Peconic Bay Medical Center
Northwell Health

School of Radiologic Technology

Peconic Bay School of Radiologic Technology

Eastern Campus Classroom: 1225 Ostrander Avenue, Riverhead, NY 11901

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STUDENT HANDBOOK

Updated 09/2024

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Part I: Logistics

A. Sponsorship

Peconic Bay Medical Center/Northwell Health in Riverhead, New York, is a primary health care facility committed to quality patient care. It holds many accreditations including:

- The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) (TJC)
- American Society for Metabolic and Bariatric Surgery (MBSAQIP) "Center of Excellence"
- New York State designated Stroke Center
- Joint Commission Gold Seal of Approval for Total Joint Replacement for Hip and Knee
- Joint Commission Advanced Certification in Palliative Care
- American College of Radiology (ACR)
- College of American Pathologists (CAP)

Peconic Bay Medical Center is a not-for-profit community medical center. Its mission is to provide primary and secondary general medical care utilizing a comprehensive continuum of services including:

- Twenty-four (24) hour emergency room services
- Cardiac Care unit
- Renal Dialysis Unit
- Home health services
- Pegasus House Palliative Care Program
- Off-site ambulatory primary, pediatric and OB-GYN services in Manorville and Shirley, NY
- Graduate Medical Education internship and residency program
- Pharmacy residency program

Since 1967, Peconic Bay Medical Center has provided the sponsorship of the Peconic Bay School of Radiologic Technology. The philosophy of the institution supports the program's educational goals.

The program sponsor takes the responsibility for the publication of the programs availability, its faculty and student admission. Together with the faculty, it is committed to meet the published standards set down by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Together with Northwell's Center for Learning and Innovation, Peconic Bay Medical Center/Northwell Health has mutually agreed to further advance the educational needs of the healthcare system locally and statewide by providing a state-of-the-art classroom and laboratory setting in Nassau community continuing to fulfill the commitment of Northwell to educate the current and future generations of health care professionals.

Upon completion of the prescribed course of study, the student is granted a certification of completion.

B. Mission Statement of Peconic Bay Medical Center/Northwell Health

Peconic Bay Medical Center is committed to improving the health of our communities by providing quality, comprehensive and compassionate care to whomever is in need.

C. Vision of Peconic Bay Medical Center/Northwell Health

Peconic Bay Medical Center's vision as an organization and as individual caregivers is to embrace all of our community's health and wellness needs, one patient at a time.

D. Mission Statement and Goals of Peconic Bay School of Radiologic Technology

The Radiologic Technology Program sponsored by Peconic Bay Medical Center is dedicated to provide the healthcare system with a compassionate and competent registered staff radiographer.

The school faculty and sponsor have agreed on the following goals as the basic foundation for the total instructional program:

- To graduate students with the knowledge of entry level technologists.
- To graduate students that are clinically competent.
- To graduate students that will practice good communication skills.
- To graduate students that will demonstrate problem solving and critical thinking skills.
- To graduate students that will demonstrate professionalism.

E. Purpose of Peconic Bay School of Radiologic Technology

The purpose of the School of Radiologic Technology at Peconic Bay Medical Center is to provide the students with the necessary technical skills, as well as the moral and ethical qualities which will enable them to fulfill the responsibilities of the Radiological Technology profession.

F. Description of the Program

The didactic, lab and clinical education gained throughout the program, affords the radiography student opportunities to learn how to interact with afflicted individuals requiring health care services and with the supporting professional members of the health care team providing these services to the community.

The radiography student will develop these technical and social skills through active participation in a programmed sequence of instruction provided by the twenty-four month Radiologic Technology curriculum. The high standards maintained by the curriculum will produce technologists who effectively perform the art and science of Radiologic Technology with skill and conscience of the total patient care concept.

The student during his/her education and as a practicing radiographer will understand and abide by the Code of Ethics published by the American Society of Radiologic Technologists.

G. American Registry of Radiologic Technologist's (ARRT) Code of Ethics (As taken from the ARRT Standards of Ethics, Updated September 1, 2023)

Preamble

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

Statement of Purpose

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

Number #1

The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Number #2

The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.

Number #3

The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

Number #4

The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

Number #5

The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Number #6

The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Number #7

The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Number #8

Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Number #9

The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Number #10

The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Number #11

The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

(We will continue to discuss the importance of ethical behavior in our coursework over orientation as well as in courses dedicated to the curriculum of PBSRT.)

H. Description of the Profession

1. Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.

2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.

3. Evaluate radiographic images for appropriate positioning and image quality.

4. Apply the principles of radiation protection for the patient, self and others.

5. Provide patient care and comfort.

6. Recognize emergency patient conditions and initiate lifesaving first-aid and basic life-support procedures.

7. Evaluate the performance of Radiologic systems, know the safe limits of equipment operations, and report malfunctions to the proper authority.

8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

9. Participate in Radiologic Quality Assurance Programs.

I. Student Policies

Students are expected to conform to the general policies and ethical directives of the Department of Radiology and the Hospital. Students will not attempt to render interpretations of radiographs or to reveal radiographic findings.

Part II: The Admission Process

A. Admissions

The program accepts up to twenty-eight (28) students for admission to two classrooms – Riverhead 1225 Ostrander Avenue (Eastern Campus) and New Hyde Park – Northwell's Center for Learning and Innovation (CLI) (Western Campus). It is recommended that all applications and other required documents be submitted on a timely basis. The school does not set a limit on the number of applications received. **COMPLETED Program applications** received after the deadline of March 1 will NOT be considered for the upcoming September class.

****Advanced Placement or Transfer Students are **NOT** accepted****

****Students will have the ability to select a preference to the classroom of their choice on the application, but there is no guarantee to that placement****

B. Academic Requirements

- All applicants are required to hold a high school diploma or equivalent.
- Our program is seeking a well-rounded candidate who possesses the abilities to manage both the didactic and clinical components of the program.
- An Associate degree granted, or higher, by an accredited institution with a cumulative GPA ≥ 2.3
  - **Students are required to successfully complete a course in Medical Terminology from an accredited college or university with a grade of C+**
  - ***This is required for the incoming students beginning in September 2024.***
- Submit OFFICIAL high school and college transcripts to program for evaluation.

C. Technical Standards

- **In order to perform the tasks required for a licensed Radiographer, certain technical standards are required. Students must demonstrate the ability to perform required functions as a routine part of either classroom, laboratory or clinical education. Student should be aware that successful completion of the Program of Radiologic Technology of Peconic Bay Medical Center/Northwell Health will depend upon the ability to meet the following technical standards:**
- **Every student in the Program of Radiologic Technology of Peconic Bay Medical Center/Northwell Health must possess the ability to learn and perform the following competencies and skills:**

- **MOTOR**
- **The student possesses sufficient motor capabilities to execute the movements and skills required to provide imaging services. These include, but are not limited to:**
  - Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
  - Ability to move or position equipment and patients, which involves lifting, carrying, pulling, and no weightlifting restrictions.
  - Have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the imaging process in the context of patient care delivery.
  - Ambulate independently for the assigned period of clinical practice.
  - Reach up to six (6) feet off the floor.
  - Lift thirty (30) pounds of weight up, and over the level of the head.
  - Coordination, speed, and agility to assist and safely guard, with safe and proper body mechanics, patients who are ambulating, transferring, or performing other activities.
  - Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting or walking.
  - Use fine motor skills and manual dexterity in manipulating a wide range of radiographic and medical equipment and peripherals.
  - Use either and/or both hands for imaging and equipment manipulation.
  - Stand for protracted periods of time without a break.
  - Successfully complete a Cardio-Pulmonary Resuscitation (CPR) certification course for **HEALTH CARE PROVIDERS**: which should include Adult, Pediatric, and AED. *(This will be completed during the program in your senior year.)*
  - Ability to administer CPR without assistance.
  - Ability to perform physical capabilities and practice correct ergonomics as indicated by the American Registry of Radiologic Technologists (ARRT), OSHA, CDC and JCAHO. *(These documents will be distributed during the program.)*

- **SENSORY**
- **The student possesses the ability to obtain information in classroom, laboratory or clinical settings through observations and other measures, including but not limited to:**
  - Visual ability to discriminate color changes, to see slight differences in shapes and objects, to read or set parameters on various equipment, and to interpret and assess the environment.
  - Visual ability to recognize and interpret the facial expressions and body language, and to identify normal and abnormal patterns of movement.
  - Visual ability to discriminate between blacks, grays, whites, and the entire color spectrum on various display devices.
  - Observe patients at a distance or via television monitor.

- Visually monitor patients in dimly lit environments.
- Auditory ability to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
- Audibly monitor patient conditions.
- Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body contour, muscle tone and joint movement.
- Sufficient position, movement and balance sensations to assist and safely guard patients who are ambulating, transferring or performing other activities.

❖ **COMMUNICATION**

❖ **The student utilizes effective communication with peers, faculty, and other healthcare providers. Communication competencies include knowledge, attitude, and skills necessary to provide quality and safe patient care in all healthcare settings. This includes but is not limited to:**

- Ability to read (in English) at a competency level that allows one to carry out the essential functions of an assignment (examples: handwritten data, printed policy and procedure manuals).
- Ability to effectively interpret and process information.
- Ability to effectively and efficiently communicate (verbally and in writing) with patients/families, healthcare professionals, and others effectively and efficiently within the community under stressful conditions.
- Accurately elicit information from patients, family member/significant others, health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
- Effectively interact with individuals and communicate their needs promptly and effectively, as may be necessary in the patient's interest.
- Effectively collaborate with physicians and other members of the healthcare team and provide an oral or written summary of the technical findings to the physician for medical diagnosis.
- Ability to access information and to communicate and document effectively via computer.
- Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

- **BEHAVIORAL/SOCIAL**
- **The student must be able to exercise good judgment and tolerate contact with a diverse population, including people of all ages, races, socioeconomic and ethnic backgrounds, and medical or mental health problems. This also includes, but is not limited to:**
  - Ability to work with multiple patients and colleagues at the same time.
  - Ability to work with classmates, instructors, healthcare providers, patients and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provisions of CPR, or other emergency interventions.
  - Possess the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
  - Ability to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional and respectful manner.
  - Possess sufficient interpersonal skills to interact positively with people from all levels of society, and all ethnic and religious backgrounds.
  - Possess a high level of compassion for others, motivation to serve, integrity and a consciousness of social values.
  - Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other healthcare providers and patients.
  - Ability to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
  - Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance.
  - Ability to recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.

- **INTELLECTUAL/CRITICAL THINKING**
- **The student possesses sufficient abilities in the area of calculation, critical problem solving, reasoning and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize, and attend to tasks and responsibilities efficiently. This includes, but is not limited to:**
  - Ability to measure, collect, interpret, and analyze written, verbal and observed data about patients.
  - Ability to prioritize multiple tasks, integrate information and make decisions in a prompt and timely fashion.
  - Ability to apply the principles, indications, and contraindications for radiography.

- Ability comprehend multi-dimensional relationships and the spatial relationships of anatomic structures.
- Ability to act safely and ethically in the classroom, laboratory and in clinical setting.
- Effective use of problem-solving skills including conceptual, integrative and quantitative abilities.

D. The Application

- The application form and package will be forwarded upon request.
- The application will be made available electronically September 1, 2024.
- ALL INFORMATION CAN BE FOUND ON OUR WEBSITE, www.pbmchealth.org**.**
- **Procedure**
  - **Submit a completed and signed application form by March 1.**
  - Applicants must request that all official transcripts be sent to the school.
    - The applicant is responsible for any required fees to have these sent from their respective institutions.
    - Transcripts should be addressed:

      Peconic Bay School of Radiologic Technology
      1300 Roanoke Avenue (1 Heroes Way)
      Riverhead, New York 11901
      Attention: Frank Zaleski, LMSW, MBA, BS, RT (R)
  - Application fee (non-refundable) of **$100.00** by **CERTIFIED BANK CHECK** payable to "Peconic Bay Medical Center"
  - **Three** letters of recommendation (Academic and/or Professional)
    - **Please use "Reference Letter Form" and follow the instructions on form.**
    - **The references you supply on the application should match the references you provide on the "Reference Letter Form."**
  - **Complete a four (4) hour observation in any radiology department, where permitted and have the staff there complete the form in the package and website.**
    - **If you experience any trouble scheduling the observation, after attempting on your own, then please contact us and we will assist.**
  - Complete a two (2) hour observation of our classroom and meet with faculty to discuss any comments or concerns you have about the program. Also, use this time to meet with the students currently enrolled in the program.
  - Submit a **TYPED** essay that will answer the following questions:
    - **"Our program of Radiologic Technology is a two-year program dedicated to providing the healthcare environment with a well-rounded professional. Please identify, in no more than 500 words, why you are choosing our school, your vision for your future in our profession, and any unique healthcare experiences with yourself or your loved ones that are influencing your decision to become a Radiologic Technologist."**

- ***(Please see the PERSONAL ESSAY FORM ATTACHMENT for layout!)***
- **Current resume or CV highlighting your responsibilities at workplaces should be attached at the application.**
- Applicants are responsible for the completion of the application.
- Affirm receipt of application package.
- WE ARE NOT RESPONSIBLE FOR A LOST APPLICATION IN THE MAIL!

E. Entrance Examination

- All applicants must take the Peconic Bay School of Radiologic Technology Entrance Exam.
- **The applicant will complete the attached "Entrance Examination Request" form and schedule their examination with the Program.**
- **The cost for the entrance exam is $75.00. Please bring a <u>CERTIFIED BANK CHECK, CASH OR PERSONAL CHECK</u> made payable to "Peconic Bay Medical Center" ONLY.**
- **The instructions for the Entrance Examination are located on the "Entrance Exam Request" form.**
- To further your application to the Admissions Committee, a candidate must achieve SATISFACTORY SCORES on the examination.
- The examination is composed of the following sections: English, Science, Arithmetic, Spelling, and Reading Comprehension.
  - There is no writing section.
  - A simple four function calculator will be provided to you.
- The potential student may take an entrance examination up to **THREE TIMES** per academic year. ***It is not mandatory to take the exam THREE TIMES, but the Admissions Committee will weigh the higher scores in your overall application.***

F. Observation of Radiologic Technologist

- A student applying to Peconic Bay Program of Radiologic Technology should have knowledge about the profession they are potentially entering.
  - Observation in a Radiologic Technology Department is an integral component of the selective admission process for the Radiologic Technology Program at Peconic Bay Medical Center.
  - Students interested in Radiologic Technology as a career, could see firsthand, what responsibilities are involved in this profession.
- Students may perform this observation at **<u>any radiology facility.</u>**
  - Students will observe actual patient care; appropriate dress (business casual, comfortable shoes, no open-toed shoes) is required.
  - Students are expected to spend no less than four (4) hours to ensure a complete overview of what a career in Radiologic Technology entails. In addition, they are

required to complete the "Hospital Observation Worksheet" and submit it to the Program of Radiologic Technology for admission consideration.

- **The radiology observation must be performed prior to your PROFESSIONAL INTERVIEW.**
    - Just because you perform an OBSERVATION does not guarantee a placement for a PROFESSIONAL INTERVIEW.
- Student must provide the form found on our website titled "Radiology Observation Worksheet" to the facility and it should be sealed in an envelope with the student's name on it.

G. Observation of Classroom/Meeting with Students

- A student applying to Peconic Bay Program of Radiologic Technology should have knowledge about the classroom and dynamics they are potentially entering.
- The potential student will be invited for the classroom observation after they have submitted their application.
- The potential student will complete a short quiz regarding their research and knowledge of the profession.
- The student will spend approximately two (2) hours in the radiology school classroom of their choice.
    - They will attend lectures and discuss classroom dynamics with the enrolled students.
    - They will be provided an opportunity to ask questions of the faculty and engage students in conversation about an understanding of the program and daily goings-on of the students.

H. Notice of Interview

- Notice of interview will be sent out **BY May 1**.
- You may only be granted an interview AFTER completing the Observation of Radiologic Technologist.
- It is at this time that the applicant should present to the Admissions Committee any descriptions or explanations that may in the future or have in the past strong influence over academic performance, where personal circumstances such as a personal illness, family problems, etc. have adversely affected academic records. The interview is an opportunity to clarify the strengths and weaknesses of the records. Motivation will be strongly considered.

I. Post-Interview

- Each candidate interviewed will receive ONE of three outcome responses to the interview.
  - Acceptance Letter
  - Alternate Acceptance Letter
  - Denial Letter
- Each ACCEPTED candidate must return to the school the following items:
  - Letter stating intention by requested date on acceptance letter
  - Tuition deposit of $1000.00 (non-refundable)
  - 2 x 2 Passport Photo
  - Payment Plan Agreement (if applicable)
- Each ACCEPTED candidate will have until August 1* of that summer to return the following:
  - Remainder tuition of $8000.00
  - Proof of liability insurance
  - Pass a urine drug screen
  - Perform a health physical provided by the Employee Health Department at Peconic Bay Medical Center

J. Exceptions and Appeals

- Applicants who wish to have an exception granted to any of the above standards or to wish to claim a special situation for an appeal to the Admissions Committee must state the request in writing giving full details and supporting documentation. This should be directed to the attention of the Program Director.
- Exceptions and appeals will not be accepted after June 15.

K. The Admission Scoring Process

- **Applicants will be chosen based on the following Admissions scoring criteria (110 points):**
  - College Marks (10 points total)
    - Overall GPA 2.3-2.6 = 2 points
    - Overall GPA 2.7-3.0 = 4 points
    - Overall GPA 3.1-3.3 = 6 points
    - Overall GPA 3.4-3.6 = 8 points
    - Overall GPA 3.7-4.0 = 10 points
  - Recommendation Letters (3 points total)
  - Essay (5 points total)
    - Answers the question
    - Uses appropriate terminology
    - Identifies the profession with its appropriate title of Radiologic Technologist

        - Use of proper grammar
        - Combines life experiences within essay
    - Entrance Exam (30 points total)
        - Your score will be calculated using a SCANTRON device
        - You will receive a letter after your test with the score of each section on it
    - Observation (10 points total)
        - Radiology Department Observation Evaluation = 10 points
    - Professional Interview (40 points total)
    - Miscellaneous (12 points total)
        - Application in on time and completed
        - Fee sent with application
        - Transcripts sent within a timely manner
        - Evidence of degree
        - On time for observation
        - On time for entrance exam
        - On time for interview
        - Speaking respectfully when dealing with school personnel
        - Dressing appropriately for observation and/or interview

- **Scoring well on entrance exam, performing an observation and being granted an interview is NOT a guarantee of admission. Due to limited capacity, only a selected number of students can be accepted.**

III. Financial Information and Student Services

A. Program Fees

- **Program Costs**

Item	Cost	Due
Application Fee	$100.00	Upon Submission
Entrance Exam Fee	$75.00	Date of Examination
Tuition 1st Year	$9000.00 *1000.00 (Non-refundable deposit applied to 1st year tuition)	August 1 *One month after interview to reserve seat for September
Tuition 2nd Year	$9000.00	September 1
Textbooks**	@$1900.00	Purchase of Books
Employee Health Services Drug Screening	$50.00	By August 1
NYSSRT Membership &** ASRT Membership**	$65.00	Junior Year
Liability Insurance**	$100.00	Junior and Senior Year
School Uniforms	$400.00	Start of Program
Trajecsys Clinical Laboratory Application Program	$150.00	Start of Program (This will cover you for two years.)
National Certification Exam Review Seminar	@$200.00	May of 2nd Year
ARRT Certification Exam Fee	$225.00	May of 2nd Year
NYS DOH License Application Fee	$120.00	May of 2nd Year
Approximate Total Cost	**$21,385.00**	

These fees are subject to change

- The student can expect to incur additional costs for:
  - Meals, lodging and transportation
    - Gas, parking, public transportation, food, your own lodging are not covered by the program. Students will have clinical rotation experiences that take him/her off campus. For these rotations, the student will typically be traveling two to three times a week, although it could be up to five times a week during the summer and February.

- Health physical prior to entry to school
  - Consistent with Peconic Bay Medical Center/Northwell Employee Health Services for all new employees, all students enrolled in the program must have a full battery of immunizations and in some cases titer affirmation of immunity for common diseases including but not limited to: MMR, HepB, varicella, polio, TDAP, TB and influenza. These must be documented prior to the start of didactic and clinical experience and must be maintained through your education.
  - The costs of these physicals and requirements can vary from provider to provider. **YOU SHOULD CHECK WITH YOUR INSURANCE CARRIER.**
  - Drug Screening is a requirement for any Northwell Health facility. There is an additional fee of $50.00.
- New York State License Application (Post Successful Completion of ARRT Certification Exam)
- American Registry of Radiologic Technologists Examination Fees
- CPR course
- Miscellaneous School Events (holiday parties, field trips, events)

- **The Peconic Bay Program of Radiologic Technology reserves the right to suspend any student from class and clinic and withhold all student records, transcripts including license and diploma until all financial obligations to the school have been satisfied.**
- **All time must be made up due to a suspension.**

❖ **Refunds**

- Tuition refunds are refundable on a prorated basis.
  - Should the student withdraw from the program:
    1) During – up to 10 school days of attendance, student receives 75% refund (excluding initial tuition deposit)

    2) During – up to 20 school days of attendance, student receives 40% refund (excluding initial tuition deposit)

    3) During – up to 30 school days of attendance, student receives 20% refund (excluding initial tuition deposit)

  - If the student chooses to withdraw from the program, the student must submit a letter stating their intention to withdraw and then a tuition refund will only be issued as per this refund tuition policy.

- **Financial Aid Receipts**
  - Peconic Bay Medical Center DOES NOT participate in any Title IV Financial Aid Programs or the New York State Tuition Assistance Program (TAP).
  - Peconic Bay School of Radiologic Technology DOES ACCEPT Veterans Benefits.

- **Northwell's Tuition Assistance Program**
  - The Tuition Assistance Program (the "TAP") was developed jointly with the Peconic Bay School of Radiologic Technology for approved Northwell Health ("Northwell") students to receive full tuition assistance for a Radiologic Technologist Program (the "Program"). Under the TAP, Northwell pays the full tuition costs of the Program on behalf of the eligible students as a loan (the "Loan"). In exchange, the student authorizes the establishment of a loan account between Northwell and the student (the "Loan Account"). If a student complies with all the terms of the TAP, including completing 24 months of continuous employment with Northwell as a regular, full-time Radiologic Technologist following graduation from the Program, the student's Loan will be forgiven in its entirety.

  - The Loan consists of the full tuition paid by Northwell directly to the Program on behalf of the participating student. The balance of the Loan will be calculated by Northwell as each tuition payment is made to the program. The Loan will be divided into 24 equal installment payments. Each month, commencing after graduation from the Program, one of the 24 equal installments of the Loan will be forgiven and removed from the Loan Account balance, provided the student was continuously employed as a regular, full-time Radiologic Technologist throughout the preceding month. After 24 months of continuous employment as a regular, full-time Radiologic Technologist the Loan will be forgiven in its entirety.

  - Notwithstanding the foregoing, a student will be solely responsible for repayment of the balance of the Loan within 30 days if (i) the student does not accept (or is not offered) employment with Northwell as a regular, full-time Radiologic Technologist within 3 months of graduation from the Program; (ii) the student voluntarily resigns his or her employment for any reason as a regular, full-time Radiologic Technologist, before completing 24 months of continuous employment for Northwell following graduation from the Program; or (iii) the student is involuntarily separated from employment for cause, including for violating Northwell policy, before completing 24 months of continuous employment for Northwell following graduation from the Program.

- In the event the student is not offered employment as a regular, full-time Radiologic Technologist within three months of graduation from the Program, through no fault of his or her own, the student will not be responsible for repayment of the Loan, which will be deemed forgiven in its entirety. Similarly, in the event the student's employment is terminated without cause, including as a result of an involuntary reduction-in-force, at any time during the 24-month repayment period described herein, the student will not be required to repay the balance of the Loan, which will be deemed forgiven in its entirety.

❖ **Modification of Fees, Policies, and Curriculum**

- Apart from anything contained in this catalog, the program administration expressly reserves the right, where it deems advisable to change, modify, or withdraw its schedule of tuition and fees; policies, programs of study or requirement in connection with any of the foregoing.

L. Tuition Payment Plan – PROVIDED BY THE SCHOOL

❖ Peconic Bay School of Radiologic Technology, together with the administration of Peconic Bay Medical Center/Northwell, has developed a payment plan option for individuals who need this for an option.

❖ It will be catered to each class in the program.

❖ The following information is in the "Student Financial Responsibility Packet" distributed once accepted into the school.

- **STUDENT FINANCIAL RESPONSIBILITY**
- Whether you are returning for your second year in our program or just starting out in our program, the school recognizes the needs of the students for tuition. Let's face it – these are tough times, but your education must be paramount.

- Together with the administration of Peconic Bay Medical Center, the faculty and I have created a method for Tuition Payment Options. It is my hope that it will fit your budget and eliminate your stress for payment. Please choose the payment plan that works for you. A contract will be generated and your signature is required.

- **Statement of Student Responsibility**
- Your education is important, and represents a big investment of both time and money. Please take the time to become familiar with the school's policies regarding your student financial account, and your responsibility under those policies.

- **You Are the Student – the Pursuer of Education**
- The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. In accordance with this law, many student academic and financial records with the school are protected information and can be communicated ONLY to the student.
- All billing statements and notices are sent directly to the student, via mail or directly received in the classroom, even if another person may be paying the student's bills. The School may not discuss specific aspects of a student's account without written authorization from the student.
- This means that it is important that you understand the school financial policies and communicate them to anyone who informally shares the responsibility of reviewing and/or paying your bill. Each didactic year, you as the student, are required to acknowledge your acceptance of the Peconic Bay School of Radiologic Technology Financial Responsibility Policy.

- **Peconic Bay School of Radiologic Technology Financial Responsibility Policy**
- All students, whether new, or current, are responsible for reviewing, understanding, and abiding by the School's regulations, procedures, requirements, and deadlines as described in all School publications. These publications include, the Student Handbook and Student Catalog.

- **Students are also responsible for:**
- Reviewing their bill for accuracy,
- Knowing the classes they are currently enrolled in,
- Paying billing statements in a timely fashion; and
- Understanding and following the correct procedures to withdraw from the school.

- **Charges, Payment of Tuition and Fees**
- All tuition and fees (exclusive of the items listed below) are due at the beginning of each academic year. Failure to pay the tuition amount in full, and/or enroll in an installment payment plan, **can result in late payment fees of up to $50.00 a month being assessed to your balance.**
- In the event the student cannot complete the academic requirements of the program AFTER the initial 30 days of the academic year, the student will become responsible for the full balance of the outstanding charges.
- Service/administrative fees are defined as administrative costs for costs incurred with processing and posting of transactions. Each payment plan reflects the monthly service/administrative fee that correlates to the particular payment plan.

- **The Peconic Bay Program of Radiologic Technology reserves the right to suspend any student from class and clinic and withhold all student records, transcripts including license and diploma until all financial obligations to the school have been satisfied.**
- **The School reserves the right to withhold future services, including further enrollment and release of official academic records, for any student with an outstanding balance to the School, including the release of the certificate/diploma and the New York State temporary license to practice Diagnostic Radiography.**
- **All time must be made up due to a suspension.**
- **We have discussed your Tuition Payment Plan Option prior to your entering the program.**
- **All questions regarding payments should be directed to either the Program Director or the Administrative Assistant at 631-548-6173.**

B. Student Health Care

- Program applicants are expected to complete a pre-entrance physical evaluation form. The information contained in this form becomes part of the student file in Employee Health and remains confidential. It is provided by the hospital without cost to the student.
  - The MMR vaccine is required by New York State Department of Health. No student will be permitted to start the program without the proof of proper immunization as required by law. All students entering the program are encouraged to have the Hepatitis B vaccination and the seasonal influenza vaccination from their own physician.
- Students involved in the program are provided emergency medical care, if needed, in their respective clinical site. An incident occurring due to "work-related" injury will be evaluated by a medical provider. The student will be required to complete all necessary documentation as required by the facility.
  - Students in need of emergency medical treatment are to notify the Clinical Instructor and Clinical Coordinator immediately should an injury occur.

- ❖ Radiology School Students being treated by their own doctor will be expected to provide Employee Health and their Supervisor with a Doctor's note that refers to the injury date and body part affected. Those cases involving lost time need to specify the approximate length of the disability and the date of the next re-evaluation. An employee must provide a doctor's note upon returning to school. If returning to school on a limited duty basis, the specific limitations must then be documented. Each situation will be evaluated with Employee Health Services as "limitations" could hinder the student's learning in the clinical setting and be a danger to the student and patient on a case-by-case basis.

- ❖ The program has no provisions for group medical insurance for student's participation.

- ❖ Students are **REQUIRED** to maintain their own medical insurance while enrolled in the program.

- ❖ Students are asked to provide **PROOF OF COVID VACCINATIONS** for data purposes and they are encouraged to get it if they are not vaccinated, but they are not required to get vaccinated if they are unvaccinated.

C. Student Services

- ❖ Hospital Security
  - PBMC/Northwell operates a Department of Safety and Security. Security is provided on 24 hour/7 days a week/365 days a year basis. Security patrols and monitors the entire property, including the internal and external premises.

  - As part of Hospital Security, all students must wear an identification tag.

  - Students must wear their PBMC issued ID badge above the waist facing forward, so that the picture, name and title are displayed.

    - You will be issued a PBMC ID badge at your hospital orientation.
    - You will also receive an ID badge for any hospital you attend for clinical rotations.
    - Your PBMC ID badge is sufficient for any Northwell Imaging center.

- ❖ Housing and Child Care

  Peconic Bay Medical Center does not provide housing or childcare services.

D. Non-Discrimination Policy

- The program chooses candidates for admissions on the basis of ability and qualifications without regard to race, color, creed, religion, sex, age, national origin, marital status, citizenship, sexual orientation, disability or veteran status, in compliance with federal, state, and municipal laws and requires that the applicant meet qualifications as set forth by the Joint Review Committee on Education in Radiologic Technology.

E. Accommodations for People with Disabilities

- In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the program strives to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in the program and activities.

Part IV: Academics

A. Program Curriculum

- The curriculum will cover, but is not limited to the following courses:
- First Year (Semester #1)
  - RAD 101: Introduction to Radiologic Science
  - RAD 102A: Medical Terminology
  - RAD 104: Human Structure and Function I
  - RAD 106: Radiographic Anatomy and Positioning I
  - RAD 106L: Radiographic Anatomy and Positioning I Laboratory
  - RAD 108: Radiographic Physics and Imaging Equipment I
  - RAD 110: Radiographic Technique I
  - RAD 112: Radiographic Patient Care and Nursing I
  - RAD 117: Clinical Practicum I

- First Year (Semester #2)
  - RAD 105: Human Structure and Function II, including Medical Terminology
  - RAD 107: Radiographic Anatomy and Positioning II
  - RAD 107L: Radiographic Anatomy and Positioning II Laboratory
  - RAD 109: Radiographic Physics and Imaging Equipment II
  - RAD 111: Radiographic Technique II
  - RAD 113: Professional Ethics and Law
  - RAD 115: Image Analysis I
  - RAD 118: Clinical Practicum II
  - RAD 121: Pathophysiology I
  - RAD 122: Radiographic Patient Care and Nursing II
- First Year (Semester #3)
  - RAD 119: Clinical Practicum III

- Second Year (Semester #4)
  - RAD 201: Radiographic Anatomy and Positioning III
  - RAD 201L: Radiographic Anatomy and Positioning III Laboratory
  - RAD 205: Radiation Protection for the Radiographer and Patient
  - RAD 207: Cross-Sectional Anatomy
  - RAD 209: Image Analysis II
  - RAD 212: Pathophysiology II
  - RAD 216: Advanced Modalities in Radiology – Interventional Radiology and MRI
  - RAD 217: Clinical Practicum IV

- Second Year (Semester #5)
  - RAD 202: Radiographic Anatomy and Positioning IV
  - RAD 202L: Radiographic Anatomy and Positioning IV Laboratory
  - RAD 208: Radiation Biology and Advanced Radiation Protection
  - RAD 210: Image Analysis III
  - RAD 214: Introduction to Quality Management
  - RAD 215: Introduction to Computer Literacy, Digital Radiography and PACS
  - RAD 216: Advanced Modalities in Radiology (CT & Bone Densitometry & Mammography)
  - RAD 218: Clinical Practicum V

- Second Year (Semester #6)
  - RAD 220: Senior Review for the ARRT Certification Exam (Begins in Spring – Semester #5)
  - RAD 219: Clinical Practicum VI

- The school week is broken into two separate segments: **CLINICAL** and **DIDACTIC**.
  - **DIDACTIC** Education
    - Each 1st year student will spend a minimum number of 280 hours in the classroom for Semester #1.
    - Each 1st year student will spend a minimum number of 310 hours in the classroom for Semester #2.
    - The didactic hours will range from 8:00AM to 4:00PM.
    - Each 2nd year student will spend a minimum number of 250 hours in the classroom for Semester #4.
    - Each 2nd year student will spend a minimum number of 250 hours in the classroom for Semester #5.
    - The didactic hours will range from 8:00AM to 4:00PM.

  - **CLINICAL** Education
    - Clinical time will be rotated between the following institutions and their respective hours:

      - Peconic Bay Medical Center/Northwell Health 8:00-4:00PM
        - This institution also provides surgical radiography rotations at certain intervals of the semester.
        - These hours are from 7:00 AM – 3:00PM & 7:30 – 3:30PM.

- Long Island Community Hospital/NYU Langone 8:00-4:00PM
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are from 7:00 – 3:00PM.

- John T. Mather Hospital/Northwell Health 7:00-3:00PM
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are from 6:00 – 2:00PM.

- South Shore University Hospital/Northwell Health (formerly Southside Hospital)
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM.

- Huntington Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Plainview Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Syosset Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Glen Cove Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- North Shore University Hospital/Northwell Health - Manhasset
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Long Island Jewish Medical Center/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Forest Hills Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Staten Island University Hospital/Northwell Health – OCEAN BREEZE (NORTH)
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Staten Island University Hospital/Northwell Health – PRINCE'S BAY – (SOUTH)
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- Northern Westchester Hospital/Northwell Health
    - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
    - These hours are 8:00 – 4:00PM

- **PLEASE NOTE THE CLINICAL SITES BELOW WILL BE USED FOR SECOND YEAR STUDENTS ALONG WITH THE HOSPITALS ABOVE!**

- North Shore LIJ Reichert Family Imaging – Northwell Health, Greenlawn, NY – 8:00 – 4:00PM

- Northwell Imaging – Northwell Health, Smithtown, NY – 8:00 – 4:00PM

- Northwell Imaging – North Fork Radiology, Riverhead, NY – 8:00 – 4:00PM

- Grossman Imaging – Northwell Health, Manorville, NY – 8:00 – 4:00PM

- Massapequa Imaging/Northwell, NY – 8:00 – 4:00PM

- Peconic Bay Medical Group/Riverhead – Northwell, Riverhead, NY – 8:00 – 4:00PM

- Peconic Bay Medical Group/Manorville – Northwell, Manorville, NY – 8:00 – 4:00PM

- Each 1st year student will spend a minimum number of 800 hours while in their clinical rotations.

- Each 2nd year student will spend a minimum number of 1200 hours while in their clinical rotations.

    - During the 1st and 2nd Semesters of the First Year, students will spend Monday, Wednesday and Friday in the classroom for didactic lessons and Tuesdays and Thursdays at each respective clinical education site.

    - During the 3rd Semester of the First Year, students will spend Monday through Friday in the clinical education site.

    - During the 4th and 5th Semesters of the Second Year, students will spend Tuesdays and Thursdays in the classroom for didactic lessons and Mondays, Wednesdays, and Fridays in each respective clinical education site.

    - During Semester #6 of the Second Year, students will spend Monday through Friday in the clinical education site.

    - During the last month of Semester #1 and Semester #4, students will spend Monday through Friday in the clinical education site for select weeks.

B. Course Descriptions

First Year/Fall Semester

Course Number: RAD 101	**Course Title:** Introduction to Radiologic Science
Course Hours: 80 hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is used to familiarize the student with the history of Radiologic Technology and with general information, including the rules and regulations which govern the program. Students will be introduced to ethics and basic first aid and radiation protection. The student will be acquainted and provided with an orientation on the sponsoring hospital's policies and procedures. A comprehensive examination will be provided for the students to assess their capabilities for the first two weeks of school.	
Prerequisite: *None*	
Corequisite: *RAD 102, RAD 104, RAD 106, RAD 106L, RAD 108, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 102A	**Course Title:** Medical Terminology A
Course Hours: 30 hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: A good working vocabulary is required of any medical professional. This course is designed to introduce medical terminology to the radiography student. The course will begin with a brief introduction to medical terminology, root words, suffixes, and prefixes. From there, the student will build a vocabulary involving specialists in medicine. After that, the student can develop a word bank for each system of the body.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 104, RAD 106, RAD 106L, RAD 108, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 104	**Course Title:** Human Structure and Function I
Course Hours: 57 hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN)**: Daniel Gilliam, BS, RT (R)
Course Description: To introduce the student of human structure and function. The topics include an introduction to structure and function of the body, the structure and function of cells, the organ systems of the body, the Integumentary system, the Skeletal system, the Muscular system, the Nervous system, the Sensory Organs, and the Endocrine system.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 106, RAD 106L, RAD 108, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 106	**Course Title:** Radiographic Anatomy and Positioning I
Course Hours: 75 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies. A very brief introduction to the requirements of radiography will be discussed. After which, general anatomy and terminology will be discussed. Anatomy and positioning of the thoracic viscera (chest radiography) will be discussed. Abdominal radiography will be discussed. Skeletal topics include positioning of the hand, wrist, forearm, elbow, humerus and positioning of the shoulder girdle (proximal humerus, scapula, clavicle, shoulder joint and AC joint).	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 104, RAD 106L, RAD 108, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 106L	**Course Title:** Radiographic Anatomy and Positioning I Laboratory
Course Hours: 36 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies in a practice setting. The student will first observe and practice the behavioral component of the examination with the laboratory instructor and is then required to complete the examination under supervision of the instructor. The student will also be assigned scenario and case studies to foster development of critical thinking skills.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 104, RAD 106, RAD 108, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 108	**Course Title:** Radiographic Physics and Image Equipment I
Course Hours: 54 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: This course is designed to acquaint the student with the basic physics of radiographic science. The topics included are the fundamentals of physics, the structure of the atom, the nature of radiation, electromagnetic radiation, electricity, and magnetism.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 104, RAD 106, RAD 106L, RAD 110, RAD 112, RAD 117*	

Course Number: RAD 110	**Course Title:** Radiographic Technique I
Course Hours: 45 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R)
Course Description: This course is designed to introduce the student to the basic radiographic exposure factors governing radiographic imaging. The topics included are the production and properties of the x-ray beam, the properties of cassettes and their function, the properties of intensifying screens and their function, the properties and functions of film. Laboratory experiments will also be done to assess the student's understanding of the material.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 103, RAD 104, RAD 106, RAD 106L, RAD 108, RAD 112, RAD 117*	

Course Number: RAD 112	**Course Title:** Radiographic Patient Care and Nursing I
Course Hours: 30 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: This course offers students a clinical overview of medical imaging as it pertains to patient care. Understanding Medical Imaging Procedures, equipment, patient education and communication are the major topics. Infection control, patient care and assessment, examination preparation are just a few of the many clinical aspects of radiology in relationship to the healthcare environment.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 104, RAD 106, RAD 106L, RAD 108, RAD 110, RAD 117*	

Course Number: RAD 117	**Course Title:** Clinical Practicum I
Course Hours: 367.5 Hours	**Instructor (EASTTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights.	
Prerequisite: *None*	
Corequisite: *RAD 101, RAD 102, RAD 104, RAD 106, RAD 106L, RAD 108, RAD 110, RAD 112*	

First Year/Spring Semester

Course Number: RAD 105	**Course Title:** Human Structure and Function II, including Medical Terminology
Course Hours: 50 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is a continuation to Human Structure and Function I. Emphasis to physiology and clinical application will give the students a better understanding of anatomical concepts. Topics include Blood, the Circulatory System, Immunity, the Lymphatic System, the Respiratory System, the Digestive System, Nutrition and Metabolism for the Body, the Urinary System, and the Body's Ability to maintain Homeostasis including Acid-Base Balancing, the Reproductive System and Growth and Development of the Human Body. Medical terminology will be combined and reviewed with each body system.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 107, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 107	**Course Title:** Radiographic Anatomy and Positioning II
Course Hours: 71 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a continuing knowledge base necessary to perform standard radiographic procedures along with the application to special studies. Skeletal topics include the lower extremity (toes, foot, heel, ankle, tibia/fibula, knee, patella and femur), the pelvis and upper femora (pelvis, femoral necks, hip, acetabulum, anterior pelvic bones, and ilium), the vertebral column (cervical, thoracic, lumbar, sacrum/coccyx, and SI joints).	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 107L	**Course Title:** Radiographic Anatomy and Positioning II Laboratory
Course Hours: 36 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies in a practice setting. The student will first observe and practice the behavioral component of the examination with the laboratory instructor and is then required to complete the examination under supervision of the instructor. The student will also be assigned scenario and case studies to continue fostering development of critical thinking skills.	
Prerequisite: *Successful completion of the Fall Semester in the First Year*	
Corequisite: *RAD 105, RAD 107, RAD 109, RAD 111, RAD 113, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 109	**Course Title:** Radiographic Physics and Image Equipment II
Course Hours: 48 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: This course is designed to further address radiographic physics. The topics included are electric generators and motors, electromagnetism, high voltage regulations and current rectifications, and the x-ray tube and the x-ray circuit. The student will also review and continue to develop their knowledge of the production of x-rays and the different types of interactions that occur with matter.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L , RAD 111, RAD 113, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 111	**Course Title:** Radiographic Technique II
Course Hours: 45 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R)
Course Description: This course is a continuation of Radiographic Technique I and builds upon the fundamentals of radiologic image quality. The topics include photographic factors, geometric factors, the utilization of radiographic grids, the use of automatic exposure control, and the use of technique charts. Laboratory experiments will also be done to assess student's understanding of these concepts.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 113, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 113	**Course Title:** Professional Ethics and Law
Course Hours: 25.5 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also will be presented. Topics include the principles of beneficence, nonmaleficence, caring and communication, patient autonomy and informed consent, death and dying, healthcare distribution, and diversity.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 111, RAD 115, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 115	**Course Title:** Image Analysis I
Course Hours: 25.5 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: Content is designed to provide a basis for analyzing radiographic images. Topics Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis. The topics included are the guidelines for image analysis, image analysis of the chest and abdomen, the upper extremity, and the shoulder.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 118, RAD 121, RAD 122*	

Course Number: RAD 118	**Course Title:** Clinical Practicum II
Course Hours: 225 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I & II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 115, RAD 121, RAD 122*	

Course Number: RAD 121	**Course Title:** Pathophysiology I
Course Hours: 40 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course provides the student with the fundamentals of understanding radiographic pathology and its importance to the finished image. The student will be expected to draw upon his/her knowledge from Human Structure and Function I and II. The topics of study include an introduction to pathology and specialized imaging techniques, the Respiratory System, the Skeletal System, the Gastrointestinal System, and the Urinary System.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 115, RAD 118, RAD 122*	

Course Number: RAD 122	**Course Title:** Patient Care in Imaging Sciences II
Course Hours: 40 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: This course offers continues to provide a clinical overview of medical imaging as it pertains to patient care. Building from the previous semester, the course will continue to discuss the importance of responding to the patient's needs. We will discuss the fundamentals of pharmacology and the importance of understanding the pertinent topics related to radiography with medication administration. Students will feel confident with emergency situations that can occur in radiography settings as well as building the fundaments of preparation and examination of the gastrointestinal, cardiovascular, urinary, biliary, and reproductive systems. Students will be introduced to the specific concepts of bedside, trauma, and surgical radiography. A minimal discussion of specialized imaging techniques will complete the semester.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 105, RAD 107, RAD 107L, RAD 109, RAD 111, RAD 113, RAD 115, RAD 118, RAD 121*	

First Year/Summer Semester

Course Number: RAD 119	**Course Title:** Clinical Practicum III
Course Hours: 337.5 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is designed for the first summer session for junior students to obtain clinical expertise in an actual radiology department setting. Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I & II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures (deemed competent in) under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. **Students will be required to complete an End of Year #1 Examination to demonstrate competence of the first year studies in both didactic and clinical arenas.**	
Prerequisite: *Successful completion of the Fall and Spring Semesters in First Year*	
Corequisite: *None*	

Second Year/Fall Semester

Course Number: RAD 201	**Course Title:** Radiographic Anatomy and Positioning III
Course Hours: 80 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application of fluoroscopy and special procedures. Fluoroscopic procedures include Soft Tissue Neck, Barium Swallow/Esophagram, Upper GI Series, Barium Enema, and Intravenous Pyelogram. Skeletal topics include positioning of the skull and sinus.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year*	
Corequisite: *RAD 201L, RAD 205, RAD 207, RAD 209, RAD 212, RAD 217, RAD 221*	

Course Number: RAD 201L	**Course Title:** Radiographic Anatomy and Positioning III Laboratory
Course Hours: 36 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies in a practice setting. The student will first observe and practice the behavioral component of the examination with the laboratory instructor and is then required to complete the examination under supervision of the instructor. The student will also be assigned scenario and case studies to continue fostering development of critical thinking skills.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in the First Year*	
Corequisite: *RAD 201, RAD 207, RAD 209, RAD 212, RAD 217, RAD 221*	

Course Number: RAD 205	**Course Title:** Radiation Protection for the Radiographer and Patient
Course Hours: 40 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R)
Course Description: This course is designed to expand the fundamentals of radiation protection addressed during Introduction to Radiologic Science using radiation safety theories and practices. The topics included are the safe usage of radiation for radiographers, the nature of radiation, radiation and its interaction with matter and radiation monitoring methods and devices.	
Prerequisite: *None*	
Corequisite: *RAD 201, RAD 201L, RAD 207, RAD 209, RAD 212, RAD 117, RAD 221*	

Course Number: RAD 207	**Course Title:** Cross-Sectional Anatomy
Course Hours: 20 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: The content of this course is designed to introduce the student to the different anatomical dimensions regarding Computerized Tomography. The anatomical regions covered include the Brain, Sinus, Soft Tissue Neck, Chest, Abdomen, Pelvis, Vertebral Column and Extremities.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 209, RAD 212, RAD 217, RAD 221*	

Course Number: RAD 209	**Course Title:** Image Analysis II
Course Hours: 25.5 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content of this course is designed to continue the development of image analysis for the second-year student. The student will apply the concepts of critical thinking and problem analysis from Image Analysis I. The topics included are the Lower Extremity, Pelvis and Hip, and the Vertebral Column.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 207, RAD 212, RAD 217, RAD 221*	

Course Number: RAD 212	**Course Title:** Pathophysiology II
Course Hours: 40 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course continues the development of recognizing pathology from its predecessor course. The student will be expected to draw upon their knowledge from Human Structure and Function I and II. The topics included are the Cardiovascular System, the Nervous System, the Hematopoietic System, the Endocrine System, the Reproductive System and other miscellaneous diseases that affect the body and their appearances on radiographic images.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 207, RAD 217, RAD 221*	

Course Number: RAD 216A	**Course Title:** Advanced Modalities in Radiology - A
Course Hours: 20 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: The modernization of radiology has included the development of modalities such as Magnetic Resonance Imaging. Also included will be the many facets of Interventional Radiology. The student will be introduced to the components of each and expected to apply the knowledge of Radiographic Physics and Image Production to each modality of the course.	
Prerequisite: *Successful completion of the Fall, Spring, Summer Semesters in First Year and Fall Semester of the Second Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 207, RAD 209, RAD 212, 217*	

Course Number: RAD 217	**Course Title:** Clinical Practicum IV
Course Hours: 525 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is designed for the first semester senior student to obtain clinical expertise in an actual radiology department setting. Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures as covered in Radiographic Anatomy and Positioning I - III, and RAD 207 Cross Sectional Anatomy. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists, and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 207, RAD 209, RAD 211, RAD 221*	

Second Year/Spring Semester

Course Number: RAD 202	**Course Title:** Radiographic Anatomy and Positioning IV
Course Hours: 40 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: This course is designed to provide students with the skills necessary to perform radiographic examinations of the orbits, facial bones, and mandible. Specialty topics for the pediatric, surgical, mobile geriatric and traumatic situations will be reviewed. Finally, the student will have a comprehensive review of radiographic anatomy and positioning in preparation for the ARRT examination in Radiography.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year and Fall Semester of Second Year*	
Corequisite: *RAD 202L, RAD 208, RAD 210, RAD 214, RAD 215, RAD 216B, RAD 218*	

Course Number: RAD 202L	**Course Title:** Radiographic Anatomy and Positioning IV Laboratory
Course Hours: 36 Hours	**Instructor (EASTERN):** Devon Hofmeister, BS, RT (R) **Instructor (WESTERN):** Barbara Samek, BS, RT (R)
Course Description: The content is designed to provide a knowledge base necessary to perform standard radiographic procedures along with the application to special studies in a practice setting. The student will first observe and practice the behavioral component of the examination with the laboratory instructor and is then required to complete the examination under supervision of the instructor. The student will also be assigned scenario and case studies to continue fostering development of critical thinking skills.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year and Fall Semester of Second Year*	
Corequisite: *RAD 202, RAD 208, RAD 210, RAD 214, RAD 215, RAD 216B, RAD 218*	

Course Number: RAD 208	**Course Title:** Radiation Biology and Advanced Radiation Protection
Course Hours: 20 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: This course is designed to continue developing the practice of Radiation Protection and to provide a foundation of the somatic and genetic effects of radiation on human tissue. The topics include the Guidelines and Regulations of the National Council on Radiation Protection, the Bureau of Radiological Health Guidelines, and the principles governing the science of Radiobiology.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year and Fall Semester of Second Year*	
Corequisite: *RAD 202, RAD 202L, RAD 210, RAD 214, RAD 215, RAD 216B, RAD 218*	

Course Number: RAD 210	**Course Title:** Image Analysis III
Course Hours: 30 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: The content of this course is designed to continue and complete the development of image analysis for the second-year student. The topics included are image analysis of the Sternum and Ribs, Cranium, and the Digestive System.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year and Fall Semester of the Second Year*	
Corequisite: *RAD 202, RAD 202L, RAD 208, RAD 214, RAD 215, RAD 216B, RAD 218*	

Course Number: RAD 214	**Course Title:** Introduction to Quality Management
Course Hours: 20 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: This course is designed to provide the student with the fundamentals of understanding Quality Assurance. The student will be introduced to the history of quality assurance and different measuring techniques of outcomes assessment. The effects of health care reform on radiology and on the future of the student will be discussed. A brief introduction and review of darkroom chemistry will be reviewed. Finally, quality control of X-Ray Generators & Ancillary Radiographic Equipment, Fluoroscopic Equipment, Digital & Advanced Imaging Equipment, Outcomes Assessment of Radiographic Images will be discussed.	
Prerequisite: *Successful completion of the Fall, Spring and Summer Semesters in First Year and Fall Semester of the Second Year*	
Corequisite: *RAD 202, RAD 202L, RAD 208, RAD 210, RAD 215, RAD 216B, RAD 218*	

Course Number: RAD 215	**Course Title:** Introduction to Computer Literacy, Digital Radiography & PACS
Course Hours: 25.5 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: The use of computers in Radiologic Technology has increased exponentially throughout the years. A basic understanding of the components of a computer and their function are included in this course. The student will them be introduced to the concepts and application of the digital components of radiography. The student will be expected to apply the knowledge from Radiographic Physics and Image Production to this course.	
Prerequisite: *Successful completion of the Fall Semester in First Year*	
Corequisite: *RAD 202, RAD 202L, RAD 208, RAD 210, RAD 214, RAD 216B, RAD 218*	

Course Number: RAD 216B	**Course Title:** Advanced Modalities in Radiology - B
Course Hours: 20 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: The modernization of radiology has included the development of modalities such as Computed Tomography, Bone Densitometry, and Mammography. The student will be introduced to the components of each and expected to apply the knowledge of Radiographic Physics and Image Production to each modality of the course.	
Prerequisite: *Successful completion of the Fall, Spring, Summer Semesters in First Year and Fall Semester of the Second Year*	
Corequisite: *RAD 201, RAD 201L, RAD 205, RAD 207, RAD 209, RAD 212, 217*	

Course Number: RAD 218	**Course Title:** Clinical Practicum V
Course Hours: 450 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is designed for the second semester senior student to obtain clinical expertise in an actual radiology department setting. Performance of radiographic procedures in area hospital's radiology departments under the guidance of clinical coordinator or LRT (Licensed Radiologic Technologist). Perform radiology procedures as covered in Radiographic Procedures I & II. Students observe technologists positioning patients for various radiologic examinations. Students will perform radiologic procedures (deemed competent in) under indirect supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights. Students must complete ALL 31 Mandatory and 15 Elective terminal competencies by the completion of Clinical Experience V.	
Prerequisite: *Successful completion of the Fall, Spring, Summer Semesters in First Year and Fall Semester of the Second Year*	
Corequisite: *RAD 202, RAD 202L, RAD 208, RAD 210, RAD 214, RAD 215, RAD 216B*	

Second Year/Summer Semester

Course Number: RAD 219	**Course Title:** Clinical Practicum VI
Course Hours: 225 Hours	**Instructor (EASTERN):** John Ryan, MS, RT (R) **Instructor (WESTERN):** Daniel Gilliam, BS, RT (R) (CT)
Course Description: This course is designed for the second summer session for senior students to obtain clinical expertise in an actual radiology department setting. Emphasis will be on the performance of radiographic procedures in area hospital radiology departments, under the guidance of a clinical coordinator or LRT (Licensed Radiologic Technologist). Students will perform radiology procedures as covered in Radiographic Anatomy and Positioning I – IV, and Cross-Sectional Anatomy. Students observe technologists positioning patients for various radiologic examinations, including other medical imaging modalities such as CT, MRI, Mammography and Angiography contingent on the completion of all PBMC Radiology Program & ARRT competency requirements. Students will perform radiologic procedures under direct supervision of an LRT. Students will be evaluated on patient care, principles of safety and radiation protection to the patient, technologists and other ancillary staff. Students must adhere to all hospital policies and regulations concerning patient's rights.	
Prerequisite: *Successful completion of the Fall, Spring, Summer Semesters in First Year and Fall and Spring Semesters of the Second Year*	
Corequisite: *RAD 220*	

Course Number: RAD 220	**Course Title:** Senior Review for the ARRT Certification Exam
Course Hours: 52 Hours	**Instructor (EASTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R) **Instructor (WESTERN):** Frank Zaleski, LMSW, MBA, BS, RT (R)
Course Description: This course provides preparatory measures for the American Registry of Radiologic Technologists Certification Examination in Radiography. The student will take simulated exams and be required to pass two (2) of them with a minimum grade of 80. The student will also review each course with the faculty.	
Prerequisite: *Successful completion of the Fall, Spring, Summer Semesters in First Year and Fall and Spring Semesters of the Second Year*	
Corequisite: *RAD 219*	

C. Academic Grading Policy

- Each instructor establishes expectations for the students and arranges test and quiz schedules.
- A syllabus will be distributed for each course the student
- The instructor will follow the grading scale established by the program as outlined below.
- The following represents the numerical grading system used by the program:
  - 90 – 100 = A (Superior/Excellent)
  - 83 – 89 = B (Above Average)
  - 75 – 82 = C (Average)
  - Below 75 = F (Failure)
  - **STUDENTS MUST MAINTAIN A 75 AVERAGE IN ALL COURSES TO REMAIN IN THE PROGRAM.**
- **Should a student average drop below a 75 in any course during a semester, he/she will be notified by the Program Director. The student will be placed on ACADEMIC PROBATION, and a plan for remedial work will be discussed.**
- **Should the student fail the course(s) at the end of the semester, he/she will be recommended to the Advisory Committee for dismissal.**
- **CHEATING IS A CAUSE FOR SUSPENSION AND MAY BE CAUSE FOR DISMISSAL FROM THE PROGRAM.**
- Every course in the Program of Radiologic Technology is assigned a numerical grade.
- The student will receive a syllabus for each course enrolled at the beginning of each semester.
  - The student should understand that the syllabus represents a contract between the faculty member and the student.
  - Each student will then sign a statement that they have received the syllabus and been given the opportunity to ask any questions for clarification.
- **A student may be recommended for Academic Probation should their overall average drop below passing through the semester. The student will be invited to sit with the Assigned Faculty Member of the course as well as the Program Director to discuss a strategy to attempt to have grades improve. It should be noted "Academic Probation" is just the program's way to monitor the student's progress through the program.**
- All final grades for each course are added together and averaged for each semester.
  - The combination of the average semester grades will determine the overall average for the Program of Radiologic Technology.

D. Laboratory Education

- Various labs are held to aid in the development of clinical competency. Labs are coordinated with the presentation of classroom material. During each laboratory session, the instructor will demonstrate various actions and skills.

- Didactic and laboratory interconnections provide the student with the behavioral examples from which they will develop the behavioral norms of clinical competence.

- The student is guided until an achievement of acceptable performance is obtained. The instructor of each course evaluates laboratory performance in that course. The objectives of each laboratory and the evaluation methodology are made available to the student prior to each lab.

E. Clinical Education

- **Each student will receive an Orientation to Clinical Education during the Orientation at the beginning of the program.**

- **THE CLINICAL COMPONENT OF THE SCHOOL OF RADIOLOGIC TECHNOLOGY IS APPROXIMATELY 2000 HOURS.**

    - After didactic courses such as Human Structure and Function I and II and Radiographic Anatomy and Positioning I, II, III and IV, and their associated laboratory practical for each section in are completed, the students participate in performing the examination in the Radiology Departments of Peconic Bay Medical Center/Northwell, Long Island Community Hospital/NYU Langone, John T. Mather Hospital/Northwell, South Shore University Hospital/Northwell, Huntington Hospital/Northwell, Plainview Hospital/Northwell, Syosset Hospital/Northwell, Glen Cove Hospital/Northwell, North Shore University Hospital/Manhasset/Northwell, Long Island Jewish Medical Center/Northwell, Northern Westchester Hospital/Northwell, Staten Island University Hospital/Northwell (Ocean Breeze) (North), Staten Island University Hospital/Northwell (Prince's Bay) (South), Forest Hills Hospital/Northwell Health and Northwell Imaging facilities – Smithtown, Reichert Family Imaging (Greenlawn), Grossman Imaging (Manorville), Massapequa Imaging, North Fork Radiology in Riverhead, and Peconic Bay Medical Group/Northwell's offices in Riverhead and Manorville.

- Students are assigned to those clinical sites with a qualified Radiographer (Registered Radiologic Technologist by the American Registry of Radiologic Technologists (ARRT) and New York State License) under whose direct supervision may perform radiographic examinations. *(Direct Supervision is Defined Below)*

    - Students must demonstrate competence in all 37 procedures identified as mandatory. Procedures should be performed on patients whenever possible. A maximum of eight mandatory procedures may be simulated if demonstration on patients is not feasible. Candidates must demonstrate competence in 15 of the 34 elective procedures. Candidates must select at least one of the 15 elective procedures from the head section. Candidates must select either upper GI or contrast enema plus one other elective from the fluoroscopy section as part of the 15 electives. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated.

    - This is distributed to the students at their Clinical Orientation.

- After demonstration of clinical competence in a particular procedure, the student may then perform that procedure with indirect supervision by a qualified Radiographer (See Above) who is immediately available to assist the student. *(Indirect Supervision is Defined Below)*

- Assignments of responsibility will increase with training and ability as the student meets competencies.

❖ **DIRECT SUPERVISION**

- In accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT), students are to work under direct supervision.

- Procedure
    - 1. A qualified Radiographer must review the request for the radiographic exam.
    - 2. A qualified Radiographer must evaluate the patient's condition in relation to the student's ability.
    - 3. A qualified Radiographer is present physically (in body) in the radiography room during the exam.
    - 4. A qualified Radiographer must review the radiographs with the student for approval.

- 5. A qualified Radiographer must evaluate the student entirely if the student is requesting this as a clinical competency.

❖ **INDIRECT SUPERVISION**

- In accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT), students may work under indirect supervision once competency has been demonstrated on that particular radiographic examination.

- Procedure
  - 1. Student will review the request for an exam with a qualified Radiographer.
  - 2. Student will review patient's condition with a qualified Radiographer.
  - 3. Student may perform examination in the radiographic room alone provided a qualified Radiographer is **"IMMEDIATELY AVAILABLE"** or adjacent to the radiographic room to assist the student if possible.
  - 4. A qualified Radiographer must review the radiographs obtained during the examination with the student to approve.

❖ **CLINICAL EVALUATIONS**

- <u>Proficiency Evaluations – 1st Step to Achieving Clinical Competency</u>
  - Clinical competency is achieved through the student observing, participating, and mastering their skills prior to competency testing.
  - **The student must pass a series of, at least two, proficiency evaluations prior to competency testing. Proficiency evaluations are designed to prepare the student for the final terminal competency test during their senior year.**
  - Students may take as many proficiency evaluations as they feel necessary before taking their competency test.
  - School faculty or clinical staff radiographers may perform proficiency evaluations.
  - Students should submit these documents to the Clinical Coordinator for tracking purposes.

- <u>Terminal Clinical Competency Evaluation</u>
  - **Any "Terminal Clinical Competency Evaluation" can ONLY be performed by Clinical Instructors, Clinical Coordinator, or the Program Director.**
  - **Students must demonstrate a "Terminal Clinical Competency Evaluation" ONLY in their second year.**

- **<u>Should a student FAIL the competency, the student must then begin the proficiency evaluation cycle again with faculty/clinical supervision.</u>**

  - Students should submit these documents to the Clinical Coordinator for tracking purposes.
  - Students are required to complete 37 Mandatory and 15 Elective Clinical Competency Evaluations as per the most current guidelines established by the ARRT.
  - Students will receive a copy of the "Terminal Clinical Competency Evaluation" at their School Orientation and at the completion of each semester with a copy of their "Clinical Competency Tracking" list.
  - Student will be explained the logistics of this evaluation at Clinical Orientation and reviewed during each "Three-Month Counseling" session with the Program Director.
  - **At the end of the student's tenure, the Clinical Coordinator and Program Director will attest to the successful completion of the 37 Mandatory and 15 Elective Clinical Competency Evaluations with the ARRT.**

- <u>Image Critique Assessment</u>
  - This assessment is designed to guide the student toward proper image critique presentations.
  - Students are evaluated randomly by the Clinical Coordinator at the minimum of two times per didactic semester during a clinical site visit.
  - Students are expected to gain insight into the production of a quality image as well as pathology relative to a diagnostic radiograph.

- <u>Patient Logs</u>
  - Students are required to keep a daily-on-going accurate record of all patients they observe, assist with, or perform an exam on.
  - Students will receive a template at School Orientation in which the student may save to their personal computers for transcription and submission of the documentation.
  - Students are to submit this documentation to the Clinical Coordinator via email or in person by the close of Sunday evening at 11:59PM.
  - These documents are maintained through the student's tenure in the program.

- Student Clinical Experience Evaluation
    - Students are responsible to evaluate their clinical experience at each facility by filling out a Clinical Experience Evaluation form at the completion of each rotation.
    - It is used to provide the faculty as well as the clinical site with valuable feedback on student experience at each facility during the three-month rotation.
    - This evaluation is not assigned a grade but must be completed to complete the requirements for each clinical rotation.

- Monthly Professional Growth Assessment
    - The goal of clinical experience education is to graduate professional individuals who conform to professional standards of conduct and have desirable employment characteristics.
    - The function of the evaluation is to provide clinical staff radiographers and clinical instructors a means of evaluating each student as the student progresses toward the goal of an independent professional.
    - Evaluations will focus on the student's performance as well as their interpersonal relations.
    - Students will receive a copy of the "Monthly Professional Growth Assessment" at School Orientation in the first year and then reviewed at each Three-Month Counseling Session.
    - All documentation should be provided to the Clinical Coordinator.

- End of Clinical Rotation Performance Evaluation
    - The purpose of this evaluation is to assess the student strengths and weaknesses to provide them with positive criticism for their work as well as to provide a guide for future clinical rotations.
    - The purpose of this evaluation is also to facilitate improvement in the skills necessary for the development as a health care professional, to help identify problem areas, develop action steps to remedy the problem areas, and then put them into action.
    - The Lead Clinical Instructor(s) is (are) responsible to complete this evaluation.
    - Students will receive a copy of the "End of Clinical Rotation Evaluation" at their Clinical Orientation and will find these evaluations at each respective clinical site.

- The Lead Clinical Instructor(s) and/or Clinical Coordinator will review with each student the progress of their End of Clinical Rotation Performance Evaluation.

F. Rotation of Clinical Assignments and Affiliation Addresses

❖ Clinical time will be rotated between Peconic Bay Medical Center/Northwell, Long Island Community Hospital/NYU Langone, John T. Mather Hospital/Northwell, South Shore University Hospital/Northwell, Huntington Hospital/Northwell, Plainview Hospital/Northwell, Syosset Hospital/Northwell, Glen Cove Hospital/Northwell, North Shore University Hospital/Manhasset/Northwell, Long Island Jewish Medical Center/Northwell, Northern Westchester Hospital/Northwell, Staten Island University Hospital/Northwell (Ocean Breeze) (North), Staten Island University Hospital/Northwell (Prince's Bay) (South), Forest Hills Hospital/Northwell Health and Northwell Imaging facilities – Smithtown, Reichert Family Imaging (Greenlawn), Grossman Imaging (Manorville), Massapequa Imaging, North Fork Radiology in Riverhead, and Peconic Bay Medical Group/Northwell's offices in Riverhead and Manorville.

❖ The rotation through each clinical site is three months.

- Each rotation will include a rotation through various sections of the Radiology Department such as Emergency Room, Radiology, Computerized Tomography, Surgical Suite, and Interventional Radiology.
  - These rotations are supervised by the Clinical Instructors and coordinated with the Clinical Coordinator.
- Peconic Bay Medical Center/Northwell Health Radiology Department
  - 1300 Roanoke Avenue, Riverhead, New York 11901
  - Phone Number: 631-548-6172 (Main)
- Long Island Community Hospital/NYU Langone Radiology Department
  - 101 Hospital Road, Patchogue, New York 11772
  - Phone Number: 631-654-7767 (ER), 631-654-7492 (Main)
- South Shore University Hospital/Northwell Health Radiology Department
  - 301 East Main Street, Bay Shore, NY 11706
  - Phone Number: 631-968-3290 (Main Line to Call Out – Leave Message with Secretary)
- John T. Mather Hospital/Northwell Health Radiology Department
  - 75 North Country Road, Port Jefferson, New York 11777
  - Phone Number: 631-476-2803
- Huntington Hospital/Northwell Health Radiology Department
  - 270 Park Avenue, Huntington, New York 11743
  - Phone Number: 631-351-2296 (Ask for Lisa/Ann)

- Plainview Hospital/Northwell Health Radiology Department
  - 888 Old Country Road, Plainview, New York 11803
  - Phone Number: 516-719-2222 (Department Number)
  - Phone Number: 516-306-4926 (Deanna's Northwell Cell Phone)
- Syosset Hospital/Northwell Health Radiology Department
  - 221 Jericho Turnpike, Syosset, New York 11791
  - Phone Number: 516-496-6426 (Department Number)
- Glen Cove Hospital/Northwell Health Radiology Department
  - 101 St. Andrews Lane, Glen Cove, New York 11542
  - Phone Number: 917-930-1121 (1st Call – Tricia Hylton)
  - Phone Number: 516-674-7319 (2nd Call – Radiology Department)
  - Phone Number: 516-674-7556 (2nd Call – Radiology Department)
- North Shore University Hospital – Manhasset/Northwell Health Radiology Department
  - 300 Community Drive, Manhasset, New York 11030
  - Phone Number: 516-562-3766 before 7:30AM (2nd Phone Call)
  - Phone Number: 516-562-3616 after 7:30AM
- Long Island Jewish Medical Center/Northwell Health Radiology Department
  - 270-05 76th Avenue, Queens (New Hyde Park)
  - Phone Number: 718-470-7144 or 718-470-7162
- Forest Hills Hospital/Northwell Health Radiology Department
  - 102-01 66th Road, Forest Hills, New York 11375
  - Phone Number: 718-830-1029 (Emergency Room Department Phone)
- Northern Westchester Hospital/Northwell Health Radiology Department
  - 400 Main Street, Mount Kisco, New York 10549
  - Email: clongo@northwell.edu and bgray3@northwell.edu
- Staten Island University Hospital/Northwell Health Radiology Department (Ocean's Breeze) (North)
  - 475 Seaview Avenue, Staten Island, New York 10305
  - Phone Number: TBA
- Staten Island University Hospital/Northwell Health Radiology Department (Prince's Bay) (South)
  - 375 Seguine Avenue, Staten Island, New York 10309
  - Phone Number: TBA
- North Shore LIJ Reichert Family Imaging – Northwell Health (2nd Year Students Only!)
  - 284 Pulaski Road, Greenlawn, New York 11740
  - Phone Number: 631-670-3456

- Northwell Imaging – Northwell Health (2nd Year Students Only!)
  - 226 Middle Country Road, Smithtown, New York 11787
  - Phone Number: 631-775-3456
- Grossman Imaging – Northwell Health (2nd Year Students Only!)
  - 496 County Road 111, Building F, Manorville, New York 11949
  - Phone Number: 631-291-5682 (Jennifer Lillibridge – Manager – Imaging Services)
- Massapequa Imaging – Northwell Imaging (2nd Year Students Only!)
  - 1220 Hicksville Road, Seaford, New York 11783
  - Phone Number: 516-266-3434 (Main Office Number)
- Peconic Bay Medical Group/Northwell – Riverhead Office
  - 64 Commerce Drive, Riverhead, New York 11901
  - Phone Number: 631-369-5000 (Main Office Number)
  - Email: groolling@northwell.edu (Grace Rolling)
- Peconic Bay Medical Group/Northwell – Manorville Office
  - 496 County Road 111, Building D, Manorville, New York 11949
  - Phone Number: 631-405-3200
  - Email: cbarczak@northwell.edu (Carrie Barczak)
- Northwell Imaging/North Fork Radiology (2nd Year Students Only)
  - 1333 Roanoke Avenue, Riverhead, New York 11901
  - Phone Number: 631-727-2755
- **Should the school affiliate with an additional clinical education center, students will be required to rotate through those additional affiliates.**
- **Please see Part A: Program Curriculum of this section for clinical hours, etc.**

G. Off-Hour Rotations

- The senior student may request to volunteer for a minimum of one week of off hour shifts during the last 3 months of their clinical education – generally, this occurs during Semester #5 and/or Semester #6.
  - Each request must be approved by the Clinical Coordinator prior to the shift.
  - The student will be supervised by a registered technologist during this shift and shall be directly supervised at all times.
  - Should it be necessary for a student to contact faculty during off hour education, the shift supervisor will be given contact information should any issues arise.
  - No student may exceed 40 hours in one week's time.
  - The student is also expected to conform to all school policies during this time.

- This is consistent with Part 89 – Practice of Radiologic Technology of New York State Department of Health – Radiologic Technology Title: 89.5 - Students

H. Awards

❖ **The Faculty Awards for Academic Excellence**

- **Valedictorian**
  - This award is given to the student who completed the Program of Radiologic Technology with the highest overall GPA (numerical form).
- **Salutatorian**
  - This award is given to the student who completed the Program of Radiologic Technology with the second highest overall GPA (numerical form).
- They are both presented at the Graduation Ceremony by the Program Director.

❖ **The Mary Galligan Clinical Student of the Year Award**

- This award is given to the student who demonstrates and maintains the highest standards in their clinical education.
- Each technologist at each clinical site will vote using a form sent to the site by the Clinical Coordinator in the middle of Semester #6.
- The Clinical Coordinator will also consider the student's clinical grades in this process.
- The Clinical Coordinator will present the award at the Graduation Ceremony.

I. Faculty Expectations of Students

❖ **Courses in the Program of Radiologic Technology**

The courses in the Program of Radiologic Technology are designed to be much more than a medium for learning facts of Radiologic Technology. They are also designed to help you develop your process of learning. You are expected to keep an open mind, consider things you have never considered before and evaluate new perspectives on topics.

Each course is part of a sophisticated and well-rounded education accredited by the Joint Review Committee on Education in Radiologic Technology and developed by the American Society of Radiologic Technologists. Some courses you may have prior knowledge and some courses may be completely new to you. Your faculty represents over thirty (30) years of combined education and is working to further your education and make you a better Radiologic Technologist.

It is your responsibility to keep track of what is expected of you. Missed or late assignments will negatively impact your grade. Please remember that extra credit is NOT the way to pass a course.

- **Homework**

A significant amount of learning will occur through homework and other assignments that are assigned outside of your classroom. For every hour of in-class time, students are expected to devote at the minimum two hours of out-of-class time. This is accomplished through reading textbooks, working on your assignments, and completing any assigned projects.

You are expected to actively read your lecture and textbooks when you go home. Some courses may require more time, and some may require less. It is up to you to use your time wisely and create a healthy balance between each course.

- **Assignments-Follow Instructions**

The lesson that can be most difficult to learn is "READ THE INSTRUCTIONS". A student in our program is expected to follow directions, whether in the classroom or clinical setting. Be sure to read all directions on examinations given to you. Be sure to follow your clinical instructor's instructions at the start of each day in the clinical setting.

- **Contacting Faculty**

Each instructor will provide you with a syllabus at the beginning of each semester. It is imperative that you understand that it is your responsibility to **READ THE SYLLABUS CAREFULLY AND REFER TO IT OFTEN. DO NOT LOSE IT-IT IS A VALUABLE DOCUMENT.** Your syllabus contains important information such as a course description, course objectives, textbooks used, grading information, and a timetable of due dates for quizzes, papers and other projects.

Your instructor expects you to keep track of your test dates and due dates on your own; you may not be reminded in class.

❖ **Class Participation**

Class interaction is a component of your educational experience. This interaction between your instructors and peers will only enhance the community in the classroom. Class participation requires your constant attendance.

❖ **Taking Notes and Keeping Records**

Always remember to take lots of notes. Do not rely on your memory alone. It is imperative that you review your notes on a regular basis. By doing this, it will also help you to prepare for your examinations, possible midterm and final.

❖ **Classroom Rules**

You must show consideration for your classmates. During class discussions or laboratory sessions, you should focus on the assignment. YOU SHOULD NOT USE THIS TIME TO DISCUSS YOUR PLANS FOR THE WEEKEND, ETC.

Part V: Academic Guidance and Student Counseling

A. Peconic Bay School of Radiologic Technology's policy states:

- **Academic guidance is scheduled every three months.**
  - The Program Director meets with each student to examine the academic record and the student's overall standing in the program. Satisfactory performance is noted on the student counseling form. In the event of a performance discrepancy, the discrepancy is:
    - 1) Analyzed by both Student and Director
    - 2) A collaborative effort produces a specific problem statement.
    - 3) The appropriate action is stated including tutoring, practice, and study skills.
    - 4) Student feedback is elicited regarding acceptance or obstacles to recommended action.
    - 5) A time interval is agreed upon and a follow-up
    - 6) Student and Director sign the form.

  - **The Program Director can refer students to an outside counseling agency to aid the student.**
    - Peconic Bay Medical Center may refer students to National Employee Assistance Providers, Inc. (EAP) for counseling outside the hospital.
    - The program is designed to assist students and employees in dealing with problems that may interfere with their health, well-being, and education.
    - Initial consultation is free.
    - The Procedure
      - Students are to be made aware of this policy during orientation
      - If a student feels he/she is in need of outside counseling, they are to contact the Program Director.

- **Academic Probation**
  - A student will be placed on academic probation following any of the below:
    - Maintaining a below 75 average in any course
    - Failing a course
    - Failing a final examination

- **Exit Counseling**
    - Exit counseling is also to be conducted at the exit interview just prior to graduation.
    - At this time, the student is encouraged:
        - 1) To continue their education
        - 2) To participate in professional seminars and professional workshops.
        - 3) To participate in professional societies and organization.

Part VI: School Regulations

A. Preparation and Participation

- Classroom preparation and participation is required and expected. The student will:
  - Retain a copy of the **"Student Schedule"** distributed at the beginning of each semester.
  - Retain a copy of each syllabus for each course distributed at the beginning of each semester.
    - The student should understand that each syllabus represents a contract between them and the professor.
  - Complete and present all homework assignments on the due date.
  - Prepare for announced and unannounced quizzes.
  - Prepare for all tests, midterm, and final examinations.
  - Prepare for all other assignments, such as papers or projects by the expected due date.

B. Attendance

- The program is a two-calendar year (24 month) program beginning the Monday after Labor Day in September. The last day of class and clinical is the Friday before Labor Day.

- Minimal Hour Requirements: 24 Months
  - Didactic Hours = Approximately 1000 Hours
  - Clinical Hours = Approximately 2000 Hours

- **Absences**
  - **Attendance is mandatory for the program. Remember, your attendance is a direct reflection of your professionalism necessary to become a proficient Radiologic Technologist.**

- **Student Attendance for Examinations**
  - Tests are a mandatory requirement for each course. Students will be penalized for missing the day of the exam. There are three outcomes for this:

    - If you are sick or taking a personal day and you are going to miss the examination, the student has the option of arriving to class/school early to take the examination the day of without ANY penalty. The student will then be permitted to leave for the day.

- If you are sick or taking a personal day and you miss the examination, **ASSUMING YOU HAVE FOLLOWED PROPER COMMUNICATION PROTOCOL BY CONTACTING THE SCHOOL WITHIN THE APPROPRIATE TIME FRAME**, then the student will be permitted to take the examination or a different version of the examination (instructor's prerogative) the DAY OF YOUR RETURN. The highest grade the student can then achieve is a 75%, even though the student may have received a 90% on their make-up examination.

- If you are sick or taking a personal day and **YOU DO NOT FOLLOW PROPER COMMUNICATION** protocol by contacting the school within the appropriate time frame, then you will receive a 0 for the test.

❖ **Vacations**

- Students are given three (3) weeks, scheduled in blocks, throughout the course of the year for vacation.
- Week #1-the week between Christmas and New Year's
- Week #2-a Spring Recess
- Week #3-the week of Independence Day

❖ **Holidays**

- Students are given time off for New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People's Day, Thanksgiving Day, "Day After Thanksgiving", and Christmas Day.

❖ **Sick Time**

- **EXCESSIVE SICK TIME WILL NOT BE TOLERATED!**
- **Any student violating this regulation will be referred to the Advisory Committee.**
- An excused absence is one that is due to illness.
- Students are allotted three (3) bank days every six months.
- The school must be advised of any reason for absence **30 minutes** prior to the start of didactic class or clinical.
- **Students should report the absence by phone no later than 7:30AM to**
  - **School Administrative Assistant – Janice Zilnicki - 631-548-6173**
  - **Respected Clinical Site**

- **Personal Days**
  - The student is permitted three (3) personal days per year (12 months).
  - **Students must request the personal days at least 24 hours in advance to the Program Director/Clinical Coordinator.**
  - **Personal Day Request Forms are located in the classroom and online at the Trajecsys website.**
  - Students may not take more than one personal day at a time for any other reason except COVID-19.
  - **Students MUST submit Personal Day Requests to a faculty member.**

- **COVID – 19 Addendum**
  - **A student will be permitted five (5) days time as well for a positive COVID-19 illness without a reduction in sick/personal time. *(This is the current allotment for Northwell employees!)***
  - **A doctor's note stating the testing performed with results must be submitted to the Program Director/Clinical Coordinator for review.**
    - **All COVID-19 health documents will be kept in personal folder of student and forwarded to Employee Health Services at Peconic Bay Medical Center/Northwell Health.**
    - **The student understands that symptoms of COVID-19 illness without a positive test result will incur sick/personal time until it is proven that the individual tested positive for COVID-19.**

- **Lateness (Tardy)**
  - **LATENESS FOR CLASS, CLINICAL OR LABORATORY SESSIONS WILL NOT BE TOLERATED!**

  - **Any student violating this regulation will be referred to the Program Director for advisement and counseling.**

  - **Each school day (didactic and clinical) prior to the start of your respective shift, all students will report to their assigned location, and using Trajecsys.com, sign-in.**

  - **If a student is not present and signed in with Trajecsys at their scheduled time, he or she is deemed "late".**

- **As competency is the basis of this program, and lateness affects the competency of the student, the following has been established to maintain competency.**

- **Two LATENESSES (2) will count as an absence and a personal day will be removed from the student's personal time, regardless of whether it is a clinical or didactic day.**

- Students arriving late should note these occurrences are CUMULATIVE throughout the entire length of the program. They do not disappear at the start of each academic year.

- **After those two (2) LATENESSES, the students will "earn pro-rated late time" that is to be satisfied with the arrangement and discretion of the Clinical Coordinator/Program Director.**

For each:	Owed Time to Program
1 – 14 minutes LATE	1 hour owed
15 – 29 minutes LATE	2 hours owed
30 – 44 minutes LATE	3 hours owed
45 – 60 minutes LATE	4 hours owed
61 – 120 minutes LATE	6 hours owed
121 minutes + LATE	8 hours owed

# of Late (Tardy)	Response
1 Late	Documented on Attendance
2 Lates	Documented on Attendance Loss of Personal Day Verbal Warning
3 Lates	Documented on Attendance Written Warning Owed Time to Program
4 Lates	Documented on Attendance Additional Loss of Personal Day Behavioral Probation for 30 Days Owed Time to Program
5 Lates	Documented on Attendance Additional Loss of Personal Day Owed Time to Program Suspension from School – 2 DAYS – (All time missed due to SUSPENSION must be made up after GRADUATION)

6 Lates	**Documented on Attendance** **Academic Dismissal for Cause**

- **STUDENTS SHOULD RECOGNIZE THAT LATENESS IS NOT TOLERATED AND IS AN ACCURATE REFLECTION OF YOUR PROFESSIONALISM AND RESPECT TOWARDS THE ROLE A HEALTHCARE WORKER PLAYS IN THE WORKFORCE**

- **If you are going to be late, students should report the lateness by phone ASAP**
- **School Administrative Assistant – Janice Zilnicki - (631) 548-6173**
- **Respected Clinical Site (where applicable)**

❖ **Death in the Family**

- Three (3) Day's leave is given if a death occurs in the immediate/extended family of the student. These days do not have to be made up. There is also no deduction of points in participation or attendance in any course.
- A Remediation Plan will be developed on a case-by-case basis with the Program Director to make-up loss of time to fulfill programmatic needs should the need arise.

❖ **Marriage**

- Three (3) Day's leave is given for marriage. These days do not have to be made up.

❖ **Pregnancy**

- Student Radiologic Technologists must at all times use proper Radiation Protection measures required by New York State Sanitary Code and the National Council on Radiation Protection.
- Disclosure of a pregnancy by a Student Radiologic Technologist is VOLUNTARY.

- **<u>PROCEDURE</u>**
- If the student chooses to disclose her pregnancy, the following procedure is to be followed:

  <u>FIRST</u>
- The student will provide **written notice** of voluntary declaration to the Program Director.
  - The student will sign and date the written notice of voluntary declaration of pregnancy.

- The Program Director will sign, date and place the written notice of voluntary declaration of pregnancy in the student's permanent folder.

THEN

- The Program Director and student will discuss and document the following options for continuance **OR** withdrawal:

  - The student may continue in the program without modification.

  - The student is then given the following options:

  - To continue in the program without modification and to utilize maternity leave for six (6) weeks post-delivery or eight (8) weeks post caesarian delivery.
    1. The student will be counseled by the Program Director and the Radiation Safety Officer to ensure exposure to ionizing radiation will be reduced to a minimum.
    2. The student will wear an additional personnel monitoring device at waist level to closely monitor fetal dose.
    3. **The student will acknowledge ALL DIDACTIC COURSE CONTENT MUST BE MADE UP.**
    4. **The student will acknowledge ALL CLINICAL COMPETENCIES MUST BE COMPLETED.**

  - The student may take an extended leave of absence for up to one (1) year.
    1. **The student will acknowledge ALL DIDACTIC COURSE CONTENT MUST BE MADE UP.**
    2. **The student will acknowledge ALL CLINICAL COMPETENCIES MUST BE COMPLETED.**

  - The student can choose to withdraw from the program.
    1. **THE STUDENT MUST SUBMIT A WRITTEN DECLARATION OF WITHDRAWAL FROM THE PROGRAM TO THE PROGRAM DIRECTOR.**
    2. **The Program Director will sign and date the document.**

- **THE PROGRAM DIRECTOR WILL PLACE ALL DOCUMENTS/PLANS/RADIATION DOSE MONITORING REPORTS IN THE STUDENT'S PERMANENT FOLDER.**

- **Military Leave**
  - Northwell Health (The organization) is compliant with the Uniformed Services Employment and Reemployment Rights Act (USERRA) which protects the job rights of individuals who voluntarily or involuntarily leave employment to undertake military service or certain types of service in the National Disaster Medical System. It also provides specific protection due to such service related to health insurance, pension, re-employment rights and seniority.

  - Peconic Bay Program of Radiologic Technology (sponsored by Peconic Bay Medical Center/Northwell Health) respects and recognizes any student who is actively serving in the U.S. Reserves or National Guard and honors their military contract in accordance with Federal and State law.

  - The student must present a copy of their military orders as soon as they are notified by their service division.

  - The student will need to make up any didactic work as well as clinical time missed during their absence. This time may be made up on remaining scheduled vacation time or after graduation as deemed necessary by program officials on a case-by-case basis.

- **Leave of Absence**
  - Students are discouraged from taking a leave of absence, but if unavoidable, they can for a period-of-time and not to exceed one year, provided they are in good standing in the program.
  - Students **MUST** apply for this in writing.
  - Any student may take a leave of absence for personal reasons (paternity leave, medical concerns, etc.) A leave of absence may be granted if the following requirements are met:
  - Completion of **AT LEAST ONE** semester of training in the program;
  - Written explanation regarding the reason for the request and the approximate amount of time needed;
  - Upon returning to the program at the end of the leave, completion of all classes and clinical experience must be successfully met to meet graduation requirements; **the student understands and assumes the responsibility that this could delay their individual graduation date.**
  - If a leave of absence is due to medical reasons, a note from a physician stating that the student is able to resume the responsibilities of the program;

- A request for an emergency leave of absence will be granted on an individual basis and must have written approval from the Program Director.
- A leave of absence may require that a student start the year over. This will incur an additional tuition payment for that year. ***(Student understands that tuition can be increased on an annual basis and will be responsible to pay the updated tuition!)***
- ***The ARRT states that any student enrolled in an educational program for the ARRT certification in Radiography must complete their education within three years of their start date***

❖ **Make Up Time**

- Necessary make up time can only be completed during the next scheduled vacation ***in the following semester***. Should the student's make up time exceed the vacation time in the next semester, the student's progression in the program will be assessed. All make up time must be approved by the Program Director/Clinical Coordinator and must be in writing signed by all parties.
- If a student fails to attend on the agreed scheduled make up days or days, the missed day will be counted as two (2) additional absences. This could lead to dismissal from the program.
- Should it be necessary for a student to make up time during a period where faculty is not present on campus, the shift supervisor of the facility the student is making up the time will be given contact information should any issues arise.

C. Academic Calendar – 2024/2025

(Students will receive an Academic Calendar on a separate document at Student Orientation!)
(This Academic Calendar can also be found online on our website!)

Monday, August 26, 2024 to Friday, September 6, 2024	1st Year Student Orientation	Class of 2026
Friday, August 30, 2024 and Monday, September 2, 2024	Labor Day Vacation – NO SCHOOL	Class of 2025 & Class of 2026
Tuesday, September 3, 2024	Semester #4 Begins (NEW CLINICAL ROTATION	Class of 2025
Monday, September 9, 2024	Semester #1 Didactic Classes Begin	Class of 2026
Tuesday, September 24, 2024	Semester #4 Didactic Classes Begin	Class of 2025
Monday, October 14, 2024	INDIGENOUS PEOPLES DAY – NO SCHOOL	Class of 2024 & Class of 2025

Thursday, November 7, 2024 to Saturday, November 9, 2024	NYSSRS Conference Students – FT Clinical	Class of 2025 & Class of 2026
Thursday, November 28, 2024	Thanksgiving HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Friday, November 29, 2024	Day After Thanksgiving HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Monday, December 2, 2024	Clinical Change – Senior Class	Class of 2025
Tuesday, December 3, 2024	Clinical Change – Junior Class	Class of 2026
Monday, December 23, 2024, through Friday, January 3, 2025	HOLIDAY VACATION – NO SCHOOL	Class of 2025 & Class of 2026
Monday, January 6, 2025	Classes and Clinical Rotations Resume from Holiday Break	Class of 2025 & Class of 2026
Monday, January 20, 2025	Martin Luther King Jr. Day – HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Thursday, January 23, 2025	Last Day of Didactic Classes – Seniors – Semester #4	Class of 2025
Friday, January 24, 2025	Last Day of Didactic Classes – Juniors – Semester #1	Class of 2026
Monday, January 27, 2025 through Friday, January 31, 2025	FINAL EXAM WEEK 1st Years – M – W – F 2nd Years – T – Th	Class of 2025 & Class of 2026
Monday, February 3, 2025 through Friday, February 28, 2025	FULL – TIME CLINICAL for both 1st and 2nd Years Semester #1 and Semester #4 Ends	Class of 2025 & Class of 2026
Monday, February 17, 2025	President's Day – HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Friday, February 28, 2025	End of Semester #1 and Semester #4	Class of 2025 & Class of 2026
Monday, March 3, 2025	Semester #2 Classes Begin New Clinical Rotation Begins for 2nd Years – Semester #5 for Seniors	Class of 2025 & Class of 2026
Tuesday, March 4, 2025	Semester #5 Classes Begin New Clinical Rotation Begins for 1st Years – Semester #2 for Juniors	Class of 2025 & Class of 2026

Friday, March 3, 2025	APPLICATIONS DUE FOR POTENTIAL STUDENTS – INCOMING CLASS OF 2026	
Monday, April 14, 2025 through Friday, April 18, 2025	SPRING BREAK – NO SCHOOL	Class of 2025 & Class of 2026
Tuesday, May 6, 2025 through Thursday, May 8, 2025	SCHOOL INTERVIEWS – POTENTIAL STUDENTS INCOMING CLASS OF 2027 All Students in Clinical	Class of 2025 & Class of 2026
Monday, May 26, 2025	MEMORIAL DAY – HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Tuesday, May 27, 2025	Clinical Change – Junior Class	Class of 2026
Wednesday, May 28, 2025	Clinical Change – Senior Class	Class of 2025
Wednesday, June 19, 2025	JUNETEENTH – HOLIDAY – NO SCHOOL	Class of 2025 & Class of 2026
Monday, June 23, 2025 through Friday, June 27, 2025	FINAL EXAM WEEK 1st Years – M – W – F 2nd Years – T – Th	Class of 2025 & Class of 2026
Friday, June 27, 2025	End of Semester #2 and Semester #5	Class of 2025 & Class of 2026
Monday, June 30, 2025 through Friday, July 4, 2025	SUMMER VACATION	Class of 2025 & Class of 2026
Monday, July 7, 2025	Semester #3 and Semester #6 Begin	Class of 2025 & Class of 2026
Friday, August 15, 2025	Graduation Day – End of Semester #6	Class of 2025

*A new Academic Calendar will be made available for the upcoming year by June 1, 2025.

D. Dress Code

- **<u>For Radiologic Technology Students</u>**
  - All students are required to present a business-like and well-groomed image while at work. A student's personal appearance reflects upon Peconic Bay School of Radiologic Technology (PBSRT) and Peconic Bay Medical Center (PBMC) standards and is highly indicative of the pride and interest a student has in his/her educational process. It is also an important aspect of a student's and potential employee's overall effectiveness.

- Students are expected to be always neat and clean, to dress in a business-like manner avoiding extreme and/or distracting styles and the excessive use of jewelry, cosmetics and perfume. Recreational attire, i.e. running suits, crop tops, shorts, Capri pants and non-school sanctioned hoodies are prohibited.

- Students must wear their PBMC/Northwell Health issued ID badge above the waist facing forward, so that the picture, name and title are displayed.

    - You will be issued a PBMC/Northwell Health ID badge at your hospital orientation.

    - You will also receive a separate ID badge for each clinical site. That is the badge to be worn while you are at that facility.

    - The Northwell imaging centers use the same ID as the ID provided for PBMC/Northwell.

- Peconic Bay Medical Center utilizes a uniform company associated with Northwell Health. They will provide the uniforms for the student with the school logo.

    - These are ROYAL BLUE SCRUB TOPS and ROYAL BLUE SCRUB PANTS, white socks, and WHITE NURSING TYPE SHOES (SNEAKERS ARE NOT ACCEPTABLE). The SCRUB TOP will have the Northwell Logo on them.

    - You will be fitted and receive a school sanctioned sweatshirt that is permitted to be worn ONLY while in the classroom. It is not permitted to be used as a sweater/sweatshirt in the clinical arena.

    - You will be fitted and receive a school sanctioned jacket that is permitted to be worn ONLY while in the classroom. It is not permitted to be used as a jacket in the clinical arena.

    - You can wear these documents when you arrive to any facility, but not actually in the radiology department once you are settled in.

❖ <u>Jewelry</u>

- Neck chains may be worn inside a shirt.
- Bracelets are inappropriate as are large earrings or below the lobe earrings.
- Rings may not be sharp or pointed.

- Hair
  - It is preferred that long hair is confined with clips or bands.
  - Hair should be clean and neat.
  - Hair should not be colored any obscene color such as pink, green, etc.

- Facial Hair
  - All facial hair e.g. sideburns, moustaches, and beards are to be neatly trimmed and must not be extreme. Students will be sent home and a loss of a personal day will occur if this situation becomes excessive.

- Tattoos
  - Students should purchase a sleeve to wear underneath the scrub top to cover visible tattoos. If a tattoo is visible, it should be modest and discreet (in other words, the tattoo must not be distracting or too extreme).
- Nails
  - No acrylic/artificial nails.
  - Clear/light colors only!
  - Nails are to be kept at fingertip length.
    - Nail length must be no greater than one-quarter of an inch beyond the tip of the finger.
  - No ornamentation (jewelry, embellishments) are permitted on your nails.
  - THIS IS AN INFECTION CONTROL ISSUE!

- Piercing
  - Earrings will hang no more than one (1) inch below the earlobe.
  - No more than three pierced earrings per ear.
  - No TONGUE PIERCING
  - No VISIBLE BODY PIERCING JEWELRY (such as EYEBROW and NOSE)

- A Word in General
  - Uniforms should be neat, clean, and well pressed. Stained uniforms are neither sanitary nor professional. Patients and other professionals in healthcare much prefer neat, clean, professional, and mature individuals in hospital work.
  - All students will wear APPROPRIATE UNDERGARMENTS. Female cardigan sweaters, if worn, must be white. Sweatshirts, including NON SCHOOL SANCTIONED HOODIES are not professional and therefore are not acceptable.
  - Uniforms should be loose fitting to be both comfortable and professional looking.
  - Cologne and perfume should be avoided.

- Expectations
  - A student found entering the building not in compliance with required dress/personal appearance code will be asked to take corrective action. And PBSRT reserves the right to ask any student who is improperly dressed to go home resulting in a loss of personal time.

  - Any student seeking dress code accommodations for religious or medical reasons is to speak to the Program Director upon admission to the school for clarification purposes.

  - On occasion, the Program Director may permit students to arrive at the facility in business casual for various celebrations throughout the student's tenure.

  - Remember, your educational process is a two-year interview and potential employers are observing your appearance. Show some pride in your appearance.

  - Any student not complying with the above dress code will be sent home resulting in a loss of personal time.

# of Infraction	Response
1st Infraction	**Verbal Warning**
2nd Infraction	**Written Warning**
3rd Infraction	**Sent Home** **Loss of Personal Day** **Behavioral Probation**
4th Infraction	**Sent Home** **Loss of Personal Day** **Suspension**
5th Infraction	**Sent Home** **Loss of Personal Day** **Academic Dismissal for Cause Due to Insubordination**

E. Communicable Disease Policy

- The School of Radiologic Technology has adopted a **"Standard Precautions"** policy to prevent the transmission of blood-borne infectious agents by applying standard precautions in the care of all patients.

- The School of Radiologic Technology will adhere to Transmission Based Precautions:

    - Gloves should be worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed when torn and after contact with each patient.

    - Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should also be washed immediately after gloves are removed.

    - Gowns or plastic aprons are indicated if blood splatters or soiling with body substances is likely.

    - Mask and protective gloves should be worn if aerosolization or splattering is likely to occur such as in certain dental and surgical procedures, irrigations, post-mortem examinations, bronchoscope, and suctioning procedures. In most cases persons who wear glasses are sufficiently protected.

    - To minimize the need for emergency mouth-to-mouth resuscitation, mouth pieces, resuscitation bags, or other ventilation devices should be strategically located and available for use in areas where the need for resuscitation is predictable.

    - Sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheath or handled unnecessarily. They should be discarded intact immediately after use into an impervious needle disposal box which should be readily accessible. All needle stick accidents, mucosal splashes or contamination of open wounds with blood or body fluids should be reported.

    - Blood spills should be cleaned up promptly with a disinfectant solution such as 1:10 dilution of bleach or other EPA-Approved Hospital Grade disinfectant.

    - All blood should be handled as if it contained transmissible pathogens.

F. Reporting Communicable Diseases

- A student who reveals that he/she has or reports to school with what appears to be a communicable disease will be relieved of his/her responsibilities until he/she is cleared for school by Employee Health, the ER Practitioner, or their PCP.

- Employee Health will determine the readiness to return to school of students who were absent from school because of a communicable condition other than a respiratory infection.
    - For Example: cold, flu or pneumonia.
- If a private physician was seen, the student must have a note from the physician stating the communicable diagnosis and his/her willingness to have the patient return to school.

- In every possible case, the student will be seen and cleared by Employee Health. In the absence of Employee Health, the student will provide the Program Director a return to school note.
    - All return to school notes are to be forwarded to Employee Health for record keeping.

- The time, examinations and didactic lessons missed during the student's absence will be made up to fulfill graduation requirements.

G. CORONAVIRUS DISEASE 2019 (COVID-19) Management Guidelines

- It is the policy of Peconic Bay School of Radiologic Technology sponsored by Peconic Bay Medical Center/Northwell Health to minimize transmission of respiratory coronaviruses, such as Coronavirus Disease 2019 (COVID-19) through prompt recognition and appropriate management.

- Therefore, in congruence with Northwell Health Policy #INF.2060, all Health Care Personnel (HCP) are responsible for minimizing risk of exposure to pathogens that can cause disease and/or infection. The guideline outlines prompt identification of patients with respiratory viruses, area of travel and/or exposure, and implementation of isolation precautions to decrease patient, visitor and HCP exposures and prevent transmission of these viruses.

- **All students are provided an N95 mask to be worn during any airborne/droplet precautions patient for respiratory viruses.**

H. Confidentiality of Student's Records

- It is the policy of Peconic Bay School of Radiologic Technology to adhere to the Federal "Right to Privacy Act" in keeping all students' records in the strictest confidence.
    - Each student's health records shall be kept with the records of all hospital employees in the Employee Health Clinic. These records shall not be released without the written consent of the student in question.
    - Each student's academic and clinical records shall be kept on file at Peconic Bay School of Radiologic Technology and shall not be released to other institutions without the written consent of the student in question.
    - Each student's radiation report shall be kept on file at Peconic Bay School of Radiologic Technology and shall not be released to other institutions without the written consent of the student in question.
    - Any student may request to see his/her records during the course of normal business hours of the school. Any graduate may also request to see his/her records provided they send a written request to the Program Director.

I. Radiation Protection Policy

- The purpose of this policy is to ensure radiation protection practices conform to appropriate state and local regulations, as well as comply with Standards for the JRCERT. Specifically, to comply with **Objective 5.3 – The program assures that students employ proper safety practices and Objective 5.4 – The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.** ***(Please note the Radiation Dosimetry policy is outlined in a separate policy.)***

- **PROCEDURES**
    - The Program follows the policies and procedures set forth by the sponsoring institution with regard to State and Federal regulations. The procedures below contains the specific policies regarding: direct supervision, indirect supervision, holding/restraining patients during any radiographic procedure, holding an image receptor during procedure, performing examinations on fellow students and repeating an image during a radiographic procedure.

- **DIRECT SUPERVISION VERSUS INDIRECT SUPERVISION DURING OPERATING ROOM (SURGICAL SUITE), PAIN MANAGEMENT SUITE, MOBILE RADIOGRAPHY, AND EMERGENCY ROOM CLINICAL AREAS**
    - All bedside radiography, operating room procedures, pain management, and emergency department procedures must be directly supervised by a licensed radiographer at all times, regardless of the level of competency.

- **HOLDING/RESTRAINING A PATIENT DURING A RADIOGRAPHIC PROCEDURE**

    - Under no circumstance should a student enrolled in the program be permitted to hold/restrain a patient during a radiographic procedure/examination. Students are educated on proper immobilization techniques in their coursework for patient care and radiographic anatomy and positioning.

- **HOLDING AN IMAGE RECEPTOR OR DETECTOR DURING A RADIOGRAPHIC PROCEDURE**

    - Under no circumstance should a student enrolled in the program be permitted to hold an image receptor during a radiographic procedure/examination. Students are educated on proper placement of image receptors and detectors in their coursework for radiographic technique and radiographic anatomy and positioning.

- **PERFORMING EXAMINATIONS ON FELLOW STUDENTS**

    - Under no circumstance should a student enrolled in the program performing an exposure intentionally or unintentionally on another student. All radiographic procedures must only be taken for valid medical reasons accompanied by a physician's order.

- **REPEAT OF IMAGES**

    - In support of professional responsibility for quality patient care and radiation protection, student's performing radiographic exams may repeat unsatisfactory images in the following manner:

        - Show image(s) in need of repeating to supervising technologist or clinical educator

- Discuss corrective action, i.e. - technique and exposure index, positioning, etc.

- After corrective action has been decided upon, student may repeat image under direct supervision of the Clinical Staff Radiologic Technologist., i.e. - the Clinical Staff Radiologic Technologist must be present in the radiographic room/area.

- Unsafe radiation practices are grounds for dismissal from the program. Any violation of any/all of these policies is grounds for dismissal from the program.

J. Radiation Protection Monitoring/Dosimetry Policy

❖ The purpose of this policy is to ensure radiation-monitoring practices conform to appropriate state and local regulations.

❖ **PROCEDURE**

- Students must wear a radiation monitoring, Radiation Monitor Device, at all times - both in classroom and clinical.

- Students will be issued a Radiation Monitor Device at the beginning of each month by the Clinical Coordinator.
    - *No student will be permitted to participate in radiographic examinations without the dosimeter on his/her person.
    - *Students must always keep track of their dosimeter.
    - *Students should keep their dosimeter in a safe place where it cannot be damaged for any reason.
    - *Should a student misplace or lose their dosimeter, they are issued a spare dosimeter immediately to continue their radiation monitoring for the remainder of that time period.

- The Clinical Coordinator will collect all the used Radiation Monitor Devices, at the same time.

- Peconic Bay School of Radiologic Technology will provide a Radiation Monitor for all affiliates.

- The monitors will be sent out for reading.

- The Clinical Coordinator will access the readings electronically via the Landauer website. Those readings are forwarded to the Program Director for transfer to the Radiation Monitor Tracking Sheet.

- The Program Director will then review and transfer the data to the Radiation Monitor Tracking Sheet.

- Should a student's monitor show a reading beyond the Occupational Dose Limits**, the student will be notified by the Program Director utilizing the ALARA Notification Letter (NYS/NYC levels) document consistent with Northwell policy. If necessary, the Program Director/Hospital Physicist will in-service the student on proper radiation protection procedures.

- To ensure the annual deep dose limit of 50 mSv (5,000 mREM) is not exceeded, the ALARA action dose/threshold dose is established:

AREA	**Bade Report Terminology**	**ALARA I (per calendar quarter)**	**ALARA II (per calendar quarter)**	**Annual Dose Limit**
Whole Body (including head/trunk, active blood forming organs and gonads)	**DDE Deep Dose Equivalent**	**1.25 mSv/ 125 mREM**	**3.75 mSv/ 375mREM**	**50 mSv/ 5,000 mREM**
Lens of the Eye	**LDE Eye/Lens Dose Equivalent**	**1.25 mSv/ 125 mREM**	**3.75 mSv/ 375mREM**	**150 mSv/ 15,000 mREM**
Skin of Whole Body	**SDE Shallow Dose Equivalent**	**7.5 mSv/ 750 mREM**	**22.5 mSv/ 2,250mREM**	**500 mSv/ 50,000 mREM**
Extremity (hands, forearms, feet/ankles)	**SDE Shallow Dose Equivalent (Specific to Extremity Monitor i.e. finger) ***NOT USED BY STUDENTS*** **	**18.75 mSv/ 1,875 mREM**	**56.25 mSv/ 5,625mREM**	**500 mSv/ 50,000 mREM**

- The student will initial their monthly reading on the Radiation Monitor Tracking Sheet.

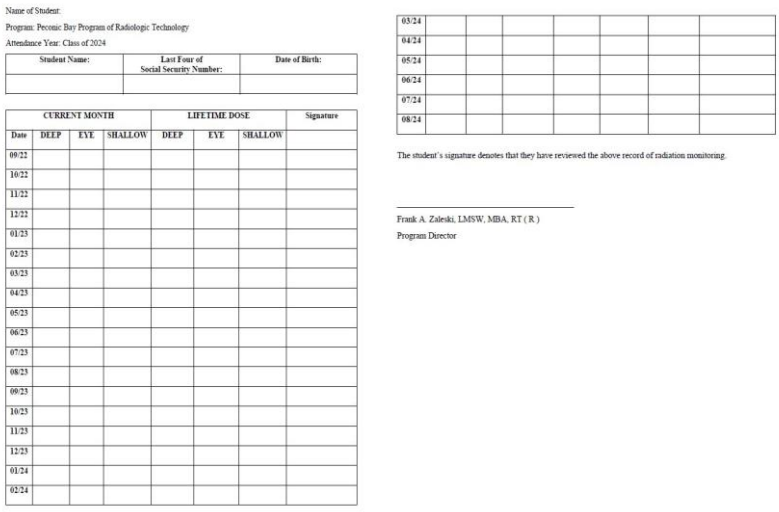
- Copies of monitor reading reports from Peconic Bay Medical Center/Northwell will be forwarded to each facility: John T. Mather Hospital/Northwell, South Shore University Hospital/Northwell, Huntington Hospital/Northwell, Northwell Imaging offices in Smithtown and Greenlawn and Long Island Community Hospital/NYU Langone. *(This statement will be adapted as the program/school adds clinical sites.) (The student will consent to the release of the information as needed.)*

- All Radiation Monitor Tracking Sheets and any additional dosimetry information will be kept on file at Peconic Bay School of Radiologic Technology.

- The hospital physicist will review readings on all Radiation Monitor Devices prior to the quarterly Radiation Safety Meeting.

- The student will be made aware of these policies at Orientation and then at each counseling session attended with Program Director/Clinical Coordinator.

- Students will receive a copy of the Monitor Tracking Sheet as well as the ALARA Notification letter at Student Orientation.



Name of Student:

Program: Peconic Bay Program of Radiologic Technology

Attendance Year: Class of 2024

Student Name:	Last Four of Social Security Number:	Date of Birth:

	CURRENT MONTH			LIFETIME DOSE			Signature
Date	DEEP	EYE	SHALLOW	DEEP	EYE	SHALLOW	
09/22							
10/22							
11/22							
12/22							
01/23							
02/23							
03/23							
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06/24							
07/24							
08/24							

The student's signature denotes that they have reviewed the above record of radiation monitoring.

Frank A. Zaleski, LMSW, MBA, RT (R)

Program Director

ALARA NOTIFICATION LETTER (NYS/NYC levels)

Date:_____ Monitoring Period:_____

Name:_____ Badge ID:_____

Please be aware that you have exceeded an **ALARA Level** ____ **(I / II)** for the _____ **(1st, 2nd, 3rd, 4th)** Quarter of 20_____. Please continue to use personal radiation protection procedures such as reducing time around a radiation source, increasing your distance from the source when able, and use of appropriate shielding devices. For those exceeding ALARA II, please complete the questionnaire below.

Area:	Badge Report Terminology	ALARA I (per calendar quarter)	ALARA II (per calendar quarter)	Annual Dose Limit
Whole body (including head/trunk, active blood forming organs & gonads)	DDE Deep Dose Equivalent	125mRem	375mRem	5,000mRem
Lens of the Eye	LDE Eye/Lens Dose Equivalent	125mRem	375mRem	15,000mRem
Skin of whole body	SDE Shallow Dose Equivalent	750mRem	2250mRem	50,000mRem
Extremity (hands/forearms/feet/ankles)	SDE Shallow Dose Equivalent (specific to extremity monitor i.e. finger)	1875mRem	5625mRem	50,000mRem

ALARA I: Except where deemed appropriate by the RSO, no further action must be taken in those cases where an individual's dose exceeds the ALARA I level and is less than the ALARA II investigation level.

ALARA II: The RSO will investigate in a timely manner the causes of all personnel doses equaling or exceeding an ALARA II level and, if warranted, will take action. A report of the investigation, any actions taken, and a copy of the individual's exposure record will be available.

ALARA initial investigation questionnaire: Please complete and deliver to the Radiation Safety Office.

YES___NO___ 1. Was the dosimeter placed or stored near a radiation source?

YES___NO___ 2. Did you accidentally expose yourself or badge to radiation?

YES___NO___ 3. Did you hold a patient during radiation exposure?

YES___NO___ 4. Did you work significantly more hours or complete more procedures during this period?

YES___NO___ 5. Were you involved in procedures requiring unusually high exposure to radiation?

YES___NO___ 6. Was your dosimeter subjected to excessive heat, moisture, or other process that may have damaged or otherwise produced a false high reading? Examples of this would include but not limited to: Dosimeter left on dashboard of vehicle, Dosimeter was washed, etc.

7. Other: Please explain below:

Print Name:_____ SIGN:_____ DATE:_____

RSO Sign:_____ Date:_____

K. Discipline

- The primary purpose of discipline is to assure conformance with the rules and regulations of the school and hospital which have been established as an aid in achieving the objectives of the school. Proper administration of disciplinary measures has the advantage of development of the student body and personnel so that the teamwork necessary to achieve objectives is easily obtained.

- The school's policy regarding discipline is to discipline students in a manner that is corrective rather than punitive, and to discipline students in a uniform, consistent and non-discriminatory manner.

- There are various forms of discipline, each recognized by the school as equitable and proper. The administration of discipline by the school toward a student may embrace all of the forms in a progressive manner or may include only one of them, depending upon the severity of the offense. The proper implementation of this policy rests ultimately upon the severity of the offense. No guide will substitute for this, although certain rules may be recommended as an aid to arrive at equitable solutions to disciplinary problems.

- Procedure-The forms of discipline which may be invoked are:
  - Verbal Warning
    - Instances of student misconduct which are not so serious as to warrant a written warning, probation, suspension or dismissal may be corrected by a verbal warning. The warning should be recorded on the School **"Record of Counseling Form."** Signature by the student is not required on a verbal warning.

    - Record of Verbal Warning shall be maintained in each student's file. The record of a Verbal Warning shall be discarded upon Graduation, if there is no similar recurring offense.

    - Any faculty member may initiate a Verbal Warning.

  - Written Warning
    - Instances of student misconduct which are not so serious as to warrant probation, suspension, or dismissal may be corrected by a written warning. The warning should be formalized in writing on the **"Record of Counseling Form"** and signed by the student

    - The **"Record of Counseling Form"** will be maintained in the student's file.

    - Any faculty member may initiate a Written Warning.

  - Probation
    - Probation is a form of discipline which is appropriate to correct instances of misconduct which do not require immediate suspension or discharge. Probation normally will not exceed thirty (30) days during which time the student will correct his/her pattern of behavior and indicate a determination to continue to abide by school rules and policy. Failure to do so will result in dismissal for cause without further notice.

    - The probationary status will be made a matter on the **"Record of Counseling Form"**, which will be maintained in the Student's File.

- If the Program Director receives a recommendation from a faculty member to place the student on probation, then after review and discussion, the Program Director will then authorize the Probation and/or suggest other forms of action.

- The rescinding of probationary status is the responsibility of the Program Director and must be accomplished before the end of the stated probationary period. This action must be documented and filed in the student's file.

- Suspension/Suspension Upon Investigation
  - Normally suspension will be used by the Program Director either:

    - To gain time to review the circumstances of misconduct
    - As a tool to correct instances of misconduct serious enough to warrant discharge for cause.

  - If the student should be recommended for suspension by a faculty member, then the Program Director will receive the recommendation from the faculty member in writing. After review and discussion, the Program Director will then authorize the Suspension and/or suggest other forms of action.

  - The period of suspension will not be less than two (2) school days and no more than ten (10). The severity of the offense in the judgment of the Program Director will determine the extent of the suspension.

  - The rescinding of suspension status is the responsibility of the Program Director and must be accomplished before the end of the stated suspension period. This action must be documented and filed in the student's file.

  - **School days lost due to a suspension, must be made up.**

- Dismissal
  - Dismissal for cause must be supported by a written summary of the facts which prompted the recommendation.
  - The Program Director is responsible for all dismissal decisions.

- Due Process/Grievance Policy
  - This has been created to help resolve all student's complaints, misunderstandings, and grievances. The following is considered proper procedure should the subject object to reprimand.
    - **Procedure**
      - 1) Request a conference with the Program Director and present the case
      - 2) The Program Director will give a response in writing within one school day.
      - 3) Return in writing an acceptance or rejection of the Program Director's response within **TWO** school days.
      - 4) If the student rejects the Program Director's response, to pursue the matter the student should request a hearing with the Advisory Committee. The hearing will be scheduled within **THREE** school days.
      - 5) Determination of Advisory Committee is school's final position.
      - 6) Should the student be dissatisfied with the decision of the Advisory Committee, the student may request a meeting with the Human Resource Associate of Peconic Bay Medical Center. A response will be given within one week of the grievance.

L. A Guide for Disciplinary Action

- Listed below are various infractions with the suggested action. All factors must be considered prior to taking any action.

The Infraction	Verbal Warning	Written Warning	Probation	Suspension	Recommended Dismissal
Causing or contributing to unsanitary conditions	1st	2nd	3rd	4th	5th
Violating parking rules and regulations	1st	2nd	3rd	4th	5th
Practical joking and horseplay	1st	2nd	3rd	4th	5th
Failure to report an accident or incident in the medical center	1st	2nd	3rd	4th	5th
Personal Telephone Calls	1st	2nd	3rd	4th	5th
Smoking in unauthorized areas	1st	2nd	3rd	4th	5th
Lateness, leaving early, extending break or lunch hour	1st	2nd	3rd	4th	5th
Failure to adhere to school and department standards of personal hygiene and attire	**1st**	**2nd**	**3rd**	**4th**	**5th**
Careless clinical performance	1st	2nd	3rd	4th	5th
Failure to follow departmental procedures or instructions	1st	2nd	3rd	4th	5th
Failure to comply with hospital solicitation policy	1st	2nd	3rd	4th	5th
Eating food from patient trays or taking food that belongs to patients		1st	2nd		3rd
Negligent use of hospital property resulting in loss or damage.		1st		2nd	3rd

The Infraction	Verbal Warning	Written Warning	Probation	Suspension	Recommended Dismissal
Statements of a defamatory nature about employees or fellow students or the hospital.		1st		2nd	3rd
Excessive unexcused absence					1st
Insolence			1st	2nd	3rd
Engaging in heated arguments			1st	2nd	3rd
Soliciting or asking loans from fellow students or employees			1st	2nd	3rd
Bringing alcoholic beverages on the premises for purposes of consumption					1st
Gambling			1st		2nd
Absence without permission (1st Offense)					1st
Sleeping on duty		1st		2nd	3rd
Under the influence of alcohol or non-prescribed drugs during school hours					1st
Soliciting, asking for, receiving tips, loans or gifts from patients				1st	2nd
Revealing confidential information about patients or hospital					1st
Falsification of records					1st

The Infraction	Verbal Warning	Written Warning	Probation	Suspension	Recommended Dismissal
Dishonesty					1st
Theft					1st
Willful destruction of hospital property					1st
Refusal to obey instructions (insubordination)					1st
Physical fighting					1st
Statements of a defamatory nature about patients/technologists/fellow students					1st
Physical, psychological or verbal abuse of patients, students and or employees					1st
Drinking in the hospital					1st
Bringing non-prescription drugs onto hospital premises for the purpose of sale or consumption					1st
Violation of established professional ethics					1st
Conduct detrimental to the hospital operation or good standing in the community					1st
Cheating on any exam					1st
Failure to notify school when taking a sick day					1st
Any form of bullying/harassment					1st

M. Student Conduct

- Students are expected to maintain conduct that is in accordance with standards of practice defined by the School of Radiologic Technology at Peconic Bay Medical Center, the clinical affiliate sites and the professional regulations of the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists.

- Students who engage in activities that are contrary to these standards will be subject to review and possible disciplinary action by the School of Radiologic Technology at Peconic Bay Medical Center.

- **Professional Standards**
- While enrolled in the School of Radiologic Technology students shall:
    - Maintain high standards of personal conduct
    - Not engage in discrimination against any person or group on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical handicap, or any other personal characteristic, condition or status
    - Treat everyone with whom the student encounters with respect, courtesy, and fairness
    - Act with consideration for the interest, character, and reputation of others
    - Represent accurately and fairly the qualifications, views and findings of colleagues and use the appropriate channels to express judgments on these matters
    - Respect the privacy and right to confidentiality of patients and peers
    - Behave in accordance with the medical center's policies and procedures
    - Behave in accordance with the clinical affiliate's policies and procedures
    - Follow all school rules and procedures

- **Professional Misconduct includes but is not limited to the following:**
- No student shall:
    - Assault, threaten, harass, haze or otherwise physically, verbally, psychologically, or sexually abuse, demean, ridicule or attempt to intimidate any other person connected with the medical center or the clinical affiliates; this includes but is not limited to bias related acts of assault or abuse, the dissemination of material that ridicules or demeans individuals or groups and any acts which interfere with the rights of others
    - Participate in, condone, or be associated with dishonesty, fraud, deceit, or misrepresentation
    - Misrepresent professional qualifications, education, experience, or affiliations
    - Exploit professional relationships for personal gain

- Exploit relationships with patients for personal advantage
- Engage in personal and/or sexual activities with patients
- Conceal information or activities that affect the safety and well-being of patients
- Carry a weapon on medical center premises or clinical affiliate premises
- Misrepresent his/her role as a student to an institution, patient or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations
- Practice and/or participate in any school academic or non-academic activity while under the influence of alcohol or drugs
- Falsify patient or medical center records
- Fail to follow the school guidelines regarding the use of human or other animals in performing radiography experiments
- In clinical practice, be habitually absent or late, habitually leave early or fail to notify the department of intended absence

❖ **Alcohol/Drug and Gambling Policy**

- The consumption of alcohol or possession of an open container of alcohol is prohibited in medical center public areas.
- No student is permitted to sell, possess or use substances defined by New York State and/or Federal Law as illegal or controlled, on medical center grounds, at clinical affiliates or while engaged in activities related to his/her enrollment in the program
- No student is permitted to attend didactic class or clinical education or engage in an activity related to the student's enrollment in the program while under the influence of alcohol or drugs
- No student will possess and/or introduce to the school, and/or the clinical education site, or while engaged in any activity related to his/her enrollment in the program any drug paraphernalia including, but not limited to: bongs, water pipes, roach clips or hypodermic needles (not established to be specifically for the administration of prescribed medications)
- No student shall gamble for money or other valuables on medical center grounds or clinical affiliate premises

- **Academic Dishonesty**
- Academic dishonesty includes but is not limited to:
    - Cheating on course or proficiency examinations by the use of books, notes, or other aids when these are not permitted, or by copying from other students
    - Submission of similar papers or projects in more than one course without permission of the instructors
    - Collusion: two or more students helping each other on an examination or assignment, unless specifically permitted by the instructors
    - Use of substitutes, sitting in for another student at an examination, or permitting someone else to sit in for oneself
    - Plagiarism: submission of another's work as one's own original work without proper acknowledgement of the source
    - Falsifying documents or records related to credit, grades, and other academic matters
    - Altering an examination or a paper after it has been graded, for the purpose of fraudulently requesting a revision of the grade
    - Use of unauthorized materials for an exam or project (use of calculators or notes on an examination where they have been prohibited)
    - Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material such as posted exams, library materials, laboratory supplies, computer programs and output

- **Social Media**
    - Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information including the ARRT's Standards of Ethics.
    - Students are bound to comply with all HIPAA privacy requirements at all times. This includes conversations with family, friends, and peers.
    - Students will be held accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, its staff, or its patients on any internet social media (Facebook, Twitter, emails, Tumbler, and any other not mentioned).
    - Posting on social media presents certain risks so be aware of what is posted, since it can impede future employment. The individual is responsible for what is posted on social media.

- Posting anything inappropriate such as pictures, comments, defamation, bullying or unlawful actions will not be tolerated and may be subject to disciplinary action up to and including dismissal from the program.

- Students should not be "friends" with instructors on social media sites until after completion of the program. Any violation of the may result in a delay of a student completing their graduation requirements and may result in further disciplinary action to include termination from the program.

N. Complaint Resolution with JRCERT Standards

❖ POLICY

- This policy is designed to help resolve any complaints and other allegations relating to non-compliance with the JRCERT Standards. A copy of the JRCERT Standards is given to the students during orientation.

❖ PROCEDURE

- All students are asked to bring any complaints or other allegations relating to non-compliance with the JRCERT Standards to the Program Director first, in writing.

- The Program Director will give a response in writing within one school day.

- The student must return in writing an acceptance or rejection of the Program Director's response, within two school days.

- Should the student not agree with the Program Director's response, the student should request a hearing with the Advisory Committee. The hearing will be scheduled within three school days.

- Determination of Advisory Committee is the school's final position.

- If the student feels that the Advisory Committee decision is not acceptable, he/she has the option to contact the JRCERT at the following address/phone number:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
Phone #: 312-704-5300 Fax#: 312-704-5304
Email: www.jrcert.org

- In the case the JRCERT is notified, and the program is determined to be non-compliant with the standards, the Advisory Committee will meet to resolve the issue. This will occur within ten working days of the JRCERT notification of the Program of Radiologic Technology.

- The JRCERT and the student will be notified of the outcome within five working days of the resolution by the Advisory Committee.

Part VII: Graduation

A. Graduation Requirements

- The attendance policies in compliance with the school must be fulfilled.
- All financial obligations must be in compliance.
- Must complete Didactic, Laboratory, and Clinical Education Plan Objectives
- Successful completion of all academic courses with an average of 75%
- Must have New York State License and ARRT examination application complete and signed by the Program Director
- Terminal Competency Evaluation must be completed according to ARRT Clinical Competency Requirements
- Pass two simulated certification exams with an 80%

B. Date and Ceremonies

- Ceremonies are held during the first two weeks of August. The official last day of class is the Friday before Labor Day weekend.

C. Diplomas

- Presentation of Diplomas and school pins will be made at the Graduation Ceremony by the following committee:
  - A Member of Hospital Administration
  - The Program Director
  - The Clinical Coordinator
  - Faculty

D. Location

- Program Director determines the location.
- Peconic Bay Medical Center is not responsible for the arrangements or the costs.
- Expenses are met with guest ticket fees.

Part VIII: Faculty and Certifications

A. Program Faculty

- **Program Director – Frank Zaleski, LMSW, MBA, BS, RT (R)**
  - Master of Social Work, Stony Brook University School of Social Welfare, Stony Brook, NY
  - Master of Business Administration, Health Care Administration, St. Joseph's College, Patchogue, NY
  - Baccalaureate of Science, Community Health & Human Services, St. Joseph's College, Patchogue, NY
  - Associate Art, Liberal Arts, Suffolk County Community College, Selden, NY
  - Certificate Radiographer, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

- **Clinical Coordinator – John Ryan, MS, RT (R) – EASTERN CAMPUS**
  - Master of Science in Health Informatics, University of Illinois at Chicago, Chicago, IL
  - Post-Baccalaureate Certificate in Radiography, Stony Brook University, Stony Brook, NY
  - Baccalaureate of Science, Health Sciences, Stony Brook, University, Stony Brook, NY
  - Certificate Radiographer, ARRT

- **Didactic/Clinical Instructor – Devon Hofmesiter, BS, RT (R) – EASTERN CAMPUS**
  - Baccalaureate of Science, Community and Human Services, SUNY Empire State College, Saratoga Springs, NY
  - Associate Art, Liberal Arts, Suffolk County Community College, Selden, NY
  - Certificate Radiographer, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

- **Clinical Coordinator – Daniel Gilliam, BS, RT (R) (CT) – WESTERN CAMPUS**
  - Baccalaureate of Science, Allied Health Sciences, SUNY Empire State College, Saratoga Springs, NY
  - Certificate Computed Tomography, ARRT
  - Certificate Radiography, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

- **Didactic/Clinical Instructor – Barbara Samek, BS, RT (R) – WESTERN CAMPUS**
  - Baccalaureate of Science, Radiologic Science, Long Island University, Brookville, NY
  - Certificate Radiography, ARRT

B. Certification & Accreditation

- The Peconic Bay School of Radiologic Technology is certified by the New York State Department of Health, Bureau of Radiologic Technology and accredited by the Joint Review Committee on Education in Radiologic Technology.
    - Available for inspection upon request are all detailed policies and procedures regarding vacation, sick leave, clinical time compensation due to extended illness, discipline and standards for student conduct and performance.

- **Contact Information for New York State Department of Health, Bureau of Radiologic Technology**

  New York State Department of Health
  BERP – Radiologic Technology
  Corning Tower – Empire State Plaza
  12th Floor – Room 1221
  Albany, NY 12237
  Phone: (518) 402-7580
  Email: berp@health.state.ny.us

- **Accreditation Information**

- The Peconic Bay School of Radiological Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program effectiveness data is available on the JRCERT and Peconic Bay Medical Center website.

    - Also available are the criteria for radiography program accreditation described in the "Standards of an Accredited Educational program for the Radiographer" published by the Joint Review Committee on Education in Radiologic Technology.

- **Contact Information for JRCERT:**

  The Joint Review Committee on Education in Radiologic Technology (JRCERT)
  20 North Wacker Drive
  Suite 2850
  Chicago, Illinois 60606-2901
  Phone: (312) 704-5300
  Fax: (312) 704-5304
  Email: mail@jrcert.org
  Website: www.jrcert.org