

EMORY DECATUR HOSPITAL

School of Radiologic Technology
2701 N. Decatur Road
Decatur, GA 30033
404-501-5288

Policy and Procedure Manual

September 2022-August 2024

TABLE OF CONTENTS

	PAGE #
INTRODUCTION	
Emory Decatur Hospital	5
Emory Decatur Hospital Mission, Vision, Values	5
Emory Decatur Hospital School of Radiologic Technology	5-6
Mission Statement	5
Accreditation	5
Program Qualitative Goals	6
Student Learning Outcomes	6
Program Quantitative Goals	7
Program Effectiveness Data	8
Emory Decatur Hospital Imaging Services	9-11
ADMISSIONS	
Equal Opportunity Policy	12
Diversity, Inclusion and Equity Statement	12
Americans with Disabilities Act (ADA)	12
Requirements for Admission	12-14
Interview Process	14-15
Transfer Students	15
Clinical Obligations	15
Professional Liability	15
Technical Standards	16
FINANCIAL REQUIREMENTS	
Tuition	17
Student Activity Fee	18
Books	18
Uniforms	18
Registry	18
Professional Society Memberships	18
Financial Assistance	18-19
VA Benefits	18
Scholarships	19
Federal Financial Aid	19
Refund Policy	19
GENERAL INFORMATION	
General Policy	20
General Rules	20
Change of Address	21
Housing	21
Transportation	21
Parking	21
Holidays	21
Inclement Weather	21
Working for Pay	21
COVID-19 Policy	22-23
ACADEMIC POLICIES	
Academic Calendar	24

Academic Calendar by Semester and Instructor	25
Course Description	26-31
Books Assigned by Course	32
Academic Standards	33
Academic Procedures	33
Academic Policies	33
Test Days	34
Academic Probation	34-35
Lab Session Missed	35
Classroom Behavior	35
Honesty Policy	35
Library	35
Computer Lab	35
ATTENDANCE	
Clocking In and Out	36
Semester Breaks	36
Plus Time	36
Scheduled Time Off	36-37
Tardy	37
Unscheduled Time Off/Occurrences	37
Frequently Called Numbers	38
Leaving Early Unscheduled	38
Make Up Time Over Semester Break	38
Extended Make Up Time	38-39
Student Schedule	39
CLINICAL POLICIES	
Clinical Education	40
Clinical Assignments	40
Breaks	40
Clinical Rotations	40-41
Clinical Affiliations	41
Clinical Probation	41-42
Student Supervision (Direct and Indirect)	42
Forfeit Rule	42-43
Clinical Grading / Evaluation	43
Shift Swapping	43-44
DRESS CODE	
Dress Code Policy	45-46
INSTITUTIONAL POLICIES	
Emory Decatur Hospital Policies	47
Imaging Services Policies	47
IMAGING SERVICES FACULTY AND STAFF	
Radiology School Faculty	48
Part-Time Clinical Instructors	48
Imaging Services Director	48
Diagnostic Managers and Supervisors	48-49
Specialty Area Supervisors	49
STUDENT HEALTH	

Student Health Policies	50
Student Services	50
Student Safety Policies	50-51
Drug and Alcohol Policy	51
Tobacco/Nicotine Policy	51
Smoking Policy	51
RADIATION SAFETY	
Basic Radiation Safety Guidelines	52-53
Basic MRI Safety Guidelines	53
Pediatric and Pregnant Patient Policy	54
Portable Policy	54
Repeat Policy	54-55
Pregnancy Policy	56
DISCIPLINARY POLICIES AND PROCEDURES	
Advisory Committee	57
Demerit System	57-59
Student Reprimand / Dismissal Procedure	60
Student Withdrawal	60
Re-enrollment After Dismissal/Withdrawal	60
Performance Improvement Procedure	61-63
Grievance / Appeals Procedure	64-65
GRADUATION	
Requirements for Graduation	66
Clearance Procedure	67
Clearance Sheet	68
Graduation Ceremony	69
Certification	69
Job Placement	69
School Pins	69
Release of Academic Records	69
FERPA	69
Copy of Certificate	69
Early Release	70
ADDITIONAL INFORMATION	
What to Expect as a Student Radiographer	71-72
Note from the R.T. Director	73
PROFESSIONAL DOCUMENTS	
ARRT Code of Ethics	74
JRCERT Standards for an Accredited Educational Program in Radiography	74

INTRODUCTION

Emory Decatur Hospital: Emory Decatur Hospital is a 525 bed, not-for-profit healthcare organization, which opened in 1961 as DeKalb General Hospital. In 1988, the name changed to DeKalb Medical Center. On September 1, 2018, DeKalb Medical officially became part of Emory Healthcare and the hospital was named Emory Decatur Hospital. **Rev. 01/2019**

The DeKalb Regional Healthcare System, Inc. (DRHS), which is owned by Emory Healthcare and commonly referred to as the DeKalb Operating Unit (DOU), is made up of Emory Decatur Hospital (EDH), Emory Hillandale Hospital (EHH), Emory Long-Term Acute Care Hospital (ELTAC), Family Care Centers and Emory professional offices.

Our Mission: At Emory Decatur Hospital, our mission is to earn our patients' trust every day, through our uncompromising commitment to quality.

Our Vision: In partnership with the best physicians, employees and volunteers, Emory Decatur Hospital will be the healthcare provider of choice by delivering a superior patient experience every time.

Our Values: I REACH!

INTEGRITY • RESPECT • EXCELLENCE • ACCOUNTABILITY • COMPASSION • HELPING HANDS

Emory Decatur Hospital will support the system's vision by leading in the provision of high-quality health care, while strengthening its market position, image, and financial performance by establishing selected Centers of Excellence. **Rev. 03/2013**

Emory Decatur Hospital School of Radiologic Technology:

The *mission of the Emory Decatur Hospital School of Radiologic Technology* is to graduate competent students who will function efficiently and professionally as entry-level radiographers qualified to sit for the ARRT exam, while supporting the mission, vision and values of Emory Decatur Hospital. **Rev. 07/2008**

The 24 month competency based radiology program was started in 1962. The accrediting agency is the Joint Review Committee on Education in Radiologic Technology.

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

[Current accreditation award status: 8 years](#)

Upon graduation from our program, the students will receive a certificate of completion. The student will be eligible to sit for the national registry, given by the American Registry of Radiologic Technologists (ARRT). Upon passing this 200 question test, the student is entitled to use the title, Registered Technologist-Radiography, R.T.(R).

The school staff includes an R.T. Director, one Clinical Coordinator, one Full-Time Clinical Instructor and several part-time clinical instructors. Other guest lecturers include technologists from different specialty areas and Radiologists.

The student receives approximately 700 hours of classroom time, with the remaining time spent in the radiology department learning to do the exams. The school strives to keep up with the latest technology and teaching procedures.

Program Qualitative Goals & Student Learning Outcomes:

Goal 1: Students will demonstrate clinical competency.

Learning Outcomes:

- 1.1 Students will competently perform routine exams
- 1.2 Students will demonstrate knowledge and skills relating to various medical imaging systems (CR, DR, PACS, RIS.)

Goal 2: Students will employ problem-solving and critical-thinking skills.

Learning Outcomes:

- 2.1 Students will adapt to non-routine situations (i.e. trauma, age-specific patients).
- 2.2 Students will modify exposure factors to accommodate challenging patients.

Goal 3: Students will exhibit professionalism.

Learning Outcomes:

- 3.1 Students will perform as an effective team member & demonstrate a professional work ethic.
- 3.2 Students will understand the importance of professional growth and development.

Goal 4: Students will communicate effectively.

Learning Outcomes:

- 4.1 Students will demonstrate effective verbal communication skills.
- 4.2 Students will demonstrate effective written communication skills.

Goal 5: The program will graduate competent entry-level radiographers in accordance to the outcomes identified through program assessment and documented within our [Program Effectiveness Data](#).

Learning Outcomes:

- 5.1 Students will successfully complete the radiography program.
- 5.2 Graduates will competently perform as entry level radiographers.
- 5.3 Graduates (actively pursuing employment) will be employed within 12 months of graduation.
- 5.4 Graduates will pass the ARRT exam on the 1st attempt.

Program Quantitative Goals (Based on the previous 5 years)

1. ARRT examination pass rate of 90% on the first attempt.
2. 100% of program graduates to earn certificates within 150 percent of the published program length from the date of enrollment.
3. 100% of the graduates seeking employment will find employment within six months from the date of graduation.
4. A retention rate, graduation rate, and program completion rate of 75%.
5. An attrition rate of 25% or less.

Institution Name: Emory Decatur Hospital
 Program Type: Radiography
 Degree Type: Certificate

Program Effectiveness Data: The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. [Click here](#) to go directly to the JRCERT webpage.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1 st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2016	13 of 15 - 87%
Year 2 - 2017	13 of 17 - 76%
Year 3 - 2018	18 of 19 - 95%
Year 4 - 2019	21 of 21 - 100%
Year 5 - 2020	10 of 13 - 77%
Program 5-Year Average	82 of 89 - 92.1%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2016	10 of 10 - 100%
Year 2 - 2017	11 of 11 - 100%
Year 3 - 2018	13 of 13 - 100%
Year 4 - 2019	15 of 15 - 100%
Year 5 - 2020	11 of 11 - 100%
Program 5-Year Average	62 of 62 - 100.0%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2020	14 of 14
Annual Completion Rate	100%

DeKalb Operating Unit (DOU) Imaging Services is made up of the Emory Decatur Hospital diagnostic section, Emory Decatur Hospital Diagnostic Imaging Center, Emory Hillandale Hospital diagnostic section, Emory Long Term Acute Care Hospital (ELTAC), Emory at Stonecrest and Decatur Orthopedics and Sports Medicine, Surgical Admitting Center and various specialty areas. **Rev. 01/2019**

DeKalb Operating Unit Imaging Services uses computed and digital radiography systems. In addition, we use a state-of-the-art picture archival and communications system (PACS). This innovation allows the production and interpretation of radiographs to be accomplished with computer systems as opposed to the traditional film-based methods.

There are a variety of procedures and exams performed, insuring a balanced clinical education for the radiology students. The technical staff consists of qualified registered technologists, radiologists and appropriate personnel.

Emory Decatur Hospital (EDH) Radiology Department is a 500 bed hospital servicing inpatients, outpatients, and emergency room patients. The radiology department is located on the 1st floor and includes five+ procedure rooms, 2 fluoroscopy rooms, and a dedicated x-ray room in the emergency department that use computed and digital radiography systems. Radiographic equipment is also located in the surgery department. Several mobile units are used throughout the hospital. Other modalities offered include: 2 CT scanners, 1 MR scanner, 2 Interventional suites, 2 Ultrasound rooms, 2 Nuclear Medicine rooms, Endovascular and Vascular Ultrasound, Cardiac Catheterization and Endovascular exam rooms. EDH radiology department is staffed with registered technologists in each of the modalities listed above. The student will rotate through the EDH radiology department throughout the two years.

Emory Decatur Hospital Diagnostic Imaging Center (DIC) is located in a building adjoining Emory Decatur Hospital and can be reached from inside the main building through a connecting tunnel. Services are mainly for outpatient diagnostic patients and include: 2 routine radiographic rooms, 2 fluoroscopy rooms, 1 CT scanner, 2 MR scanners (1 is an open MRI scanner), 2 Ultrasound rooms, 2 Nuclear Medicine rooms, 1 PET/CT scanner and EKG. The DIC is staffed with registered technologists in each of the modalities listed above. The student will rotate through the DIC throughout the two years.

Emory Hillandale Hospital (EHH) Radiology Department is located in Lithonia, GA, and is a 100 bed hospital servicing inpatients, outpatients, pediatric patients and emergency room patients. The radiology department is located on the 1st floor of the hospital and includes several radiographic rooms, as well as, a robotic room and fluoroscopic room. Other modalities offered include: 2 CT scanners, 1 MR scanner, 1 Interventional suite, 2 Ultrasound rooms, 1 Nuclear Medicine room and 1 Vascular room. EHH radiology department is staffed with registered technologists in each of the modalities listed above. The students will rotate through the EHH radiology department throughout the two years.

Emory Long Term Acute Care Hospital (ELTAC) is located in downtown Decatur. This facility exposed the students to patients needing long-term care with alternative medical treatments. This facility has digital radiography capabilities. The students will rotate through ELTAC throughout the two years.

Emory at Stonecrest Orthopedics and Sports Medicine is an outpatient physician's office located in Lithonia, GA. This facility exposes the student to non-traditional orthopedic imaging procedures. This facility utilizes computed radiography capabilities. The students will rotate through Emory at Stonecrest Orthopedics throughout the two years.

Emory at Decatur Orthopedics and Sports Medicine is an outpatient physician's office located in Decatur, GA. This facility exposes the student to non-traditional orthopedic imaging procedures. This

facility utilizes computed radiography capabilities. The students will rotate through Emory at Decatur Orthopedics throughout the two years.

Ortho Sport & Spine Physicians (OSSP) is an outpatient physician's office located in North Atlanta and Decatur. This facility exposes the student to non-traditional orthopedic imaging procedures. This facility utilizes computed radiography capabilities. The students will rotate through Emory at Decatur Orthopedics throughout the two years. **Rev. 02/2018**

Emory Decatur Hospital Surgical Admitting Center (SAC) is an outpatient surgical center located at Emory Decatur Hospital in the Women's Tower on the 1st floor. Students will be exposed to specialized pre-operative orthopedic exams, as well as, pre-operative EKG exams. Students will rotate through the SAC throughout the two years. **Rev. 02/2012**

Emory Decatur Hospital EKG Department is located on the 1st floor of EDH. Students will be exposed to inpatient and outpatient EKG exams and stress test studies. Students will rotate through EKG during their 5th semester. **Rev. 03/2012**

Specialty Areas/Modalities: The following specialty areas/modalities are a part of the DeKalb Operating Unit imaging services department. There will be lectures from each of the specialty areas/modalities. Rotations may be arranged on an individual basis; once the student has completed all clinical assignments and is pursuing additional education in the specialty area the rotation is requested.

Computerized Tomography (CT) is a modality that uses a special scanner and computer to produce a series of cross-sectional images of the body part of interest. 2 CT scanners are located on the 1st floor of the EDH radiology department adjacent to the emergency department on the ER hallway, 1 scanner located in the DIC and 2 scanners located at EHH in the radiology department. Students will begin rotating through CT during the 1st semester and throughout the two years.

Magnetic Resonance Imaging (MRI) uses a special scanner and computer to produce a series of cross-sectional images of the body part of interest. 1 MR scanner is located on the 1st floor of the EDH radiology department adjacent to the emergency department on the ER hallway, 2 scanners are located in the DIC (1 is an open scanner) and 1 scanner is located at EHH in the radiology department. Students will be given the opportunity to rotate through this modality beginning their 4th semester. Students must complete Health Stream Learning Center module on MRI safety during the orientation period *prior* to beginning clinical rotations.

<https://www.healthstream.com/HSAPP/CourseDetails?courseInstanceId=1fb3d082-f3ce-4bab-a32c-ec1975ca93ea&courseDetailsTab=LearningActivities>

Rev. 02/2020

Nuclear Medicine (NM) is a modality that images the body organs with the help of radioactive substances. 2 NM rooms are located on the ground floor at EDH in the radiology department, 2 NM rooms are located in the DIC and 1 NM room is located at EHH in the radiology department. Students will be given the opportunity to rotate through this modality beginning their 4th semester.

Ultrasound (US) is a modality that uses sound waves to visualize body organs. 3 US rooms are located on the ground floor at EDH in the radiology department and 1 unit located in the neo-natal nursery at EDH, 2 US rooms are located in the DIC and 2 US rooms are located at EHH in the radiology department. Students will be given the opportunity to rotate through this modality beginning their 4th semester.

Radiation Therapy is a modality where cancer patients receive radiation treatments. The Radiation Therapy department is located on the ground floor of the professional office building at EDH. Students will be given the opportunity to rotate through this modality beginning their 4th semester.

Interventional Radiology (IR) is a modality that performs various minimally-invasive procedures using medical imaging guidance. It is staffed by specially trained radiologic technologists, nurses and professional services are provided by Radiologists trained in interventional radiology. There are 2 IR suites with adjoining patient observation/holding areas located on the 1st floor of the EDH radiology department, and 1 IR suite with patient observation/holding area located at EHH in the radiology department. Students will be given the opportunity to rotate through this modality beginning their 4th semester.

Cardiac Catheterization Lab is a modality that specializes in the diagnosis and treatment of certain cardiovascular conditions by inserting a catheter into a chamber or vessel of the heart. There is 1 cardiac suite with a holding area for patient observation following a cardiac catheterization located on the 1st floor of EDH. It is staffed by specially trained radiologic technologists, nurses and professional services are provided by several Cardiologists. Students will be given the opportunity to rotate through this modality beginning their 4th semester.

Diagnostic Breast Center is the process of using low-energy r-rays to examine the human breast for diagnosis and screening. This area services both inpatients and outpatients for the detection of breast disease such as cysts and cancer. There is a diagnostic breast center located in the professional office building at EDH and a diagnostic breast center located in the professional office building at EHH. Students will not rotate through the Diagnostic Breast Center.

ADMISSIONS

Equal Opportunity Policy: The Emory Decatur Hospital School of Radiologic Technology does not discriminate on the basis of race, color, creed, age, sex, religion, disability, or national origin.

Diversity, Equity and Inclusion Statement: The Emory Decatur Hospital School of Radiologic Technology Program's faculty and staff, with support from our administration, are fully committed to promoting a training environment that embraces diversity, equity, a sense of belonging and inclusiveness.

Our goal is to recruit, train and retain faculty and students who represent a variety of experiences and backgrounds (i.e. race, religion, age, sexual orientation, gender identity, ethnicity, etc.) and to ensure that each person is made to feel respected and supported while matriculating through our program.

Americans with Disabilities Act (ADA): Students who currently have, have a record of having, or are regarded as having a physical impairment when performing manual tasks are considered to have a disability. Physical impairment could include, but are not limited to, activities such as walking, seeing, hearing, breathing, and working. Students must be mentally and physically capable of fulfilling the objectives of the program to be qualified. In keeping with the programs' mission and goals, and in compliance with the Americans with Disabilities Act, Emory Decatur Hospital School of Radiologic Technology promotes an environment of respect and support for persons with disabilities and will make every effort to meet any reasonable accommodations for students.

In accordance with the Americans with Disabilities Act, a student/applicant with a documented disability must submit a written request for reasonable accommodation. Upon receipt of the request, accommodations for classroom or clinical settings will be considered for reasonableness by the programs' Advisory Committee. Accommodations that compromise patient care or patient safety, or that will fundamentally alter the nature of the program or activity, are not considered to be reasonable. The committee will meet to determine whether or not reasonable accommodations can be made and the student/applicant will be informed of the decision in a timely manner following the meeting.

Reasonable accommodations for the hearing impaired in the classroom include adjustment of seating towards the instructor that is speaking. Reasonable accommodations for the visually impaired in the classroom include enlargement of font for lecture notes, enlargements of diagrams, and seating in the front of the classroom.

Patient care and safety and program physical technical standards (please see above) cannot be compromised.

Rev. 02/2016

Requirements for Admission

Rev. 02/2010

The following indicates the 2 different academic tracks available for prospective students interested in gaining admission into the Radiologic Technology program:

* Please note: The certificate component of this degree will take 6 semesters to complete. For Track II, core college courses may require prep courses (numbered below 100) dependent upon placement test scores. It may, therefore, require more than two years to complete the associate degree requirements for this program.

Track I

Certificate Only

- Completed Emory Decatur Hospital School of Radiologic Technology application form
- \$25 non-refundable application fee **Rev 02/2010**
- Three personal references other than family members (Forms will be e-mailed to listed references)
- Minimum age of 18 (within 30 days of admission date)
- Official transcripts from an accredited high school or high school equivalent (GED) must be submitted to meet eligibility requirements. If the student is unable to obtain official high school or GED transcripts, they must take the GED.
- Prior to enrollment the applicant must obtain the following core college courses with a minimum of 15 credit hours and an overall GPA of 2.5 or higher:
 - Math 1101 or higher
 - Communications 1101 or higher
 - English 1101 or higher
 - Arts/Humanities or Natural Science 1101 or higher
 - Intro to Computers **Rev 01/2008**
- Handwritten paragraph stating why you want to be a radiographer
- One of the following is required to be eligible: **Rev 01/2020**
 - A minimum ACT composite score of 17
 - A minimum SAT score of 830
 - ACCUPLACER Next-Generation Reading minimum score of 237 **and** ACCUPLACER Next-Generation Quantitative Reasoning/Algebra minimum score of 258
 - An associate's degree with a GPA of 2.5 or higher
 - A bachelor's degree with a GPA of 2.5 or higher.
- Official college transcripts will be reviewed by the admissions committee to determine if an interview will be granted.
- Minimum units required from grades 9 through 12:
 - English- 4 units
 - Mathematics (including one algebra)- 3 units
 - Science – 3 units
 - Social Studies- 2 units
 - Other academic subjects- 3 units
 - Electives
- Must complete Shadow Experience at Emory Decatur Hospital

Track II

Associate's Degree & Certificate

- Admission to Perimeter College at Georgia State University
- Student must first complete all courses from Perimeter College at Georgia State University, which are listed in the Associate of Science Degree in Radiologic Technology Curriculum, with a minimum GPA of 2.5 in science and a 2.5 in overall GPA
- Student must then complete and submit all admissions criteria from Track I to meet Emory Decatur Hospital School of Radiologic Technology eligibility requirements.
- The student must complete at least 26 out of the required 31 credit hours of general education courses at Georgia State University at Perimeter College in order to qualify for an Associate's degree from Georgia State University at Perimeter College. **Rev 03/2013**

Additional Admission Information

- Radiologic Technology program admission is a competitive selection process. Meeting minimum program criteria alone does not guarantee a prospective student automatic admittance into the program.
- The Radiologic Technology program admits students only once per year at the beginning of the Fall semester. The deadline for all application and transcript materials is March 31st of each year.
- Documentation of a physical exam with completed health and immunization records are due prior to program start date. (These documents can be obtained from private physician or health department).
- Applicants not selected for the program may resubmit application and transcript materials for the following admissions period.
- Prospective students must complete a new application and submit a new set of transcript materials for each attempt of entrance into the Radiologic Technology program.

Rev 01/2007

Interview Process:

The interview process is divided into Phase I and Phase II.

- **Phase I** is with the R.T. Director, clinical coordinator and full time Clinical Instructor and includes the following:
 - Explanation of the program
 - Observation of exams in the radiology department
 - Tour of the hospital
 - Policy and Procedure manual distributed and reviewed with applicants
 - Questions answered
- **Phase II** is with the Admissions Committee. In an effort to be objective the committee uses an umbrella approach to determine if the student is accepted. Criteria used are:

Rev. 02/2020

1. Interview scores (score of 28 or > +, < 28 -)
 - a. Each prospective student will be asked the same 8 questions. Each committee member will rate the student's answers on a scale of 1-5. The scores from all committee members will be averaged and recorded. A score of 28 or > will receive a = on the umbrella; a score of 28 or < will receive a –

Rev 02/2012

2. Tests Scores and/or degree GPA
 - a. SAT score of 830 or > +, 830 or > -
 - b. Act score of 17 or > +, 17 or > -
 - c. ACCUPLACER Next-Generation
 - i. Reading score of 237 or > +, 237 or > -
 - ii. Quantitative Reasoning/Algebra score of 258 or > +, 258 or > -
 - d. Associate's Degree GPA of 2.5 or > +, 2.5 or > -
 - e. Bachelor's Degree GPA of 2.5 or > +, 2.5 or > -

Rev 01/2008

3. College Core classes
 - a. Cumulative GPA with a 2.5 or higher will receive a +, cumulative GPA less than 2.5 will receive a –
 - i. Math 1101 or higher
 - ii. English 1101 or higher
 - iii. Communications / Public Speaking 1101 or higher
 - iv. Intro to Computers
 - v. Arts/Humanities or Natural Science 1101 or higher
4. High School Transcripts or GED

- a. High School cumulative GPA of 3.0 or > +, 3.0 or > -
- b. GED score of 50% or > +, 50% or > -
- 5. Technical Standards: completed +, not completed –
- 6. Previous Healthcare or Volunteer experience: yes +, no –

Applicants scoring 25 or 27 on the umbrella will be accepted; scores of 22 or 24 will be offered an alternate position. Interviews will continue until the class is filled. All students will be notified of their acceptance status within 3 days of the interview.

If any student is convicted of a felony while in the program, the student must appear before the Advisory Committee in order to remain in the program. Persons convicted of a felony must get pre-approval from the ARRT in order to be eligible to sit for the ARRT exam.

*Note: Remedial level college pre-requisite courses will not be accepted.

Rev 03/2012

Transfer Students from other Radiography programs: Emory Decatur Hospital School of Radiologic Technology does not accept transfer students, and advanced placement is not an option due to curriculum sequence and design. Students must start our program from the first day and complete all courses and requirements in order to receive a certificate of completion.

Clinical Obligations:

Pre-Screening Requirements: All accepted Emory Decatur Hospital Radiology School students will be required to complete the items listed below prior to the program start date. [Employment Eligibility Requirements](#)

- A. Completion of HR on-boarding process to include:
 - a. Background screening
 - b. Photo ID
 - c. New Partner Orientation
- B. Completion of Employee Health visit to include:
 - a. Vaccination record
 - b. TB testing
 - c. Drug screening
 - d. Nicotine screening
 - e. N-95 fit testing
- C. Program start date will be the first Tuesday in September after Labor Day of each year.

Professional Liability:

Students will be enrolled and covered by Healthcare Providers Service Organization (HPSO) during the 2 year program.

Rev 08/2022

Technical Standards: The student must be able to meet the physical and technical standards necessary for the course of study in Radiologic Technology at Emory Decatur Hospital School of Radiologic Technology. The physical and technical standards required are:

- A. The student must have motor coordination and physical strength to:
 1. transfer patients to/from wheelchair, gurney, or bed to the x-ray table, and be able to transport, move or lift patients.
 2. manipulate, move or adjust many types of equipment used in radiology such as mobile units and x-ray machines and the student must be able to arrange and align that equipment with respect to the patient and the image receptor according to the established procedures and standards of speed and accuracy.
 3. carry cassettes/image receptor's, replenish chemicals for processors, clean processors, clean/stock rooms, replenish dark room supplies, and develop films.

 - B. The student must be capable of:
 1. providing good patient care including observation of the physical status of patient and taking vital signs, as necessary.
 2. administer first aid, emergency care (including CPR), and providing emotional and physical support while the patient is having a radiographic procedure.
 3. follow policies and procedures, even under stressful situations, including participation in fire codes, tornado drills, etc.
 4. effectively communicate either verbally/written with the patient, physicians, staff, and peers in order to accomplish the patient's examination.
 5. reading and interpreting patient requisitions and charts; writing the patient history on the request, pulling patient folders and entering required information in the computer.
 6. following verbal instructions from the physicians, radiologist, radiographers and supervisors.
 7. resetting the fluoro timer during fluoroscopy examinations.

 - C. The student must have the intellectual and mental ability to:
 1. prepare the room for each examination according to patient needs & radiologist preference; select the correct technical exposure factors, select the proper accessories such as screens, cassettes, contrast media, etc. as outlined in the policy & procedure manual; while maintaining the speed and accuracy according to the radiology department standards with minimal number of repeats.
 2. position the patient correctly for each procedure.
 3. critique the final radiographs for proper patient identification, positioning, radiographic quality and accurate procedural sequencing.
- The student must be able to meet these technical standards in order to be admitted or to continue in the program. If it is the judgment of the Admissions Committee that the applicant is unable to meet these requirements, the student must show certification of compliance with the standards in order to be considered for admittance or continuance in the program.

FINANCIAL REQUIREMENTS

Tuition: \$5,400.00 per year for a total of \$10,800.00 for the 24 month program. The 1st \$5,400.00 is to be paid the first day of class. The earliest it may be paid is September 1st of the start year. The 2nd \$5,400.00 is due the first Monday of September one year later. A late fee of \$25 will be charged if the 2nd year tuition is more than 2 weeks late.

Rev. 02/2017

Tuition Payment Options: The student may elect to pay tuition fees either in full or in six or nine equal installments. The student must complete and sign the Tuition Payment Agreement form and return it to the school. By signing the form the student agrees to pay by one of the following schedules:

Payment Options:

-Pay the tuition **in full** prior to the first day of class, but no earlier than September 1st of that year.

-Pay the tuition in **9 equal installments** beginning with the first day of class, according to the payment schedule shown below:

1. September 1st
2. October 1st
3. November 1st
4. December 1st
5. January 1st
6. February 1st
7. March 1st
8. April 1st
9. May 1st

- Pay the tuition in **6 equal installments** beginning with the first day of class, according to the payment schedule shown below:

1. September 1st
2. October 1st
3. November 1st
4. December 1st
5. January 1st
6. February 1st

*A \$25.00 late fee will be added for all payments received after the due date.

***Tuition must be PAID IN FULL according to the payment schedule selected.**

*All monies must be paid by the schedule that the student has chosen. If the student has chosen to pay in installments, all monies must be paid by the chosen schedule. If monies are not paid by the chosen schedule then the student will relinquish their position for the class.

Rev 02/2017

Activity Fee: A non-refundable \$350.00 fee is to be paid upon receiving an acceptance letter to the Radiology School. This fee will serve as a security deposit to hold your position in the program. It will also be used for miscellaneous supplies incurred by the student during their matriculation (EX. Hospital/clinical orientation, lead initial positioning markers, Trajecsys online clinical recordkeeping, professional liability insurance, etc.).

Rev. 8/22; 2/17

Books: Approximately \$1,000 depending on any price changes during the year. Proof of book purchase must be provided by the starting date. Students must have the latest book edition.

Uniforms: Appropriate uniforms are to be worn starting with the first day of class. Uniforms which have been pre-approved can only be purchased from the Uniform and Shoe World located across from Emory Decatur Hospital at Suburban Plaza. The cost will be approximately \$300 per year. Receipt must be submitted showing the purchase of 5 uniforms the first year, and 3 uniforms the second year.

Miscellaneous: A calculator and a watch with a second hand are required. **Please have these the first day of school.**

Registry: Graduates from our program are eligible to take the National Registry for Radiographers. The student must make application with the ARRT; the fee is approximately \$225.00. This will be paid directly to the ARRT by the student, when the application is mailed, during the summer prior to graduation. The price is subject to change by the ARRT.

Society Memberships: Students are strongly encouraged to join the Atlanta Society for Radiologic Technologists (www.radtechatlanta.wildapricot.org), the Georgia Society Radiologic Technologists (www.gsrt.wildapricot.org), & the American Society for Radiologic Technologists (www.asrt.org). By joining the professional societies, the student is eligible for several scholarship opportunities that are given annually to radiology students. Society membership will also provide the student with an opportunity to meet the professional development required in RAD 5103. **REV 3/12**

Financial Assistance:

- Emory Decatur Hospital School of Radiologic Technology is listed on Georgia's Eligible Provider List (EPL). This list is used by statewide organizations (Department of Labor) to dispense WIOA funds to eligible training programs. Please visit www.gcic.edu/gawia for more information.
Rev. 2/16

- **VA Benefits:** We are approved for VA benefits. Refund policy and all other policies are the same for students receiving VA benefits as all other students. Will evaluate for prior credit. Emory Decatur Hospital School of Radiologic Technology does not participate in Advance Payment.
 - Students must submit a certificate of eligibility (or statement of benefits) for entitlement to educational assistance no later than the first day of a course of education.
 - Students must provide a written request to use such entitlement.
 - Students will provide any additional information necessary to the proper certification of enrollment by the educational institution.
 - EDH Radiology School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

- Student will be responsible for the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Rev 07/2019

- **Radiology School Scholarship:** Enrolled students may be eligible to apply for this special scholarship awarded by the DeKalb Medical Foundation which is funded by donations from a variety of resources. Therefore, its availability is determined annually. **Rev. 02/2009**
- **Professional Society Scholarships:** Students can apply for various scholarships offered by several Professional Societies once the student has been enrolled.(ASRT, GSRT)
- **Federal Financial Aid:** Due to the small number of students in the Emory Decatur School of Radiologic Technology, we do not offer federal financial aid (FAFSA, HOPE, Pell Grant).

****Please Note: The Emory Decatur Hospital School of Radiologic Technology does not have a school code.**

REV 03/2012

- Students can apply for personal/private student loans through outside lenders. Rev. 02/10
 - Banks
 - Credit Union
 - Finance Companies

Refund Policy: For a refund situation to occur, tuition must be paid in full by the last date of attendance. Therefore, not all students will be eligible for a refund.

Tuition only is prorated as follows:

Day 1 thru 4 weeks	75% Refund
5 weeks thru 7 weeks	50% Refund
8 weeks thru 10 weeks	25% Refund
Beyond 10 weeks, 0% Tuition refundable for all students.	

A tuition refund **will not** be granted to 2nd year students.

The following are not entitled to any refund of fees paid:

1. Students dismissed for disciplinary reasons.
2. Students who leave the program when disciplinary actions are pending.
3. Students who do not formally withdraw from the program (clearance procedure not completed).

*See Withdrawal policy pg. 59

Rev. 03/2012, 03/2014

GENERAL INFORMATION

General Policy: The program reserves the right to make any policy changes within the 2-year program. This includes any changes that would make the program better, or that is brought about by unusual circumstances. This includes any and all administrative, financial or educational policies & procedures (academic or clinical).

General Rules

Professional Behavior: You are to treat all other health professionals and hospital personnel with respect and courtesy. You will demonstrate respect, concern, and courtesy to all patients and their families. This must be done in a professional and diplomatic manner at all times.

Affective Behavior: The student must demonstrate good Affective Behavior, which can be defined as Medical Ethics and Etiquette. Examples of Affective behavior are listed below:

1. Personal appearance, dress, hygiene, etc.
2. Attitude, cooperation, etc.
3. Demeanor, empathy, respect, etc.
4. Interpersonal relationships with others, sensitivity to the needs and feelings of others.
5. Maintaining high standards, following policies, etc.
6. Performance provides the patient and others with a pleasant experience.
7. Cheating on test.
8. Recognizes, accepts and demonstrates responsibility.
9. Tardies/Attendance

Also:

- a. Upon arrival in the clinical area, clock in.
- b. Eat breakfast **before** reporting for duty, no food or drinks are allowed in the clinical area.
- c. Do not leave the clinical area without proper authorization of the Director or Clinical Coordinator/Instructor, or appropriate supervisor.
- d. During periods of inactivity, simulation of exams and reading text-books and professional literature is encouraged. Novels or crafts are not allowed in the clinical area.
- e. At no time, for any reason, will you leave the patient unattended on the table.
- f. You are not allowed in the clinical area at night, or on weekends, unless scheduled to do so.
- g. Lunch will be scheduled according to the technologist you are working with (Thirty to Forty-Five Minutes).
- h. Do not abuse telephone privileges. Keep personal calls to a minimum. Conversations should be limited to **three minutes**. Do not use phones in doctor's offices, secretaries' offices, or conference rooms for personal use. Occasional use of the phone in the classroom is permitted. Excessive use of any phone while on duty will not be tolerated. Also, incoming personal calls must be limited. **Cell phones are prohibited.**
- i. Do not gather in patient areas for social conversations. The lounge is provided for this.
- j. Book bags cannot be left in clinical area or lounges. Purses must be secured in assigned lockers in the classroom during the week and a locker to be shared will be assigned for week-end & evening use.

Change of Address Policy: Any changes in the student's name, address, telephone number, marital status, etc, must be reported to the school faculty, Human Resources and Imaging Services.

Housing: Housing is to be provided by the student. There are no dormitory facilities available.

Where to Park: The student will use their hospital ID badge as their parking card to park in one of the employee parking lots located adjacent to the parking deck (blue lot) or behind Emory Decatur Hospital (yellow lot). **AT NO TIME CAN THE STUDENT PARK IN THE PARKING DECK.**

Transportation: Transportation will be required to travel to the Emory Hillandale Hospital, Emory Long-Term Acute Care Hospital, Ortho Sport & Spine Physicians, Emory at Stonecrest Orthopedics and Sports Medicine, and Emory at Decatur Orthopedics and Sports Medicine for these clinical rotations.

Rev 03/2018

Holidays: Holidays are not required of the students.

Inclement Weather: On **Snow and Ice days** the student must make an earnest attempt to report to duty. Any time missed due to inclement weather must be made up during the next semester break. Plus Time may not be used for this.

***Note: If a student does not call in or come in for 3 consecutive days, this is considered grounds for dismissal from the program.**

Working for Pay: If the student agrees to work for pay, these work arrangements are between the student and supervisor involved and does not involve school faculty. **When working for pay, it is the student's responsibility to make arrangements with the supervisor to be off during semester breaks, sick days, and scheduled school days off.** Prior to working a shift, students must complete the Time and Attendance Schedule Form and turn it in to the school faculty. When working for pay the student must clock in and out using the UKG Dimensions touchpad. This system must be used in order to get paid. Hours worked for pay cannot be counted toward clinical time.

When working for pay the student is not allowed to receive pre-competencies or final competencies under any circumstances.

It is the student's responsibility to fill out the Time and Attendance Change form, if there are any changes to be made to their work time.

Students must wear their hospital ID during any time on campus as either a student or an employee. The student is a representative of the school and must adhere to the same **standard of conduct** and **dress code** at all times, even though they may be working for pay.

If a student has an occurrence lasting more than 2 hours, they cannot work anywhere in Emory Decatur Hospital, Emory Hillandale Hospital, or Emory Long-Term Acute Care Hospital for pay that same day. For example, the student cannot call in sick on the school day shift and come into work on the 3p to 11p shift for pay.

Rev 01/2009

COVID-19 Policy:

1. Sick/Illness:
 - a. If you are sick, stay home.
 - i. Being sick includes: fever $\geq 100^{\circ}\text{F}$ and have one of the following symptoms: cough, sore throat, body aches, vomiting, diarrhea, shortness of breath, or congestion.
 - b. If you develop symptoms during your shift:
 - i. notify your supervisor (if in the clinical area)
 - ii. notify a faculty member
 - iii. remove yourself from the clinical area and go home
 - c. Returning to work:
 - i. Contact OIM (Occupational Injury Management)/Employee Health by dialing 404-686-5500 enter PIC# 50464 for guidance on returning to work.
 - ii. Any paperwork given by OIM/Employee Health must be turned in to Radiology School prior to returning to class or clinical rotations.
 - iii. Students must follow the Staff Algorithm for COVID-19 Return to Work
 - iv. Students returning from scheduled breaks must complete the COVID-19 Health Screening Questionnaire and COVID-19 Expectations for Faculty and Students
 - d. Health Care Worker Exposure
 - i. Health Care Workers with **direct** patient care are required to wear appropriate PPE (goggles and either procedural mask or N-95 mask)
 - e. EDH Radiology School will follow the most up-to-date Emory Healthcare policies and procedures. Students should logon to their Emory Storefront and check EHC emails for the most recent and up-to-date information.
2. Absences:
 - a. Students can schedule time off at least 24 hours in advance.
 - i. Students must inform clinical area of absence.
 - ii. If student has plus time then any time missed will be taken from plus time.
 - iii. If student does not have any remaining plus time, then any time missed must be made up over the semester break **or** after graduation.
 1. Make-up time due to COVID-19 will be considered as Extended Make-Up Time and will be allowed to be made up semester breaks.
 - b. If time off is not scheduled 24 hours in advance, or if the student leaves early unscheduled, the absence will count as an occurrence.
3. Clinical Rotations:
 - a. Some clinical areas within the hospital may not have any scheduled exams (SAC, DIC, surgery, etc.). Students in these areas are not to be flexed out. You must stay with the technologist that you are assigned-they may be reassigned/redeployed to another part within the hospital to assist.
 - i. If assigned technologist is reassigned/redeployed at hospital entry points as a greeter to incoming visitors, the student will not go with technologist. If this situation occurs, the student must contact school faculty for further instruction.
 - b. For off-site locations (Stonecrest, Emory Decatur Ortho, Ortho Sport & Spine) if there are no scheduled or walk-in patients, then it is to the discretion of the technologist to either flex you out of have you stay and help out in other ways (you must stay with the registered technologist). You will not be reassigned to another location. Make sure that a flex form is completed and signed.
4. School Closure
 - a. In the event that EDH or EHC leaders determine that the Radiology school must close for an extended period of time:

- i. Any time missed due to mandatory closure of the Radiology School **will not** be taken from your plus time.
 - b. Please note that all requirements needed for successful graduation from the Radiology School must be met. To ensure that **all** graduation requirements are still met during a mandatory closure the following may be implemented:
 - i. Delayed/postponed graduation
 - ii. Shortened/limited registry review
 - iii. Additional/Adjusted clinical rotations or shifts in order to achieve competencies/pre-competencies
 - iv. Adjusted breaks
 - v. Non-conventional learning
 - 1. Study materials, lectures, assignments, worksheets, study guides, etc.
 - vi. Any other adjustments the faculty feel are necessary to meet requirements for graduation.
- 5. PPE
 - a. EDH School of Radiologic Technology will initially provide the student with the following PPE:
 - i. Procedural Mask
 - ii. Goggles
 - iii. N-95 mask
 - b. Students are required to wear either a procedural mask or cloth mask anytime they are on campus. Mask must be worn at all times, unless eating or drinking.
 - i. Cloth masks are not to be worn in the clinical setting or around patients-a procedural mask must be worn.
- 6. Daily Precautions
 - a. The student is expected to self-monitor daily for COVID-19 symptoms
 - b. The faculty will monitor the students' temperature daily and will be recorded on the Daily Attestation Log Sheet.

ACADEMIC POLICIES

Academic Calendar Class of 2024

First Year-Fall Semester September 6, 2022-December 16, 2022

Orientation

RAD 1100 Intro to Radiology & Patient Care

RAD 1101 Radiographic Procedures I

RAD 1102 Principles of Radiographic Imaging & Exposure I

RAD 1103 Clinical Education I

Holiday-Thanksgiving Break-November 24-25, 2022

1st Semester Break-December 19, 2022-December 30, 2022

First Year-Spring Semester January 2, 2023-April 14, 2023

RAD 2100 Patient Care II

RAD 2101 Radiographic Procedures II

RAD 2101 Principles of Radiographic Imaging & Exposure II

RAD 2103 Clinical Education II

Holiday-Martin Luther King Day-January 16, 2023

2nd Semester Break-April 17-April 21, 2023

First Year-Summer Semester April 24, 2023-August 11, 2023

RAD 3100 Patient Care III

RAD 3101 Radiographic Procedures III

RAD 3102 Equipment & Maintenance I

RAD 3103 Clinical Education III

Holiday-Memorial Day-May 29, 2023

Holiday-Independence Day-July 4, 2023

3rd Semester Break-August 14-18, 2023

Second Year-Fall Semester August 21-December 22, 2023

RAD 4100 Radiation Protection I

RAD 4101 Radiographic Procedures IV

RAD 4102 Equipment & Maintenance II

RAD 4103 Clinical Education IV

Graduation Day-August 25, 2023

Holiday-Labor Day-September 4, 2023

Holiday-Thanksgiving Break-November 23-24, 2023

4th Semester Break-December 25, 2023-January 5, 2024

Second Year-Spring Semester January 8, 2024-April 19, 2024

RAD 5100 Radiation Protection II

RAD 5101 Radiographic Procedures V

RAD 5102 Professional Development & Independent Study

RAD 5103 Clinical Education V

Holiday-Martin Luther King Day-January 15, 2024

5th Semester Break-April 22-26, 2024

Second Year-Summer Semester April 29, 2024-August 16, 2024

RAD 6100 Radiology Technology Review

RAD 6101 Clinical Education VI

Holiday-Memorial Day-May 27, 2024

Holiday-Independence Day-July 4, 2024

Graduation Day-August 23, 2024

Rev 05/2022

Academic Calendar by Semester & Instructor/s

1st Semester Junior Year: September-December

RAD 1100 Introduction to Radiology and Patient Care
RAD 1101 Radiographic Procedures I
RAD 1101L Radiographic Procedures Clinical Lab I
RAD 1102 Principles of Radiographic Imaging and Exposure I
RAD 1103 Introduction to Clinical Radiography I

Instructor/s

Shaun Taylor/Traci Monfort/Christy Evans
Shaun Taylor/Traci Monfort
Traci Monfort/Christy Evans
Shaun Taylor
Traci Monfort/Christy Evans

2nd Semester Junior Year: January-April

RAD 2100 Patient Care II
RAD 2101 Radiographic Procedures II
RAD 2101L Radiographic Procedures Clinical Lab II
RAD 2102 Principles of Radiographic Imaging and Exposure II
RAD 2103 Clinical Radiography II

Christy Evans
Shaun Taylor/Traci Monfort
Traci Monfort/Christy Evans
Shaun Taylor
Traci Monfort/Christy Evans

3rd Semester Junior Year: May-August

RAD 3100 Patient Care III
RAD 3101 Radiographic Procedures III
RAD 3101L Radiographic Procedures Clinical Lab III
RAD 3102 Equipment and Maintenance II
RAD 3103 Clinical Radiography III

Christy Evans
Shaun Taylor/Traci Monfort
Traci Monfort/Christy Evans
Shaun Taylor
Traci Monfort/Christy Evans

4th Semester Senior Year: September-December

RAD 4100 Equipment and Maintenance II
RAD 4101 Radiation Protection I
RAD 4102 Radiographic Procedures IV
RAD 4102L Radiographic Procedures Clinical Lab IV
RAD 4103 Clinical Radiography IV

Shaun Taylor
Shaun Taylor
Shaun Taylor/Traci Monfort
Traci Monfort/Christy Evans
Traci Monfort/Christy Evans

5th Semester Senior Year: January-April

RAD 5100 Radiation Protection II
RAD 5101 Radiographic Procedures V
RAD 5101L Radiographic Procedures Clinical Lab V
RAD 5102 Clinical Radiography V
RAD 5103 Professional Development and Independent Study

Shaun Taylor
Shaun Taylor/Traci Monfort
Traci Monfort/Christy Evans
Traci Monfort/Christy Evans
Shaun Taylor/Traci Monfort/Christy
Evans

6th Semester Senior Year: May-August

RAD 6100 Radiologic Technology Review
RAD 6101 Clinical Radiography IV

Shaun Taylor/Traci Monfort/Christy Evans
Traci Monfort/Christy Evans

Emory Decatur Hospital School of Radiologic Technology Course Description

Junior Year 1st Semester

RAD 1100 Introduction to Radiology and Patient Care

Prerequisite: Program Admission

Credit Hours: 2

- a. **Hospital Orientation:** The student will become familiar with the Emory Decatur Hospital policies and procedures such as fire safety, universal precautions, body mechanics and other important topics.
- b. **Program Orientation:** The student will become familiar with the Policies & Procedures of the Radiology School.
- c. **Department Orientation:** The student will become familiar with the Policies & Procedures of Imaging Services, RIS, PACS, Sunrise/Acute Care/SCM. **Rev. 01/2019**
- d. **Radiology Orientation:** An overview of radiology will be given.
- e. Principles and techniques of how to provide basic care including communication skills and ethical standards. Infection control and body mechanics will also be discussed.

RAD 1101 Radiographic Procedures I

Prerequisite: Program Admission

Co-requisite: RAD 1100, RAD 1101L, RAD 1102, RAD 1103

Credit Hours: 3

- a. The positioning terms used in radiology will be discussed including projections, positions, body planes, and tube directions. Specific positioning lecture and labs will be held on the positioning terms, chest, upper extremity & shoulder girdle.
- b. This class will also introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems.
- c. The course content is also designed to provide an introduction to the origins of medical terminology.
- d. This course is designed to establish a knowledge base in anatomy and physiology.

RAD 1101L Radiographic Procedures Clinical Lab I

Prerequisite: Program Admission

Co-requisite: RAD 1100, RAD 1101, RAD 1102, RAD 1103

Credit Hours: 1

- a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures I course content which will allow the student to demonstrate the applied theories and principles introduced in RAD 1101.

RAD 1102 Principles of Radiographic Imaging and Exposure

Prerequisite: Program Admission

Co-requisite: RAD 1100, RAD 1101/1101L, RAD 1103

Credit Hours: 3

- a. This course content is designed to establish a knowledge base in factors that govern and influence the production and recording of Radiologic images.

RAD 1103 Intro into Clinical Radiography

Prerequisite: Program Admission

Co-requisite: RAD 1100, RAD 1101/1101L, RAD 1102

Credit Hours: 3

- a. This course content is designed to introduce the radiography student to clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. See Clinical Notebook.

Junior Year 2nd Semester

RAD 2100 Patient Care II

Prerequisite: All first semester courses completed successfully.

Co-requisite: RAD 2101, RAD 2101L, RAD 2102, RAD 2103

Credit Hours: 2

- a. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions.

RAD 2101 Radiographic Procedures II

Prerequisite: All first semester courses completed successfully.

Co-requisite: RAD 2100, RAD 2101L, RAD 2102, RAD 2103

Credit Hours: 3

- a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology.
- b. This class will also discuss theories of disease causation and the pathophysiologic disorders that compromise healthy systems.

RAD 2101 L Radiographic Procedures Clinical Lab II

Prerequisite: All first semester courses completed successfully.

Co-requisite: RAD 2100, RAD 2101, RAD 2102, RAD 2103

Credit Hours: 1

- a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures II course content which will allow the student to demonstrate the applied theories and principles introduced in RAD 2101

RAD 2102 Principles of Radiographic Imaging and Exposure II

Prerequisite: All first semester courses completed successfully.

Co-requisite: RAD 2100, RAD 2101/2101L, RAD 2103

Credit Hours: 3

- a. This course content is designed to enhance a knowledge base in factors that govern and influence the production and recording of Radiologic images.

RAD 2103 Clinical Radiography II

Prerequisite: All first semester courses completed successfully.

Co-requisite: RAD 2100, RAD 2101/2101L, RAD 2102

Credit Hours: 3

- a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. See Clinical Notebook.

Junior Year 3rd Semester

RAD 3100 Patient Care III

Prerequisite: All second semester courses completed successfully.

Co-requisite: RAD 3101, RAD 3101L, RAD 3102, RAD 3103

Credit Hours: 2

- a. The student will be introduced to his/her role in the care of pediatric patients, geriatric patients, the care of patients during gastrointestinal and genitourinary exams, in addition to the care of patients needing alternative medical treatments.

RAD 3101 Radiographic Procedures III

Prerequisite: All second semester courses completed successfully.

Co-requisite: RAD 3100, RAD 3101L, RAD 3102, RAD 3103

Credit Hours: 3

- a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology.
- b. The content will expand upon theories of disease causation and the pathophysiologic disorders that compromise healthy systems.

RAD 3101L Radiographic Procedures Clinical Lab III

Prerequisite: All second semester courses completed successfully.

Co-requisite: RAD 3100, RAD 3101, RAD 3102, RAD 3103

Credit Hours: 1

- a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures III course content which will allow the student to demonstrate the applied theories and principles introduced in RAD 3101

RAD 3102 Equipment and Maintenance I

Prerequisite: All second semester courses completed successfully.

Co-requisite: RAD 3100, RAD 3101/3101L, RAD 3103

Credit Hours: 3

- a. This course content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design.

RAD 3103 Clinical Radiography III

Prerequisite: All second semester courses completed successfully.

Co-requisite: RAD 3100, RAD 3101/3101L, RAD 3102

Credit Hours: 3

- a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. See Clinical Notebook.

Senior Year 4th Semester

RAD 4100 Equipment and Maintenance II

Prerequisite: All third semester courses completed successfully

Co-requisite: RAD 4101, RAD 4102/4102L, RAD 4103

Credit Hours: 3

- a. The content will provide a basic knowledge of x-ray imaging circuits and generators, the x-ray tube, fluoroscopy, Automatic Exposure Control devices and mobile radiography units. This course will also introduce knowledge in computing and information processing. Computer applications in the Radiologic sciences related to image capture, display, storage and distribution are presented. Topics included are: intro to computer science & computer literacy, computed and

digital radiography systems, PACS and special imaging modalities. This content will also provide a fundamental knowledge of quality control.

RAD 4101 Radiation Protection I

Prerequisite: All third semester courses completed successfully

Co-requisite: RAD 4100, RAD 4102/4102L, RAD 4103

Credit Hours: 2

- a. This course is designed to present students with an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. This course will also help to establish a basic knowledge of atomic structure and terminology, as well as the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter, and cell biology.

RAD 4102 Radiographic Procedures IV

Prerequisite: All third semester courses completed successfully

Co-requisite: RAD 4100, RAD 4101, RAD 4102L, RAD 4103

Credit Hours: 3

- a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology. Components of the tissues, organs and systems are described and discussed. Content is also designed to provide the knowledge base necessary to perform standard imaging procedures, along with the application to special studies. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience will be used to complement the didactic portion.

RAD 4102L Radiographic Procedures Clinical Lab IV

Prerequisite: All third semester courses completed successfully

Co-requisite: RAD 4100, RAD 4101, RAD 4102, RAD 4103

Credit Hours: 1

- a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures IV course content which will allow the student to demonstrate the applied theories and principles introduced in RAD 4102

RAD 4103 Clinical Radiography IV

Prerequisite: All third semester courses completed successfully

Co-requisite: RAD 4100, RAD 4101, RAD 4102/4102L

Credit Hours: 3

- a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure.

Senior Year 5th Semester

RAD 5100 Radiation Protection II

Prerequisite: All fourth semester courses completed successfully

Co-requisite: RAD 5101/5101L, RAD 5102, RAD 5103

Credit Hours: 2

- a. This course is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation, designing for radiation protection and radiation protection procedures.

RAD 5101 Radiographic Procedures V

Prerequisite: All fourth semester courses completed successfully

Co-requisite: RAD 5100, RAD 5101L, RAD 5102, RAD 5103

Credit Hours: 3

- a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology. Components of the tissues, organs and systems are described and discussed. Content is also designed to provide the knowledge base necessary to perform standard imaging procedures, along with the application to special studies. Pathological disorders of the cardiovascular system, central nervous system, classification of disease, additive and destructive conditions will also be reviewed. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience will be used to complement the didactic portion.

RAD 5101L Radiographic Procedures Clinical Lab V

Prerequisite: All fourth semester courses completed successfully

Co-requisite: RAD 5100, RAD 5101, RAD 5102, RAD 5103

Credit Hours: 1

- a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures V course content which will allow the student to demonstrate the applied theories and principles introduced in RAD 5101

RAD 5102 Clinical Radiography V

Prerequisite: All fourth semester courses completed successfully

Co-requisite: RAD 5100, RAD 5101/ 5101L, RAD 5103

Credit Hours: 4

- a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure.

RAD 5103 Professional Development and Independent Study

Prerequisite: All fourth semester courses completed successfully

Co-requisite: RAD 5100, RAD 5101/ 5101L, RAD 5102

Credit Hours: 2

- a. This course is designed to promote continuing professional education and lifelong learning. Students are assigned articles and/or computer modules of current topics in the imaging field for independent study and class discussion. This course will also help to promote critical thinking skills, while enhancing problem-solving skills. Students will be assigned case study topics for discussion; students will then be required to present image studies as a class presentation, including image evaluation criteria, proper positioning, appropriate radiographic quality, type of pathology and/or reported diagnosis

Senior Year 6th Semester

RAD 6000 Radiologic Technology Review

Prerequisite: All fifth semester courses completed successfully

Co-requisite: RAD 6001

Credit Hours: 3

- a. This course is designed to allow students to review basic knowledge from previous courses and helps the student to prepare for the American Registry of Radiologic Technology. Topics reviewed in this course are: Patient Care, Radiographic Procedures, Radiation Protection, Equipment and Maintenance, Principles of Radiographic Imaging and Exposure, Radiographic Pathology and Medical Terminology

RAD 6001 Clinical Radiography VI

Prerequisite: All fifth semester courses completed successfully

Co-requisite: RAD 6000

Credit Hours: 3

- a. This course content is designed to provide the radiography student with a culmination of clinical work experience to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure. The student must complete all clinical competencies and clinical rechecks, under the direct supervision of a registered technologist to meet graduation requirements

Books/Course Assignments

1. Principles of Radiographic Imaging, An Art & A Science by Carlton & Adler, Publisher Delmar
Course: Equipment & Maintenance, RAD 1100, RAD 3102, RAD 4100
Course: Radiation Protection, RAD 1100, RAD 4101, RAD 5100
Course: Principles of Radiographic Imaging and Exposure, RAD 1100, RAD 1102, RAD 2102
2. Radiologic Science for Technologists, Physics, Biology, and Protection, by Stuart Bushong, Mosby
Course: Equipment & Maintenance, RAD 1100, RAD 3102, RAD 4100
Course: Radiation Protection, RAD 1100, RAD 4101, RAD 5100
Course: Principles of Radiographic Imaging and Exposure, RAD 1100, RAD 1102, RAD 2102
3. Radiation Protection for Student Radiographers by Statkiewicz & Rittenour, Publisher Mosby
Course: Radiation Protection, RAD 1100, RAD 4101, RAD 5100
4. Merrill's Vol I-III, Ballinger Mosby, Publishers
Course: Radiographic Procedures I-V, RAD 1101, RAD 2101, RAD 3101, RAD 4102, RAD 5101
5. Radiographic Anatomy, Positioning and Procedures Workbook, by Steven Hayes, Publisher, Mosby
Course: Radiographic Procedures I-V, RAD 1101, RAD 2101, RAD 3101, RAD 4102, RAD 5101
Course: Radiologic Technology Review, RAD 6100
6. Basic Medical Techniques and Patient Care in Imaging Technique Torres, Lippincott
Course: Patient Care I-III, RAD 1100, RAD 2100, RAD 3100
7. Medical Terminology/Pathology Radiographic Pathology for Technologists, Mace/Kowalczyk,
publisher Mosby
Course: Radiographic Procedures I-V, RAD 1101, RAD 2101, RAD 3101, RAD 4102, RAD 5101
8. Radiography Examination by D.A. Saia, Appleton & Lange's
9. PREP Radiography, by Saia, Appleton & Lange's
10. Comprehensive Review of Radiography by Calloway, Mosby
11. Radiography Exam Review by Carlton, Lippincott

**Encyclopedia and Dictionary of Medicine, Nursing and Allied Health, 4th Edition, Miller & Keane

Rev 03/2012

Academic Standard (Grading System): The student must maintain an 80% GPA in all subjects. By keeping our standards high, we will hopefully increase the student's chances of passing the national registry, and graduate well-qualified radiographers. It is urged for all students to strive for high 80's or 90's. If the student's GPA falls below 80, the appropriate action will be taken.

The grade scale is as follows:

94-100 A
87-93 B
80-86 C
Below 80 Failing
IP = Course is still in progress
IC = Incomplete

Rev 02/2015

Academic Procedures:

Rev 03/2014

- All records submitted to the school for admissions remain the property of the school. Copies of the documents may be obtained upon written request. Falsified records will result in dismissal.
 - No third party shall have access to student records without written consent of the student.
 - All records will remain confidential and in locked cabinets.
 - A student may request to see his/her grades at any time.
- Scheduled evaluations are performed to keep the student informed of their academic/clinical progress.
- Students are not allowed to reproduce copies of test materials. This includes photocopying, photographs, scanning, etc.
- Graded tests will not be issued to the student.
 - Students grades will be put in an online gradebook that the student will have access to.
 - If a student wishes to review their individual test (students may not review midterm or final exams), they must make an appointment with the instructor who administered the test. Both the student and the instructor must initial the Test Review Form. All tests must be reviewed under the direct supervision of the instructor.
- The student-instructor ratio for academic studies will be the number of students in each class to the instructor. The number of students varies from 12 to 22 per class.
 - The student-instructor ratio for labs will be less than the academic ratio. The lab ratio for practice and check-offs is usually 8:1 or less.

Academic Policies: The student will:

- Stay awake during class (head up and eyes open).
- Maintain an acceptable GPA (see academic probation)
- Attend scheduled classes. If a student misses class, due to illness or absences for any reason, the student must obtain the notes and is responsible for the material.
- Students are not allowed to wear head phones/earbuds, use iPods, Bluetooth devices, portable video games, laptops, tablets, iPads, cell phones, smart watches, etc.
 - Students will be allowed to record/tape the lectures.
 - All recording devices must be approved by the instructors.
 - Recording devices must be visible when in use.
 - Cell phones ***are not*** an approved recording device.
- All cell phones must be turned off and kept in the students locker.
- Keep the classroom clean.

Rev 03/2015

Test Days: This policy applies throughout the 2 year program.

1. If a student is out on a test day, the test must be made up on the day the student returns, unless prior arrangements are made. It is the student's responsibility to follow up with the instructor when a test is missed.
2. If appropriate arrangements are not made by the student 2 days from the time the test is missed a 10 point deduction will be made each day until the test is made up.
3. The student may come to school; take the test and then go home. However, the student is not allowed to stay home and come in later in order to take the test. The entire day must be missed and the test will be made up the day the student returns.
4. In order to prevent chronic illness on test days, the student will only be allowed to miss one test day without a doctor's excuse. On the second test day missed without an excuse, there will be a 10 point deduction from the test missed.
5. Students must take the test on the scheduled test day, except in an extreme emergency, which will be determined by the R.T. Director, clinical coordinator, and/or clinical instructor; however, if the student decides to take a test later (due to lack of study) there will be an automatic 15 point deduction from the grade.

During the test:

1. Students are not allowed to leave the room during the test (including using the restroom).
 - a. Students will need to use the restroom either **prior to** taking the test, or **immediately following** the test.
 - b. ALL test(s) must be turned in **before** leaving the room (If the student leaves the room before the test(s) are turned in, then all tests will be collected and graded as is) **Rev 01/2019**
2. There is to be absolutely *no talking* or discussion during the test.
3. Students desks must be completely cleared and books, notes, water bottles, snacks, book bags/purses, etc. are to be placed in students locker.
4. The only items allowed on the students desk during the test will be the test, Scantron, pencil/s, calculator (cell phones **cannot** be used as a calculator), and blank piece of scratch paper.
5. Upon completion of the test, turn in the test and scratch sheet of paper to the instructor and either get out material for next class or quietly leave the room. Students **may not** congregate in the school lounge while other students are still testing.
6. Ear phones/earbuds are not allowed during a test.
7. Cell phones, smart watches, Fitbits, etc. must be put away in the designated hanger in the classroom **before** the test begins. Items can be collected once the test has been turned in.

Rev 01/2019

Academic Probation:

If at any time a student **fails 3 tests** in a semester they will be counseled and put on academic probation.

If a student fails the **midterm or final**, they will automatically be put on academic probation. This probation period will be for 8 weeks.

If a student **fails more than one final they will appear before the Advisory Committee.**

During this probation period if the student **fails any additional test** they will meet with the Advisory Committee and possibly be **dismissed** from the program.

1. Any test failed during a semester must be made up within 2 weeks of taking the test unless special arrangements are made with the instructor.
2. Upon passing the test on the 2nd attempt the highest grade the student can receive will be an 80.
3. The original test that was failed will count toward academic probation.

4. If the test is failed the 2nd time the student must go before the Advisory Committee for possible dismissal. This 2nd failed test will count towards academic probation.
5. There will be no dropped test grades at the end of the semester. (revised 12/04)

After the 1st probation period if a student again fails 3 tests, a midterm, or final exam in a semester the student will be counseled and then placed on a 2nd probation.

If there is a second probation period the student will not be allowed to fail any test for the remaining time in the probationary period without appearing before the Advisory Committee for probable dismissal.

A third consecutive academic probationary period warrants program dismissal. Rev 02/2007

Lab Session Missed: If a lab is missed the student must get the notes from peers. If a check-off is missed, it is up to the student to make an appointment within one week with the clinical instructor/coordinator to check-off. Failure to make or keep this appointment will result in a 0. The student must make an 80% or better to be able to start procedural evaluations (blue sheets) for that exam. **Rev 01/2004**

Classroom Dress Code and Behavior: The school dress code will be maintained during the classroom time. Jackets, sweaters, sweatshirts cannot be worn to the cafeteria or outside during class days.

The 8:00 am to 8:30 am time is for studying, getting notes together, etc. There will be no sleeping during this time.

Honesty Policy: If a faculty member or peer observes or suspects cheating in the clinical area or classroom setting, the matter will be taken to the Advisory Committee. At that time, **if proven to be true, the outcome, which will be determined by the Advisory Committee, may be dismissal.** Do not put yourself into a position that would allow anyone to suspect that you are cheating. Each student must sign an Honesty Pledge. **Rev 03/2012**

Library: Emory Decatur Hospital has a library located on the ground floor close to the Organization Development and Learning department. The librarian there can assist you in getting books, articles, and reference material. The librarian can also obtain materials from other libraries because of the networking. Arrangements can be made for use of the computers in the library.

A limited school library is located in the school office and it is open during school hours, which is from 8am until 4pm Monday through Friday, most days. **Rev 01/2019**

Imaging Services Computer Lab: Radiology students have access to a dedicated computer lab located on the ground floor of Emory Decatur Hospital adjacent to the classroom. This computer lab may be used to access the internet, intranet, complete HLC modules, use to study and complete assignments. Hours are Monday-Friday 8:00am-4:00pm.

ATTENDANCE

Clocking In & Out: All students will use Trajecsys to clock in & out every day. Trajecsys is accessed through a designated computer at each clinical rotation. It is the students' responsibility to keep up with their username/password and to clock in & out correctly each day. **Rev. 08/2022**

The student must clock in and clock out every day in order to be counted present.

Failure/forgetting to **clock in** will result in one demerit.
Failure/forgetting to **clock out** will result in one demerit.

Semester Breaks:

Students are given one week off between semesters, a total of 4 weeks per year

- Winter Break- 2 weeks
- Spring Break- 1 week
- Summer Break- 1 week

*****Important: Due to the nature of the Clinical Education requirements and rotations of this program, radiography students will not completely follow the Georgia State University-Perimeter College academic calendar. Students will be assigned in clinical education rotations to enhance their skills and to meet program objectives. The Radiologic Technology program breaks may not coincide with Georgia State University-Perimeter College breaks. However, appropriate vacation/break times will be provided throughout the Radiologic Technology program's curriculum.**

Rev 03/2012

Plus Time: 40 hours of plus time will be given half way through the 1st semester and at the beginning of the 4th semester. The student may use this time for sick days, personal time off, physician's visits, etc. In order to use this time, it must be scheduled appropriately. If the student uses more plus time than they have available, then that time will automatically become make up time to be made up on the next semester break.

Scheduled Time Off: Time off must be scheduled at least 24 hours in advance and is not counted as an occurrence. A Request for Scheduled Absence form must be time stamped and submitted after being filled out by the student at least 24 hours in advance. Final approval will come from the school faculty. The students are not allowed to schedule time off for a weekend shift. The students must swap weekends with one of their classmates (See Shift Swapping Protocol). Upon approval the **scheduled time off must be posted on the student calendars** that are located in the clinical area.

Failure to post scheduled time off on the Calendar in the clinical area is an infraction resulting in one demerit.

During the first half of the 1st semester, the student is not allowed to take any time off with the exception of sick occurrences. Time missed must be made up on first semester break. (See make up time)

If the student has available plus time this may be used for scheduled time off.

1. Occasionally, the student is allowed to leave the clinical area early on non-busy days. It can be no more than one hour early and the Clinical Time and Attendance Change Form must be filled out and must be **signed by the supervisor**. Any time over 1 hour will be considered an occurrence.

2. Educational leave for meetings, seminars and/or conventions must be approved by the R.T. Director.
3. Jury duty leave will be approved upon verification of jury days.
4. Military leave must be approved by the R.T. Director.
5. Funeral leave of an immediate family member must be approved by the R.T. Director.
6. Pregnancy leave. See Pregnancy Policy.
7. Routine surgery that is planned or any emergency surgery.
8. Prolonged illness will be reviewed on an individual basis.

Tardy: A tardy is defined as not clocking in from **1 minute to 2 hours** from the scheduled reporting time. If the student is **late more than two hours** this will be counted as an **occurrence**, not a tardy. **3 Tardies per semester = one demerit.**

Tardy make-up time: Any amount of time missed due to being tardy must be made up within one week of the tardy. If the amount of tardy time is 6-15 minutes and on a class day, the student may check with the faculty to see if the time can be made up in the classroom by cleaning or performing other duties. If the time exceeds 15 minutes the time must be made up in the clinical area. Time can only be made up after the end of the students scheduled shift. Time cannot be made up prior to any shift or over the students scheduled lunch time.

Rev 01/2009

In order for the tardy time to be considered made-up, the Make-Up Time Verification Form must be completed and signed by the supervisor showing the amount of time made up. Completed forms must be turned in to the inbox on the faculty hallway. Any tardy time not made up within one week will become automatic make up time during semester break. *Be careful to comply, making up 20 minutes during semester breaks is no fun.

Unscheduled Time off/ Occurrence: An occurrence is defined as any time missed that is not scheduled at least 24 hours in advance. This includes:

- Arriving more than two hours after the scheduled reporting time
- Leaving earlier than scheduled departure time
- Calling out for the entire scheduled shift

Anytime a student is unable to come in:

On a class day: The school faculty must be called at extension 404-501-5288.

On a clinical day: The student must call the school faculty at 404-501-5288, as well as, the supervisor of their assigned area (see numbers below).

On weekends: The student must call a member of the school faculty **at home** and the weekend supervisor within one hour of reporting time. If a student is unable to come in, or has to leave early from a weekend rotation, it will count as an occurrence and the time missed **must** be made up over the next semester break. This policy also applies to week-end shifts scheduled before or after semester breaks.

Rev 04/2012

Failure to contact the school faculty & clinical area within one hour of assigned reporting time will result in one demerit. **2 consecutive sick days require a doctor's excuse.**

Shaun	404-501-5306
Traci / Christy	404-501-5288
Radiology School Classroom	404-501-5947
EDH Radiology-1 st Floor	404-501-5812 or ext. 1-7412
EDH-Radiology OR	404-501-4866 or ext. 2-5302
CT-Floor	404-501-5319 or ext. 1-5279
Interventional Radiology	404-501-5231
Nuclear Medicine	404-501-5311
Ultrasound	404-501-5608
EDH Radiation Therapy	404-501-6925
EKG	404-501-5384 or ext. 1-2540
DIC Radiology	404-501-2675
DIC Front Desk	404-501-3288
DIC-CT	404-501-2682
DIC-MRI	404-501-2697
PET	404-501-2677
Hillandale Radiology	404-501-0770 or ext. 1-8466, 1-8455
CT-Hillandale	404-501-8469
SAC Radiology	404-309-9922 or 404-501-1261 or ext. 1-1404
ELTAC Radiology	404-501-6762 or ext. 1-6776, 1-6433
Stonecrest Orthopedics	678-412-2145 or ext. 2147
Decatur Orthopedics	404-294-4111
Ortho Sport & Spine (N. Atlanta)	678-273-3330
Ortho Sport & Spine (Decatur)	404-381-7678

Leaving Early-unscheduled:

On a class day: The student must get permission from a faculty member.

On a clinical day: The student must get permission from a faculty member and notify the supervisor.

Each situation will be assessed on an individual basis. A student who becomes ill during clinical hours must visit the Occupational Health nurse to be released from clinical duty. The student must bring the release note to a member of the school faculty prior to leaving. If the time missed due to an unscheduled early departure is more than 1 hour prior to departure time, it will be an occurrence. Time will be deducted from plus time if available; if no plus time is available then this will automatically be made up during the semester break.

Make-up time during Semester Breaks: Any time missed during a semester in which the student has no plus time must be made up during that semester break. Time accrued due to tardiness must be made up during the following semester break. Any make-up time not made up on the semester break it was missed, the remaining time MUST be made up AFTER graduation. Extenuating circumstances will be considered on an individual basis (see extended make-up time policy). **Rev 01/2007**

Make up time must meet the clinical needs of the student and the department. Thus, all make up time will be made up on scheduled clinical days. **If the student fails to report for an assigned make-up day or time, the student will receive 3 demerits**

Extended Make-up Time: Any extended time missed due to extenuating circumstances (i.e. maternity leave, surgery, etc.) must be made up on semester breaks. Any remaining time not made up during semester breaks will be made up AFTER graduation (please refer to graduation policy). The student will

not be eligible to sit for the national registry until all make-up time has been completed (total number of course hours: 3,325)

Rev 01/2007

Student Schedule:

CLASS SCHEDULE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNIOR 1 ST SEMESTER SEPT-OCT	CLASS	CLINICAL	CLASS	CLINICAL	CLASS
JUNIOR 1 ST SEMESTER NOV-DEC	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS
JUNIOR 2 ND SEMESTER JAN-APRIL	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
JUNIOR 3 RD SEMESTER MAY-AUGUST	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
SENIOR 4 TH SEMESTER SEPT-DEC	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
SENIOR 5 TH SEMESTER JAN-APRIL	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS
SENIOR 6 TH SEMESTER MAY-AUGUST	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS

CLINICAL POLICIES

Clinical Education: Clinical education is a vital aspect of training for qualified Radiologic Technologists. It is through learning and participation in the clinical setting that the student will master the skills required to perform quality radiographic procedures.

Clinical education is divided into six semesters. As a first year student, clinical rotations begin during the second week of school.

The first 8 weeks of the 1st semester will be a period of orientation for the student. The student hours are 8:00 AM- 4:00 PM Monday thru Friday with no week-ends or 11:00 AM-7:00 PM shifts. From **1st semester until graduation** the student will rotate through the Diagnostic department, Diagnostic Imaging Center (DIC), Computed Tomography (CT), Emory Hillandale Hospital, Emory at Stonecrest Orthopedics and Sports Medicine, Emory at Decatur Orthopedics and Sports Medicine, Ortho Sport & Spine Physicians and Emory long-Term Acute Care Hospital. The clinical rotation will be from 8:00 am until 4:00 pm on the clinical days. The student will still report to the radiology classroom on class days. Once a schedule has been made and posted, if a student drops out of the program, that shift will remain vacant.

Rev 03/2018

Beginning the **second half of the 1st semester until graduation** the student will begin a clinical rotation on the evening shift (11:00 am to 7:00 pm) one week rotation every 4 weeks. The student has the 11:00 am- 7:00 pm clinical assignment scheduled on their clinical days. No more than 3 days out of the week. On class days, the student will report to the classroom shift time of 8:00 am –4:00 pm. Once a schedule has been made and posted, if a student drops out of the program, that shift will remain vacant.

Beginning **3rd semester and ending after 5th semester** the student will have one weekend clinical rotation (8 hour shift) every 5 weeks; **either** Saturday (7:30am-3:30pm Emory Decatur Hospital-Main department or 7:30am-3:30pm Hillandale) **or** Sunday (7:30am-3:30pm Emory Decatur Hospital-Main department or 7:30am-3:30pm Hillandale). When the rotation is on Saturday the student is off on the Monday prior to the weekend rotation. If the rotation is on Sunday the student will be off the following Monday, in order to not exceed the 40-hour week.

Rev 1/2020

Breaks must be approved by the assigned supervisor. The student may leave their assigned area for a break only when permission has been given and there are no duties to be performed. Most of the time you will get a break, but occasionally you will not. Any student leaving the assigned area without permission is subject to disciplinary action.

Lunch is a 30/45 minute period determined by the supervisor in charge. The student must report the exact time when leaving for and returning from lunch to the supervisor. **Failure to return on time will warrant one demerit.**

Clinical Assignments: Each semester the student is given goals and assignments, which are supported by labs and clinical experience. These assignments are structured in a way to allow the student to advance progressively at their clinical competency level. See Clinical Notebook/Trajecsys.

Clinical Rotations: Students are assigned to (1) one week rotations in all areas until each student has been through each radiography room. Rotations include areas such as fluoroscopy rooms, emergency rooms, miscellaneous, chest, Quality Assurance/Quality Control, CT, and patient transport.

Rotation schedules are posted on bulletin boards in the main desk in the radiology department, Hillandale and room 4 of the DIC. A copy will be given to each student.

Each student will spend a percentage of their clinical rotations in the following areas:

- * Emergency rooms- trauma studies, extremities, spines, etc.
- * Surgery- OR procedures and portables
- * Fluoroscopic Rooms- gastrointestinal exams such as GI studies, barium swallows, barium enemas, special exams such as myelogram, etc.
- * Quality Assurance/Quality Control
- * CT
- * Diagnostic Imaging Center- genitourinary, fluoroscopic exams, specialty studies and routine exams
- * Emory Hillandale Hospital
- * Surgical Admitting Center
- * Emory at Stonecrest Orthopedics and Sports Medicine
- * Emory at Decatur Orthopedics and Sports Medicine
- * Ortho Sport & Spine Physicians
- * Emory Long-Term Acute Care Hospital
- * The Specialty Areas will be senior year rotations

REV 3/18

Clinical Affiliations: The program has articulation agreements with the following clinical sites:

1. Emory Decatur Hospital- 2701 N. Decatur Road, Decatur, GA 30033
2. Emory Hillandale Hospital- 2801 DeKalb Medical Parkway, Lithonia, GA 30058 ● 11.5 miles
3. Emory at Stonecrest Orthopedics and Sports Medicine 8225 Mall Parkway, Suite 150, Lithonia, GA 30038 ● 14.9 miles
4. Emory at Decatur Orthopedics and Sports Medicine- 1014 Sycamore Drive, Suite A, Decatur, GA 30030 ● 0.2 miles
5. Emory Long-Term Acute Care Hospital- 450 N. Candler Street, Decatur, GA 30030 ● 1.6 miles
6. Ortho Sport & Spine Physicians (N. Atlanta office)- 5788 Roswell Road NE, Atlanta, GA 30328 ● 17.4 miles
7. Ortho Sport & Spine Physicians (Decatur office)- 1834 Clairmont Road, Decatur, GA 30033 ● 2.9 miles

Clinical Probation Policy:

4/2022

A. Student will be placed on clinical probation if:

1. the student has failing clinical grade
 - a. comprised of clinical notebook, clinical evaluation, and demerit points

B. Student will show **P*** on transcript for clinical education grade for the semester that probation occurred and will remain on clinical probation for the duration of the next semester.

C. Student will be given additional requirements and allowed to raise clinical education grade within a given time period (1-4 weeks based on individual circumstances and decided on by program faculty) by:

1. completing missing assignments/evals, etc. from the semester that the probation occurred
2. complete missing final competencies from the semester that the probation occurred

D. The student will also be required to meet all clinical requirements for the next semester (probation period).

E. If the student completes the additional requirements in the allotted time period and clinical probation is removed, the clinical grade for that semester (semester that the probation occurred) will be revised from **P*** to the lowest/minimum passing grade (80%).

F. The student will go before the advisory committee for dismissal if:

1. the student does not meet the clinical probation requirements in the determined time period
2. earns a consecutive clinical probation
 - a. If the student is dismissed while still on clinical probation, a **P*** will remain on the student's official transcript.

Student Supervision: Juniors and seniors must have direct supervision when performing all exams, until they have achieved competency. Once competency has been achieved, they can perform the exam with indirect supervision, as long as the supervisor in charge or a radiographer assures the following conditions have been met:

1. check the request for unusual circumstances the student may not be familiar with
2. assure that the student can perform the exam.
3. make sure the patient is not too sick for the student to do alone.
4. check all radiographs/images as the student does them.
5. assist the student, if repeats are required.
6. remain in the area the entire time in case the student needs help (immediate help must be available)

Direct Supervision is defined as student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and review and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Indirect Supervision is defined as student supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Rev 02/2015

Verifying Images: Students are not allowed to verify their images when using the PACS system.

Will result in 1 demerit for the 1st offense.

Forfeit Rule: The program is a competency based clinical education system. Prior to obtaining a final competency on any exam, the student should feel competent in their ability to perform the exam without assistance.

If the student is confident and ready to be finalized on a particular exam, they should assess the patient to determine whether or not they wish to proceed with the final exam. The student may elect not to perform the exam at this time without it being considered a forfeit.

The student will have a total of 51 final competencies for the 2 years and only 4 forfeits. We strongly encourage the student to make sure they are ready before asking to be finalized.

Once the student decides to proceed with the exam, it will be deemed a forfeit if the student or the clinical instructor/clinical coordinator decides not to count the exam as a final competency grade because of too many errors.

The **student** may call for a forfeit if they believe their grade will be too low.

The **clinical instructor/clinical coordinator** may call for a forfeit if the student is making errors and the CI/CC considers the student not ready to final. To call a forfeit will be up to the discretion of the CI/CC.

When a forfeit is called by either the student or the CI/CC, the final sheet is to be filled out by the clinical instructor or clinical coordinator, with **FORFEIT** written on it and it is to be turned in to the faculty by the CI/CC not the student.

The student will be allowed 4 forfeits for the entire 2 years.

If the student receives 2 forfeits during the 2 years, the faculty will meet with the student and a plan of action will be implemented.

If the student receives 4 forfeits during the 2 years, the Advisory Committee will meet to determine further action.

Clinical Grading:

A Clinical Competency Grade will be recorded on the official transcript at the end of the two year program. This grade will be determined from the (42) mandatory and (10) elective final competencies. Failure of any three competencies warrants a meeting with the Advisory Committee with possible dismissal.

Semester Clinical Education Grade: All portions of every clinical assignment must be completed, including tests and all evaluation forms.

The semester clinical grade is recorded on the student's transcript and is configured from the following:

Part I

Initial Clinical Grade – Demerit Points = Semester Clinical Notebook/Trajecys Grade

Part II

Semester Evaluation = Semester Clinical Grade

I. Initial Clinical grade:

Based on the student's ability to obtain the required number of competencies, as well as, their progress through the program.

***see clinical notebook/Trajecsys for each semester's requirements**

II. Semester Evaluation Grade:

Based on the student's ability to consistently demonstrate required clinical skills on a daily basis.

***see clinical notebook/Trajecsys for each semester's requirements**

III. Demerit Points:

Demerit points are based on a point value system according to the severity of the infraction. For every three demerit points issued five points will be deducted from the student's semester clinical grade. (See Demerit System)

Shift swapping is discouraged, however, if there is a valid reason for the swap, a shift swapping form must be completed and approved by the Clinical Instructor/Coordinator. Failure to get approval will result in 3 demerits (five points will be taken from the clinical grade). Failure to post the change on the calendar will result in 1 demerit. The Students are not allowed to schedule a weekend shift off.

Once approved, the change **must** be posted on the calendars and the appropriate supervisor notified. If the change is **NOT** posted on the calendar, the student **will still be responsible** for the time originally scheduled. Failure to show up for a scheduled shift will result in 3 demerits. **(five points will be taken from the clinical grade)**

Changing **assigned shift** hours without **approval from school faculty and shift supervisor** will not be allowed. (i.e. student scheduled to work the 11a-7p shift, but shows up at 8:00a and leaving at 4:00p) The student will be allowed to swap shifts a **maximum of two times per semester**. Any requests to swap more than twice per semester will be considered on an individual basis.

DRESS CODE:

The dress code in a patient-oriented facility, such as a hospital, is very important. If you are not dressed in a manner that indicates that you know how to care for yourself, the patient will doubt your ability to care for them. Your credibility most often depends on the patient's first impression, which will be based primarily on your appearance. Please read the dress code carefully, because you must follow it to the letter. **Any infraction of the dress code will warrant a demerit for the 1st offense and if repeated, two additional demerits will be issued. If a faculty member deems your appearance inappropriate, they may send you home to change. Time missed must be made up that day or within a week.**

General Guidelines for all students:

A. Uniforms

1. Royal blue or black scrubs are allowed. **Rev 03/2013**
2. uniform must be clean, pressed & in good condition
3. T-shirts worn under the tops must be all white, all black, or all royal blue and have no visible writing.
4. no undergarments should be visible
5. lab coats cannot be tied and worn around the waist
6. any visible tattoos must be covered (i.e., if you have a tattoo on your forearm, you must wear long sleeves to cover the tattoo).

B. Shoes/hosiery

1. Must be all white or all black
2. Black socks must be worn with black shoes, white socks must be worn with white shoes
3. If a white t-shirt is worn under scrub tops, then white shoes must be worn. If a Black t-shirt is worn, then black shoes must be worn.
4. Must be kept clean and polished
5. Tennis shoes must be all white or black. Shoes cannot be canvas.
6. Shoes must be replaced when worn out
7. Hosiery, socks or stockings are required. No prints, colors must match the uniform color, be all white or all black
8. Must have a toe/nurse type

C. Jewelry

1. jewelry cannot interfere with job performance or safety.
2. one ring per hand
3. one necklace, plain gold or silver
4. earrings can be no larger than the size of a dime, no dangling earrings, earrings must be conservative, only one earring in each ear.
5. no nose, tongue or other visible body/facial piercing **Rev 02/2008**
6. buttons/pins, etc. must be limited to those which are hospital approved

D. Fingernails

1. nails should be well manicured: short or appropriate in length and should not interfere with job performance or safety.
2. No artificial nails permitted (acrylic, gel, SNS, etc.) **Rev. 01/2009, 03/2018**
3. Fingernail polish is not permitted. **Rev 03/2018**
4. Fingernails must be short, so when looking at the palm of the hand, the nails cannot be seen. **Rev. 01/2009**

E. Perfumes/colognes/after-shave cannot be strong or offensive.

F. Hair (including facial hair/beard)

1. hair off the shoulder **at all times even on class days**
2. Must be kept clean, neat, well-groomed, professional
3. Fake/false eyelashes are not permitted. Rev 3/18

G. Personal hygiene is important, bathe daily, use deodorant, and mouth wash

H. ID badge

1. Must be worn at shoulder level with photo and name clearly visible: (attached at the waist is not acceptable) markers cannot cover up name.
 2. Name badges cannot be worn on a lanyard or any other device that hangs from the neck.
Rev. 01/2009
 3. Film badge must be worn at the collar
- I.** Whenever the student is on Emory Decatur Hospital premises reporting to class or the clinical area, they must be in school dress code. This includes the classroom, cafeteria, breaks, etc. No colored jackets or sweaters allowed outside the classroom in the building.

INSTITUTIONAL POLICIES

The following are examples of program policies and procedures to be adhered to during the 24- month program. Violation of any of these policies places the student in a position of reprimand that can range from a written reprimand to dismissal from the program by the Advisory Committee.

Emory Decatur Hospital Policies:

- a. The student must follow all Policies & Procedures set up by Emory Decatur Hospital.
- b. The student must conduct themselves in a professional manner anywhere within Emory Decatur Hospital or on the grounds. There will be no vandalism of Emory Decatur Hospital property (such as writing on the walls, wet cement, elevators, etc.), offensive language, fighting, stealing, insubordination, lying, harassment of others, damaging, wasting or abusing property of the school or hospital.
- c. There will be no unauthorized possession, sale or use of drugs, or alcohol in the school or Emory Decatur Hospital campuses.
- d. Confidentiality of patient information must be maintained.
- e. There will be no falsifying or withholding any record or information given to the school or Emory Decatur Hospital.

Imaging Services Policies:

- a. Students must be familiar with and adhere to all Imaging Services policies.
- b. Students are not allowed to read a diagnosis over the phone without permission from a supervisor.
- c. Students are not allowed to take verbal orders, they must get a supervisor.
- d. Students must get approval from a supervisor to check out radiographs to a patient, doctor, family member or lawyer.
- e. Students cannot transport patients to and from the floors prior to basic patient care classes and instruction on how to properly move/transport a patient. The approval will come from the R.T. Director.
- f. Students are not allowed to inject contrast media, of any type even under the direct supervision of a technologist, supervisor or radiologist. The student will be dismissed immediately, if this policy is violated.
- g. The students must not eat or drink in the radiographic rooms.
- h. Students must attend all mandatory in-services to meet The Joint Commission and departmental requirements.
- i. Student is allowed to be a witness for patients signing a consent form; however, the student **cannot** answer questions concerning the consent form, or interpret the form for the patient.

IMAGING SERVICES FACULTY AND STAFF

Radiology School Faculty:

R.T. Program Director	Shaun Taylor, M.S., R.T.(R)
Clinical Coordinator	Traci Monfort, B.S., R.T.(R)(MR)
Full-Time Clinical Instructor	Christy Evans, B.S., R.T.(R)(CT)

Part-Time Clinical Instructors:

Emory Decatur Hospital Radiology -1st Floor	
Sandra Jackson, R.T.(R)(M)	Jacqueline Allen, R.T.(R)
Cindy Day, R.T. (R)	James Leach, R.T.(R)
Ciera George, R.T. (R)	Malissa Smith, R.T.(R)
Acelia Preciado Benitez, R.T. (R)	Brittany Johnson, R.T. (R)
Jenna Foster, R.T.(R)	Tynesha Credle, R.T.(R)
Alicia Barnes-Fair, R.T.(R)(CT)	Kyshia Boddie, R.T.(R)(CT)
Katrina Limehouse-Spriggs, R.T.(R)	Simeon Frith, R.T.(R)
Andrea Sims, R.T.(R)	Bonnie Jones, R.T.(R)
Emory Hillandale Hospital Radiology	
Jovonna Cross, R.T.(R) (CT)	Xavier Joseph, R.T.(R)(CT)
Nykesha McCoy, R.T.(R)	Jovan Monfort, R.T.(R)
Stacey Snipes, R.T.(R)	Latoria Stowes, R.T.(R)
Brianna Bates, R.T.(R)(CT)	Kelly Rhodes, R.T.(R)(CT)
Emory Decatur Hospital Diagnostic Imaging Center (DIC)	
Susie Richardson, R.T.(R)	Tanya LeJeune, R.T.(R)
Emily Fraser, R. T. (R) (MR)	Leslie Mayfield, R.T.(R)(CT)
Eden Mengisteab, R.T.(R)	Austyn Smith, R.T.(R)(CT)
Emory Long-Term Acute Care Hospital (ELTAC)	
Kisha Simmons, R.T.(R)	
Emory at Stonecrest Orthopedics & Sports Medicine	
Nydia Frith, R.T. (R)	
Emory at Decatur Orthopedics & Sports Medicine	
Shawana Bolton, R.T.(R)	
Ortho Sport & Spine Physicians	
Latreka Green, R.T.(R)	

Imaging Services Administration:

Malissa Smith, B.S., R.T.(R)(M)	Director, Imaging Services
Sandra Jackson, CRA, R.T.(R)(M)	Manager, EDH Imaging Services
Camie Mills, B.S., R.T.(R)(CT)	Manager, Diagnostic Imaging Center
Tammy McMullen, R.T.(R)	Manager, Hillandale Radiology
Ceciley Jones, R.T.(R)	Dayshift Supervisor of Radiology
Anna Fusco, B.S., R.T.(R)	Supervisor, Diagnostic Imaging Center
, R.T.(R)	Evening shift Supervisor of Radiology
, R.T.(R)	Weekend Lead Technologist
Rotaeger James, R.T.(R)	Supervisor, Hillandale Radiology

Specialty Areas:

Tracy Vaughn, R.T.(R)(M)(MR)	Manager, Breast Center
Xavier Lanier, R.T.(R)(N)	Supervisor, Nuclear Medicine
Jami McConnell, R.T.(R)(CT)	Supervisor, Computerized Tomography
Julie Harris, R.D.M.S.	Supervisor, Sonography
Cynthia Wall, R.T.(T)	Radiation Oncology
Rebecca Meadows	Cardiovascular Services
Katrina Limehouse-Spriggs, R.T.(R), Supervisor	Supervisor, Interventional Radiology
Mark Henry, R.T.(R)(MR)	Supervisor, Magnetic Resonance

STUDENT HEALTH

Student Health Policy: There are many communicable diseases in the health care setting. During the first weeks of school the student will be made aware of the necessity of practicing good medical asepsis in order to protect the patients, peers and them self from the spread of disease.

The student will:

- a. Read the Infection Control Manual located at the radiology department control desk.
- b. Follow all policies and procedures discussed in this P & P Manual.
- c. Practice good patient care as taught by the radiology school, Emory Decatur Hospital or Imaging Services.
- d. Report to the Occupational Health Nurse for an annual mandatory screening. (Failure to report in the allowed time will result in suspension until the screening has been obtained. This time is to be made up on semester break.)
- e. Have yearly in-services as mandated by Emory Decatur Hospital.
- f. Wash hands before and after touching each patient.
- g. Wash uniforms daily.
- h. Use standard precautions as described in the P & P Manual.
- i. Report to the occupational health nurse if he/she becomes sick at school. This service is free of charge. The nurse will only give aspirin or Tylenol and send the student home. No antibiotics or extended medical care will be given. Emory Decatur Hospital does not provide free medical care for students or employees.
- j. Report any suspected illnesses that are contagious as soon as it is known.

Student Services:

1. Access to Employee Health Services equivalent to other Emory Decatur Hospital employees.
2. Employee meal discounts.
3. Employee Wellness Center discounts.
4. Parking in designated areas without charge.
5. Employee Assistance Program (EAP) provides you with **free, confidential, in-the-moment support** to help with personal or professional problems that may interfere with work or family responsibilities. [BHS link](#)

Student Safety Policies:

In order to maintain a safe work environment and protect the student and others, the student will:

- a. Read and follow the safety guides as described in the Imaging Services Department Safety Manual located in the main radiology department and the DIC.
- b. Read and follow the guides for the disposal of hazardous waste notebook located at the control desk in the main radiology department.
- c. Report immediately any injuries sustained on Emory Decatur Hospital property.
- d. Follow the radiation safety guidelines.
- e. Fill out an incident report (on the Emory HOME portal) and go to the health nurse whenever an accident occurs such as needle stick, cut, and exposure to bodily fluids, etc.
Rev 01/2019
- f. Fill out an incident report (S.A.F.E.) whenever a patient is injured and give it to the supervisor to be signed.
Rev 01/2019
- g. Report/cleanup spills and/or objects in the floor that could cause injury to patients, peers, or yourself.

- h. Know that all accidents or injuries must be work related in order for the student to be treated free of charge in the Emergency Department. If a student has a non-emergency injury during school hours they must first go to the health nurse. The health nurse may send the student to the Family Care Facility or the health nurse may give approval for the student to go to the Emergency Department. If there is a life threatening or serious accident during school hours, the supervisor in charge should have the student taken directly to the Emergency Department and contact the nurse by phone.
- i. For the safety of the student, Emory Decatur Hospital School of Radiologic Technology will follow any limitations/restrictions set forth by Physicians that the student has seen for any injury/illness. If the limitations/restrictions require that the student cannot perform physically in the clinical area, then the student will be sent home until the limitations/restrictions have been lifted and the student can perform in the clinical area. The student will still be able to come on class days if the limitations/restrictions allow. The student can use plus-time for the clinical time missed, however, if the student has no plus-time then the time can be made up over semester breaks (see Extended Make Up Time Policy). Rev. 1/09
- j. Fitness for Duty-The assessment of employees to determine ability to perform the essential duties of their jobs in a safe, secure, productive, and effective manner, without presenting a safety hazard to themselves, patients and/or other employees. Illness of three (3) or more consecutive days or shifts will also will also require medical documentation for clearance to work. PRB-5003 **Rev 06/2017**

Drug & Alcohol Policy: The Emory Decatur Hospital School of Radiologic Technology follows the drug & alcohol policy set forth by Emory Decatur Hospital. We require readmission testing and drug testing following an accident on the job. The Emory Decatur Hospital drug policy can be found listed in the Imaging Services P & P Manual in each area.

Tobacco & Nicotine Policy: In order to promote health and wellness and set a good example for the community we serve, Emory Decatur Hospital will no longer be hiring smokers or nicotine uses. The Emory Decatur Hospital School of Radiologic Technology follows the tobacco & nicotine policy set forth by Emory Decatur Hospital.

- All job applicants will be tested for drugs as well as nicotine. **Rev 02/2010**

Smoking Policy: Emory Decatur Hospital is a non-smoking facility except for the designated area located near the drop-off circle. Smoking in any other area, including restrooms, is forbidden and the student is subject to reprimand if reported. **In recognition of environmental tobacco health risk, DRHS will implement a smoke free facility in the Fall of 2005.** Smoking will be prohibited on the premises therefore, listed below are support groups for tobacco users. Please see Tobacco & Nicotine Policy.

Rev 02/2010

Georgia Tobacco Quit Line

1-877-270-STOP

www.unitega.org

Nicotine Anonymous

(404) 244-8444

www.nicotine-anonymous.org

RADIATION SAFETY

Basic Radiation Safety Guidelines: The ALARA concept will be followed which is to keep radiation dose **As Low As Reasonably Achievable** for the student, patients' and peers

1. **Film Badges**

- A. All students will be issued a film badge to monitor their exposure and will be required to wear the film badge while at school. This badge is capable of measuring total body exposures.
- B. The film badges must be cared for properly. They should not be taken home, washed, left in the sun, left on the TV, left in the radiographic room or otherwise mishandled.
- C. The film badge shall be worn at the waist level when performing general radiographic procedures that require no lead aprons. Whenever a lead apron is worn, the badge shall be worn on the collar in order to yield an estimate of the radiation to the thyroid. At all times the film badge will be worn in an area from the neck to the waist. No other position is acceptable.
- D. Badges will be changed monthly, and the report will be sent to the radiation safety officer.
The RSO will review the records and send a copy of the report for the student to sign off on and the faculty will keep a second record.
- E. If your badge reading is too high (>100 mrem annually), the radiation safety officer will contact you to find out the cause. Appropriate action and training will be taken.
- F. Ring badges are worn by personnel working in the interventional suite and nuclear medicine

Rev 01/2013

2. **Lead Aprons**

- A. Lead aprons shall be worn by all personnel who might be exposed to radiation during a fluoroscopic or radiographic examination.
- B. The apron should cover the body from approximately the thyroid gland to the knee. The lead content must be .5mm Pb equivalent or greater.
- C. Proper care of aprons is essential. Aprons should never be tossed down on the floor or laid in a chair or folded in any way. Aprons are expensive to replace and relatively easy to damage. Biannual checks are made to determine if the apron is defective.
- D. If a student finds a defective apron, it should be carried to the office of the Quality Assurance Coordinator so the apron can be replaced.

3. **Lead Gloves**

- A. Lead-lined gloves should be treated in the same manner as lead aprons. Do not use them if they are damaged or if they are suspected of being damaged. Report any damaged gloves to the Quality Assurance Coordinator.
- B. Lead-lined gloves are to be worn any time one's hands will be in or close to the radiation beam. The lead content will be .25 mm Pb equivalent or greater.

4. **Patient Holding Policy**

- A. Student radiographers are not to hold a patient or image receptor for any radiographic examination/procedure. If the patient cannot voluntarily hold still for the exam, the radiographer can use a short exposure, ask a family member to hold the patient, use tape or other immobilizing device.
- B. In the event of an extreme emergency, if a patient must be held during an exposure by students and/or radiographers, rotate the "patient holding" among all the personnel involved. Do not rely on one person to hold every time.
- C. If one must hold a patient during an exam, this must be reported to the R.T. Director in writing.

Rev 03/2017

- D. If one holds a patient, it is important that lead gloves and aprons be worn at all times. Also, one should not stand in the direct path of the primary beam. The head should be turned away from the primary beam.
5. **Patient Shielding**
- A. Patient gonads must be shielded at all times unless the shielding will interfere with the diagnosis of the radiograph. All patients are shielded at Emory Decatur Hospital, regardless of age.
 - B. For prone or supine patients, lead aprons are the most convenient method of shielding. For pediatric or male patients, a flat sheet of lead or a lead glove can be utilized.
 - C. For erect radiography, the mini or half apron or the gonadal cup shaped shield is recommended.
 - D. Always collimate closely to the part being examined.
6. **Basic Radiation Protection Guidelines for Students**
- A. Remember to use the lead apron during fluoroscopy and lead gloves if the hands are close to the beam.
 - B. One should maintain the maximum distance from the source of radiation whenever possible.
 - C. During regular radiography, the student should stand behind the protective barrier.
 - D. During fluoroscopy, the student should stand behind the radiologist, technologist, or other personnel in the room, if possible.
 - E. Do not hold the patient unless it is absolutely necessary.
 - F. Never radiograph objects or others “for the fun of it” or for practice.
 - G. The student should always collimate as closely as possible to limit the size of the beam and reduce the amount of scatter radiation.
 - H. Keep repeats to a minimum. A student cannot repeat a radiograph without the assistance of a registered radiographer.
 - I. ALARA concept should always be practiced.
 - J. The Cardinal Rules of Radiation Protection: time, distance and shielding, should be practiced.
7. **Basic MRI Safety Guidelines for Students**
- A. A screening form will be completed by all enrolled students having potential access to the magnetic resonance environment.
 - B. The screening form will be reviewed by a registered MRI technologist prior to first clinical rotations.
 - C. Students must complete Health Stream Learning Center module on MRI safety during the orientation period *prior* to beginning clinical rotations.
<https://www.healthstream.com/HSAPP/CourseDetails?courseInstanceId=1fb3d082-f3ce-4bab-a32c-ec1975ca93ea&courseDetailsTab=LearningActivities>

Rev. 02/2020

Pediatrics and Pregnant Patient Policy:

Junior students may radiograph pediatrics, 0 to 17 years of age, and pregnant patients only with **direct supervision**. **Rev 03/2018**

Senior students may radiograph pediatrics, 0 to 17 years of age, and pregnant patients with **direct supervision even when competency has been achieved in the specific requested exam**. **Rev 03/2018**

* Direct supervision means the radiographer is in the room with the student at all times. **Rev 08/2012**

Portable Policy: No student shall perform a portable exam without the **direct supervision** of a Registered Technologist, even if the student has achieved competency.

Repeat Radiograph Policy: If a student must repeat a radiograph, for any reason, a **REGISTERED radiographer** must be in the room and check all patient positioning and technical settings on the control panel and equipment **BEFORE** the exposure can be made. All students, both seniors and juniors may never repeat a radiograph without a radiographer being present. **ANY STUDENT WHO TAKES A REPEAT WITHOUT A REGISTERED RADIOGRAPHER BEING PRESENT WILL RECEIVE THREE DEMERITS AND A FIVE POINT DEDUCTION IN THEIR SEMESTER CLINICAL GRADE.** This policy is **STRICTLY** enforced.

Students working for pay are NOT considered registered radiographers and therefore may not pass/accept films, watch repeats, or in any other way assume the responsibilities of a registered radiographer.

Repeat Guidelines:

All students must have a Registered Technologist present prior to obtaining a repeat film!! No exceptions, no excuses!

Repeat: Anytime a 2nd exposure is performed on the same patient, with the intent to duplicate the same projection or any part of that same projection, in order to correct a mistake or in an effort to improve image quality.

Example: No image plate was placed in the bucky when exposure is made.

The 2nd exposure is considered a repeat because the patient did receive the radiation dose, even though there was no image plate in the bucky for the 1st exposure.

Example: The costo-phrenic angle is clipped on a PA chest.

The 2nd exposure is a repeat. It is a repeat to obtain complete information of the chest.

Example: AP foot is light.

The 2nd exposure to obtain adequate density is a repeat.

Example: The distal tibia-fibula joint is clipped on an AP ankle.

2nd exposure is a repeat. It is a repeat to obtain complete information of the ankle joint.

Example: The bladder is clipped on an AP abdomen projection.

The 2nd exposure is a repeat. It is a repeat to obtain complete information of the bladder.

Example: The L5-S1 interspace is not well demonstrated.

The 2nd exposure is a repeat. It is a repeat to obtain complete information of the joint space whether it is a technical or positioning error.

Example: The equipment faults resulting in non-diagnostic technical factors.

The 2nd exposure is a repeat.

Additional Images: Anytime it is determined by the radiologist or supervisor that a 2nd projection is needed to obtain additional information. i.e., an oblique projection of the chest is obtained to supplement a PA chest.

If the student clips the costo-phrenic angles on a chest, it is not considered an additional to obtain the angles, **it is a repeat.**

Example: During an IVP, if additional kidney tomo cuts are requested by the radiologist **this would be considered an additional image.**

Example: While obtaining a pelvis or hip, it is discovered that the patient has a prosthesis. In order to demonstrate the prosthesis in its entirety, **this would be considered an additional image.**

Pregnancy Policy: According to the guidelines of the Nuclear Regulatory Commission (NRC) the female pregnant student has the following options:

1. The student may voluntarily inform the program officials of their pregnancy in writing and indicate the expected date of delivery.

Upon voluntary, written disclosure of their pregnancy the student may elect to:

- A. withdraw from the program and not reapply
- B. withdraw from the program and reapply the following year
- C. complete the program. In order to stay in the program, the following conditions must be met:
 - a. The student must be counseled by the Radiation Safety Officer in order to be informed of all necessary measures to be taken to protect the fetus. (i.e. additional monitoring badge, reduced embryo/fetal dose limit) **Rev. 09/2013**
 - b. The student must be willing to follow the Radiation Protection Guidelines set forth by the Radiation Safety Officer and R.T. Director.
 - c. The student may continue the program **full-time, without modification and/or reassignment** of clinical rotations. A monthly fetal monitor will be issued for the individual to wear in addition to their regular dosimeters. All clinical and didactic duties and assignments will continue to be performed as usual. **Rev. 09/2013**
 - d. The student may continue the program **full-time, with limited reassignment** * of clinical rotations (As requested by the student, coordinated with the clinical coordinator). A monthly fetal monitor will be issued for the individual to wear in addition to their regular dosimeters. The student must complete all clinical competencies and academic work prior to graduating, even if they must graduate later than their peers.** **Rev. 09/2013**
 - e. The student may voluntarily revoke their declaration of pregnancy (in writing), at any time if they believe that it is in their best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply. The student will no longer receive a monthly fetal monitor to wear in addition to their regular dosimeters. **Rev. 09/2013**
 - f. Once the student is no longer pregnant, they must withdraw declaration of pregnancy and be released back to work by a signed physician's order. Paperwork must be provided by the student. **Rev. 03/2010, 09/2013**

2. The student may choose not to declare they pregnant. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

**** The program will make every effort to reassign the student as requested; however, the student must realize that reassignment may not be possible.***

*****To maintain fair and equitable clinical education practices, no modification and/or reassignment will be made for other students to accommodate the pregnant individual. Rev. 09/13***

DISCIPLINARY POLICIES AND PROCEDURES

Advisory Committee: The faculty has the advantage of having an Advisory Committee made up of an 8 member diverse group, representing different areas of the hospital. This group meets at least twice a year, or whenever the need arises.

The Advisory Committee assists the faculty to annually review the:

1. Mission/Value Statement
2. P & P Manual
3. Clinical Notebook/Trajecsys
4. Qualitative/Quantitative Goals
5. Curriculum Guidelines
6. JRC Accreditation Process
7. Program's Performance Outcomes

In addition, the Advisory Committee meets as needed to review student infractions of clinical and academic issues.

Demerit System: The Demerit System is a code of discipline designed to enforce the policies and procedures of Emory Decatur Hospital School of Radiologic Technology Program, and maintain a high level of ethical standards.

Infractions are assigned a point value according to the severity of the action.

One Demerit: (Minor Infractions)

Two Demerits: (2nd offense of any one demerit infraction)

Three Demerits: (Major Infractions)

If a student receives 3 occurrences in one semester, they will receive 3 demerits.

Semester Demerits

At the end of each semester, demerits received during that semester will be added and points will be deducted from the overall semester clinical grade. **For every three demerit points issued five points will be deducted from the student's semester clinical grade.**

Example: If a student receives **6** demerits in one semester, there will be a **10 point deduction** in the clinical grade for that semester.

Accumulation of Demerits

Demerits will accumulate throughout your tenure in the program. However, demerits will only affect your clinical grade for the semester in which they were issued. **If the student receives 8 demerits, they will be counseled by the faculty. If the student receives 12 demerits, the matter will be taken to the Advisory Committee for further review. No more than 16 demerits may be accrued throughout the course of the two year program. A total of 16 demerits may be deemed grounds for dismissal from the program.**

One Demerit

- ◆ Three Tardies within one semester
- ◆ Failure to make up time from tardies within one week
- ◆ Failure to Clock In
- ◆ Failure to Clock Out
- ◆ Failure to report to assigned area on time (even if clocked in on time)
- ◆ Failure to perform morning duties in assigned clinical area (cleaning, stocking, processors, etc.)
- ◆ Failure to park in assigned parking lot (**parking in the deck**)
- ◆ Failure to adhere to dress code
- ◆ Any cell phones in the clinical area or classroom
- ◆ Headphones or any prohibited electronic device in classroom or clinical area
- ◆ Failure to follow written policies and procedures
- ◆ Failure to be prepared for clinical duty at all times (i.e. student doesn't have clinical notebook/Trajecsys login information, markers, ID badge, Film badge, technique book, pen)
- ◆ Extending time for lunch or breaks
- ◆ Leaving assigned clinical area without permission
- ◆ Avoiding procedures (in which you are competent) while in the clinical area
- ◆ Little or no effort to assist other students or clinical staff
- ◆ Failure to notify instructor/supervisor of unscheduled absence or extended tardy
- ◆ Failure to notify instructor/supervisor of scheduled absence or shift change (forgetting to mark the calendar in clinical area)
- ◆ Failure to follow instructions from instructor/supervisor
- ◆ Failure to maintain acceptable standards for exams on which the student has failed.
- ◆ Failure to maintain acceptable standards in equipment operation.
- ◆ Failure to maintain acceptable technical standards for exams.
- ◆ Any unauthorized computer use. (internet, itunes, YouTube, personal e-mail, etc.)
- ◆ Verifying images in PACS without a registered technologist.
- ◆ Not including a registered technologists' name in RIS.
- ◆ Any other action deemed unacceptable by the R.T. Director, Clinical Coordinator, clinical instructor and/or part time clinical instructors.

TWO DEMERITS

- ◆ A 2nd offense of any one demerit item

THREE DEMERITS

- ◆ **Performing a repeat without a registered technologist present**
- ◆ Inappropriate behavior in classroom/clinical area (rude comments, insubordination, profanity, sleeping, not making up a failed test when scheduled, etc.)
- ◆ Lack of good attitude/cooperation in classroom/clinical area
- ◆ Being disrespectful of patients, peers, instructors, supervisors, etc.
- ◆ Unprofessional conduct or Unethical conduct
- ◆ Any act of carelessness regarding patient care or equipment use (rotoring to "play around")
- ◆ Clocking in or out, or having someone clock you in or out that misrepresents you actually being present. (falsifying time card)
- ◆ 3 occurrences per semester
- ◆ Failure to report for **any** scheduled shift, make-up time during semester breaks
- ◆ Failure to progress clinically as expected by clinical coordinator, clinical instructors. (Poor clinical semester/weekly evaluation).

- ◆ Performing an exam without a registered technologist in which student has not achieved competency (attempting to bluesheet without a registered technologist in the room or attempting to final without a Clinical Instructor)
- ◆ Falsifying or attempting to falsify a competency exam **Rev. 03/2021**
- ◆ Using a cell phone in the clinical area (making calls, retrieving voicemails, texting, on the internet, showing pictures, etc.) Rev. 2/2011
- ◆ Any other action deemed unacceptable by the R.T. Director, Clinical Coordinator, clinical instructor and/or part time clinical instructors. **Rev 02/2008**

Student Reprimand/Dismissal Procedure: Student dismissal can occur at any time if the offense is deemed severe enough by the R.T. Director, Clinical Coordinator, or Clinical Instructor and approved by the Advisory Committee; (i.e. reporting to school intoxicated). Student dismissal can also be the result of, but not limited to the following:

- a. Cheating, which includes, but is not limited to:
 1. Copying, photographing, publishing and/or any other means of reproducing class materials with the intent to alter the results of the examination and/or to gain an unfair advantage.
- b. Falsification of records (i.e. time/attendance, academic, clinical etc.)
- c. Any Unprofessional/Unethical conduct
 1. Abusive or Threatening behavior
 2. Insubordination
 3. Carelessness regarding patient care/equipment
- d. Accumulation of 16 demerits
- e. Failure to maintain a passing grade in either clinical or academic work.
- f. Failure to progress clinically as expected by the R.T. Director, Clinical Coordinator, and/or Clinical Instructor.
- g. Failure to comply with school policies, procedures, or codes of conduct, including non-support of Emory Decatur Hospital's Mission/Vision and Values.

Rev 09/2014

Procedure Followed Prior to Dismissal of Student:

Offenses will be recorded as follows:

- a. Accumulation of 8 demerits warrants being counseled by faculty.
- b. Accumulation of 12 demerits results in a meeting of the Advisory Committee.
- c. Accumulation of 16 demerits may result in dismissal from the program, per Advisory Committee meeting.

Each demerit a student receives will be recorded on a Demerit checklist and reviewed and initialed by the student at the time of the infraction, as well as the end of the semester.

Students who have been dismissed, who wish to petition the decision of the Advisory Committee may file a formal complaint and follow the Appeals Process.

Rev 09/2014

Student Withdrawal: A student may withdraw at any time during the two year program. A written statement must be submitted to the R.T. Director. The clearance procedure must be completed; this consists of turning in the film badge, name badge, clinical notebook and paying any unpaid charges. Failure to do this will result in Emory Decatur Hospital withholding any records and/or monies due to the student until all items have been turned in. Proration period will begin when all necessary documentation has been received. **Not reporting in to school for three consecutive days without calling in will be interpreted as voluntary withdrawal.**

Rev 03/2012

Student Re-enrollment after Dismissal or Withdrawal: The student may reapply if they leave the program in good clinical and academic standing. The student must meet all admissions criteria, including an interview with the Admissions Committee. Advance Placement will be considered on an individual basis.

Performance Improvement:

Emory Decatur Hospital
 School of Radiologic Technology
 Performance Improvement Plan

Name:

Date:

I. Performance Deficiency:

Reason/s for Action/s

<input type="checkbox"/> Tardiness /Absenteeism	<input type="checkbox"/> 8 Demerits <input type="checkbox"/> Faculty_____
<input type="checkbox"/> Failure to report/call in <input type="checkbox"/> R.T. Director <input type="checkbox"/> Clinical area	<input type="checkbox"/> 10 Demerits <input type="checkbox"/> Faculty_____
<input type="checkbox"/> Failing GPA or 2 tests <input type="checkbox"/> Academic Probation	<input type="checkbox"/> 12 Demerits <input type="checkbox"/> Faculty_____ <input type="checkbox"/> Advisory Committee_____
<input type="checkbox"/> Sleeping in class or in Clinical Area	<input type="checkbox"/> 13 Demerits <input type="checkbox"/> Faculty_____
<input type="checkbox"/> Insubordination	<input type="checkbox"/> 14 Demerits <input type="checkbox"/> Faculty_____ <input type="checkbox"/> Advisory Committee_____
<input type="checkbox"/> Slow clinical progress <input type="checkbox"/> Unacceptable clinical evaluation	<input type="checkbox"/> 15 Demerits <input type="checkbox"/> Faculty_____
<input type="checkbox"/> Abusive Language	<input type="checkbox"/> 16 Demerits <input type="checkbox"/> Faculty_____ <input type="checkbox"/> Advisory Committee_____
<input type="checkbox"/> Dress Code Violation	
<input type="checkbox"/> Falsifying Documents	<input type="checkbox"/> Other:

Description of outline of problem or event (Provide a brief and concise overview of the situation).

Date	Infraction	Reason

II. Performance Improvement Plan or Expected Changes.

Be specific. What is the standard or expectation? What is the time frame for change to occur: (immediately, within a few days, weeks/months).

III. Student Comments/Action Plan.

What is the goal of the student?

What will the student do to improve?

What does the student expect of the faculty in order to help him/her achieve this goal?

IV. Progress Report /Follow up

Date:

Progress

Faculty/Student

Date:	Progress	Faculty/Student

V. Performance Improvement Plan Reviewed

Student Signature _____ Date _____

reviewed but student refused to sign.

R.T. Director _____ Date _____

Clinical Coordinator _____

Clinical Instructor _____

Rev08/2002

Grievance/Appeals Process

Emory Decatur Hospital School of Radiologic Technology wants to provide the student with an atmosphere that is conducive to learning. Most of the time we succeed: however, there will always be an occasional conflict/problem that arises. In the event of a conflict/problem, we have a procedure for the student to follow.

Grievance Process

1. Students wishing to file a grievance regarding courses, faculty or the educational process should submit a formal complaint in writing to the Program Director.
**If the complaint involves the Program Director, the formal complaint should be submitted to the Imaging Services Director.
2. The Program Director or (**Imaging Services Director) will review the complaint with any/all parties involved within 3 business days.
3. If the complaint cannot be resolved, or if the student requests, the complaint is forwarded to the Advisory Committee within 5 business days of the original filing.
4. The Advisory Committee will review and make recommendations and/or a decision within 7 business days of the original filing. If necessary, the Advisory Committee can contact the Program Director and/or the student for comments, clarification, etc. * **revised 08/17**
5. Students wishing to appeal the Advisory Committee's decision may submit a formal complaint to the Imaging Services Director. *
6. The Imaging Services Director has 2 business days to investigate the appeal, and s/he will set up a meeting between the student and the Appeals Review Committee. **(See Appeals Process below)**
7. The Appeals Review Committee can either support or overturn the Advisory Committee's decision.*
8. The final decision will come from the Appeals Review Committee, and this decision is not subject to additional appeals.

*Please note that no attorneys or family members may be present.

Appeals Process

1. Students wishing to file an appeal, must submit a formal written request to the Imaging Services Director within 24 hours of the Advisory Committee's decision. *
2. The Imaging Services Director has 2 business days to investigate the appeal, and s/he will set up a meeting between the student and the Appeals Review Committee. *
3. The Appeals Review Committee can either support or overturn the Advisory Committee's decision. *
4. The final decision will come from the Appeals Review Committee, and this decision is not subject to additional appeals.

*Please note that no attorneys or family members may be present.

The Appeals Review Committee consists of:

- a. Member of Risk Management/Patient Compliance (external source)
- b. Member of DM Foundation (external source)
- c. Member of Clinical Education Services (external source)

Students wishing to voice allegations of the program's non-compliance with JRCERT Standards, or not following established accreditation policies, should contact the JRCERT. The address and phone number of the JRCERT is posted and made available to the students and the public.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312-704-5304
www.jrcert.org

Rev 09/2014

GRADUATION

Graduation Requirements:

For a student to graduate from our school, they must successfully complete all clinical and academic requirements with no less than an 80 % GPA. All monies must be paid, all hours completed and a clearance procedure completed before the student can receive their certificate.

The student must pass a final test in all subjects plus a comprehensive test with an 80% in order to graduate.

The student must be able to perform the following list of **Graduation Competencies** in order to meet graduation requirements.

1. The graduate will provide basic patient care and comfort, while utilizing Standard Precautions & Medical/ Surgical Asepsis Techniques.
2. The graduate will provide appropriate patient education.
3. The graduate will practice radiation protection.
4. The graduate will operate medical imaging equipment and accessory devices.
5. The graduate will understand basic x-ray production and interactions.
6. The graduate will position the patient and medical imaging system to perform examination and procedures.
7. The graduate will exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. The graduate will demonstrate knowledge of human structure, function and pathology.
9. The graduate will demonstrate knowledge and skills relating to quality assurance activities.
10. The graduate will evaluate the performance of medical imaging systems.
11. The graduate will evaluate medical images for technical quality.
12. The graduate will demonstrate knowledge and skills relating to medical images for technical quality.
13. The graduate will demonstrate knowledge and skills relating to medical image processing.
14. The graduate will understand the safe limits of equipment operation.
15. The graduate will recognize equipment malfunctions and report them to the proper authority.
16. The graduate will demonstrate knowledge and skills relating to verbal, nonverbal and written medical communication in patient care intervention and professional relationships.
17. The graduate will demonstrate good affective behavior skills.
18. The graduate can perform CPR.
19. The graduate will possess knowledge of venipuncture and Pharmacology.
20. The graduate will support the profession's code of ethics and comply with the profession's scope of practice.
21. The graduate will demonstrate skills in Computer Literacy, CR & Digital radiography.
22. The graduate will competently perform a full range of procedures on children, adults and geriatric in the following categories:
 - *Head/neck
 - *Abdominal/gastrointestinal/genitourinary
 - *Musculoskeletal
 - *Chest and breast
 - *Trauma
 - *Bedside
 - *Surgical

Clearance Procedure

Before a student can withdraw or graduate from the school, they must complete the clearance procedure. If the student is graduating, failure to complete this procedure will result in the certificate being withheld. Also, personnel will not release any checks for pay if both the name badge and film badge are not turned in.

The student must:

1. Turn in I.D. badge
2. Turn in film badge
3. Turn in clinical notebook
4. Clear all outstanding debts
5. Clean out locker
6. Sign clearance form

Clearance Sheet

Name: _____ Date: _____

All items must be completed in order to receive your certificate. Registry scores will not be released until all criteria has been met.

Check one of the following reasons for the clearance procedure:

- I. ___ Student graduating
- II. ___ Student withdrawing
- III. ___ Student remaining at Emory Decatur Hospital (Skip 1-6 except Locker key)

1. I.D. badge turned in	yes	no
2. Film badge turned in	yes	no
3. Outstanding debts paid	yes	no
4. Make-up time completed (If no, see Clinical Instructor)	yes	no
5. All Clinical Assignments completed (If no, see Clinical Coordinator)	yes	no
6. All Academic Assignments completed (If no, see R.T. Director)	yes	no
7. School locker cleaned out	yes	no
8. Clinical Notebook turned in	yes	no

Student's Signature _____

R.T. Director's Signature _____

Clinical Coordinator's Signature _____

Clinical Instructor's Signature _____

Date: _____

Rev 06/2007

Graduation Ceremony: The graduation ceremony will be held in the Theatre at Emory Decatur Hospital. A small reception will be held in the Auditorium at Emory Decatur Hospital after the graduation ceremony.

It is mandatory for all junior and senior students to attend the graduation ceremony. Graduation will be held on the last Friday of August each year (actual date dependent upon room availability).

Rev 03/2012

Certification: Upon completion of all requirements for graduation, including both academic and clinical criteria, the student will receive a certificate from Emory Decatur Hospital School of Radiologic Technology. Upon graduation, the student will be eligible to take the 200 question computerized national registry in diagnostic radiology administered by the American Registry of Radiologic Technologists. Upon passing the test the student will have earned the right to use the title, Registered Technologist in Radiology, R.T.(R)

Monies required to take this examination are to be paid by the graduate directly to the ARRT.

****Please Note: Final application approval must come from the ARRT.**

Rev 03/2012

Job Placement: There is no job placement; however, we will inform the students of any job openings of which we are aware.

School Pins: During the senior year, students may wish to purchase pins through a local jeweler. These arrangements are made by the students and the school is not involved.

Release of Academic Records (Transcripts): Students requesting copies of their final transcript must complete the Release of Academic Records Form before the transcripts can be given. A \$5.00 fee per transcript requested is also required. (Checks payable to Emory Decatur Hospital Radiology School)

Rev 03/2012

FERPA – Family Educational Right and Privacy Act: In compliance with the Family Educational Rights and Privacy Act of 1974, the school releases no personal, identifiable information without the written approval from the student. A waiver form must be completed by the student before any information and/or references can be released by School officials.

Rev 07/2022

Copies of Certificate: Emory Decatur Hospital School of Radiologic Technology **does not** keep a copy of the certificate given to the graduate upon completion of the program.

Rev 01/2007

Early Clinical Release Policy: Early release of a student may be considered on an individual basis for students showing exceptional clinical skills.

The object of this release is to benefit both the student and Emory Decatur Hospital. The student will be paid as a registry pending radiographer as they gain experience while working in the role of radiographer. Emory Decatur Hospital will be supplied with qualified staff that is already trained in the methods of Emory Decatur Hospital.

In order for this to occur, the following criteria must be met:

1. There must be a vacancy at Emory Decatur Hospital to be filled.
2. The student must be selected by a supervisor of Emory Decatur Hospital to fill a vacant shift.
3. All clinical competencies must be completed with a passing grade and turned in to the Clinical coordinator/instructor.
4. All rechecks must be completed and turned in to the clinical coordinator/instructor.
5. The student cannot be on academic or clinical probation.
6. All didactic work is to be completed including attending class days, completing assignments and passing tests.
7. The student must meet the obligation to work the hired shift.
8. Graduation practice and ceremony must be attended if applicable.
9. All make-up time must be made up.
10. All tuition must be paid in full.

Failure to meet the above stipulations will be cause to void the agreement and the student must return to the clinical rotations.

Emory Decatur Hospital School of Radiologic Technology releases _____ from the clinical rotation schedule.

Graduate: _____ Date: _____

R.T. Director: _____

Supervisor: _____

ADDITIONAL INFORMATION

What to Expect As a Student Radiographer:

Each year, we have students come into the program who really do not know what being a Radiographer is all about, even after observing in the radiology department and talking to the faculty and staff about the school and the profession. I do hope that you have carefully researched the profession, and indeed know what will be expected and required of you in your chosen profession.

In the next two years, you will be using both your mental and physical skills as a student radiographer. There will be a lot of studying and many tests (usually 2 per week). During each semester, several subjects are being taught at the same time. The difficulty of the academic portion is comparable to college work, and the clinical portion is comparable to a real job. You cannot pass if you do not study. IT IS VERY DIFFICULT TO WORK MORE THAN 20 HOURS PER WEEK AND ATTEND SCHOOL 40 HOURS PER WEEK, while finding the time to study. Please do not ignore this statement! In the past, many students have attempted working 40 hours per week, in addition to attending school an additional 40 hours per week. However, once they see that it cannot be done, they get angry and blame the program.

As a student in the radiology program, you will start off by attending the hospital orientation for 2 days. You will be introduced to many important subjects such as, body mechanics, patient transfer, isolation techniques, and safety. Patient transfer will teach you how to move a patient from a wheelchair, stretcher, or bed to the x-ray table and then back again without injury to yourself or to the patient. You will also have to lift patients to place x-ray image receptors underneath them, when they are too ill to be moved. Body mechanics will teach you how to lessen the chance of hurting yourself while moving the patient.

The training is physical and can be very hard on your back. Isolation techniques are very important to protect yourself, the patient, as well as your peers, from communicable diseases such as the common cold, TB, meningitis, hepatitis, and AIDS.

During your first week you will have classes in Radiation Protection. You will be taught how to protect yourself and future generations from the possible effects of radiation. You will also have Introduction to Radiology, as well as Patient Care.

As a student radiographer, you will start off in the radiology department by observing and asking questions of the radiographer you are assigned to work with each day. You will feel like you are in the way for the first few weeks. About the only thing that you will know how to do is clean the room and stock the linen and supplies, which is something all junior (first year) students do plenty of. Fortunately, cleaning and stocking rooms is something that will continue throughout your career. Gradually, as you learn to perform exams, you will be assisting the radiographer, and soon, you will be performing exams independently, or with some assistance from the radiographer. By the time that you graduate, you will perform as well as radiographers.

Any profession you choose has some hazards or dangers, and radiology is no exception. Please read carefully the following hazards, and realize that as a student, you will be instructed on ways and techniques to lessen these hazards. However, dangers do exist, and there is a chance they could affect you.

A. **Radiation**- can possibly cause damage to you, or your offspring. See Radiation Protection Policy.

B. **Electrical Shocks**- any time you work with electrical equipment, there is a danger of being shocked or burned.

C. **Stress-related health problems**- stress can cause a variety of health problems. There is a lot of stress associated with a radiology program due, to the studying, dealing with extremely ill patients on a daily basis, juggling home life with school, and even being the "low man on the totem pole".

D. **Contagious Diseases**- any time you are dealing with patients and come in contact with blood, body fluids, open wounds, or coughing, there is a possibility of contracting a disease. You will be instructed on how to lessen the chance of acquiring these diseases. However, you must follow the rules you are taught. Unfortunately, there is always a chance of contracting a disease.

E. **Sprains, strains, or bruises**- There will be many times you will be required to lift a patient, equipment, image receptors, wear heavy aprons and do a lot of bending and prolonged standing. There is the risk of injuring your back, or other body parts for this reason. You will be instructed on good body mechanics, but the possibility of injury is always there.

If you have had a previous back injury, herniated disc, or any type of surgery, please check with your private physician to get his/her professional opinion before you undertake such a strenuous profession. As a reminder, when you sign the insurance form, you are releasing Emory Decatur Hospital from liability for any preexisting conditions. Even if you have been given the OK from your physician, if you have had previous problems with your back, knees, shoulders, etc., please give the matter of choosing this profession very careful consideration.

F. **Personal damage** - When dealing with critically ill patients or patients in an altered state of mind, who are unaware of their actions, there is a danger you could be harmed by them.

G. **Hazardous Materials**- You will be working with hazardous waste materials such as processing chemicals. There is a hazardous waste manual in the Radiology department for you to read.

Note from the R.T. Director:

As you start the Radiology Program, I would like to see you do so on a positive, upbeat note, full of enthusiasm, energy, and commitment. The staff will be with you every step of the way. When you succeed, we succeed. In the next two years, you will make friends that will last a lifetime.

You will find the program to be challenging, rewarding, and a lot of hard work. There will be times when you want to quit. There will be good days, and bad days. You will get tired of studying and feeling as if you are working for no pay. But in the end, it will all be worth the effort. You are preparing for a career as rewarding as you want it to be. You can go as far as you are willing to go. There are many avenues you can pursue, once you become a registered technologist.

If you do not like people, and do not really want to get involved in helping others, then this may not be the career for you. Think carefully before accepting this position.

The hospital setting is a very structured one, and we expect all policies and procedures to be followed. You can enjoy the program, your peers and team one of today's best careers; however, you must accept our policies and procedures prior to accepting a position in our program, in order to maintain a positive attitude which will allow you to enjoy the 2 years.

The key to the success of this program is commitment, hard work, a positive attitude, and to study some each day. Do not wait until the night before a test and cram for the exam, if you do, you will be in trouble when it comes time to take the National Registry.

My door is always open to talk to you and to help in any way possible. I wish you the best of luck and CONGRATULATIONS on a well-chosen career.

Note: on the following pages there is a copy of Professional Conduct Standards, a copy of the Scope of Practice for radiographers and the Standards of the JRCERT, our accrediting agency.

The curriculum is taught from the latest outline obtained from the Educator's Handbook, published by the ARRT, and the curriculum suggestions from the ASRT Curriculum Guide. Both of these books are in the school library and may be reviewed at any time.

Professional Documents:

[ARRT Code of Ethics](#)

[JRCERT Standards for an Accredited Educational Program in Radiography](#)