The following policies govern the operations of the Radiologic Technology program. It is our aim to foster an atmosphere that promotes professional and ethical conduct. Cleveland Clinic Mercy Hospital School of Radiologic Technology strives to prepare the student for an entry level position in the field as a radiologic technologist. The graduating student is eligible to sit for the radiography examination given by the American Registry of Radiologic Technologists (ARRT). The program strives to ensure the availability of competent radiologic technologists to become responsible members of the healthcare team and continue Christ’s healing ministry by providing quality compassionate care for the whole person.
Cleveland Clinic Mercy Hospital: School of Radiologic Technology

Mission Statement:
The program strives to ensure the availability of competent radiologic technologists to become responsible members of the healthcare team and continue Christ’s healing ministry by providing quality, compassionate, accessible, and affordable care for the whole person.

Radiologic Technology Program Goals:
In order for the Radiologic Technology program to achieve its mission, clearly defined measurable goals and learning outcomes that meet or exceed the Standards for an Accredited Educational Program in Radiography through the Joint Review Committee on Education in Radiologic Technology (JRCERT) have been developed and implemented. The program, by following its goals and learning outcomes will strive for continuous improvement in the aim to produce a quality imaging professional.

Cleveland Clinic Mercy Hospital School of Radiologic Technology Program goals:

- The student will develop competence in clinical performance.
- The student will demonstrate effective oral and written communication practices when dealing with patients, family members and other members of the healthcare team.
- The student will demonstrate the ability to effectively integrate critical thinking and problem solving skills when dealing with trauma or procedures that are not routine.
- The student will develop an understanding of the importance of lifelong learning and professional development.
- The program will provide the community with a skilled entry level imaging graduate.
Learning outcomes:

The graduate will:

- The student will demonstrate proper positioning skills in order to obtain optimal radiographic images.
- The student will demonstrate proficiency in equipment manipulation to obtain radiographic images.
- The student will demonstrate proper radiation protection principles on the patient, clinical staff, and themselves.
- The student will use effective oral communication skills when dealing with clinical staff and patients.
- The student will use effective written communication skills when dealing with clinical staff and patients.
- The student will apply appropriate problem solving skills when imaging age specific or trauma patients.
- The student will apply problem solving and critical thinking techniques when imaging patients with multiple exams.
- The student will consider the importance of being a member of a state or national radiologic technology society.
- The student will summarize the importance of lifelong learning and professional development.
- The student will demonstrate professionalism in the clinical arena.
# Radiotherapy School Policy and Procedure Manual

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The School of Radiologic Technology is sponsored by the Cleveland Clinic Mercy Hospital. The Cleveland Clinic Mercy Hospital is located at 1320 Mercy Drive N.W., Canton, Ohio 44708. (330-489-1000)

Cleveland Clinic Mercy Hospital; formerly Mercy Medical Center, is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). JCAHO commonly is referred to as the Joint Commission in the healthcare industry and among governmental industry regulators on the federal and state levels. Information on The Joint Commission can be found on their website at https://www.jointcommission.org or by calling customer service at (630) 792-5800.
The following goals have been set out by management of Cleveland Clinic Mercy Hospital and approved by the board of Trustees as a guide to orderly growth, development, and improvement of health services provided by Cleveland Clinic Mercy Hospital. The goals exist because of our belief and commitment to the Concept that Cleveland Clinic Mercy Hospital exists to insure a healthier community both in body and mind. This concept encompasses a responsibility to require the students and faculty to be of good moral character and use sound judgment and professional ethics in all facets of their work while attending this institution. Furthermore, realize that their behavior outside of this Medical Center will also reflect the values of this hospital and the school. Cleveland Clinic Mercy Hospital shall develop, operate, manage, and conduct medical education programs; including but not limited to, undergraduate and post-graduate programs for students and physicians.
The radiographer is a skilled person qualified by medical education to provide patient services using imaging modalities, as directed by physicians qualified to order the radiologic procedures.

The radiographer shall perform effectively by:

- Applying knowledge of the principles of radiation protection for the patient, self, and others.

- Applying knowledge of anatomy, positioning, and radiographic technique to accurately demonstrate anatomical structure on the radiograph.

- Determining exposure factors to achieve optimal radiographs with a minimum amount of exposure to the patient.

- Examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities.

- Exercising discretion and judgment in performing radiologic procedures.

- Providing patient care essential to radiologic procedures.

- Recognizing emergency patient conditions and initiating lifesaving first aid.
The School of Radiologic Technology at Cleveland Clinic Mercy Hospital offers a 22 month certificate (diploma) program which qualifies the graduate, upon registration with the (ARRT) American Registry of Radiologic Technologists, to practice as a registered radiologic (x-ray) technologist.

Full time enrollment consists of forty (40) hours per week attendance. This includes both classroom and clinical experience. Part time enrollment is not available in the Cleveland Clinic Mercy Hospital Radiologic Technology Program.
The Program Director has line authority from and accountability to the Radiology department through the Administrative Director, Radiology Services.

An Advisory Committee is organized for the purpose of establishing policies and giving general direction.

The Advisory Committee ensures that all persons involved in and affected by the program are fairly represented in all major decisions.
The number of students enrolled in the program shall not exceed recommendations of the JRCERT. The JRCERT must be notified if a change in capacity of students is requested.
The Program Director will be responsible for conducting attrition studies and exit interviews on a regular basis to help identify reasons for attrition. The Program Director also may seek advice and information from personnel within the Cleveland Clinic Mercy Hospital’s Department of Radiology or from personnel within the Cleveland Clinic Mercy Hospital.
Any person who alleges non-compliance of JRCERT standards are encouraged to discuss the complaint with the faculty first, but may contact the JRCERT at (312) 704-5300 or visit the website at www.jrcert.org.

The Program Director must report the complaint against the program and program response to allegations to the advisory committee within 30 days. The resolution and determination of JRCERT findings will be reported to the advisory committee when received.
The Goals and Mission statement of the Cleveland Clinic Mercy Hospital School of Radiology will be reviewed annually and documented in the advisory committee meeting minutes.
The policies of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program supersede the policies of Cleveland Clinic Mercy Hospital for all matters concerning students of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program. Cleveland Clinic Mercy Hospital policies apply in all matters not addressed in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology School policies.

Program policies will be reviewed every other year and revised on an as needed basis.
The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program will assess the program’s effectiveness in providing graduates who are competent as an entry level radiographer. This assessment will be accomplished using a series of surveys that evaluate the graduate by their employers, their own opinion of their readiness for the workforce, and their confidence in passing their National Radiologic Technology Board Examination given by the ARRT.

The Cleveland Clinic Mercy Hospital School of Radiologic Technology Program will use these surveys to develop curriculum that better prepares the graduate for their eventual employment and progression through their career.
Section #2 – Admission Policies

EDR002.120 – Admission Criteria
EDR002.130 – Application for Admission Materials
EDR002.140 – Application Procedure
EDR002.150 – Acceptance Procedure
EDR002.160 – Pre-Entrance Program Requirements
EDR002.170 - Transfer Credit
The following shall be used for determining the acceptability of a candidate for admission to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

The student must:

1. Be a high school graduate or equivalent
2. Have taken and completed 7 – 10 of the college level courses listed below prior to applying. These courses are offered at Kent State University, Stark Campus.
3. Have received a grade of “C” or higher in all courses listed.

**KENT State Courses:**

- BSCI 11010 - Anatomy & Physiology for Allied Health I
- BSCI 11020 - Anatomy & Physiology for Allied Health II
- HED 14020 – Medical Terminology
- MATH 11009 – Modeling Algebra or
- MATH 11010 – Algebra for Calculus
- ENG 11011 - College Writing I
- PSYC 11762 – General Psychology
- CHEM 10050 – Fundamentals of Chemistry or
- CHEM 10055 – Molecules of Life

Humanities and Fine Arts course

Other elective courses will be evaluated on a case by case basis.

Applicants graduating outside the U.S. must apply for certification with the U.S.D.E.
The following materials must be received by the School before an application can be considered:
- Completed application form
- Transcripts from all colleges attended
- Two letters of recommendation
- $40.00 application fee; the application fee is non-refundable.
One class of students will be admitted to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program in June or July of each year.

Completed applications must be submitted by February 1st along with the $40.00 application fee to be considered for admittance to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

The applicant will be interviewed by an admissions panel and will tour the Cleveland Clinic Mercy Hospital’s Radiology Department that same day.

The admissions panel consists of:
The Program Director, The Clinical Coordinator, A member of the Faculty, and at least 2 other designates.
All applicants interviewed for admission will be informed of the Admission Panel’s decision to accept or deny them admission to The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

All applicants not meeting admission requirements shall be notified by the Program Director via telephone or letter.

Final class selection will be made by approximately March 15 of the year in which you are applying.

Once accepted, a $200.00 non-refundable acceptance fee (which is deducted from your tuition) is required to hold your spot in the program.
All accepted applicants are required to have a physical examination, criminal background check, and drug test prior to commencement of training. Candidates accepted are required to submit evidence of immunizations and general fitness. Technical standards checklist will be signed by the physician of the accepted student as a portion of the medical examination.

The medical reports are reviewed by the Program Director and copies are retained in the student’s permanent file in the School of Radiology office.

The student will be vaccinated for tetanus/diphtheria, rubella, and hepatitis B.

Final acceptance into the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program is conditional upon passage of a criminal background check and a negative drug screening.
To maintain the Program standards of excellence both clinically and academically, transfer credits from another accredited Radiologic Technology Program will not be accepted.

No student will be granted “placement” into a current class within the Cleveland Clinic Mercy Hospital School of Radiologic Technology.
Section #3 – Advanced Placement Admission Policies
EDR003.120 – Advanced Placement Admission Criteria
EDR003.130 – Advanced Placement Application
EDR003.140 – Advanced Placement Acceptance Procedure
EDR003.150 – Advanced Placement Curriculum
EDR003.160 – Advanced Placement Tuition
The following shall be used for determining the acceptability of a candidate for admission to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Advanced Placement Program.

The student must:
1. Be a graduate of an accredited Radiologic Technology Program
2. Have taken and failed the ARRT Registry for Radiography 3 times.

A maximum of two students will be admitted to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Advanced Placement Program each year; providing there is a need for the Program.
Completed applications must be submitted by September 1\textsuperscript{st} along with the $40.00 application fee to be considered for admittance to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Advanced Placement Program.

The applicant will be interviewed by the Program Director and Clinical Coordinator.

The Program Director and the Clinical Coordinator will be the sole decision makers with regard to entrance into the Advanced Placement Program.

The Advanced Placement Program will begin in January of the next calendar year.
All applicants interviewed for admission will be informed of the Program Director and Clinical Coordinator’s decision to accept or deny them admission to The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Advanced Placement Program.

All applicants not meeting admission requirements shall be notified by the Program Director via telephone or letter.

Final selection and notification will be made by approximately September 30th of the year prior for which you are applying.
# RADIOLOGY SCHOOL POLICY AND PROCEDURE

**Title/Description:** Advanced Placement Curriculum

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**Corresponding Policy:**

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<tr>
<th>Christine Gialousis, Program Director</th>
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<th>Devin Johnson, Clinical Coordinator</th>
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## CCMC COURSES

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<td>RAD XXX</td>
<td>2</td>
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<tr>
<td>RAD 240</td>
<td>3</td>
<td>Fall III</td>
<td>Christine Gialousis</td>
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<tr>
<td>RAD XXX</td>
<td>2</td>
<td>Fall II I</td>
<td>Clinical Staff</td>
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## TOTAL CREDIT HOURS

9
Tuition for the Advanced Placement Program will be determined by the Director of Radiology at the time of Advanced Placement enrollment.
Section #4 - Equipment & Facilities Policies

EDR004.100 - General Instructional Facilities
EDR004.110 - Classroom
EDR004.120 - Offices
EDR004.200 - Clinical Facilities
EDR004.300 - Radiology Lab Facilities
EDR004.400 - Library Facilities
All instructional facilities for the School of Radiology are on the campus at Cleveland Clinic Mercy Hospital. The students are not required to commute to other locations for any portion of their classroom instruction.
The School of Radiologic Technology has a dedicated classroom in the Cleveland Clinic Mercy Hospital Radiology Department. The classroom has desks and seating for 20 students, a mounted projector with whiteboard, a lectern, and a bookshelf loaded with reference books.
The Program Director and Clinical Coordinator share the same office.

Other faculty not having private offices can use the Program Director’s office for their own planning, research, counseling, etc. as needed.
The School of Radiologic Technology uses the Department of Radiology at The Cleveland Clinic Mercy Hospital as its clinical education facility.

Included in the general rooms of the Cleveland Clinic Mercy Hospital’s Radiology Department are rooms equipped with fluoroscopy as well as a dedicated chest unit.

The Cleveland Clinic Mercy Hospital Radiology Department also includes imaging areas for Computed Tomography, Nuclear Medicine, Magnetic Resonance Imaging (MRI) and Interventional Radiology.

Located in the Surgical Center, adjacent to the Cleveland Clinic Mercy Hospital Radiology Department; Radiation Therapy, Ultrasound, Mammography and Bone Densitometry are also available for clinical rotations.

Offsite clinical rotations are available in the Cleveland Clinic Mercy Hospital Network.

All equipment at all sites is checked for radiation safety according to current federal and or state regulation.
There are no separate dedicated radiographic laboratory facilities for the School of Radiologic Technology. General diagnostic rooms in the department are used by students and faculty to conduct experiments, hold class demonstrations, and to practice radiographic procedures.
The technical library for the School of Radiology is located in the School of Radiologic Technology classroom. In addition, the radiologists maintain their own library that is open to technical staff of the Cleveland Clinic Mercy Hospital Radiology Department and the students of The Cleveland Clinic Mercy Hospital School of Radiologic Technology.

Cleveland Clinic Mercy Hospital also has a Medical Library located on the first floor with 24 hour access. The Medical Library has multiple areas for quiet study, and a small computer lab equipped with 9 computers that are available for research and studying purposes. Students and staff may borrow books from the Medical Library as needed.
Section #5 - Clinical Competency & Supervision Policies:

EDR005.111 - Competency Based Criteria
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EDR005.320 - Computation of Clinical Grades
EDR005.350 - Clinical Summer Session
EDR005.400 - Weekend Switching
EDR005.410 - Demerit / Merit
EDR005.430 - Class Days vs. Clinical Days
EDR005.440 - Monday Clinical Schedule
EDR005.612 - Revoked Check Offs
EDR005.613 - Exam Practice Log
EDR005.614 - Exam Simulations
EDR005.615 - Clinical Rotations
EDR005.616 - Failed Competencies
EDR005.700 – Student Health Policy
EDR005.710 – Flu Vaccine Policy
Minimum acceptable levels of performance have been established for clinical education. These address both quantitative and qualitative standards.

QUANTITATIVE:

Minimum numbers and types of procedures are required for each semester. Completion of these competencies is necessary to receive 100% in this portion of the clinical grade. For each competency not met, 10 points will be subtracted from this portion and the student will be placed on clinical probation for the semester.

QUALITATIVE:

Minimum acceptable performance standards for procedures have been established. In order to be considered competent in performing the procedure, the student must receive an 80% or higher grade. This is the minimum acceptable standard. An average of all clinical competencies during that semester will determine this portion of the clinical grade for the semester.
During the 22 month training, the student must prove competence in some of the following procedures and have knowledge of the following equipment.

**Procedures:**

- Finger/thumb
- Hand
- Wrist
- Elbow
- Humerus
- Forearm
- Shoulder
- Clavicle
- Scapula
- AC Joints
- Trauma: Upper Extremity (Non-shoulder)
- Trauma: Cervical Spine (cross table lateral)
- Cervical Spine
- Thoracic Spine
- Lumbosacral Spine
- Sacrum and/or Coccyx
- Pelvis
- Sacroiliac Joints
- Scoliosis Series
- Femur
- Trauma: Lower extremity*
- Abdomen Decubitus or Upright
- Skull
- Paranasal Sinuses
- Facial Bones
- Orbits
- Trauma Shoulder (Scapular Y)
- Nasal Bones
- Mandible Panorex
- Mobile Chest
- Mobile Abdomen
- Mobile Orthopedic
- Mobile Abdomen
- Foot
- Hip
- Toe
- Knee
- Tibia and fibula
- Ankle
- Calcaneus (Os Calcis)
- Cross Table Lateral Hip
- Abdomen Supine (KUB)
- Room 1
- Room 3
- Room 4
- Room 5
- Room 17
- II Portable
- Portable GE
- Mobile Star
- ER Room

**Equipment:**
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<th>Procedures continued:</th>
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<tr>
<td>Upper GI</td>
<td>Chest and Lateral</td>
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<tr>
<td>Barium Enema</td>
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<td>Small Bowel Series</td>
<td>Ribs</td>
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<td>Esophagus</td>
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<tr>
<td>Chest Lateral Decubitus</td>
<td>Cystography/Cystourethrography</td>
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<td>Sternum</td>
<td>ERCP</td>
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<td>Upper Airway (Soft-tissue neck)</td>
<td>Myelography</td>
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<td>Arthrography</td>
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<td>Pediatric Abdomen</td>
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<td>Pediatric Mobile Study</td>
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<td>Geriatric Chest</td>
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<td>Geriatric Upper Extremity</td>
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<td>Geriatric Hip or Spine</td>
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### RADIOLOGY SCHOOL POLICY AND PROCEDURE

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<th><strong>Title/Description:</strong> Proof of Competency in Performing Procedures</th>
<th><strong>Policy Manual #:</strong> EDR005.120</th>
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<td><strong>Last Reviewed Date:</strong> 9/2020</td>
<td><strong>Advisory Committee</strong></td>
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**Reviewed By:**
- Christine Gialousis, Program Director
- Devin Johnson, Clinical Coordinator

Under no circumstances will any student be permitted to perform any procedure without direct supervision prior to being evaluated for competency on that procedure. Competency checks will be performed by the Clinical Coordinator, the Program Director, and Clinical designates. In specialized areas, one appointed technologist will perform competency checks.

A list shall be posted in a central location within the Cleveland Clinic Mercy Hospital’s Radiology Department indicating all procedures for which a student has been competency checked. This list will be updated on an ongoing basis by the Clinical Coordinator or the Program Director for the Cleveland Clinic Mercy Hospital School of Radiologic Technology.
All justified overtime will be documented on the student’s employee attendance record. This time will be reviewed on a regular basis and the student will be advised as to his/her available time.

Overtime will begin to accumulate after 8 minutes passed the scheduled ending time and shall be documented in accordance with the following time intervals:

- **08 – 15 minutes** = .25 of an hour
- **16 – 30 minutes** = .50 of an hour
- **31 – 45 minutes** = .75 of an hour
- **46 – 60 minutes** = 1.00 of an hour

Compensatory time will be granted at the discretion of the Program Director and/or Clinical Coordinators. Overtime cannot be used to come in late without prior permission from Director or Clinical Coordinator. Overtime can be used to leave early without prior permission, however, a school official must grant permission to leave early. A request for time off slip must be filled out and turned in for all overtime used by a student.
The total number of hours a student spends in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program shall not exceed forty (40) hours per week. This will include classroom instruction and clinical experience which will include any Saturdays second shift assignments.

No averaging of variable hours or weeks will be permitted. (Example: 45 one week and 35 in another week to equal 80 hours in two weeks)

To ensure quality patient care, a student will be permitted to remain past their normal shift ending time in order to complete the imaging exam they are performing.

To ensure credit for overtime, the student may be questioned by the Program Director and/or Clinical Coordinator before time is granted. All overtime compensation must be taken according to policy #EDR005.130.
The total number of hours a student spends in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program shall not exceed forty (40) hours per week. When a student wants to complete additional clinical time to get ahead or complete check-offs needed for that semester, they may request the hours according to the schedule below.

All additional time will be granted in minimum increments of 2 hours at a time. This time may be taken on the student’s assigned clinical day. On class days or unassigned clinical days the time must be verified by the Program Director to prevent overlap of other student’s regularly scheduled clinical time.

If a student requests additional clinical time the student is doing this voluntarily.
The clinical rotation schedules are posted in advance. Every effort is made to assure that all students will have equal opportunity to experience all possible clinical learning situations.

(1) First Year Students are normally assigned to general diagnostic rooms with limited experience in non-radiographic sections of the Radiology Department and limited experience in sub-specialty imaging modalities.

(2) Second Year Students are assigned to additional general diagnostic experience and to limited experience in sub-specialty imaging modalities in the Radiology Department.

*NOTE: No changes will be made in the clinical rotation schedule without permission from the Program Director or Clinical Coordinator. In the event that the Program Director or Clinical Coordinator are not available due to a physical absence from The Cleveland Clinic Mercy Hospital facility a specified Designate will be authorized to make clinical rotation decisions.
Students will be scheduled up to forty (40) hours per week. This will include weekdays, mid-shift afternoons, and Saturday evenings and will encompass both clinical and class instruction time.

Mid-shift afternoon shifts will be restricted to scheduled student clinical days only. Afternoon clinical rotations are a required part of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program. These shifts run from 1:00pm until 9:30pm.

Afternoon/Evening shifts will be restricted to Saturdays only. Saturday clinical rotations are a required part of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program. These shifts run from 3:00pm until 11:30pm and you will complete a total of 6 Saturday Afternoon/Evening shifts.

Prior to being assigned to Saturday Afternoon/Evening Clinical Shifts; the student must have demonstrated satisfactory completion of all competencies required for both the 1st and 2nd semesters of the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program.

*NOTE: Supervision of students on other than normal shifts will follow Policy #EDR005.200

**NOTE: No changes will be made in the clinical rotation schedule without permission from faculty of the Cleveland Clinic Mercy Hospital School of Radiologic Technology.
Students will not be assigned to rotate on holidays.

The following holidays will be observed by the School of Radiology:

1. Independence Day
2. Labor Day
3. Thanksgiving
4. Christmas
5. New Year’s Day
6. Good Friday
7. Easter
8. Memorial Day
Clinical assignments include the following approximated percentages for the types of clinical experience each student of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program should expect to participate in and are subject to change based on student needs:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td><strong>General Diagnostic</strong></td>
<td>30%</td>
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<tr>
<td>Head and Neck</td>
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<td>Spine</td>
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<td>Extremities</td>
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<tr>
<td>Other than normal shifts</td>
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<tr>
<td><strong>Thorax</strong></td>
<td>20%</td>
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<tr>
<td><strong>Contrast Media Procedures</strong></td>
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<tr>
<td>Abdomen</td>
<td></td>
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<td>UGI</td>
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<tr>
<td>Urinary Studies</td>
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<tr>
<td>Special - Fluoro</td>
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<tr>
<td><strong>Specialized Studies</strong></td>
<td>12%</td>
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<td>CT</td>
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<tr>
<td>Nuclear Medicine</td>
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<tr>
<td>Interventional Radiology</td>
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<td>Radiation Therapy</td>
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<tr>
<td>Ultrasound</td>
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<tr>
<td>Mammography</td>
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<tr>
<td><strong>Surgery and Portables</strong></td>
<td>12%</td>
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<tr>
<td><strong>Non-Radiographic</strong></td>
<td>6%</td>
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<tr>
<td>Office Procedures</td>
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<tr>
<td>Central Transport</td>
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<tr>
<td>Nursing</td>
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The required clinical competencies listed in Policy #EDR005.112 will be reviewed by the Program Director and appropriate faculty.

The following criteria should be used in updating clinical requirements:
- ARRT Clinical Competency Requirements
- Availability of Procedures in the Cleveland Clinic Mercy Hospital’s Radiology Department
- Availability of Clinical Assignments for each student
- Difficulty level of required procedures
- Time constraints of training process
- Requirements of potential employees

*NOTE: The Program Director is responsible for conducting external validation studies of the program and reporting to the advisory committee. The program director may seek advice from other personnel either internally or externally through the educators’ network in the radiologic sciences.
A registered technologist shall be present on the premises in the Cleveland Clinic Mercy Hospital’s Radiology Department at all times for assistance when students are performing procedures. This includes procedures for which the student has proved competent.

Students must have a registered technologist present when performing a procedure for which competency has not been proven.

Students may perform a procedure without immediate supervision if the following exists:

1. Student has proven competent to perform procedure.
2. A registered technologist reviews request and determines the student can successfully perform the exam.
3. A registered technologist reviews images before patient is dismissed.
4. Any repeat radiographs are performed while registered technologist is in the radiographic room.
The Clinical Coordinator for the Cleveland Clinic Mercy Hospital School of Radiologic Technology shall have the primary responsibility for evaluating student performance in diagnostic radiology.

The Senior-Lead Technologist/Supervisor shall function as the Clinical Coordinator as their Designate in the following areas:

- Computed Tomography
- Nuclear Medicine
- Radiation Therapy
- Special Procedures/IR
- Surgery/Portables
- Ultrasound
- Mammography
- Magnetic Resonance Imaging
- Cardiac Cath Lab
- Stat-Care (Off-site North)
- Office Procedures
- Central Transport
- Nursing
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<th>Title/Description: Clinical Preceptor</th>
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| Effective Date: October 2020          | Authorized By:              |
| Revised Date: 05/2021                 | Advisory Committee          |
| Reviewed Date:                        | Reviewed By:                |
|                                      | Christine Gialousis, Program Director |
|                                      | Devin Johnson, Clinical Coordinator |

The Clinical Coordinator for the Cleveland Clinic Mercy Hospital School of Radiologic Technology shall have the primary responsibility for evaluating student performance in the clinical environment.

The Clinical Preceptors shall function as the Clinical Coordinator’s Designate in the absence of the Clinical Coordinator or the Program Director.
The student is expected to complete the required clinical competencies defined in the clinical course syllabus for that clinical education rotation. Minimum acceptable performance levels have been established for each clinical education rotation. Clinical objectives are arranged in varying levels of difficulty; this is done to account for the amount of time the student has been in training.

Clinical grades will be determined by an average of the clinical competency grades, the number of the required clinical competencies acquired by the student for that clinical education rotation, and any demerits or merits received by the student that semester. Any student not meeting the number of competencies required for any clinical rotation by the end of the defined semester will lose 10 points from that category of the clinical grade calculation and will be placed on clinical probation.

Any grade that falls below 80% will lead to the student being placed on automatic clinical probation.

Satisfactory levels of clinical performance must be maintained throughout the entire program (four (4) semesters and the summer clinical session) to remain in good standing.

Clinical performance is reviewed per semester. Any student performing below minimum standards shall be placed on probation. Refer to Policy #EDR006.230, Section (2).
The grading scale for clinical competency performance will be as follows:

- 100%-98% = A
- 97%-96% = A
- 95%-93% = A-
- 92%-91% = B+
- 90%-88% = B
- 87%-86% = B-
- 85%-84% = C+
- 83%-82% = C
- 81%-80% = C-
- 79%-75% = D
- 74% and below = F
Students will be in the Summer Clinical Session, Monday through Friday, beginning the Monday after the graduation break week. Monday will be 7:30am to 11:30am, Tuesday, Wednesday, and Thursday will be eight hour clinical days with varying start and end times. Friday will be a clinical class day from 9:00am to 12:00pm; Imaging Obstacles and Solutions will be taught during this time.

Summer Clinical Session will consist of 5 weeks of clinical experience.

The student will be required to complete a minimum of four (4) exam competencies during the Summer Clinical Session.

Students are encouraged to use this time to gain extra clinical practice and get ahead on competencies required for 3rd semester.

No fails will be documented during the Summer Clinical Session. However, all other demerits and attendance points still apply.

Demerits and attendance points will be subtracted from your clinical grade score. A transcript for summer session will be issued to the student from the Cleveland Clinic Mercy Hospital School of Radiology.

This will not be included on the transcript issued to or by Kent State University.
Students will be scheduled a total of 6 Saturday rotations as a second year student for clinical experience. Saturday clinical rotations will be afternoon shift 3:00 – 11:30 PM.

The schedule is posted months in advance, but on occasion a student may have a conflict with one of their scheduled Saturdays. Students are permitted to switch with another student or change to a different weekend with permission from the Program Director or Clinical Coordinator.

A form; the “Exchanges in Scheduled Time” form, must be signed and dated by the student or students involved in the switch and the Program Director or Clinical Coordinator must also sign this form prior to the switch being made to the official schedule. Students are limited to 3 weekend switches in total for the entire program.
The demerit system was designed to keep the Radiologic Technology students compliant with the rules and objectives of the Cleveland Clinic Mercy Hospital School of Radiologic Technology Program and The Cleveland Clinic Mercy Hospital facility policies. Demerits can only be issued by the Program Director, Clinical Coordinator, Clinical Instructor or Faculty. Certain violations, as listed below, will warrant an initial verbal warning prior to a demerit being issued. If the student violates the same policy a second time, a demerit will be issued. Other violations, as listed below, will be an automatic demerit with no verbal warning given. Any demerit given in a semester will be a deduction of 4 points; taken from the final clinical grade. Each semester all students will begin with 0 demerit points.

The merit system was designed to reward students for exceeding expectations required by the program. A merit is worth 3 hours of clinical time. Merits can only be issued by the Program Director, Clinical Coordinator or Faculty. Merits received during a semester must be used by the end of the following semester.

Any student earning a merit can only use it as clinical time off if they have no demerits for that semester. If the student has demerits, the merit can be used to erase one demerit for that semester thus voiding its use as clinical time off. Merits earned in a previous semester cannot be used to erase demerits in the present semester.
For the violations listed below, a verbal warning will be given prior to a demerit being issued. If the policy is violated a second time, a *4 point demerit* will be given.

1. Neglecting room duties schedule
2. Late to a clinical area
3. Leaving clinical area without informing the technologist
4. Not participating when exams are being performed
5. Not following assigned lunch break times
6. Taking longer than allotted lunch break times
7. Having cell phones or electronics in the clinical setting

NOTE: One verbal warning will be given during the 2-year program for dress code violations. Any further incidents will result in a *4 point demerit*

Automatic *4 point demerits* with no verbal warning:

1. Not wearing or losing radiation badge
2. Eating in non-designated areas
3. No markers used on an exam while in the clinical area
4. Not turning in weekly log sheets or staff evaluations by the end of the following week
5. Not turning in reports for specialty areas by the end of the rotation
6. Not having images checked by staff
7. Performing repeats without supervision or direction from staff
8. Having clinical competencies revoked
9. Not following professional standards or objectives
10. Performing exams without direct supervision when competency has not yet been received
Merits received for a semester must be used by the end of the following semester. They can be used at any time and will not count against attendance record. The only exception is calling in the morning to say you are using merit time to come in late. This is not acceptable and will be counted against attendance. Merits for perfect attendance in the 4th semester will be given if the student has perfect attendance as of April 30th. Merits for no demerits in the 4th semester will be given if the student has no demerits as of April 30th.

Merits: resulting in 3 hours of clinical time, will be given for the following reasons:
1. Perfect attendance in a semester (no tardiness or call-offs)
2. Written thanks from patients or physicians
3. Not receiving any demerits in a semester
4. QI slip for exceptional exam from a Radiologist

Merits will also be given at the end of the semester if the student exceeds the number of required competencies for that semester, excluding equipment check-offs and rotation requirements, according to the following list:

1st semester – no merits given due to minimal requirements
2nd semester – merit for 21 or more competencies completed
3rd semester – merit for 35 or more competencies completed
4th semester – merit for 55 or more competencies completed
Students will be provided with a clinical schedule and a class schedule for each semester. Start times for clinical rotations will vary according to the schedule in the clinical notebook. A student schedule is also posted within the Radiology Department. Class days will begin at 9:00 AM unless told otherwise and end times may vary with each semester. During class days, students are not permitted in the clinical setting. If a day is a combination of class and clinical, the student will follow the clinical schedule for that day & report to class at the assigned time. The student will report back to clinical when the class is completed.

Schedules are subject to change due to unforeseen circumstances.

Lunch times are posted in the department for clinical rotations. All lunches during clinical days are 45 minutes in length. Lunches during class only days will be 1 hour from 12:00 PM – 1:00 PM. Students are not permitted to leave the premises for lunch without approval from the Program Director or Clinical Coordinator.
Mondays will be a split clinical day for 1st year and 2nd year students.

2nd year students will be in clinical in the morning. They will report at their assigned start time for the week and will stay for 4 hours. 
**Example: 7am-11am, 7:30-11:30, 8-12pm**

All 1st year students will be required to report to their assigned clinical area at **12pm-4pm** on Mondays.

All other clinical days will start at the assigned start time for the week.
Check-offs can be revoked if the student does not retain competency and is performing procedures incorrectly. If a check-off is revoked, the student must practice 3 exams with the Clinical Coordinator or designate before being able to regain competency for the procedure. A revoked check-off also results in a demerit as stated in policy #EDR005.410.
Students are required to practice a specified number of exams before being able to obtain competency on a particular exam. It is recommended that these exams be done with an instructor but can be done with a technologist when instructors are not available. The majority of exams in fluoroscopy must be practiced with an instructor due to the complexity of these procedures.

Before attempting a competency, the student must show proof of practices that have been initialed on the student practice log sheet provided to them in the beginning of their training. Students are permitted to get credit for practicing on the weekends with a Technologist.

A weekend competency list will be posted in the department and can be located in the student clinical binder. This list will be reviewed periodically to coincide with the Radiology Department volume and exam availability. The final decision for a completed off-shift competency will be made after images are reviewed by one of the program faculty.
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<td>Reviewed By:</td>
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<td></td>
<td>Christine Gialousis, Program Director</td>
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<td>Devin Johnson, Clinical Coordinator</td>
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Simulations on exams will be permitted during the last four (4) weeks of the 4th semester, if an exam has not been available to meet requirements for the semester.

In an extreme emergency simulated exams may be acquired in the third semester. These simulated exams will be determined by the Program Director and the Clinical Coordinator on a per semester basis.

Competencies should be completed on an actual patient whenever possible. The exception will be for the 4th semester. Simulations will be permitted to achieve ARRT graduation requirements.
Students are assigned to clinical rotations on a weekly or bi-weekly basis. Students are required to stay in their clinical area to get practice and obtain check-offs needed for the semester. After check-offs are completed, they will remain in that rotation so they can retain competency on exams. Students will only be pulled from their assigned areas for exams that are rare or uncommon.

During that last 2 weeks of the semester, students will be allowed to leave their area to attempt check-offs needed for the semester, only if they already have the check-offs required in the area to which they are assigned.
Students will be given 1 free failed competency **per semester and summer session** that does not count toward their grade. The 1st failed competency will be the one that is thrown out regardless of what exam was done. After that, all other fails will be counted toward their final clinical grade for that semester.
Students are required to complete a handwritten report for every exam that they fail. A form will be provided for the student to complete and turn in within 1 day after the failed check-off. If the exam is failed on Friday, the report must be turned in on Monday. If the report is not received within the given time frame, **0.5 points** will be subtracted from the final clinical grade. These reports will be beneficial to the student as a way to review the exam and avoid future fails for the same reasons.
Segments of the Employee Health Program are available for students (both nursing and non-nursing) to provide treatment of illness/injuries which occur during assigned activities at the Medical Center. The program encompasses any student who is affiliated with an educational program sponsored by or based at the Medical Center.

The Employee Health Service attempts to establish that no communicable disease or physical condition is present which could be detrimental to the student or in any way alter the health status of the patient.

The health program for student participants is administered in either the Employee Health Service Department or Emergency Department.

**During Clinical Assignments:**

A. If a student becomes ill while on clinical assignment at the Medical Center, they should notify their instructor and should be either excused from duty or referred to the Emergency Department for acute, serious problems requiring urgent care.

B. If student becomes injured (includes all exposures to contagion) while on clinical experience at MMC, they should:

   1. Report incident to their instructor and follow the school’s procedure.

      a. If needle stick or exposure to contagion occurs, follow the guidelines outlined in the Infection Control Policy for blood exposure to non-employees and follow-up as outlined by the school.
b. If serious injury/urgent problem, report to the Emergency Department. If serious injury/urgent problem, report to the Emergency Department.

c. Contact the individual’s private physician.

C. Follow-up care for work related conditions consists of notifying participant of particular type of follow-up care needed (if any). This follow-up is the responsibility of the participant.
Students in the Cleveland Clinic Mercy Hospital School of Radiologic Technology have a responsibility to the patients, their families, and themselves to maintain a healthy body. Certain health requirements are to be completed PRIOR to beginning their hospital clinical experience.

One of these requirements is to receive an annual influenza vaccine.

**Influenza Vaccine** – are required of all students assigned to clinicals during flu season – normally November 1st thru April 1st annually.
Section #6 - Academic & Clinical Evaluation Policies:

EDR006.110 - Didactic Curriculum
EDR006.210 - Class Attendance
EDR006.220 - Computation of Didactic Grades
EDR006.230 - Scholastic Standing
EDR006.232 - Course Failure
EDR006.240 - Academic or Clinical Probation
EDR006.260 - Anatomy and Positioning Re-Tests
EDR006.300 - Class Schedules
EDR006.400 - Graduation Requirements
Separate files shall be maintained for all updated course objectives and outlines. These files are open for review by all students and members of the faculty and staff.

The Program Director shall keep copies of all tests, exams, and evaluations in a locked file. These are to be open to authorized faculty for their use only.
All scheduled classes must be attended.

It is the student’s responsibility to arrange with the course instructor to make-up of any class assignments or exams missed due to illness. Any exams not made up according to the stated arrangement will be automatic “F”s. Emergency arrangements may be discussed with the Program Director.

Class assignments and tests missed due to unexcused absences cannot be made up.
Grades are computed every semester for each course based upon the following grading system:

- **A** (4.0) = Excellent (100%-96%)
- **A-** (3.7) = Excellent (95%-93%)
- **B+** (3.3) = Good (92%-90%)
- **B** (3.0) = Good (89%-87%)
- **B-** (2.7) = Good (86%-84%)
- **C+** (2.3) = Average (83%-81%)
- **C** (2.0) = Average (80%-78%)
- **C-** (1.7) = Average (77%-75%)
- **D** (1.0) = Poor (74%-69%)
- **F** (0.0) = Failing (68% & below)
Scholastic standing shall be defined by the following criteria:

1. **Good Standing:** The student is progressing in a satisfactory manner, maintaining at least a passing grade for each course offered in the curriculum including their clinical education rotations.

2. **Academic Probation:** The student is not performing satisfactorily.
   a. Failure to pass any course in the curriculum.
   b. Failure to pass clinical course requirements.

3. **Disciplinary Probation:** The student exhibits unacceptable behavior patterns. Refer to Progressive Corrective Action Policy #EDR009.610.
In the event a student fails a course with a (D), either clinical or didactic, the following will occur:

The student is placed on probation for the following semester. The following semester does not include the Summer Clinical Session. At the end of the probationary period the student’s progress will be evaluated by the faculty of the Cleveland Clinic Mercy Hospital School of Radiologic Technology. All courses, didactic and clinical, must be successfully completed to prevent dismissal from the program.

In the event a student fails a course with an (F), either clinical or didactic, the student will be automatically terminated from the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program.

Checks and balances are built into the curriculum to assess the students’ progress. These checks and balances will then allow the faculty to assist the student in a timelier manner to get them back on track or investigate ways to allow the student to be successful in the course.

Documentation of didactic and clinical interventions will be kept in the student’s permanent record.
# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<table>
<thead>
<tr>
<th>Title/Description: Academic or Clinical Probation</th>
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<td>Christine Gialousis, Program Director</td>
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<td>Devin Johnson, Clinical Coordinator</td>
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Any student not maintaining at least the minimum acceptable grade average in both didactic and/or clinical will be placed on probation. The minimum acceptable didactic grade is 75% and the minimum acceptable clinical grade is 80%.

One probation will be given for each course grade that does not meet the minimum acceptable grade. The probationary period is defined as 1 semester in length, not to include the Summer Clinical Semester. At the end of the probationary period, the student will be re-evaluated to determine whether sufficient progress has been made to prevent dismissal.

Any student receiving three (3) probations; the equivalent of three (3) course grades of “D”, during any single semester of training will be automatically terminated.
Any student not receiving a grade of 75% or better on a written test in Anatomy & Positioning I or II must take a re-test before being permitted to obtain a competency on the exam that the student was tested over.

The failed test score will count as the recorded grade.

The student must meet with the course instructor to schedule a re-test.

If the student fails the re-test they will receive additional instruction and will continue to re-test until they receive a 75% or higher. If the student fails to receive a grade of 75% or better after 5 attempts at the re-test they need to meet with the faculty and create a progress plan for the re-test. This will be considered an intervention and will remain in the students’ permanent file.

The passing test grade will be kept in the student’s file for liability purposes only. At that point, the student would be permitted to attempt competencies if they have completed all of their practices for the exam.
The master program curriculum schedule shall be planned for the entire program. It will be distributed to the students during orientation week to both the Juniors and Seniors.

Semester course schedules shall be posted in the Cleveland Clinic Mercy Hospital’s Radiologic Technology classroom. It is the student’s responsibility to attend all scheduled classes.

No classes shall be scheduled on weekends, evenings or on days when students are routinely scheduled off. Students requesting days off when classes are scheduled are responsible to make prior arrangements with the course instructor.
In order to be eligible for graduation, the student must:
- Satisfactorily complete all clinical requirements (Policy #EDR003.112)
- Have a satisfactory GPA clinically (Policy #EDR006.240)
- Have a satisfactory GPA didactically (Policy #EDR006.240)
- Be in “Good Standing”. (Policy #EDR006.230)
- Demonstrate appropriate use of verbal and written medical language
- Demonstrate knowledge of human anatomy and physiology
- Attend to a patients’ needs with concern and empathy
- Properly operate radiographic equipment and accessories
- Properly position the patient for radiographic procedures
- Adapt exposure factors for patient pathology
- Understand the use of technical factors to obtain a quality radiograph with minimal radiation exposure
- Process images properly
- Have paid all costs, books, and tuition due to the program
Section #7 - Budget & Advertising Policies:

EDR007.110 - Budget Process
EDR007.120 - Budget - Faculty Requests
EDR007.210 - Assignment of Fees
EDR007.220 - Fees to Students
EDR007.230 - Student Expenses
EDR007.240 - Collection of Book Fees and Tuition
EDR007.250 - Tuition Refund
EDR007.310 - Advertising Guidelines
EDR007.320 - Advertising Material Approval
EDR007.410 - Student Status vs. Employee Status
The financial needs of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology shall be addressed through the regular budgetary process of the Cleveland Clinic Mercy Hospital. The Program Director shall submit the School’s budgetary needs to the Director of Radiology Services for preparation.
Faculty members shall submit their instructional related budgetary needs to the Program Director. Included are explanations and/or justifications for the request and all pertinent information on cost, description, and source.
Student fees shall be set by the Advisory Committee. The Committee shall use the following guidelines in determining fees:

(a) Student fees shall not be excessive.

(b) Student fees will not be used to generate total income to operate the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program.

(c) Fees shall be fair and competitive with other area Radiologic Technology programs.
Student fees shall include the following:

(a) Application fee (Policy #EDR002.130)

(b) Acceptance fee (Policies #EDR002.140 and #EDR002.150)

(c) Trajecsys Competency Tracking Fee (Policy #EDR002.130)
Students shall be responsible for paying for the following:

a. Uniforms to meet the dress code

b. Maintaining uniforms in accordance with the dress code

c. Textbooks, Online LMS (MROs) for the online content utilized in the program. This is paid by the semester.

d. Notebooks, paper, and other school supplies

e. Housing and living expenses for the duration of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program

f. Optional professional fee; Ohio Society of Radiologic Technologists (OSRT) American Society of Radiologic Technologists (ASRT)
The collection of fees and tuition shall be as follows:

(1) Upon acceptance, the student must pay a $200.00 non-refundable acceptance fee.

(2) $800.00 initial tuition payment is due the first day of class.

(3) The remainder of the tuition is to be paid per semester. Each Semester has a tuition requirement of $5,000.00. Payment arrangements are to be made with the Program Director during the orientation week and at the beginning of each semester.

(4) Prior to beginning the next semester, the prior semester’s tuition needs to have been paid in full. If the student is making payments, they need to be current to continue with the program.

Radiography School Tuition: $20,000.00
Acceptance fee; due upon acceptance (non-refundable) $200.00
Tuition due on first day of classes $800.00
Remaining Total Tuition = $19,000.00

Payment Options:
Lump sum per semester = $5,000.00 ($4,000.00 remaining of 1st semester tuition)
or you may make payments. Payment plan arrangements are to be made with the Program Director during the orientation week and at the beginning of each semester.

Special arrangements can be made with the Program Director in the event of hardship. All tuition must be paid in full prior to graduation in order to receive the diploma and approval for examination registration with the ARRT.
**RADIOLOGY SCHOOL POLICY AND PROCEDURE**

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<th>Title/Description: Tuition Refund</th>
<th>Policy Manual #:</th>
<th>EDR007.250</th>
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<tr>
<td>Last Reviewed Date: 9/2020</td>
<td>Devin Johnson, Clinical Coordinator</td>
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- Tuition for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program may change, and the prospective students will be informed of the change prior to beginning the Program.

- $200.00 acceptance fee is payable to Cleveland Clinic Mercy Hospital by the candidate upon acceptance into the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology. The $200.00 acceptance fee is non-refundable. $800.00 of the tuition is due the first day of class.

The balance of the 1st semester tuition is due prior to the end of that semester.

If a student withdraws from the Program, tuition will be refunded as follows:

**Student withdraws during the:**  
1st Semester - 75% of the paid tuition will be refunded  
2nd Semester - 50% of the paid tuition will be refunded  
3rd Semester - 25% of the paid tuition will be refunded  
4th Semester - no tuition be refunded

The Cleveland Clinic Mercy Hospital reserves the right to change tuition upon review on an annual basis.
Brochures, catalogs, and other advertising materials must be accurate in the reflection of Program costs. All costs must be fairly and accurately stated. Any references to employment or income prospects must be fair and realistic.
All advertising materials must be approved by the Advisory Committee prior to publication. After approval, the materials shall be submitted through regular Cleveland Clinic Mercy Hospital channels for approval, printing, and proofreading.
Students will not be utilized as manpower in the daily functions of the Cleveland Clinic Mercy Hospital Department of Radiology.
Section #8 - Faculty Qualifications and Advisory Committee Policies:

EDR008.110 - Program Director Qualifications
EDR008.120 - Program Director Responsibilities
EDR008.130 - Change of Program Director
EDR008.310 - Clinical Coordinator Qualifications
EDR008.320 - Clinical Coordinator Responsibilities
EDR008.410 - Faculty Qualifications
EDR008.420 - Appointment of Faculty
EDR008.430 - Faculty Review
EDR008.440 - Faculty Responsibilities
EDR008.450 - Faculty Instructional Loads
EDR008.500 - Continuing Education
EDR008.511 - Advisory Committee Composition
EDR008.512 - Appointment of Student Liaison
EDR008.513 - Advisory Committee Functions
EDR008.521 - Admissions Committee Composition
The Program Director shall meet the qualifications required by the JRCERT and shall be certified in radiography by the American Registry of Radiologic Technologists. The Program Director shall be a full time employee of the Department of Radiology at Cleveland Clinic Mercy Hospital.
There shall be a specific job description for the Program Director designating primary responsibilities to and for the School of Radiologic Technology.

The job responsibilities shall include, but are not be limited to:
- the organization, administration, periodic review, and analysis of the policy effectiveness of the Radiologic Technology Program
- maintaining and updating School records and student records required by law
- developing class schedules and clinical rotations
- assisting in student selection process
- developing overall curriculum and objectives
- coordinating faculty and instruction resources
- assisting faculty with class preparation
- counseling students
- academic teaching responsibilities as needed
- regularly performing student reviews
- chairs the Advisory Committee
- regularly performing faculty review
If there is a change in the Program Director, notification will be made to the ARRT and the JRCERT immediately. Upon notification, the curriculum vitae of the new Program Director will be submitted to the JRCERT within thirty (30) days. The appropriate documentation will be submitted to the ARRT within thirty (30) days. If the new candidate is not scheduled within this timeframe, continuity of the Program and progress shall be submitted with notification to the JRCERT and ARRT.
The Clinical Coordinator shall be certified by the American Registry of Radiologic Technologists and meet other qualifications acceptable to the JRCERT. The Clinical Coordinator shall be an employee of the Radiology Department at Cleveland Clinic Mercy Hospital and work under the direction of the Program Director.
There shall be a specific job description of the Clinical Coordinator detailing responsibilities to the School of Radiologic Technology.

The job responsibilities may include any or all of the following
- assists students with identifying weaknesses and correcting their clinical performance
- demonstrates and instructs alternative methods of obtaining radiographs due to patient condition
- determines competency of students
- assists with the development of clinical rotations
- serves as voting member on the Advisory Committee
- assists with clinical evaluation tools
- maintains clinical records in good order as prescribed by the JRCERT
- has limited academic teaching responsibilities
All members of the faculty shall be registered radiographers, Radiologists, nurses or hold appropriate degrees to teach assigned subjects.

The faculty members shall demonstrate an ability and willingness to teach assigned course work as stated in Policy #EDR008.440 Faculty Responsibilities.
The Program Director shall see that all areas of the curriculum have qualified instructors to instruct the courses. The Program Director is free to use direction in recruiting Cleveland Clinic Mercy Hospital personnel both within and outside the Department of Radiology.

The Program Director shall have the primary responsibility for selection of the faculty. Financial commitments and resources outside the Cleveland Clinic Mercy Hospital must have administrative approval except in such cases involving sales or manufacturing representatives providing educational programs as part of their service to the Department of Radiology.
Faculty members shall be reviewed by the Program Director annually. Review shall include input from the student body using evaluation instruments as approved by the Advisory Committee.

The Program Director is responsible to see that identified areas of weakness are corrected.
Members of faculty shall be responsible for providing quality units of instruction that are well planned and organized. Lesson plans, source outlines, and objectives should be used. Tests will be specific to course content. Test results shall be reported promptly to the Program Director.

Each member of the faculty is responsible for maintaining current copies of the following:
- curriculum vitae
- course outline
- course objectives
- evaluation tools
**RADIOLOGY SCHOOL POLICY AND PROCEDURE**

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<tr>
<th>Title/Description: Faculty – Instructional Loads</th>
<th>Policy Manual #: EDR008.450</th>
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Instructional loads shall not be so heavy as to prevent the instructors from performing their administrative, technical, or medical duties. Faculty members with primary care responsibilities to patients shall normally be limited to no more than one (1) teaching assignment per week.
The Advisory Committee recommends continuing education for the instructional staff. The School of Radiologic Technology at Cleveland Clinic Mercy Hospital recognizes the ASRT, AHRA, ACR, AIUM, SMDS, SUV, SNMMI-TS, ASNC, AEIRS, SMRT, AVIR, RSNA and the OSRT as recognized Continuing Education and Evaluation Mechanisms (RCEEM). As mandated to begin in 1995, all technologists must receive twenty-four (24) Continuing Education Credits (CECs) in a biennial period to maintain their national registry credentials.

**American Association of Medical Dosimetrists (AAMD)**  
703.677.8071

**American College of Radiology (ACR)**  
800.227.5463 or 703.648.8900

**Association for Medical Imaging Management (AHRA)**  
978.443.7591 or 800.334.2472

**American Institute of Ultrasound in Medicine (AIUM)**  
301.498.4100 or 800.638.5352

**American Society of Nuclear Cardiology (ASNC)**  
301.215.7575

**American Society of Radiologic Technologists (ASRT)**  
505.298.4500 or 800.444.2778

**Association of Vascular and Interventional Radiographers (AVIR)**  
571.252.7174
Title/Description: Continuing Education

Effective Date: February 1987
Last Revised Date: 05/2021
Last Reviewed Date: 9/2020

Authorized By:
Advisory Committee

Reviewed By:
Christine Gialousis, Program Director
Devin Johnson, Clinical Coordinator

Policy Manual #: EDR008.500

Medical Dosimetrist Certification Board (MDCB)
856.439.1631 or 866.813.6322

Radiological Society of North America (RSNA)
630.571.2670 or 800.381.6660 (US and Canada)

Society of Diagnostic Medical Sonography (SDMS)
214.473.8057 or 800.229.9506

Society for MR Radiographers and Technologists (SMRT)
925.825.SMRT (7678)

Society of Nuclear Medicine and Molecular Imaging Technologist Section (SNMMI-TS)
703.708.9000

Society for Vascular Ultrasound (SVU)
301.459.7550 or 800.788.8346
The Advisory Committee for the School of Radiologic Technology shall have the following representation at a minimum:

**Program representatives:**
- Program Director
- Clinical Coordinator
- Faculty Member

**Administrative representative:**
- Administrative Director, Radiology Services or their designate

**Department of Radiology representatives:**
- Manager of the Radiology Department
- Staff Radiologic Technologist (1)

**Ex-officio members:**
- Second-Year Student Liaison
- First-Year Student Liaison
- Clinical Faculty
| **Title/Description:** Appointment of Student Liaisons  |
| **Effective Date:** February 1980  |
| **Last Revised Date:** 05/2021  |
| **Last Reviewed Date:** 9/2020  |
| **Authorized By:**  Advisory Committee  |
| **Reviewed By:**  Christine Gialousis, Program Director  Devin Johnson, Clinical Coordinator  |

The student liaison member of the Advisory Committee shall be elected by the student body each year. The student nominees shall be submitted to the Advisory committee for approval. The Advisory Committee shall reserve the right to object to any nominee selected. This objection shall be based primarily on, but not limited to, unacceptable academic or clinical performance.
The Advisory Committee for the School of Radiologic Technology shall have the authority and responsibility to oversee the following activities concerning the School:

a. Make and approve policy changes

b. Make and approve organizational changes

c. Approve all faculty appointments

d. Review faculty effectiveness

e. Review existing curriculum, goals, objectives and determine validity with regard to Registry results, graduate capabilities/weaknesses, and JRCERT criteria

f. Approve all changes in curriculum, goals, and objectives

g. Make appointments to other committees

h. Define functions and set guidelines for other committees

i. Review student progress in the Program

j. Make changes in student status based on performance as needed
The Admissions Committee for the School of Radiologic Technology shall be comprised of at least the following:

- Administrative Director, Radiology Services or representative
- Cleveland Clinic Mercy Hospital Radiology Staff member
- Program Director
- Clinical Coordinator(s)
- Faculty Member(s)
Section #9 - Student Policies:

EDR009.040 - Cell Phones and Other Electronic Devices
EDR009.041 - Radiology Department Phone Usage
EDR009.070 - Appeals Policy
EDR009.080 - Post-Graduation Employment
EDR009.090 - Bereavement Policy
EDR009.110 - Non-Discrimination Policy
EDR009.170 - Program Withdrawal
EDR009.180 - Readmission to the Program
EDR009.250 - Probationary Period for New Students
EDR009.311 - Radiation Monitoring
GEN009.001 - Occupational Over-exposure to radiation
EDR009.312 - Radiation Safety Instruction
EDR009.321 - Declared Pregnancy
EDR009.410 - Student Absence
EDR009.411 - Personal Time
EDR009.412 - Attendance and Tardiness
EDR009.413 - Reporting an Absence
EDR009.414 - Inclement Weather Policy
EDR009.415 - Excessive Absence and Tardiness
EDR009.420 - Earned Clinical Time
EDR009.421 - Dress Code
EDR009.422 - Return to School Certificate
EDR009.440 - Timecards
EDR009.450 - Leave of Absence
EDR009.490 - Weekend Call Offs
EDR009.520 - Vacations
EDR009.551 - Academic Counseling
EDR009.552 - Personal Counseling
EDR009.610 - Progressive Corrective Action
Section #9 - Student Policies cont’d:
EDR009.630 - Conduct and Infractions
EDR009.640 - Confidential Information
EDR009.810 - Professional Days
No electronic devices: cell phones, pagers, tablets etc., are to be carried in the clinical setting. They should be kept in the student’s locker and should only be used during breaks or lunch. Cell phones in the classroom are not to be seen or heard during lecture. They should be silenced and put away until break. Electronic devices may be used during class if the material being accessed is directly related to the class being taught (Ex. e-books or note taking). Students should not be seen walking down the hallway using cell phones or electronic devices as this portrays and unprofessional image. They should be used in the locker room, cafeteria, Subway, main lobby, or outside.

If the student needs to use a phone during clinical time, the student is permitted to use the phone in the Radiology School office. The other phones in the radiology department are not to be used for personal use.
No use of the Radiology Department phones will be permitted.

If the student needs to use a phone during clinical time, the student is permitted to use the phone in the Radiology School office. The other phones in the radiology department are not to be used for personal use.
A student may appeal an unfavorable evaluation or Progressive Corrective Action through the following grievance procedures:

A. The student shall contact the Program Director to file an official grievance. The formal grievance must be filed within ten (10) days from the said action. The grievance should state simply the reasons for disagreeing.

B. The Program Director will notify the student within ten (10) days to schedule a meeting with the Advisory Committee.

C. At the meeting of the Advisory Committee, the student will present his/her position and may call witnesses with direct knowledge of the incident in question. The student may be represented by another student at this meeting.

D. The Advisory Committee will give a decision to the student within ten (10) days.

E. If the student fails to be satisfied with the decision of the Advisory Committee, they may appeal to the Human Resources manager of the Cleveland Clinic Mercy Hospital. This appeal must be filed within ten (10) days of the Advisory Committee’s decision. The Human Resources manager’s decision is final and will be given within ten (10) days after the appeal is filed.
If there is a position to be filled in the Department of Radiology at Cleveland Clinic Mercy Hospital, graduating students will be considered for the opening. Selection will be based upon scholastic and clinical performance during the two years of training. Graduating students seeking employment by the Cleveland Clinic Mercy Hospital should submit an application with the Department of Human Resources.

The Department of Radiology and the Cleveland Clinic Mercy Hospital do not guarantee employment to any students who graduate from the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology.

The Medical Center employs only Registered Radiographers.

a. Those graduates not hired by the Cleveland Clinic Mercy Hospital are free of their obligations to the School upon completion of graduation requirements and graduation. Students who meet requirements for early release would be free of their obligations at that time.

The school does not have a formal placement service. All known available jobs are posted on the Cleveland Clinic Mercy Hospital’s website.
Students will be eligible for up to three (3) days when the death of an immediate family member occurs.

Immediate family shall include the following: mother, stepmother, father, stepfather, spouse, children, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law.

Students will be eligible for one (1) day bereavement for the day of the funeral of sister-in-law, brother-in-law, grandparents, grandchildren, aunt, and uncle.

Any additional time taken will be taken out of the student’s personal time.
Selection of students to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program shall be based on the applicant’s ability, preparation, attitude, interest, and personal qualities indicating potential to successfully meet the terminal goals of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program.

It is the Cleveland Clinic Mercy Hospital’s policy that it will comply with the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), Ohio Revised Code 4112.02(A), the federal civil rights law; Title IX, and Title II of the Genetic Information Nondiscrimination Act (GINA), and the Regulations issued thereunder, and that this policy will be administered and will continue to be conducted in such a manner that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, national origin, genetic information, or any other characteristic protected by law.
A student planning to withdraw voluntarily should arrange for a conference with the Program Director and submit an official letter of resignation. Students exiting without official notification to the faculty will be dropped from training through the policy of “Reporting an Absence” #EDR009.413, which explains voluntary termination because of non-attendance.

An absence of three (3) consecutive scheduled days without proper notification is considered voluntary termination.
Any student who previously withdrew from the program, in good standing, may apply for readmission. Only one readmission to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program will be granted. Readmission is not guaranteed. Any student who was dismissed from the program is not eligible to reapply for the program. The student will follow the application process that begins on Sept. 1st of each year.

The following is the procedure for readmission:

1. Send a written readmission request to the program director before the application deadline of Feb. 1.

2. Provide written documentation to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program Director stating the reason(s) for withdrawal and indicate the actions the student has followed to ensure success in the program if readmitted.

3. The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program director will notify the student by mail and email when and where the interview with the admissions panel will be held.

4. After the interview with the admissions panel has concluded, The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program director will notify the student by mail and email of his/her readmission status.
RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Probationary Period for New Students

Page 1 of 1

Effective Date: May 1995
Last Revised Date: 05/2021
Last Reviewed Date: 9/2020

Authorized By:
Advisory Committee

Reviewed By:
Christine Gialousis, Program Director
Devin Johnson, Clinical Coordinator

POLICY:

Every effort is made by the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program to carefully screen, select and place the proper candidate for each student position; however, proper placement can only be made by the use of a “trial” or probationary period. During this period, the student and the faculty will communicate on an ongoing basis to assure that continued long-term student status is in the best interest of both the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program and the student.

PROCEDURE:

NEW STUDENTS:

A. The first three months (90 days) of training shall be considered a probationary period.
B. During the initial probationary period, a student may be subject to termination without notice. If at any point during this period it becomes clear that the student is not suited for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program or if the faculty is convinced the student is not suited for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program, either party can terminate the student status immediately.
C. The student will be closely monitored during the probationary period to determine adjustment to the Radiology Departmental routine, and compliance with School policies. The faculty will hold meetings every 30 days to discuss student progress in the program. The Corrective Action policy will be enforced with students after the probationary period is completed.
Students shall be provided radiation monitors of the same type that are issued to the Radiology Technological staff. These monitors should be maintained in the same manner as those provided to the Staff Radiographers.

Copies of the dosimetry reports are posted quarterly. To ensure student safety, students’ radiation dosimetry readings are reviewed by the Program Director. If a student exposure reading is above 100mrem an investigation is initiated and if need be, turned over to the Radiation Safety Officer.

If the readings indicate that the dose to an individual is in excess of the limits in 3701:1-38-12, OAC, then the IRRP (Individual Responsible for Radiation Protection) shall conduct an investigation to determine the cause of the high readings. The commercial dosimeter badge company and consulting physicist may be contacted to aid in the investigation. If the individual has received a dose in excess of the limits in 3701:1-38-12, then a report of overexposure will be submitted in writing to the Director, Ohio Department of Health with 30 days as required by 3701:1-38-20 OAC.

A copy of the report submitted to the Director, Ohio Department of Health or a summary of the investigation results will be provided to the individual who received the dose in excess of the limits in 3701:1-38-12
POLICY:
Over-exposure to radiation.

PROCEDURE:
Film badge results are reviewed monthly on employees in Nuclear Medicine, Cardiac Cath. Lab., E.P. Lab., and Radiation Therapy and quarterly on all other occupationally exposed employees, by the Individual Responsible for Radiation Protection (IRRP). If the readings indicate that the dose to an individual is in excess of the limits in 3701:1-38-12, OAC, then the IRRP shall conduct an investigation to determine the cause of the high readings. The commercial film badge company and consulting physicist may be contacted to aid in the investigation. If the individual has received a dose in excess of the limits in 3701:1-38-12, then a report of overexposure will be submitted in writing to the Director, Ohio Department of Health with 30 days as required by 3701:1-38-20 OAC.

A copy of the report submitted to the Director, Ohio Department of Health or a summary of the investigation results will be provided to the individual who received the dose in excess of the limits in 3701:1-38-12

Corrective action to prevent recurrence will be reported in writing to the Quality Assurance Committee.
Prior to being assigned clinically, students shall receive basic instruction in radiation safety to include:

a. Proper use and care of radiation badge.
b. Proper use of lead aprons, gloves, shields, and other protective devices.
c. Basic somatic and genetic effects of radiation.
d. Students are instructed not to hold image receptors during any radiographic procedure and should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
e. All students will wear protective apparel while taking exposures on mobile examinations. Any violation of this policy will lead to disciplinary action up to and including dismissal from the program.

During orientation week, each student shall receive a copy of “Safety Requirements in Operation of X-ray Units”.
Several studies have suggested that the embryo/fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection and Measurements (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. Specifically, the NCRP has recommended the maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 500 mrem. This is approximately one-tenth of the maximum permissible occupational dose limit. The State of Ohio has established regulations, which limit the fetal dose to 500 mrem due to occupational exposure of the mother. The fetal dose rate from occupational exposure should be less than 50 mrem per month.

Declaration of pregnancy is completely voluntary; however, the student is encouraged to inform the Program Director in writing.

A. Cleveland Clinic Mercy Hospital has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 500 mrem. This dose limit can only be applied if Cleveland Clinic Mercy Hospital is informed of the pregnancy. A second individual monitoring device will be provided to a declared pregnant woman, if the individual participates in fluoroscopic procedures. The second monitoring device is to be worn under the protective apron at waist level.

B. If you are assigned in an area where the anticipated dose is less than 500 mrem to the fetus over the period of gestation, you are able to continue in this area with no restrictions and no modifications. Your clinical assignments will be under the direction of your Clinical Coordinator. However, the Radiation Safety Officer may make certain recommendations regarding your clinical assignments to further reduce the dose to the fetus.
C. Based on past experience, no areas in Cleveland Clinic Mercy Hospital have been identified which would be considered likely to result in a dose to the fetus exceeding 500 mrem if the established radiation safety procedures are practiced. If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than 500 mrem, the following two alternatives listed below are possible

D. If the dose to the fetus will not exceed 500 mrem, you can continue your current clinical rotations without modification.
   1. You may be assigned to another area involving less exposure to ionizing radiation.
   2. You may continue your clinical rotations in the area with certain restrictions to limit exposure of the fetus to less than 500 mrem (based on recommendations made by the Radiation Safety Officer). In nearly all cases, the clinical environment will require slight modifications to ensure that the dose to the fetus does not exceed 500 mrem.

E. If you are unwilling to accept the increased risk to your unborn child due to your current level of radiation exposure, you may request reassignment to an area involving less exposure to ionizing radiation.

F. Individuals who are pregnant are not prohibited from developing clinical skills in radiation areas. These individuals may also operate sources of ionizing radiation (e.g., diagnostic x-ray equipment including fluoroscopy and portable radiography.)

G. During your pregnancy, you are expected to perform your assigned duties as a radiology student, unless the Radiation Safety Officer places certain restrictions upon you.

H. Based on past experience, no areas in Cleveland Clinic Mercy Hospital have been identified which would be considered likely to result in a dose to the fetus exceeding 500 mrem if the established radiation safety procedures are practiced. If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than 500 mrem, the following two alternatives listed below are possible.
I. During your pregnancy, you are encouraged to monitor your radiation exposure via the badge readings, which are made available to radiation workers. Contact the Radiation Safety Officer or Program Director if any unusual readings occur.

J. The student has the option to withdraw declaration of pregnancy in writing at any time.

WHAT THE RADIATION EXPERTS SAY ABOUT EXPOSURE TO IONIZING RADIATION

A. Natural background radiation levels are such that the average person in the United States receives approximately 125 mrem each year.

B. The actual dose received by the embryo/fetus is less than the dose received by the mother because the overlying maternal tissues absorb some of the radiation.

C. The unborn child is most sensitive to ionizing radiation during the first three months of gestation.

D. The normal incidence of congenital abnormalities is 4-6 percent. It is impossible to attribute a given anomaly to a small dose of radiation received by an embryo/fetus. The estimated risk to the unborn baby is small, 0.025 percent for 500 mrem.

E. Some studies suggest a relationship between prenatal exposure and childhood leukemia. This risk is small, 1 in 8,800 for 500 mrem. The induction of other childhood cancers is considered to be at a similar level of risk.

F. The radiation dose required to produce sterility is 200,000 mrem or more. Occupational dose levels will not interfere with your ability to bear children.

IF YOU HAVE QUESTIONS OR WANT ADDITIONAL INFORMATION

A. The Nuclear Regulatory Guide 8.13 (“Instruction Concerning Prenatal Radiation Exposure”) will be made available to you for informational purposes if you request.

B. The Radiation Safety Officer is available for discussion regarding levels of exposure from sources of ionizing radiation in the work environment and the risks to the developing embryo/fetus as a result of prenatal exposure. You will be asked to acknowledge in writing that the Radiation Safety Officer gave you instruction.
# RADIOLOGY SCHOOL POLICY AND PROCEDURE

**Title/Description:** Student Absence  
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| Authorized By:  Advisory Committee |
| Reviewed By:  Christine Gialousis, Program Director  
Devin Johnson, Clinical Coordinator |

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**Excused:**

Any absence within the call-off procedure guidelines.

**Absent with permission:**

Absences arranged in advance (at least by the day prior) will be taken out of the students’ personal time. This will count as the exact amount of time used. If OT, merit time, or clinical days are available, this time could also be used.

**Suspensions:**

Any student suspended for either clinical infractions, academic infractions or both will incur a standard three (3) day suspension. These three (3) days must be extracted from the students’ personal time and are more severe than a normal absence. First year offenses will come out of the first years’ personal time. Second year offenses will come out of the second years’ personal time. If no personal time is available for the required suspension time; termination may result.

Any test missed during this time will not be permitted to be made up.
The student is allotted 96 hours of personal time per 22 month program.

- This time can be used for illness, personal appointments, doctor visits, etc.

- Any time used above 96 hours will be an automatic termination from the program. Any extenuating circumstances, such as pregnancy, LOA, or COVID-19, will be given special consideration by the Advisory Committee.
It is the responsibility of the student to maintain good attendance habits in preparing for the work force. The following policy has been established in accordance to the students’ attendance.

The following provision is made for extended illness not for use with habitual absenteeism:
An absence of sixty (60) days or more during the twenty-two (22) month training period will disqualify the student from graduating with the class. The student will be asked to complete an additional six (6) months of training before the Program Director will sign for the registry application.

One (1) verbal warning per year will be given for the 1st occurrence due to either/or a tardy, no badge, or not clocking in or out. The student would still have time deducted from their personal time but would not receive points off of their clinical grade for that semester. They would not qualify for a merit. Any additional occurrences would result in time deducted and 2 points off of the clinical grade.

All time shall be documented in accordance with the following breakdown:

- 1 – 15 minutes = .25 of an hour
- 16 – 30 minutes = .50 of an hour
- 31 – 45 minutes = .75 of an hour
- 46 – 60 minutes = 1.00 of an hour

Call off on a clinical day: 8 hours are deducted from personal time for time missed. This will count as 1 incident.
Call off on class day: number of hours according to semester schedule for that day will be deducted from personal time consecutive days off for the same illness will count as 1 incident.
### Late call off:
Student did not call off at least 1 hour prior to start of shift, **8 hours** will be deducted from personal time and will be counted as 1 ½ incidents.

### Pre-approved time off:
A student may request to use personal time without receiving any incidents or points against their grade if it was approved by the Director of the program the day prior while at school. The student will be required to fill out a request for time off.

If personal time is used without pre-approval, time would be deducted, and incidents would be given according to policy #EDR009.415.

### Clocking in and out:
- If a student forgets to **clock in**, this will count as a **30 minute tardy** and **2 points off the clinical grade**. (½ incident)
- If a student forgets to **clock out**, this will count as **30 minutes** from personal time and **2 points off the clinical grade**. (½ incident)
- The student would not qualify for a merit for perfect attendance.

### No Badge:
- If the student does not have their badge to clock in they will be required to go to security and purchase a new badge or to leave and go get their badge. They would then clock in after they get their badge. If they clock in late, they will be counted tardy.
When reporting an absence, the student must notify the Program Director, a Clinical Coordinator, or a Supervisor prior to their start time. Absences count as 1 incident. Absences reported after the start time will count as 1½ incidents. The student should call extension 1273 Monday – Friday to report an absence. The student should call extension 1070 when reporting an absence on any off shift.

An absence of three (3) consecutive scheduled days without notification shall be considered voluntary termination.
Beginning December 1\textsuperscript{st} and ending March 31\textsuperscript{st} of each year, students will be allowed to receive 2 tardies during this time frame without losing points off of the clinical grade. Time missed will still be deducted from the students’ personal time. The policy for excessive absence and tardiness (#EDR009.415) still applies. If snow or ice begin before December 1\textsuperscript{st} or last past March 31\textsuperscript{st}, the school faculty may adjust the time frame accordingly for that year. Out of consideration and courtesy, students should call if they will be more than a few minutes late.
Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 90 days. Consecutive days missed for the same illness constitute one (1) incident.

<table>
<thead>
<tr>
<th>Number of Incidents</th>
<th>Reason</th>
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<tbody>
<tr>
<td>½</td>
<td>Tardy</td>
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<tr>
<td>½</td>
<td>Home early after working at least 4 hours of shift</td>
</tr>
<tr>
<td>½</td>
<td>Not clocking in or out</td>
</tr>
<tr>
<td>1</td>
<td>Home early without working at least 4 hours of shift</td>
</tr>
<tr>
<td>1</td>
<td>Late without working at least 4 hours of shift</td>
</tr>
<tr>
<td>1</td>
<td>Call-off within procedure guidelines</td>
</tr>
<tr>
<td>1 ½</td>
<td>Late call-off not within procedure guidelines</td>
</tr>
<tr>
<td>2</td>
<td>Failure to call-off or appear for shift</td>
</tr>
</tbody>
</table>
For the 1st, 2nd, and 3rd semesters, 12 hours of clinical time, per semester, will be given to each student if their clinical requirements are met 1 week prior to the end of that semester. This includes room check-offs and exams. No clinical day is given for 4th semester.

The 12 hours of clinical time may only be used in 4 or 8 hour increments and must be used by the end of the following semester or the time will be lost. This time can be used during any scheduled day with prior approval except Saturday.
Students are expected to dress professionally and conservatively. Good judgment in clothing is expected. Failure to adhere to the dress code may result in Progressive Corrective Action up to and including dismissal. The following is the School dress code:

Hair: Hair should be clean, well-groomed and shoulder length or pulled back so as not to fall on patients when students are in clinical assignments. Head bands may be no wider than 1” and must be neutral in color (white, brown, black, gray or navy). Hair does not need pulled back on class days but must still be clean and well-groomed.

Make-up: Cosmetics must be soft or subdued colors; nail color must be neutral or moderate shades. False nails are not permitted. Extremely long false eyelashes are not permitted.

Beards: Beards or mustaches must be clean and trimmed. Male employees must be otherwise clean shaven.

Cologne: Cologne must be kept to a minimum. Excessive fragrance will not be permitted.

Tattoos: Any visible tattoos must be covered.

Jewelry: Jewelry will be limited for the safety of the employee and the patient.

Earrings: Earrings will be limited to two per ear. Hoop earrings larger than ¾” are not permitted. Gauged earrings are not permitted.

Body piercings: No visible body piercings other than earrings are permitted.
**Necklaces:** Necklaces of any type are not permitted, unless for medical alert.

**Bracelets:** Bracelets of any type are not permitted, unless for medical alert.

**Watches:** A wristwatch may be worn.

**Rings:** One ring may be worn on each hand.

**Pins:** Photo ID badges must be worn. Only one seasonal pin will be permitted.

*Cleveland Clinic Mercy Hospital logo apparel* – May be worn on Fridays or spirit days. Logo apparel is not to be worn other days of the week. Shirts may be any solid color within reason. **No Fluorescent, neon, or overly bright colored shirts will be permitted.**
**Uniforms:**

**All students**
Uniforms must be navy blue scrub pants and shirts with no colored designs. Jeans, sweatpants, or sweatshirts are not permitted. White t-shirts are not permitted as uniform tops. Scrub tops must be long enough to cover waist band of pants when reaching over head or bending. Belly shirts or tight-fitting shirts are not permitted. If shirts are worn under scrub tops, they must be white. A navy-blue lab coat may be worn. All students will be issued scrubs to wear during the portable/surgical rotation, shirts under surgical scrubs must be short sleeved and white. These scrubs are to be laundered by the hospital and not taken home. Students are to wear their own clothes and change into scrubs when they arrive and change back into their own clothes before leaving.

**Undergarments:** Undergarments need to be conservative and fit appropriately.

**Shoes:** Shoes must be Grey, Dark Blue, or Black and have no colored designs or trim. If these are difficult to find, minimal colored designs may be approved by the instructors.

Students not complying with the dress code will be warned verbally and any further violations will result in a demerit. Depending on the violation, students may be sent home to change and the time will be subtracted from their personal time.
The student must obtain a doctor’s excuse to return to school after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation without restrictions.

NOTE: The Program Director reserves the right to request a physician’s note from a student after two (2) consecutive days of illness.
CLOCKING IN/CLOCKING OUT
Students are expected to clock in and out every day. Students are permitted to clock in when they arrive but cannot perform exams until the actual assigned start time for the area they are assigned.

Students are permitted to leave their area 4 minutes prior to the end of their shift to go the locker room before leaving. Students who are in areas where they need to change into surgical scrubs are permitted leave their area 10 minutes before the end of the shift to go to their lockers and change clothes.

EARLY CLOCKING OUT
Clocking out early without prior approval is considered grounds for progressive corrective action.

MISSED CLOCKING IN/CLOCKING OUT
Students are expected to clock in and out at their appointed times. If a student forgets to clock in, the incident will count as a 30-minute tardy and 2 points will be taken off their clinical grade. If a student forgets to clock out, the incident will count as 30 minutes of personal time and 2 points off the clinical grade. If the student forgets or loses their ID badge; the student will be required to go to security and purchase a new badge or to go home and get their badge. Students are not permitted to be on site without a badge. Students will clock in after they have their badge and the policy will be followed for tardiness. Any student clocking in or out for another student is subject to termination.
One verbal warning **per year** will be given for the 1st occurrence due to either/or tardy, no badge or not clocking in or out. The student will have time deducted from their personal time but would not receive points off their clinical grade for that semester. They would not qualify for a merit due to the verbal warning.

**RECORDING OVERTIME**
Overtime will begin to accumulate when the clock out time is eight (8) minutes or more past the students assigned ending time for that day. Overtime is not given for time prior to the start of shift.

Overtime can be used at any time with approval from the Program Director or Clinical Coordinator. This is separate from personal time and does not count against your attendance.

Students cannot call in the morning and use overtime to avoid being tardy. The instructors reserve the right to question any overtime to verify it is related to appropriate clinical participation.

**Over Time (OT)**
- 8 – 15 minutes = .25 of an hour
- 16 – 30 minutes = .50 of an hour
- 31 – 45 minutes = .75 of an hour
- 46 – 60 minutes = 1.00 of an hour
A student may request a leave of absence for medical reasons if advised by his/her private physician. Each leave of absence will be granted with the maximum amount of time will being three (3) months. The student may continue attending classes during this time but can only return to clinical with a Doctor’s release stating that the student is returning with no restrictions. Requirements needed for the time missed would need to be met within 3 months upon return.
**RADIOLOGY SCHOOL POLICY AND PROCEDURE**

<table>
<thead>
<tr>
<th>Title/Description: Weekend Call-Offs</th>
<th>Policy Manual #: EDR009.490</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1 of 1</td>
<td>Corresponding Policy:</td>
</tr>
</tbody>
</table>

| Effective Date: January 2002        | Authorized By:              |
| Last Revised Date: 05/2021          | Advisory Committee          |
| Last Reviewed Date: 9/2020          | Reviewed By:                |
|                                    | Christine Gialousis, Program Director |
|                                    | Devin Johnson, Clinical Coordinator |

If a student calls off on the weekend or leaves early without prior approval from the Program Director or Clinical Coordinator, the student will have this time deducted from their personal time. Any call-offs on a weekend are required to be made up on another weekend at the discretion of the Clinical Coordinator. Once the student makes up the weekend shift the time removed for the missed weekend shift will be added back to the student’s personal hours.
Students are given nine (9) weeks of vacation time during the two-year Radiologic Technology Program as scheduled by the Program Director.

The distribution will be as follows:

- Two weeks during December/January of the first year
- One week during March as a Spring Break the first year
- One week during May of the first year following graduation
- Two weeks during summer session (June/July)
- Two weeks during December/January of the second year
- One week during March as a Spring Break the second year

- Vacations may not be used to make up an absence.
- Vacations may not be used to achieve early graduation.
- Scheduling of vacation is at the discretion of the Program Director and Clinical Coordinator.
- If the student has suffered a suspension and vacation time is to be reduced; per the policy #EDR009.410, the time will be taken from the Spring Break weeks first and all future vacation reductions due to policy infractions will be made at the discretion of the Program Director.
The students shall have their grades reviewed after 6 weeks, 10 weeks and at the end of each grading period by the Program Director and Clinical Coordinator. The student's strengths, weaknesses and progress will be evaluated. The Program Director and Clinical Coordinator will schedule a counseling session with all students at these specified intervals to assess student progress.

Students are encouraged to meet with individual instructors to review progress any time throughout the classes.

Clinical evaluations will be reviewed with the students as soon as possible after they are received.
**Title/Description:** Personal Counseling  
**Policy Manual #:** EDR007.552  

<table>
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<tr>
<td>September 1980</td>
<td>Advisory Committee</td>
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<tr>
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<td>Reviewed By:</td>
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<tr>
<td>05/2021</td>
<td>Christine Gialousis, Program Director</td>
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<tr>
<td>Last Reviewed Date:</td>
<td>Devin Johnson, Clinical Coordinator</td>
</tr>
<tr>
<td>9/2020</td>
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</table>

- Students are encouraged to discuss any problems affecting their performance in the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program with the Program Director or other faculty personnel. The Cleveland Clinic Mercy Hospital’s Radiologic Technology Program personnel can only help if you reach out to them. All conversations are confidential.

- Students may also request the services of the Employee Assistance Program (EAP) also known as Life Works for help with personal problems. The Program Director may refer the student when it becomes apparent that personal problems are interfering with the student’s performance.
The Progressive Corrective Action follows a four-step sequence:
   A. Verbal warning/Counseling Form Completed and placed in student file
   B. Written warning/ Anecdotal Form Completed and placed in student file
   C. Suspension
   D. Dismissal/Termination

The Program Director has the option to use any step or to skip steps in the process due to the severity of the infraction.

A student may be dismissed without any other steps for serious violations at the discretion of the Advisory Committee. The student has the right to appeal according to the Appeals Policy #EDR009.070.
The student is expected to observe good standards of conduct and practice. The following violations will result in Progressive Corrective Action up to and including dismissal from the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program:

- Negligence or inconsiderate treatment of patients, visitors, or employees.
- Habitual absences or tardiness without cause.
- Absence of three (3) consecutive days without notification.
- Willful destruction of property.
- Insubordination.
- Possession or drinking of liquor or alcoholic beverages on Cleveland Clinic Mercy Hospital premises or while representing the Medical Center off site.
- Illegal use or possession of a controlled substance.
- Immoral, rude, or disorderly conduct.
- Sleeping or loitering while on duty.
- Willful violation of any Cleveland Clinic Mercy Hospital policy.
- Theft.
- Breach of confidential information.
- Other infractions not addressed by Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program policy but follow Cleveland Clinic Mercy Hospital policy.
- Chewing gum, eating, or drinking beverages in the patient contact area.
- Cheating and or Plagiarism
The Medical Center assumes an obligation to keep in confidence all information that pertains to a patient. The responsibility is assumed by every person in any capacity in the Cleveland Clinic Mercy Hospital.

Whether on or off duty, the student is to refrain from discussing a patient’s medical, social, or any other condition.

Violation of this policy may subject the student to immediate dismissal and may involve legal proceeding if a suit is presented for disclosing confidential information.
Sixteen (16) hours is allotted to each student as “Professional Days”. The hours may be used in either 4 or 8 hour increments. If a student chooses to use these “Professional Days” they must submit a copy of a signed registration form or program from the professional event to the Program Director upon the student’s return from that event.

These days are reserved for professional use only and will be governed by the rules set forth above.
Section #10 - Curriculum Policies:

EDR010.111 - Content of Permanent File
EDR010.121 - Review of Student File
EDR010.131 - Curriculum Sequencing
EDR010.141 - Course Descriptions
EDR010.210 - Record of Curriculum - Maintenance
EDR010.220 - Record of Curriculum - Instructors' Duties
EDR010.310 - Policy Manual
Permanent records shall be maintained for each student accepted into the Program. The School of Radiologic Technology shall retain the following items for the student’s permanent file:

1. Application for admission
2. Interviewing material or sheets
3. High school transcript or equivalent
4. Record of fees paid
5. Health records of the student
6. Attendance records and sheets
7. Transcripts from training
8. Counseling summaries
9. Anecdotal forms (if any)
10. Date of graduation
11. Radiation monitoring record
12. Student rules agreement sheet
13. Copy of Diploma
Due to the Family Educational Rights Act of 1974, no person can review a student file without the expressed written consent of the student.

Any student wishing to review his/her permanent file may do so by contacting the Program Director.

Any student wishing to obtain information from his/her file, such as transcripts or attendance records, must sign a release of records sheet which may be obtained in the School of Radiologic Technology office.
### Curriculum Sequencing

**Effective Date:** July 2020  
**Last Revised Date:** 05/2021  
**Last Reviewed Date:** 9/2020

**Authorized By:**  
Advisory Committee

**Reviewed By:**  
Christine Gialousis, Program Director  
Devin Johnson, Clinical Coordinator

<table>
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<tr>
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<th>SEMESTER</th>
<th>INSTRUCTOR</th>
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<tr>
<td>RAD 130 Anatomy &amp; Positioning I</td>
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<td>Fall I</td>
<td>Devin Johnson</td>
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<tr>
<td>RAD 110 Methods of Patient Care I</td>
<td>2</td>
<td>Fall I</td>
<td>Christine Gialousis</td>
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<td>RAD 140 Radiologic Physics I</td>
<td>3</td>
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<td>RAD 120 Clinic Class I – Lab</td>
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**SUBTOTAL FALL I**  
**12**

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<td>RAD 270 Pathophysiology</td>
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**SUBTOTAL SPRING I**  
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## Title/Description: Curriculum Sequencing

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<td>RAD 272 Imaging Obstacles</td>
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<td>RAD 240 Radiologic Physics III</td>
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<td>RAD 290 Cross-Sectional Anatomy</td>
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<td>RAD 260 Special Imaging I</td>
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<td>RAD 280 A&amp;P Registry Review</td>
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<td>RAD 262 Special Imaging II</td>
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<td>RAD 150 Radiobiology</td>
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<td>RAD 281 Comprehensive Registry Review</td>
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<td>TOTAL CREDIT HOURS</td>
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<td>(1 CH in Summer Semester)</td>
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The following are the course descriptions for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

**RAD 110  METHODS OF PATIENT CARE I (2 CREDITS)**
Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

**RAD 112  METHODS OF PATIENT CARE II (2 CREDITS)**
Body mechanics, communication and conflict resolution are discussed. Aseptic technique and and CPR and basic first aid is discussed. Venipuncture, vital signs, restraints, and oxygen administration will be assessed

**RAD 130  ANATOMY AND POSITIONING I (3 CREDITS)**
A detailed study of human body structure and function. Topics include: Organization of the body, Cells, tissues, Integumentary system, and the skeletal system Emphasis is placed upon bony anatomy demonstrated on images, with discussion of muscles, nervous system, special senses, and the endocrine system. Provides the student with a working knowledge of fundamental positioning of the Chest, Abdomen, upper extremity, lower extremity, hip and pelvis. Demonstrations include laboratory practical and written evaluations.

**RAD 131  ANATOMY AND POSITIONING II (3 CREDITS)**
A detailed study of human body structure and function. Topics include: Blood, lymphatic system, respiratory and cardiovascular system, urinary system, digestive, and reproductive system. UGI, BE, esophagram, and related fluoroscopic procedures. Urinary system studies are also included along with the vertebral column. A continuation of positioning including the lower extremity, shoulder girdle, pelvis, and hip. skull, sinuses, TMJ and mastoid process bony thorax is also taught. Nasal bones, facial bone as well.
RAD 121  CLINICAL I (3 Credits)
Clinical application and practice of radiologic procedures. The student will receive work experience in the file room, transport, chest radiography and upper extremities.

RAD 123  CLINICAL II (3 CREDITS)
Clinical application and practice of upper and lower extremities, shoulder girdle, pelvis hip and abdomen.

RAD 221  CLINICAL III (4 CREDITS)
Clinical application of procedures taught including IVP, BE and UGI, Lumbar spine, thoracic and cervical spine.

RAD 223  CLINICAL IV (4 CREDITS)
Clinical practice of headwork and bony thorax is required.

RAD 120  ANATOMY AND POSITIONING LAB I (1 CREDIT)
Clinic class is an extension of the anatomy and procedures class using quizzes and laboratory practical to simulate proper communication with patient. Positioning skills valuable in direct contact with patients in the clinical setting are evaluated through practical simulations.

RAD 122  ANATOMY AND POSITIONING LAB II (1 CREDIT)
Clinic class is an extension of the anatomy and procedures class using quizzes and laboratory practical to simulate proper communication with patient. Positioning skills valuable in direct contact with patients in the clinical setting are evaluated through practical simulations.
### RAD 272  IMAGING OBSTACLES (1 CREDITS)
Problem solving and medical ethics are discussed as well as critical thinking skills and their uses in radiology. Students are required to complete a minimum of three papers for the term and class discussion and group work is encouraged. Games and role playing with a therapeutic value will be used to enhance the human factor.

### RAD 140  RADIOGRAPHIC PHYSICS I (3 CREDITS)
Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. General physics introduction is provided including atomic structure, electricity, magnetism, electromagnetism, x-ray properties, imaging systems, the x-ray tube, x-ray production, x-ray circuits, fluoroscopy and the interactions of x-ray with matter. Factors affecting contrast, density and scatter control will also be discussed.

### RAD 142  RADIOLOGIC PHYSICS II (3 CREDITS)
A review of general topics in the first year with the addition of quality control issues facing radiology and new emerging technologies. History of computers, their uses in diagnostic radiology, PACS and teleradiography are discussed. Future applications and current uses are also discussed such as DR, CR, and digital imaging.

### RAD 240  RADIOLOGIC PHYSICS III (3 CREDITS)
Content is designed to establish a knowledge base in CR - Computed Radiography, DR – Digital Radiography, digital image quality, and digital quality control. This course will also revisit some important topics in radiologic imaging in order to expound on previous knowledge in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. General physics introduction is provided including atomic structure, electricity, magnetism, electromagnetism, x-ray properties, imaging systems, the x-ray tube, x-ray production, x-ray circuits, fluoroscopy and the interactions of x-ray with matter. The factors affecting contrast, density and scatter control will also be discussed.
RAD 260    SPECIAL PROCEDURES TECHNOLOGY (24 CLOCK HOURS)(2 CREDITS)
Detailed study of Seldinger techniques, DSA, Arthrography, myelography. Interventional technique and sterile procedure are also discussed as well as bone densitometry and mammography.

RAD 262    SPECIAL PROCEDURES TECHNOLOGY (2 CREDITS)
Detailed study of Seldinger techniques, DSA, Arthrography, myelography. Interventional technique and sterile procedure are also discussed as well as bone densitometry and mammography.

RAD 270    PATHOPHYSIOLOGY (2 CREDITS)
A presentation of common pathologies visualized radiographically and discussion of the impact on use of technical factors used to make the radiographic image.

RAD 280    ANATOMY AND POSITIONING REVIEW (2 CREDITS)
Review of all anatomy and procedures. Highlight positioning and CR placement and angulation in regard to IR.

RAD 281    COMPREHENSIVE RADIOLOGIC TECHNOLOGY REVIEW (2 CREDITS)
General content areas are reviewed. Mock registries are used to increase the students ability to remember key concepts and work independently. An appropriate review course for the National registry and entry into the radiology profession.
### RAD 290 Cross-Sectional Anatomy (2 CREDITS)
A detailed study of human body structure and function. Topics include: Organization of the body, Cells, tissues, Integumentary system, and the skeletal system. Emphasis is placed upon bony anatomy demonstrated on images, with discussion of muscles, nervous system, special senses, and the endocrine system. Provides the student with a working knowledge of fundamental positioning of the Chest, Abdomen, and upper extremity. Demonstrations include laboratory practical, and written evaluations. UGI, BE, esophagram, and related fluoroscopic procedures. Urinary system studies are also included along with the vertebral column. A detailed study of human body structure and function. Topics include: Organization of the body, Cells, tissues, Integumentary system, and the skeletal system. Emphasis is placed upon bony anatomy demonstrated on images. Blood, lymphatic system, respiratory and cardiovascular system. Urinary system, digestive, and reproductive system. A continuation of positioning including the lower extremity, shoulder girdle, pelvis, and hip. skull, sinuses, TMJ and mastoid process. Bony thorax is also taught. Nasal bones, facial bone as well.

### RAD 150 Radiobiology (2 CREDITS)
General radiobiology and radiation protection topics are explored. Acute Radiation Syndrome (ARS) will be defined. Levels of radiation exposure that cause disease will be identified. The effects of radiation on the human body, cells and tissues explained. ALARA, Image Gently and other radiation protection processes discussed.
The Program Director is responsible to maintain a complete copy of the curriculum to include:

1. Description of all courses
2. Course outlines for all courses
3. Course objectives for all courses
Each instructor is responsible to submit the following items to the Program Director for each course taught:

1. Course description
2. Course outline
3. Course objectives
4. Evidence that evaluations correlate with the objectives

These items will be reviewed annually and updated as needed.
The policy manual shall be published, and it will include:

1. Attendance policies
2. Conduct policies
3. Dress codes
4. Academic standards
5. Graduation requirements
6. Clinical performance standards
7. Probationary policy
8. Employment
9. Student benefits

The policy manual will be reviewed the first week of the program and a Student Rules Agreement will be signed and be placed in the student’s permanent file.
Section #11 - Program Periodic Review Policies

EDR011.100 - Periodic Program Evaluation
A post-graduate survey shall be conducted for each graduating class. Two forms will be used. The first form will be completed by the graduate, and the second will be completed by the graduate’s employer. The Program Director reserves the right to have knowledge of the graduate’s place of employment.

The results will be used to gauge the effectiveness of the Program, highlight weaknesses in the Program and act as a mechanism of change for areas of weaknesses.