation;
4. Accept responsibility and judiciously protect the patients' right to privacy and maintain all patient information in the strictest confidence;
5. Continually strive to improve their knowledge and skills by participating in educational and professional activities and share the benefits of their attainments with their colleagues;
6. Prepare students for the American Registry of Radiologic Technologists (ARRT) examination

General Information

1. The program operates Monday – Friday, 8AM-4PM for 24 continuous months
2. Students attend school 32 hours per week.
3. There is no travel to clinical sites.
4. There are no night or weekend clinical assignments.
5. Tuition is \$550 dollars per quarter, for 8 total quarters.
6. There is a \$50.00 dollar student activity fee per quarter.
7. The Huntsville Hospital School of Radiologic Technology does not participate in the Title IV Program.
8. Financial Aid is available only through the Veterans Administration (VA).
9. Upon completion of the entire program, the graduate earns a Certificate in Radiologic Technology, which entitles them to apply to take the American Registry of Radiologic Technologists (ARRT) examination to become a Registered Radiologic Technologist.

Program Officials

| | |
|--|------------------------------|
| David Spillers, M.B.A. | Huntsville Hospital CEO |
| Timothy Baker, M.D. | Medical Advisor |
| Marcia Dupree, R.N, MSM | Vice President of Operations |
| Rhonda Atchley, R.T. (R) | Director, Imaging Services |
| Cheryl Dutton Walton, M.A.Ed, R.T. (R) | Program Director |
| Michelle Falcon, M.B.A, R.T. (R) | Clinical Instructor |
| Leah Cooper, R.T. (R) | Clinical Instructor |

Required Textbooks

Introduction to Radiologic Science and Patient Care, 5th Ed.
Merrill's Atlas of Radiographic Positioning, 3 Volume Set 12th ed.
Merrill's Atlas of Radiographic Positioning Workbook Set, 12th ed.
Essentials of Radiologic Science 2012 and Workbook
Radiation Protection and Medical Radiography and Workbook, 6th ed.
Digital Radiography, An Introduction
Medical Terminology "A Short Course"
Comprehensive Radiographic Pathology and Workbook 4th ed.
Radiographic Imaging & Exposure, 3ed ed.
RadReview Easy Online Subscription

*Textbooks may change at the discretion of the instructor.

* Students may be required to purchase additional books as needed.

Advisory Committee

The main governing body of the HHSRT is the Advisory Committee. This Committee shall be representative of the communities of interest involved in or affected by the School and should include at least one student, administrative and professional personnel from the Sponsoring Institution.

The Committee shall:

1. members may participate in the selection of new students.
2. review both didactic and clinical performance of students and make recommendations if necessary
3. review program curriculum and make recommendations.
4. review the didactic and clinical master plans and make recommendations.
5. establish all School fees.
6. establish clinical sites as necessary.
7. determine appropriate student capacity.
8. participate in the enforcement of School policy if necessary.
9. allow for student appeal.
10. periodically review all aspects of the School for effectiveness

Academic Calendar
(2011-2012)

Summer Quarter 2011 (13 weeks)

| | |
|---|---|
| Summer Quarter Begins- <i>tuition due</i> | July 5 th (Tuesday) |
| School Orientation (Juniors) | July 5 th - 8 th |
| Hospital Orientation (Juniors) | July 11 th |
| Classes begin | July 12 th |
| Holiday-Labor Day | September 5 th (Monday) |
| Fall Break | October 3 rd – 7 th (Monday – Friday) |

Fall Quarter 2011 (11 weeks)

| | |
|---|--|
| Fall Quarter Begins- <i>tuition due</i> | October 10 th (Monday) |
| Holiday- Thanksgiving | November 23 rd , 24 th , 25 th (Wednesday-Friday) |
| Winter Break | December 23 rd – January 2 nd |

Winter Quarter 2012 (12 weeks)

| | |
|---|--|
| Winter Quarter Begins- <i>tuition due</i> | January 3 rd (Tuesday) |
| Spring Break | March 26 th -30 th |

Spring Quarter 2012 (12 weeks)

| | |
|---|--|
| Spring Quarter Begins- <i>tuition due</i> | April 2 nd (Monday) |
| Holiday- Memorial Day | |
| Senior Graduation | June 21 st (Thursday) |
| Junior Break | June 29 th – July 6 th (Friday-Friday) |

@ Any of the above dates could change dependent upon the best operation of the School of Radiology and/or the Huntsville Hospital

Admissions

Admission Requirements:

1. Take the Health Occupations Aptitude Examination administered by HuntsvilleHospital (exam fee is included in application fee).
2. Submit four letters of recommendation-(reference forms included in application packet).
3. Self-Evaluation-(form included in application packet)
4. Radiology Career Essay
5. Official transcripts of all prior education.
6. Completion of the five following general education courses with a minimum “C” average in each from a college or university accredited by an agency recognized by the U.S. Department of Education from the following areas ;

Area I Mathematics/Logical Reasoning 3 semester hours (Required)

- Intermediate Algebra or higher

Area II Written/Oral Communications

- English Composition 3 semester hours (Required)

Area III Natural Science 8 semester hours (Required)

- Anatomy & Physiology I
- Anatomy & Physiology II

Area IV Elective 3 semester hours (Required)

- The remaining course may be in Information Systems (preferred), social/behavioral sciences, and/or humanities.

***Anatomy & Physiology I & II, must have been completed within the past 7 years to be considered for enrollment.**

**Applicants may be enrolled in the required pre-requisite course with the stipulation they will complete all courses by the end of May prior to the July program start date.*

**If an applicant is selected and has not completed the required courses, they will not be eligible for enrollment into the program and an alternate candidate will be notified.*

7. Must be able to meet the performance standards requirements necessary for the course of study in Radiologic Technology.
8. The school is not authorized to enroll F or M nonimmigrant students.

Technical and Physical Requirements

Must have sufficient strength, motor coordination and manual dexterity to:

- Transport, move and lift at least 50 pounds, and transfer patients from a wheelchair or stretcher to an x-ray table or patient bed.
- Move, adjust, and manipulate a variety of radiographic equipment.
- Stand or walk six to eight hours per day.

Must have:

- Sufficient critical thinking skills for sound clinical judgment.
- Communication abilities in English sufficient for appropriate interaction with others in written and verbal form.
- Visual ability sufficient for observation and assessment necessary in patient care and accurate color discrimination.
- Auditory ability sufficient to monitor and access, or document patient information.
- The mental capability to calculate and select proper technical exposure factors.
- The mental capability to review and evaluated recorded images.

Must be able to:

- Handle stressful situations related to technical and procedural standards and patient care situations.
- Provide physical and emotional support to the patients during the radiographic procedures, and be able to respond to situations requiring first aid and emergency care.

Applicants with Disabilities

Applicants unable to meet the above technical and physical requirements are responsible for discussing the possibility of reasonable accommodations with the Program Director. The applicant will be responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the requirements. The applicant must be able to perform in a reasonably independent manner with or without accommodations. The program will try to satisfy requests for reasonable accommodations; however the program cannot guarantee admission.

Foreign Transcripts

All foreign transcripts and degrees must be evaluated and translated into equivalent college hours of credit including grade point average (GPA). This evaluation must be submitted with the application in a sealed envelope or sent directly from the credentialing service.

Credit by Examination

The program recognizes the College Level Examination Program (CLEP) for college credit. Passing scores recommended by the American Council of Education (ACE) are accepted.

Admission Procedures

1. Submit a completed application package between January 1st and March 15th.
2. Completion of all admission requirements does not guarantee admission into the program.
3. Applicants will be scheduled to take the Health Occupations Aptitude Exam.
4. Submit a completed application package no later than March 15th.
5. Submit a \$50.00 non-refundable application fee payable to HHSRT.
6. Have official high school and college transcripts sent directly to the School of Radiologic Technology by the issuing institutions.
7. Upon receipt of Health Occupations Aptitude Exam results, Program Officials will review the test score, all official transcripts, and completed application.
8. If the applicant has progressed through the academic evaluation, a clinical observation and personal interview will be scheduled with the selections committee.
9. Applicants are scored and selected based on the academic evaluation, entrance exam score, observation evaluations, personal references, career essay, and interview assessments.
10. Applicants will be notified of acceptance status in April.
11. Final acceptance is contingent upon successful completion of a drug screen, physical examination, and criminal background check provided by Huntsville Hospital.

Non-Discrimination Statement

The Huntsville Hospital School of Radiologic Technology does not discriminate because of race, color, creed, age, sex, national origin, disability, veteran status or other reasons in accordance with state and federal statutes.

Applicants under the Age of Eighteen

Applicants under the age of eighteen will be considered for admission to the program with the stipulation that they will turn eighteen by the first day of class.

Estimated Expenses and Tuition Payment Dates

| | | |
|---|----------|--------------------------------------|
| • Application Fee | \$50.00 | At time of application |
| • Criminal Background Check and Drug Screening | \$25.00 | At time of initial acceptance |
| • Tuition per Quarter (8) | \$550.00 | Due first day of each quarter |
| • Student Activity Fee | \$50.00 | Due first day of each quarter |
| • Late fee | \$75.00 | If paid after seventh day of quarter |
| • Estimated Book Cost | \$850.00 | Bought by first day of each quarter |
| • Uniform Cost | \$250.0 | Estimated |
| • Shoulder Patches | \$8.00 | Each |
| • Student ID Badges | \$10.00 | |
| • Replacement ID Badges | \$10.00 | |
| • Lead Markers (set) | \$10.00 | Replacement |
| • ALSRT Membership | \$10.00 | Included in Activity Fee |

- Book costs will vary due to the amount of each text book required.
- Uniform costs depend on student preference. Students must wear solid charcoal grey uniforms and all shoes should be majority white and coordinate with the uniform.
- Shoulder patches must be visible on all uniforms at all times. The cost is \$8.00 each for the patches.
- Student ID badges must be worn above the waist and on at all times. The cost for replacement badges is \$10.00
- Students failing to pay tuition prior to the fifteenth day of the quarter will be released from the program.
- Students unable to pay tuition payments on time should meet with the program director to discuss the reason for non-payment and discuss possible payment options.
- Membership in the Alabama Society of Radiologic Technologists (ALSRT) is approximately \$10.00 per year.
- The ALSRT Annual Meeting expenses will vary due to location, hotel costs, meals, etc. and will be the responsibility of the student.
- Should the school decide to attend the ALSRT Annual Meeting, senior students choosing to attend will receive a student activity fee refund to cover the cost of the meeting.

@ Any time the costs stated in above document may be changed, dependent on the best operation of the Huntsville Hospital School of Radiologic Technology.

Refund Policy

If a student withdraws from the program after only 1 week into a quarter, a full refund of that quarter's tuition will be made. Between the 2nd to 4th weeks of the quarter, if a student withdraws, a 50% refund will be made. No refunds will be made after the 4th week of a quarter. No refunds will be given to a dismissed student regardless of their time in the program.

Financial Aid

The program does not participate in Title IV programs. Financial aid is only available through the Veteran's Administration (VA). Applicants should contact the Veteran's Administration office to determine eligibility.

Transfer Students

The program does not accept transfer students from other radiography programs.

Advanced Placement

The program does not accept applicants seeking advanced placement.

Re-Admittance

Students dismissed from the program may re-apply one time if dismissed due to poor academic or clinical performance, or a long-term illness may apply for re-admission by meeting the following criteria:

- Complete an application form
- Provide a written statement describing what changes in the areas of performance deficiency will be made to enable the student to be successful.
- If applicable, provide a written statement from a physician that you are capable of returning to the program.

If a vacancy exists, the Selections Committee will interview the student and will determine if the student demonstrates sufficient improvement in the areas of deficiency or health for re-admission.

The re-admitted student will enroll at the beginning of the year in which the dismissal occurred. If a student has been out of the program for longer than one year, they must complete both academic years again.

Students dismissed a second time may not apply for readmission with the exception of a documented health problem.

HHSRT Transfer of Credit to Other Programs

Through a partnership agreement with Athens State University in Athens, Alabama, graduates of the Huntsville Hospital School of Radiologic Technology are eligible to pursue a BS degree in Management of Technology with a minor Health Care Management option. **See Bachelor of Science Degree Option.*

The HHSRT operates on a “clock” hour system. Example: If a class meets 1 hour for 2 twelve week quarters, the class would earn 24 clock hours of credit.

A student that wishes to transfer from our program to another radiography program must abide by that program’s transfer policy.

The HHSRT grants graduates a Certificate in Radiologic Technology, which entitles the graduate to apply to take the American Registry of Radiologic Technologists (ARRT); however, colleges and/or universities may or may not accept any certificate for their particular type of credit

Bachelor of Science Degree Option

Through a partnership agreement with Athens State University in Athens, Alabama (ASU), graduates from the HHSRT certified by and in good standing with the American Registry of Radiologic Technologists (ARRT) are eligible to pursue a BS in Management of Technology with a recommend minor in Health Care Management. This program provides an excellent opportunity for successful graduates of the HHSRT to prepare for career advancement. Course work may be completed on-line through Athens State University Distance Learning Program.

ASU will award 21 semester hours of block credit to HHSRT graduates in good standing with the ARRT.

Student Services

Student Services

The following services are available to any enrolled student:

- Counseling
- Mentoring
- Tutoring
- Free parking
- Cafeteria discount
- Employee Health Services
- Fitness Center Discount
- Child Care Center Discount
- Internet access for scholarly/ research purposes
- Student E-mail Account
-

Student Counseling (EAP)

The Program Director and Clinical Instructor are available for academic counseling. For other personal matters, the students may utilize the services provide by Employee Assistance Program (EAP). Free confidential counseling and referral service is available. The purpose of the program is to help people identify the problem and obtain professional assistance to resolve the problem.

Problems may include but are not limited to:

- Relationships and Marital Problems
- Family Conflicts
- Alcohol and Drug Abuse
- Emotional Distress
- Personal Adjustment
- Stress Management

The telephone number for the EAP is 256-265-5062.

Lockers

Students will have lockers available to them on the 2nd floor of the Dowdle Center adjacent to the classroom. Students must utilize the lockers for books, papers, and personal items. At the end of each day, all student belongings must be stored in the lockers or taken home.

Huntsville Hospital reserves the right to open and search lockers using reasonable discretion. Students using lockers are considered to have given consent to such a search. Students will be informed of the intent and will be requested to open the locker in the presence of a security officer or an authorized member of management. Refusal may result in disciplinary action up to dismissal.

Parking

Students are required to park in the designated parking areas identified for students during clinical and didactic hours. Parking violations will result in disciplinary action.

Health Services

The Employee Health Office is available for the health needs of students while enrolled and provides a variety of services unique to the health care provider. Services include the following:

- Pre-Admission Drug Screening
- Pre-Admission Health Physical
- TB screening and management
- Immunization programs
- Blood and body fluid exposure risk assessment and management
- Physician services on-site for acute care of minor injuries and illnesses.
- Tracking of contagious illness among employees/students
- Latex sensitization assessment

All new students are screened for tuberculosis (TB) using the two-step method of skin testing (TST). The first TST is placed at the time of Orientation followed by a second skin test in one week. Students receive annual TB skin testing. The Employee Health Office will manage any student who develops a positive TB skin test at no cost to the student. The hospital has a protocol for employees/students who are exposed to patients with active TB.

While working in the health care setting, students may be exposed to infectious diseases that are vaccine-preventable. In an effort to reduce the spread of these diseases among students, employees, patients, and the community at large, these vaccines are available to all students through the Employee Health Office. The office is responsible for maintaining records of all students/employees. Unless otherwise noted, the following immunizations are available through the Employee Health Office at no charge.

• **Hepatitis B vaccine**

This vaccine is voluntary but highly recommended for all students who will be exposed to the handling of blood or body fluids. It is a series of three injections, and it is recommended that the students return to confirm the presence of antibodies, which confirms immunity to Hepatitis B.

• **Measles, mumps, and rubella (MMR)**

Immunity to rubeola (measles), rubella, varicella, and mumps is required of all students. New students are screened for immunity to these infections. Any student determined to be non-immune to these infections will be given the appropriate vaccine unless medically contraindicated.

• **Influenza**

This vaccine is offered annually to all students.

Child Care Center Discount

Huntsville Hospital operates a licensed Child Development Center, which provides day care for healthy children from two months to five years. Students are eligible to receive services if space is available. Students would need to call the Child Development Center for more information or contact the Program Director.

Tutoring

Students that need additional help in any subject should contact the Program Director. Arrangements will be made to provide tutorial assistance.

Cafeteria Discount

Students receive a discount on food purchases made while on duty. The student ID badge must be worn to receive a discount.

Fitness Center Discount

Students can purchase a membership to the Huntsville Hospital Wellness Centers at the employee discounted rate. Each center has 25,000 square foot, indoor, exercise and rehabilitation complexes with three convenient locations:

- Medical Mall - corner of Governors Drive and Memorial Parkway
- Jones Valley - 1345 4 Mile Post Road, Huntsville, Alabama 35802
- Madison - 8391 Hwy 72 W, Madison, Alabama 35758

E-Mail and Internet Access Guidelines

Students of the program are granted internet access and e-mail accounts. Students must follow the Huntsville Hospital Huntsville e-mail and internet access guidelines. The hospital is committed to providing an environment that encourages the use of computers and electronic information as essential tools for supporting the hospital's business and the mission and goals of the program. It is the responsibility of each employee/student to ensure that this technology is used for proper business/educational purposes only and in a manner that does not compromise the confidentiality of health care proprietary or other sensitive information. All workers/students accessing materials on the Internet shall comply with all laws applicable to copyrights, patents, and trademarks. Participation in discussion groups, chat rooms, blogs, and other public Internet forums is restricted to hospital related business and workers who have been authorized by management to do so.

All uses of the Internet through the Huntsville Hospital firewall are logged and reviewed to ensure compliance with Huntsville Hospital policies.

Huntsville Hospital's Internet policies and procedures

Internet access, including e-mail capability, is for the express use of the registered and approved user. It should not be shared or made accessible to others. Employees/students may not leave a terminal unattended while an Internet session remains active. All information released via the Internet from Huntsville Hospital must follow the same process as is in place for other information in paper or fax form.

Employees/students will only use authorized hardware and software. Employees/students are not permitted to install or use any personally-owned hardware, software, shareware, or public domain software on a Huntsville Hospital-owned system without approval from the Information Technology Department. The Huntsville Hospital network will not be used for commercial or financial gain or illegal activities. Each workstation or laptop is the property of Huntsville Hospital and is provided for official and authorized

use only. This equipment, along with any other equipment connected to the Huntsville Hospital network, is subject to security monitoring. In addition to the foregoing, all employees/students using computers at Huntsville Hospital must comply with Administration Internet Policy 764, which is located on the Huntsville Hospital Intranet.

Social Networking

Students of the program must follow the policies of Huntsville Hospital including its policy on social networking. This policy states that Huntsville Hospital takes no position on employees'/students' decision to post information on social networking sites, blogs, web sites, and chat rooms. However, it is the right and duty of Huntsville Hospital to protect itself from unauthorized disclosure of information. Huntsville Hospital's No Harassment Policy, Code of Conduct, Confidential Information Policy, Standards of Behavior and The Health Insurance Portability and Accountability Act (HIPAA) apply to our employee's /student's behavior while on the internet. Violations of these policies while on the Internet carry the same consequences as they would if the violations occurred in the workplace.

General Provisions

Unless specifically authorized by Huntsville Hospital, employees/students are not permitted to blog or use other forms of social media or technology on the Internet during working hours or at any time on company computers or other company-supplied devices. Blogging or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of social networking sites that is not affiliated with Huntsville hospital

Learning Resources

Classroom

The classroom is located across the street from Huntsville Hospital Main on the 2nd floor of the Dowdle Center. A/V equipment is available for instructor and student presentations. The classroom has access to the Picture Archiving Communication System (PAC's) and Internet access.

Computer Resources

There is a computer lab with 8 computers in the classroom and 7 others in close proximity for student use. Students are granted internet access for educational/ research purposes. Students must abide by the Huntsville Hospital Internet Usage policy. Students are encouraged to utilize the computer lab during class hours and if necessary during their assigned weekday off when the classroom is open. Students requesting access to the computers after school hours should contact the Program Director to make arrangements.

Non-Energized Radiography lab.

A non-energized lab is utilized for radiographic positioning lab and is accessible to students to use for independent positioning practice. The lab is open Monday – Friday 8:00 am- 4:30 pm. Students requiring additional practice are encourage to utilize the lab during their assigned weekday off when the lab is open. Students requesting access to the lab after school hours should contact the Program Director to make arrangements.

Corporate University

Professional Development classes are offered to students and employees of Huntsville Hospital through Corporate University free of charge.

NetLearning

Net Learning is an online education resource provided by Huntsville Hospital that allows students to enroll in classes and take online tests. Professional Development classes and Computer Based Learning (CBL) modules are assigned to the students through out the entire program.

Academics

Course Policies

Each instructor is allowed latitude in as much as they can utilize their own individual method or style in the presentation, demonstration, distribution, scoring, and outcome satisfaction for their respective course(s). It is also up to the individual instructor to interpret when and if a course policy is maintained or not.

The course policies for the HHSRT are as follows:

1. All tests must be made-up the day the student returns to class. Tests not made-up will be recorded as a (0). **It is the responsibility of the student to schedule all make-up tests.**
2. If a student is absent from class, he/she is responsible for any material covered and for any class assignments given.
3. Should a student be absent from class time, a doctor's excuse must be presented to make up any test or classroom assignment to avoid a 20% reduction unless otherwise approved by the program director.
4. Each student is responsible for being prompt to class.
5. If a student is absent from class when an unannounced quiz is given, the instructor has the latitude as to what can and shall be done in place of the quiz. (Also refer to policy # 1)
6. Any student who displays academic dishonesty shall be dismissed from the School.
7. If a student misses more than 3 scheduled classes during a 20-day (4 school weeks) period he/she will be required to meet with the Program Director. If the absences are deemed unexcused or unnecessary, the student may be dismissed from the School.
8. A 75% average is required throughout all courses (*unless noted in the specific syllabus*). An overall average of 75% is also required. Dismissal may occur at any time if this average is not maintained.
9. Students are not allowed to sleep, lay their head down, read different material other than the course being taught or disrupt the class in any way during a given lecture or any class presentation. This behavior is disrespectful to an instructor as well as disruptive to other students within the class.
10. Students are responsible for bringing their own textbook to class. Sharing a textbook is at the discretion of the instructor.
11. Eating during any class lecture or presentation is not allowed unless approved by the instructor.
12. No cell phones are to be used in the classroom or clinic rotations. Cell phones may be used during authorized breaks.

Academic Honesty

All HHSRT students must maintain academic honesty in all aspects of their training. Academic honesty is actions and conditions that encourage scholarship, subject mastery, intellectual growth and development.

Academic dishonesty is defined as:

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids; copying from another student's work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme or other material submitted to meet course requirements. Plagiarism is the act of using in one's own work the work of another without indicating that source.

3. Use of texts of papers prepared by commercial or noncommercial agents and submitted as a student's own work.
4. Any student who displays academic dishonesty may be dismissed from the program.

Grades

| | |
|---------------|------------|
| A - Excellent | (90-100) |
| B - Good | (80-89) |
| C - Average | (75-79) |
| F - Failure | (Below 75) |

If a student fails a course, a course comprehensive may be given at the discretion of the Program Director. Only two course comprehensives may be allowed throughout the course of the program; however 2 course comprehensives will not be allowed within the same quarter. The comprehensive exam will include all material from the course and the grade will stand alone for the final average. If a student fails a comprehensive, the student will be dismissed from the program

Grade Reports:

Grade reports (progress reports) are issued at the end of each quarter. Students should record all test scores to check for instructor inaccuracies.

Student Quarterly Counseling

Student counseling is performed at the end of each quarter as part of each student's educational process. Formal counseling sessions are documented and signed by the student and program director. Informal student counseling may be performed when either the student and/or an instructor deem it necessary. Informal counseling may or may not be documented as to the specific situation.

Advisement Procedures

Student misconduct should be reported to the Program Director, Clinical Instructors, Director of Imaging, Clinical Operations Manager, or Tech in Charge.

If a student is reported for misconduct and disciplinary action is required, the Program Director will utilize the following procedure in an attempt to correct the problem:

Counseling: A document verbal discussion will occur when it is felt that a student's conduct does not meet the school or hospital's standards and expectations. Notification will be given to the student specifying the allegations and corrective action required. A grade adjustment may be made.

Progressive Discipline: If unsatisfactory conduct continues, a progressive disciplinary procedure will follow to inform the student of performance deficiencies.

- Written Warning
- If problem doesn't improve, a 3 day suspension may be issued. It will be the decision of the Program Director whether the student shall remain in the academic portion of the program during a suspension.
- If the problem doesn't improve, the student will be dismissed from the program. Dismissal is the final step in the procedure.

Dismissal: A student may be dismissed from the school without prior warning for actions identified below:

Grounds for Dismissal

The Advisory Committee reserves the right to dismiss any student at any time for any action listed below. The list below is not entirely inclusive of all actions that might warrant dismissal. Actions less than dismissal are an option in certain extenuating cases; however, it is the sole discretion of the Advisory Committee to even consider options less than dismissal.

1. Failure (below a 75%) of any required class
2. Failure to achieve at least 80% of the required number of clinical competencies for the specific time frame.
3. Acquiring clinical competencies while clocked in as an employee.
4. Excessive absences
5. Patient abuse
6. Invasion of privacy
7. Theft
8. Unprofessional conduct
9. Reporting to school under the influence of drugs or alcohol
10. Possession of a weapon
11. Fighting or provoking a fight
12. Unexcused absence
13. Insubordination
14. Conviction of a felony or equivalent charge
15. Immoral conduct
16. Indecency
17. Falsification of personnel or other records
18. Clocking in or out prior to approved time
19. Clocking in or out of another student
20. Turning in make-up time accrued when working as HH Employee
21. Improper use of any Hospital system or School computer system
22. Failure to maintain a hygienic and clean appearance at all times
23. Failure to report to school for 2 consecutive days without notification
24. Violation of HIPAA regulations
25. Selling or possession of illegal drugs
26. Academic probation for 2 consecutive quarters.
27. Not following the Direct/Indirect Supervision Policy

Academic Probation

Academic probation results when a student:

1. fails to maintain at least a 75% quarterly average in any class
2. fails to achieve 100% of required number of clinical competencies but has completed at least 80% for the required time frame.
3. has received any School action that required a written warning.
4. has been suspended for any reason.
5. has received a below satisfactory evaluation from a clinical instructor

Any student on academic probation for 2 consecutive quarters, **for any reason**, may be dismissed from the School.

Grievance Procedure

Only students enrolled or previously enrolled students in the program, (not applicants or other interested parties) are allowed to appeal any action affecting them they believe to be unjust or inequitable. The student can appeal to the Advisory Committee for review and consideration without fear of retaliation. Appeals must be made in writing to the Program Director no later than 5 days after the initial decision was rendered. The Advisory Committee will then review the request and render a decision within 2 weeks.

After the appeal process has been utilized, if a student still feels the Advisory Committee decision is not just or fair, he/she may utilize the Grievance Committee. The request for such a committee must be made, in writing, within 5 days receipt of the Advisory Committee decision, to the Program Director. The Grievance Committee is only implemented when necessary. This committee is composed of at least 3 but no more than 6 members who have no direct relationship to the School of Radiologic Technology. This committee may be composed of the following:

- a. a Human Resources representative
- b. a Registered Nurse
- c. an ancillary person
- d. an Administrator/Dept Head
- e. a staff Physician

Due to the diversity of the grievance committee, a minimum of 2 weeks will be allowed for the Committee to organize, review data, interview all parties (if necessary), and make a decision. Once the grievance committee makes a majority decision, the decision is final.

Grievance Procedure Timeline

- Student makes an appeal for an Advisory Committee Review to Program Director in writing within 5 days of initial decision.
- Advisory Committee renders decision within 2 weeks.
- If student desires to utilize the Grievance Committee, a request in writing to the Program Director must be made within 5 days of the Advisory Committee decision.
- Grievance Committee decision will be rendered within 2 weeks.
- Grievance Committee decision is final

Course Descriptions 2011-2012

1st Year

- Orientation** **40 hrs**
The rules and regulations as well as the policies and procedures of the Huntsville Hospital School of Radiologic Technology and Huntsville Hospital is presented. Students attend the hospital's formal orientation and HealthCare Provider course to become CPR certified. Students are oriented to the radiology department and to radiation safety practices.
- Introduction to Radiologic Technology** **36 hrs**
Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization(s) are discussed. In addition, the professional, ethical, and legal responsibilities of the radiographer will be presented.
- Patient Care** **48 hrs**
Content is designed to provide the basic concepts of patient care, infection control procedures, and standard precautions. Students will be instructed in but not limited to proper lifting techniques, patient handling, isolation, vital signs, oxygen administration, venipuncture, and sterile technique.
- Medical Terminology** **36 hrs**
Content is designed to provide an introduction to the origins of medical terminology. A word building system will be introduced and abbreviations and symbols will be presented. Includes an orientation to the understanding of radiographic orders and interpretation of diagnostic reports. Related body systems will be discussed.
- Radiation Protection and Biology** **48 hrs**
Content is designed to present the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organization are incorporated. The effects of radiation on biologic tissue will be presented.
- Radiographic Procedures I & Lab** **110 hrs**
Content is designed to provide students with instruction of anatomy and positioning of the upper and lower extremities, abdomen, vertebral column, shoulder girdle, pelvis, and thoracic cage. Upon completion of the course students will be able to demonstrate knowledge of anatomy and positioning skills, problem-solving, critical thinking, and communication skills in the lab and didactic setting.
- Image Analysis** **100 hrs**
Content is designed to provide a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Etiology, pathophysiologic responses and clinical manifestations will be discussed. Throughout the course, students will evaluate radiographic imaging standards, identify radiographic pathology, and demonstrate problem-solving and critical thinking skills.

Imaging and Processing**36 hrs**

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of film screen radiographic images. Content designed to teach students the concepts of density, contrast, detail, definition, distortion, milliamperage, kilovoltage noise, resolution, penumbra, and quality assurance. All factors that govern the production of diagnostic radiographs are presented.

Radiographic Pathology**36 hrs**

Content is designed to introduce theories of disease causation and the pathophysiologic disorders that comprise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in the body systems will be discussed.

Clinical Education (1st – 8th Quarters)**~1900 hrs**

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through structured sequential competency based assignments in clinical setting, concepts of team practice, patient centered clinical practice and professional development shall be discussed, examined and evaluated.

Clinical practice experiences shall be designed to provide patient care and assessment, competent performance or radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well being of the patient preparatory to, during and following the radiologic procedure.

2nd Year**Digital Imaging Acquisition and Display****48 hours**

Course is designed to impart an understanding of digital imaging systems. Factors that affect image acquisition, display, archiving and retrieval are presented. Quality assurance and digital system maintenance are discussed

Radiologic Physics & Equipment**48 hrs**

This course provides students with the basics of physics and imaging equipment. The nature and characteristics of radiation, x-ray production, units of measurements, fundamentals of photon interactions, and the design and requirements of radiographic, fluoroscopic, mobile and tomographic equipment will be presented. Upon completion, students will be able to demonstrate knowledge of basic imaging equipment and quality control as well as basic radiation physics.

Pharmacology and Drug Administration**18 hrs**

Content is designed to provide basic knowledge of pharmacology. Classifications, common definitions, and nomenclature will be discussed. Actions, indications, and precautions relating to various drugs will be presented. Also included are the methods and “five rights” of drug administration. The administration of diagnostic contrast agents and/or intravenous medications is included. Clinical symptoms of adverse reactions and treatment required will be emphasized.

Radiographic Procedures II & Lab**72 hrs**

Content is designed to provide students with instruction of anatomy and positioning of the skull and facial bones. Pathologic conditions are also discussed. Upon completion of the course students will be able to demonstrate knowledge of anatomy and positioning skills, problem-solving, critical thinking, and communication skills in the lab and didactic settings.

Basic Principles of Computed Tomography**24 hrs**

This course is designed to instruct the student with entry- level principles related to computed tomography (CT) imaging. Topics include CT generations, components, operations and processes. Student will also be provided with instruction of cross sectional anatomy.

Radiation Protection II**24 hrs**

Content is designed to reinforce the principles of radiation protection. Methods of exposure determination and calculations are reviewed along with State and federal regulatory agency requirements in radiation protection.

Radiation Exposure**24 hrs**

Content designed to reinforce the concepts of density, contrast, detail, definition, distortion, milliamperage, kilovoltage noise, resolution, and pnumbra. All factors that govern the production of diagnostic radiographs are stressed.

Radiographic Procedures III & Lab**36 hrs**

The course is designed to provide students with instruction of anatomy and positioning for fluoroscopic procedures and other advanced imaging practices. Pathologic conditions are also discussed. Upon completion of the course the student will be able to demonstrate knowledge of anatomy and positioning skills, critical thinking skills, problem solving, critical thinking and communication skills in the lab and didactic settings.

Registry Review**~108 hrs**

To prepare the student for the ARRT registry examination. Review sessions for each section of the ARRT registry are focused upon and students are given mock registries to identify weak areas. Upon completion the student will pass the final mock registry with a score of $\geq 75\%$. (Non-Credit Course)

Total Clock Hours:**3072 hrs****Class/Clinic Schedule**

- 1st year students attend class/clinic Tuesday - Friday 8:00 am – 4:00 pm.
- 2nd year students attend class/clinic Monday – Thursday 8:00 am – 4:00 pm.
- All classes are held at the Huntsville Hospital's Dowdle Center.
- There is no travel required for clinical rotations.
- There are no night or weekend clinical assignments.
- Any hours exceeding 40 in a one week period will be voluntary on the student's part.
- Students making up time will not exceed 10 hours in any one day.
-

Clinical Sites

The Huntsville Hospital System offers a variety of imaging and therapeutic services. Students rotate to the following clinical sites:

Huntsville Hospital Main
 Huntsville Hospital Women & Children's Hospital
 The Huntsville Hospital Imaging Center

Clinical observations sites may be utilized in the event a clinical experience is not possible within the Huntsville Hospital System. Students rotating through a non-affiliated observation site may not participate in any direct patient care.

All clinical sites are within 0.5 miles of the Huntsville Hospital Main. There are no night or weekend assignments.

Clinical Rotations

Students enrolled in the School will do primary rotations in diagnostic radiology, but may also do rotations in MRI, Nuclear Medicine, Radiation Therapy, Cardiac Catheterization Lab, Surgery, Angiography, CAT scan, Ultrasound, Pain Clinic.

Learning Disabled Students

Students claiming a learning disability must submit a written statement from a physician or counselor to request accommodations. The Program Director and faculty will work with the student to investigate reasonable accommodations and assist the student in successfully completing the program.

Students with Temporary Disabilities

Students with temporary disabilities must submit a written statement from their physician stating the student's limitations/restrictions and their projected duration. The Program Director and Clinical Instructor will meet with the student and if possible develop a written plan for temporary alternate clinical assignments. The school is not obligated to alter the objectives to accommodate a student with temporary disabilities. The Program Director will make the final decision regarding permission of the student to complete an alternate clinical assignment.

If extended limitations prevent a student from completing the program's clinical requirements, the student will need to withdraw. A letter of medical clearance must be submitted to the Program Director prior to resuming clinical rotations.

Student Injuries

Any student injury or accident occurring on facility premises during the course of the program will be covered by the student's private medical plan.

Student Records

General Policy: No information from records, files or electronic data directly related to a student, other than public information, will be disclosed to individuals, or agencies outside the School without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by law. Information contained in such records may be shared within the School or School committee (selection committee, advisory committee, grievance committee, etc).

A "Transcript Request" form may be obtained from the school or can be downloaded from <http://www.huntsvillehospital.org/services/imaging/radschool/pdfs/TranscriptRequest.pdf>

Definition of Student: A "student" is defined as "an individual currently or previously enrolled in any course(s) offered by the Huntsville Hospital School of Radiologic Technology.

Definition of Educational Records: Student educational records are defined as those records, files, documents, electronic data, and other materials which might contain information directly related to a student and or a student's actions and are secured by the School or a person acting on behalf of the School.

Records Security: All paper student records are secured in "locked" filing cabinets located in the school. Electronic records are password protected.

Disclosure of Records to the Student:

- The student has the right to inspect and review
- The student has the right to request and amend education records.
- The student has the right to limit disclosure of personal information.

Providing Student Records to Third Parties: With the exception of those contained in the General Policy. The school does not release any student information to parents or any agency without a signed release of information from the student or a court subpoena for the information. Student records will only be released with the written approval of the student. The established service fee for such records will be assessed.

Academic transcripts will be maintained permanently.

Attendance / Vacation & Holidays

- School hours are Monday through Friday, 8 AM to 4 PM.
- Students attend the program 32 hours per week.
- The School calendar is as accurate as possible concerning vacation, holiday, and break time, but occasionally modifications will be made.
- Students will be granted one week of vacation between quarters, when the school is officially closed.
- Specific dates are determined annually
- The six national holidays are observed.
- If a student calls out sick before or after a scheduled vacation or holiday, he she will be required to provide a doctors excuse.

Personal Time Off (PTO)

- Students will receive 5 days of PTO each year. Personal time should be scheduled and approved at least 24 hours in advance by the Program Director.
- Students are required to notify the Program Director and assigned clinical area of any unscheduled absence prior to 8:00 A.M.
- If a student calls out sick before or after a scheduled vacation or holiday, he she will be required to provide a doctors excuse.
- Students who are absent 3 or more consecutive days will be required to notify the Employee Occupational Health Office.
- Each day a student is absent, he/she must notify the Program Director unless duration of the absence is known.

Arriving Late and Leaving Early

- Time missed for arriving late 15 minutes or more will be deducted from personal time and will count toward a tardy.
- A tardy is considered 6 minutes past 8:00AM.
- Students must notify the Program Director and assigned clinical area if tardy more than 15 minutes.
- Time missed for leaving early will count towards personal time off. The student must notify the Program Director or Clinical Instructor prior to leaving
- Three unexcused tardies will be permitted per quarter on the fourth unexcused tardy the student will receive a reduction of 1 PTO day.

Utilization of Badge System

- Students must badge in and out each day at their designated assignments.
- If a student fails to clock in, it will be considered a tardy unless a manager or supervisor sends documentation to the Program Director that the student arrived prior to 6 minutes past scheduled time. The student will receive a 5 point reduction in their professional/work ethic portion of their clinical grade.
- If a student fails to clock out, written documentation from a manager or supervisor verifying the student's time out must be submitted to the Program Director. The student will receive a 5 point reduction in their professional/work ethic portion of their clinical grade.
- Students who report to clinical rotations without their name badges must notify the program director or clinical instructor immediately. Students will be required to leave their clinical rotation. Personal time may be deducted. The student will receive a 5 point reduction from the professional/work ethic portion of their clinical grade.

Make Up Time/Test

- All make up time will be made up in the clinical area missed during school hours within 30 days unless approved by the Program Director.
- All make up time must be made up by the last day of each quarter.
- Students making up time will not exceed 10 hours in any one day.
- Make- up time will not be scheduled on holidays.
- Make- up time will be scheduled at the discretion of the program director or clinical instructor.
- Should a student be absent from class time, a doctor's excuse must be presented to make up any test or classroom assignment to avoid a 20% reduction unless otherwise approved by the program director.
- Tests missed during an absence will be made up immediately upon return. Test not made up will be recorded as a "0". It is the responsibility of the student to schedule all make up tests.

Leave of Absence

Any enrolled student may petition the Advisory Committee for a leave of absence. A leave of absence is normally granted for a period not in excess of one year. This allows the student to enter the school at the same point they exited. Leaves are only granted for extreme circumstances or for the pregnant student. Any failure to abide by any terms of leave will automatically terminate the leave and the student will be dismissed from school.

Inclement Weather

In the event of inclement weather or adverse driving conditions, the program director will contact the students by 6:15 a.m. advising them of school closure. Should a student not be able to get to school during times of inclement weather he/she can take a personal day or absent weather day. There will be no penalty for this, but if the student chooses not to use personal time, the weather day will be made up at the end of the quarter.

Attendance Exceptions

- Three days bereavement will be granted due to death in the immediate family. Immediate family is defined as spouse, parent or legal guardian, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, children, grandparent, grandchildren, and step parents.
- Jury Duty
- Military Duty

Dress Code

All HHSRT students will abide by the following dress code:

1. Uniforms will be solid charcoal grey.
2. Solid white, black, or grey sleeve T-shirts may be worn underneath.
3. Lab jackets will be grey with a School patch sewn on the Lt Shoulder 1" inferior to sleeve seam.
4. Lab jackets may be of a cardigan style, no hooded jackets are allowed.
5. Shoes should be clean and in good repair and should match or compliment your uniform.
6. Overall clothing must be neat, clean, and pressed.
7. School identification badges will be worn properly.
8. Personnel radiation monitoring devices will be worn properly.
9. Jewelry:
 - a. Earrings- No more than 2 earrings in each ear may be worn. Earrings cannot be larger than a quarter and are not permitted on the tip of the ear or in the cartilage above the earlobe.
 - b. Rings- No more than 2 per hand
 - c. Bracelets/Necklaces- Two necklaces and two bracelets are permitted
10. No visible tattoos.
11. No body piercing is permitted other than earrings.
12. Hair- no distracting extremes in hair styling, dyeing, bleaching, or coloring are allowed.
13. No artificial finger nails. No student is permitted to have fingernails that exceed ¼ inch from the tip of their finger, have extreme nail art or wear extreme colors.
14. Perfume, aftershave, lotions- No strong heavy scents and fragrances
15. Make-Up- Should be subtle and modest to create natural appearance
16. Hosiery- Socks or hose must be worn at all times.
17. Pants- Pants must cover the ankle, no capri or peddle pushers pants are allowed

*Failure to abide by the dress code will result in a 5 point reduction per occurrence in their clinical grade. The student may be sent home.

If the Huntsville Hospital dress code is changed, modified or altered in any way, the School's dress code may be changed to reflect the policy for Huntsville Hospital.

Radiation Protection Practices

Students are required to practice proper radiation safety practices at all times.

The school follows Huntsville Hospital's Radiation Dosimeter policy (Ref Number PCS.NUR.184.05).

Students will always:

1. wear personal radiation monitors in the clinical areas.
2. wear lead aprons/gloves/thyroid shields when necessary.
3. wear lead aprons during mobile radiography, maintain maximum distance from the source, and never direct the primary beam towards others.
4. step back from the table during fluoroscopy if assistance is not required and use protective shielding.
5. remove personal radiation monitors when not in a clinical area.
6. practice the principles of time, distance and shielding.
7. stand behind the control booth during radiography and never direct the primary beam towards the control booth.
8. Students shall NOT hold patients while exposures are being made.

Students will be closely monitored for occupational radiation exposure. The cumulative whole body absorbed dose shall not exceed 5 REM (5000 millirems) per year. In the event this dose is exceeded, the student will be counseled by the Program Director and the Radiation Safety Officer and every attempt will be made to discover the cause of exposure.

The Huntsville Hospital System and Radiation Safety Committee has establish a reasonable set of cautionary alert levels to warn and educate persons who wear dosimetry devices of recorded doses that are below the above regulated limits. A HHS staff member manually reviews the departmental dose reports as they are returned. The device vendor's records departments sends a fax alert when an electronic indication of an excessive dose is measured. Individuals are notified and required to sign and return form letters when these two cautionary levels are exceeded. These form letters are to be returned within 30 days.

The first level is called the **Level I Investigation** and is established at ten percent of the State of Alabama regulated dose. The second level is called a **Level II Investigation** is established at 30 percent of the State of Alabama regulated dose. For a level II investigation there are questions to exposed individual must answer and a signature of the radiation safety officer. The student may have clinical rotations modified to lessen future exposure values. Rotation modifications may be applied to any student who has a high radiation exposure report.

Exposure limits for radiation workers in Alabama are:

| | |
|---------------------------------------|---------------------------|
| Whole Body Deep Dose Equivalent (DDE) | 5,000 millirems per year |
| Lens of the Eye Dose Equivalent (LDE) | 15,000 millirems per year |
| Shallow Dose Equivalent (SDE) | 50,000 millirems per year |
| Declared Pregnant Dose Equivalent | 500 millirems per year |

If a personal radiation monitoring device is misplaced, lost or damaged, it must be reported to the Clinical Instructor or Program Director immediately in order for a replacement badge to be assigned.

A copy of the radiation monitor report will be made available and each student will be required to initial/date their report. Huntsville Hospital obtains a printout of the monitored individual's prior year exposure history. A copy of that report is kept on file by the Huntsville Hospital System Employee Health for 30 years.

****Students must complete the Radiation Protection Orientation and CBL prior to assignment in a clinical area.***

Pregnancy

A gravid (pregnant) student of the HHSRT has the option to:

- Not declare her pregnancy
- Submit in writing a formal declaration of pregnancy, including the estimated date of conception.
- Submit in writing a formal withdrawal of declaration of pregnancy

If a student declares her pregnancy she will be issued a fetal dosimeter to be worn at the waist under the lead apron. She will be counseled on basic safety principles of the ALARA safety program such as; limiting exposure time, keeping a safe distance, and making full use of proper shielding.

The dose equivalent to the embryo/fetus during the entire pregnancy will not be allowed to exceed 500 millirems or 50 millirems during any one month. If a pregnant student does not declare her pregnancy, her dose equivalent will remain at 5 rems per year. If a student withdraws her declaration of pregnancy the lower dose limit will no longer apply and the monthly fetal dose monitor will be discontinued.

At no time during her pregnancy will a student be required to withdraw from the program; however, her clinical schedule may be modified (if she so chooses) which may result in changes in her graduation date, ARRT examination date and other dates seen or unforeseen related to the program. The student also has the option to request a leave of absence.

Faculty

The HHSRT has a full-time Program Director and Clinical Instructor that meet JRCERT *Standards*. A board certified Radiologist serves as Medical Advisor. The Huntsville Imaging Center has a JRCERT recognized clinical instructor on site.

In addition, staff technologists, PAC's Administrators, the Radiation Safety Officer, and nurses lend their expertise as instructors through out the 2 year curriculum. Only qualified radiologic technologists are allowed to supervise students in the clinical setting.

Continuing Education/Professional Development

Faculty and staff of the Huntsville Hospital School of Radiologic Technology are encouraged to improve their proficiency through participation in continuing education activities.

All Registered Radiologic Technologists employed by the Huntsville Hospital are required to document a minimum of 24 hours CEU as required by the ARRT to maintain certification.

Program faculty is encouraged to participate in professional development activities which are related to but not limited to:

1. Curriculum development
2. Testing and measurement
3. Adult education
4. Educational psychology
5. Audiovisual instruction
6. Computer science
7. Cultural Diversity

Faculty Professional Development Opportunities:

1. Huntsville Hospital Corporate University
2. Continuing Education Seminars
3. State Radiologic Technology Meetings
4. National Radiologic Technology Meetings
5. Huntsville Hospital NetLearning
6. Elsevier's Master Teacher Online
7. Huntsville Hospital Tuition Reimbursement Program

Workplace Hazards

Huntsville Hospital is a large and complex organization with hazards and dangers obvious and hidden. No policy and/or procedure can define every possible hazardous or dangerous situation or scenario that might arise.

Students should use common sense and prudent judgment when a situation is encountered that seems hazardous or dangerous. Students should report all situations that are “unusual” to any School official or Hospital supervisor.

Several specific areas (hazardous materials, adverse weather, security measures, etc.) are addressed during hospital orientation and student orientation.

Students should never risk his/her safety for any situation that might arise.

Harassment

Huntsville Hospital and the Huntsville Hospital School of Radiologic Technology are committed to maintaining an environment that is free from unlawful discrimination and harassment, either intentional or unintentional, has no place in the School environment. Accordingly, it is and shall be the policy of the HHSRT that its students shall be free from all forms of unlawful harassment and intimidation. Unlawful harassment can include but is not limited to slurs, epithets, threats, derogatory comments and unwelcome jokes which would make a reasonable person uncomfortable. Unlawful harassment can also include verbal and physical contact of a sexual nature, requests for sexual favors or sexually-related comments that create an intimidating, hostile or offensive environment.

The HHSRT cannot resolve matters that are not brought to its attention. Therefore, every student will be held accountable for accomplishing our goal of a harassment-free School. Any student who believes they are being subjected to unlawful harassment should report such incidents to a School faculty member. If the student feels uncomfortable with reporting the incident to the School, the student may use the Human Resources Department, or the Vice-President of Human Resources.

The HHSRT will conduct prompt and thorough investigation of the complaint or observation of possible unlawful harassment or discrimination. Officials will meet with the student(s) to discuss the results of the investigation and where appropriate, review the proposed resolution of the matter. Since allegations of this nature are serious matters, discretion will be used. Information will be kept confidential and will be released only on the need to know basis. In addition, the School will not tolerate any retaliation against a student for making a good faith harassment complaint or for cooperating in a harassment investigation. Violations of this policy will not be permitted and will result in discipline up to and discharge of the guilty individual(s).

Finally, if a student feels the HHSRT has not met its obligations under this policy he/she should contact the Vice-President of Human Resources. An effective policy depends on all of us working together to address this subject.

Infectious /Communicable Diseases

It is vital that students be aware of the importance of preventing the spread of infectious diseases. Students come in contact with patients that will either be a carrier of an infectious disease or be susceptible to acquiring an infectious disease. The student must keep in mind that our goal is to help the patient, not complicate their illness.

If a student is suspected of having an infectious condition, that student will be sent to Employee Health. The Employee Health Physician/Nurse will determine if the student is in fact infectious. If the student is determined to be infectious, he/she will be sent home for the period determined. Time missed will be deducted from the student's personal time.

If a student receives a blood or body fluid exposure the program will follow the Huntsville Hospital Body Fluid Exposure EOH policy-Procedure. Reference Number: EOH.015.02. Any student exposed to blood or body fluid must notify the department supervisor, clinical instructor, or program director immediately

Suggestions

The HHSRT is open to all suggestions for improvement. We encourage feedback from students, faculty, radiologists, graduates employers, institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

The Program operates under the accreditation of the JRCERT and the sponsorship of Huntsville Hospital and therefore has an obligation to the profession and the community to act accordingly.

Suggestions can be made in writing and sent to the address in this Handbook. If expressed, the suggestion outcome will be sent to the interested parties with an explanation of the discussion and ultimate resolution of the suggestion.

Student Professional Development

As a student of the HHSRT the professional development aspect of the educational process is vital to the success of the student's quest to become a Radiologic Technologist. The Program Director periodically enrolls the students in Professional Development classes offered through Corporate University to assist them in their professional development.

Students must acquire professional skills (psychomotor), professional knowledge (cognitive) and professional attitudes (affective) in order to serve the profession.

Students should develop the following professional traits:

Compassion:

To demonstrate this trait, the student will:

- Assist patients.
- Make patients comfortable.
- Never leave a patient alone.
- Talk professionally with the patient.
- Check on patient's needs
- Practice cultural sensitivity

Preparation:

To demonstrate this trait, the student will:

- Be able to perform the examination ordered.
- Possess and uses items required for the examination (lead markers, pen/pencil, etc.)
- Understand alternative methods to perform the examination.

Cooperation:

To demonstrate this trait, the student will:

- Respect the patient's privacy and dignity.
- Establish rapport with all members of the healthcare team.
- Accept guidance, suggestions and constructive criticism without overt resentment.
- Follow the rules and regulations of the Hospital and School.

Dependability:

To demonstrate this trait, the student will:

- Be prompt in arriving to school and all clinical assignments.
- Be honest and truthful.
- Show flexibility in class schedules, lunch times and breaks.

Poise and Self-Discipline:

To demonstrate this trait, the student will:

- Be pleasant, even in adverse conditions.
- Maintain composure in all situations.
- Exhibit adaptability in new and unusual situations.
- Follow rules.

Maturity and Judgment:

To demonstrate this trait, the student will:

- Treat all patients and others with kindness and respect.
- Practice confidentiality.
- Exhibit dependability.

Appearance:

To demonstrate this trait, the student will:

- Present a professional appearance at all times.
- Follow the guidelines of the dress code.
- Practice good personal hygiene.

Alabama Society of Radiologic Technologists

All students enrolled in the HHSRT are required to be a member of the Alabama Society of Radiologic Technologists (ALSRT). Annual membership dues are the responsibility of all students.

ALSRT Annual Meeting

All HHSRT students will submit a student paper for pre-judging for the ALSRT Student Paper Essay competition. If a junior student's paper is selected for presentation at the Annual Meeting, the HHSRT will finance that student's general expenses from the activity fund for the Annual Meeting.

Students are encouraged to participate in the student bowl, scientific poster, and scientific exhibit competitions.

Students who attend educational seminars and/or meetings shall abide by the following guidelines and policies:

1. While on student time and/or School expense, attendance to all relevant educational sessions is mandatory.
2. If a student fails to attend a session, he/she forfeits any future chance of seminar/meeting attendance on student time and/or School expense.
3. Students under the age of 21 are responsible for observing and obeying state laws regarding consumption of alcoholic beverages.
4. Any illegal acts are the responsibility of the student.
5. Students are responsible for any damages incurred at a seminar/meeting which are the result of the student's actions.
6. Huntsville Hospital and/or any of its employees are not liable for any physical or personal damages or injuries incurred during or en route to or from a seminar/meeting.

7. If the Huntsville Hospital is paying for hotel accommodations, the room(s) designated for attending student(s) shall be used only for that/those student(s) designated to stay in those accommodations.
8. Students choosing to bring a guest to the ALSRT state meeting will be responsible for all lodging costs.
9. If a student chooses not to attend the state meeting, he/she will attend school during normal hours.

Policy Notifications

Students enrolled in the Huntsville Hospital School of Radiologic Technology are required to obey all policies of the Huntsville Hospital System and the Imaging Services Department. Students will attend the Huntsville Hospital's orientation and will complete the Imaging Services Orientation online CBL prior to clinical assignment

Any policy change related to school will be discussed in a student meeting, sent to the student's e-mail account or made as an announcement in class. Any updates to the student handbook or clinical handbook will be printed and distributed. If necessary the program will document the student's acknowledgement of the policy. It is the responsibility of the affected individuals to check their e-mails.

Any Hospital policy changes are addressed in the same manner. New policies and/or revisions will be either be posted in the clinical area, on Pulse (hospital intranet), or sent to the student's e-mail account. It is the responsibility of the affected individuals to read and if necessary document their acknowledgement of the policy. The Imaging Department publishes an monthly "Imaging Update" that includes policy updates.

Students Employed by the Huntsville Hospital

Students that call in sick for School are responsible for notifying the Imaging Department if they are going to call out for work also. It is not the responsibility of the school to inform any other interested party pertaining to a student's employment.

Smoking

Huntsville Hospital is a "smoke-free" facility meaning no smoking is allowed inside any of the buildings. Smoking is allowed only in the designated areas. If a student is caught smoking in an undesignated area, disciplinary action up to dismissal may occur

Graduation Requirements

A student who has completed the following requirements shall be eligible to graduate:

1. All academic requirements satisfied.
2. All clinical requirements satisfied.
3. All financial obligations satisfied.
4. All make-up time completed.
5. All obligations to either the Huntsville Hospital and/or the Huntsville Hospital School of Radiologic Technology are satisfied.

Graduate References

The following may be used as criteria for preparing graduate references:

1. Clinical performance
2. Attendance
3. Personal traits
4. Character traits
5. Motivation
6. Dependability
7. Composure
8. Adaptability
9. Acceptance of responsibility
10. Quality of work

Placement

The HHSRT will make every effort to assist the graduates in obtaining suitable positions but does not guarantee placement upon graduation. Graduation references will be provided consistent with the student's performance.

National Certification Exam

Graduates of the program are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) certification examination in radiography. The exam application fee is \$200. It is the responsibility of each student to meet the deadline for the completion of the ARRT application. To maintain certification radiologic technologists must complete at least twenty-four hours of continuing education.

Note: The American Registry of Radiologic Technologists (ARRT) requires disclosure of all misdemeanor and felony convictions for all applicants applying for certification after graduating from a radiography program. Applicants considering enrollment into the school should contact the ARRT prior to applying to learn if a previous conviction will prevent certification. Please refer to the ARRT website at www.arrt.org

HHSRT Award for Academic Excellence

The award for academic excellence is presented to the graduate with the highest academic achievement as measured by the cumulative grade average. This student is recognized at graduation.

HHSRT Award for Clinical Excellence

The award for Clinical Excellence is awarded to the graduate who has shown the greatest initiative, technical excellence, patient care skills, patient empathy, professional work ethic, and attitude. Technologists vote for the students they feel exemplify these attributes. Selection is based on the overall voting and the overall performance of the candidate. This student is recognized at graduation.

Policy and Handbook Disclaimer

Some policies, procedures, guidelines, rules, regulations, requirements, etc. contained within this handbook are not intended to be an inflexible mandatory plan and should not be a substitute for independent judgment with respect to the treatment of any individual.

The Huntsville Hospital School of Radiologic Technology reserves the right to exercise prudent, impartial, and fair judgment in any and all aspects of any and all aspects of any written or implied part of the handbook.