



capitalhealth

School of Radiologic Technology

**STUDENT CATALOG/HANDBOOK
2023-2024**

The latest revision of the Student Catalog/Handbook is available on the program's website:

<https://www.capitalhealth.org/schoolofradtech>

The **Standards for an Accredited Educational Program in Radiologic Sciences** and the **New Jersey Radiologic Technology Board of Examiners (Board) Accreditation Standards for Schools of Diagnostic Radiologic Technology** are posted in the School of Radiologic Technology Classroom and available online at www.jrcert.org and <https://www.state.nj.us/dep/rpp/tec/board/standards.htm>.

Last revised May 2023

Important Information	4
Mission Statement, Goals, Outcomes	5
Code of Ethics	6

Student Regulations

Bereavement	7
Breaks and Lunches.....	7
Cheating and Plagiarism	7
Community Service Learning	7
Counseling Services.....	7-8
Criminal Background Check.....	8
Drug Screening	8
Ethical Requirements for ARRT Examination.....	8
Examinations.....	8
Holidays and Vacations	9
Hospital Property.....	9
Liability Insurance.....	9
Library Facilities	9
Medical Center Health Science Library	9-10
Lockers.....	10
Parking	10
Performance Evaluation and Grade Reports.....	10
Photocopy Machine.....	10
Professional Behavior and Conduct	10-12
Professional Dress Code.....	12-13
Safety and Security	13
Sexual and Other Unlawful Harassment	13-14
Smoking	14
Student Health.....	14
Substance Abuse/Use.....	14-15
Supervision.....	15
Telephone Calls	15
Visitors.....	15

Policies

Non-Discriminatory Policy	16
Advanced Placement/Transfer of Credit Policy	17-18
Attendance and Lateness Policy	19
School Closing Policy.....	20
Academic Progression Policy.....	21
Clinical and/or Academic Assignment Policy.....	22
Filing a Formal Complaint Policy.....	23
Grievance Policy and Procedure	24-26
JRCERT Compliance Policy.....	27
Student Records Policy	28-29
Radiation Protection for Students Policy	30
Radiation Report	31
Student Pregnancy Policy	32-34
Student Safety Policy	35
Student Tuition and Expenses	36-37
Financial Aid Information.....	38

Tuition Refund Policy	39
Curriculum	40
Course Descriptions	41-45
Introduction to Radiology.....	41
Radiographic Procedures 101	41
Clinical Experience I.....	41
Patient Care I	41
Medical Terminology	41
Principles of Imaging I	41
Radiographic Procedures 102.....	42
Clinical Experience II.....	42
Anatomy & Physiology I BIO 103	42
Radiation Physics I.....	42
Radiographic Procedures 103.....	42
Radiographic Procedures 104.....	42
Principles of Imaging II	43
Clinical Experience III.....	43
Anatomy & Physiology II BIO 104	43
Clinical Experience IV	43
Radiographic Procedures 201	43
Principles of Imaging III	43
Radiation Protection/Biology	43
Introduction to Computer Science & Digital Imaging	44
Computed Tomography & Cross-Sectional Anatomy.....	44
Special Procedures	44
Clinical Experience V	44
Radiation Physics II.....	44
Patient Care II	44
Quality Assurance	45
Registry Review	45
Advanced Imaging Modalities	45
Clinical Experience VI	45
Faculty.....	46
Textbooks.....	46
<u>Appendices</u>	
A1: Academic Grading Scale	48
A2: Transcript/Information Release Form.....	49
Acknowledgement Form.....	50

IMPORTANT INFORMATION

Theresa Levitsky, MA, RT Program Director	609-599-5234 E-mail: Tlevitsky@capitalhealth.org
Jaime Kinter, BS, RT Clinical Coordinator	609-599-5164 E-mail: JKinter@capitalhealth.org
Capital Health East Trenton	609-599-5000
Website: https://www.capitalhealth.org/professionals/school-of-radiologic-technology	

ACCREDITATIONS

The School of Radiologic Technology is accredited by:

**Joint Review Committee on Education
in Radiologic Technology**

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
WWW.JRCERT.ORG

**State of NJ Department of Environmental
Protection**

**Division of Environmental Safety & Health
Bureau of X-ray Compliance**
PO Box 420, Mail Code 25-01
Trenton, NJ 08625-0420
(609) 984-5890
WWW.NJ.GOV/DEP/RPP/TEC/index.htm

IMPORTANT WEB ADDRESSES

WWW.ARRT.ORG

American Registry of Radiologic Technologists

WWW.ASRT.ORG

American Society of Radiologic Technologists

NOTICE

Program Effectiveness Outcomes and other consumer information regarding, examination pass rates, student retention, employment of graduates and crime statistics are available on the website and/or from the Program Director.

The information contained in this handbook is not to be considered an irrevocable contract between the student and the Program. Capital Health School of Radiologic Technology Program Officials and faculty reserve the privilege of changing policies, curriculum, costs, and practices at any time and with appropriate notification to enrolled students.

Mission/Goals/Student Learning Outcomes

In support of the mission and values of Capital Health, The School of Radiologic Technology seeks to provide comprehensive quality radiologic technology education in an effort to graduate competent and compassionate radiographers who will provide excellent patient care and radiographer services to the communities in which they serve.

Capital Health School of Radiologic Technology fulfills this mission through the following **goals**.

1. The graduate will demonstrate well-rounded clinical competency as an entry level radiographer.

Learning Outcomes:

- The graduate will employ fundamental knowledge of Radiography as an entry level R.T. by practicing proper positioning techniques to create diagnostic images.
- The graduate will employ fundamental knowledge of radiography as an entry-level RT by applying appropriate technical factors to create diagnostic images.

2. The graduate/student will communicate effectively and respectfully to ensure that patients are treated with compassion and dignity.

Learning Outcomes:

- The student/graduate will demonstrate age-appropriate communication skills.
- The student/graduate will demonstrate respect through verbal and nonverbal communication with patients.

3. The graduate/student will demonstrate knowledge of radiation protection principles to provide a safe medical imaging environment.

Learning Outcomes:

- The student/graduate will demonstrate knowledge of radiation safety principles.
- The student/graduate will employ radiation safety skills in the clinical area.

4. The graduate/student will apply effective problem-solving and critical thinking skills as a member of the healthcare team.

Learning Outcomes:

- The student/graduate will effectively manage situations utilizing problem-solving skills while radiographing patients with physical or cognitive limitations.
- The student/graduate will effectively utilize critical thinking skills while performing multiple exams on the same patient.

Code of Ethics

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

- 1 The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
- 2 The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
- 4 The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- 5 The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
- 8 The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
- 11 The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

STUDENT REGULATIONS

Starting date for the School of Radiologic Technology is the first week in July. The program is 24 months in duration.

BEREAVEMENT

In case of death of a close relative (father, mother, sister, brother, or spouse) 3 days of leave will be granted. One-day leave is granted for a relative such as aunt, uncle, or grandparent. Additional time may be needed which would be documented as excused absences.

BREAKS AND LUNCHES

On class days, a one-hour lunch break is generally provided between classes. On clinical days, breaks and lunches are required and should be taken in accordance with the policy of the clinical site. Students must have the permission of the supervising technologist before taking lunch or break.

CHEATING AND PLAGIARISM

Students are expected to be honest and present only their work. *Any ideas or materials taken from others must be acknowledged, or it is considered plagiarism.* Students are also expected to cooperate and assist in the prevention of cheating and plagiarism. Both cheating and plagiarism are considered serious offenses and will result in disciplinary action as deemed appropriate. These actions may include a zero for the involved work, suspension and/or dismissal from the Program.

The ARRT's Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and candidates. The ARRT's certification application asks students to respond to questions related to ethics and academic honor code. Refer to the ARRT website for additional information.

COMMUNITY SERVICE LEARNING

Service to the Community is supported by the mission and values of Capital Health and is a requirement for all School of Radiologic Technology students. Service-learning fosters a commitment to a lifetime of giving to the local and global community by developing community conscious individuals. Service to others is expected and required.

All Capital Health Radiologic Technology students are required to complete a minimum of four (4) hours of community service during the 24-month program. Examples of community service opportunities that would meet this requirement are volunteering for School of Radiologic Technology Open House, Trenton Area Soup Kitchen, any Capital Health sponsored event or any outside community service opportunity approved by program officials. Community Service hours must be completed on or before the completion of Clinical Experience V and will require the submission of a service log and reflective essay.

COUNSELING SERVICES

The Capital Health School of Radiologic Technology is committed to preparing students for academic, professional, and personal success. Care of self is an important aspect of achieving this success. Our counseling provider is **Carebridge** and is available to provide confidential assistance 24 hours a day, seven days per week. **Carebridge** also maintains a website at www.myliferesource.com. During program orientation, you will be provided with the necessary information to access these resources.

Contact Information: **Carebridge**
800-437-0911
www.myliferesource.com
Access Code: HW9KT

If you need access to immediate mental health crisis services, please call 988 or 911.

Capital Health School of Radiologic Technology students who are also enrolled at Mercer County Community College for degree completion can utilize MCCC counseling services. Follow this link to access information about these services: https://www.mccc.edu/student_services_counseling.shtml

CRIMINAL BACKGROUND CHECK

Criminal Background Checks are required for all students. To take part in clinical experience, a student must not have been convicted of or pled guilty to a violent crime, illegal sale, use of or theft of controlled dangerous substances, or a sexual offense. A student whose criminal background check discloses a conviction or unresolved arrest for a crime or misdemeanor that could jeopardize the health, safety or welfare of any patient, employee, student or visitor may also be barred from the Program. The criminal background check will be conducted by an external service provider in compliance with the Fair Credit Reporting Act.

DRUG SCREENING

Students must undergo and successfully pass a 10-panel drug screening prior to admission to the program. Details will be provided to students upon acceptance to the Program.

ETHICAL REQUIREMENTS FOR THE ARRT EXAMINATION

Eligibility for the ARRT examination requires that the candidate comply with the Rules of Ethics contained in the ARRT Standard of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Registered Technologists and applicants. One issue addressed by the Rules of Ethics is "conviction of a crime, including, but not limited to, a felony, gross misdemeanor, or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported; and/or a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld, deferred, or not entered or the sentence is suspended or stayed; or a criminal proceeding where the individual enters an Alford plea, a plea of guilty or nolo contendere (no contest); or where the individual enters into a pre-trial diversion activity; or military courts-martial related to any offense identified in these Rules of Ethics." (Source: https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_16)

All potential violations are investigated by the ARRT to determine eligibility. A pre-application review by the ARRT is possible. **Students are strongly encouraged to investigate this requirement, if applicable, prior to enrollment in the Program.**

EXAMINATIONS

All students are expected to be present for all scheduled examinations. No personal items will be allowed in the testing situation.

Exams will start promptly at the scheduled time. Students who are late more than 15 minutes will not be allowed to sit for the scheduled exam and will be required to take a make-up exam.

Program faculty or their designee will proctor all exams. If cheating is *suspected*, the proctor will intervene during the exam as deemed appropriate, which may include verbal warning, moving the student, etc. If cheating is *observed*, the proctor will confiscate materials, the exam and answer sheet, and the student will be required to leave the testing area. Evidence of cheating will be referred to Program Officials for disciplinary action. Sharing exam information with individuals, who have not taken the exam or course, is considered a form of cheating.

Make-up exams must be scheduled with the course instructor. The exam will be scheduled at the discretion of the instructor and may be of a different form. A student who misses more than two exams may be subject to course failure.

HOLIDAYS AND VACATIONS

The Program observes the following holidays:

New Year's Day July 4 th	President's Day Labor Day	Spring Holiday Thanksgiving Day	Memorial Day Christmas Day
--	------------------------------	------------------------------------	-------------------------------

Three weeks of vacation are granted each year of the Program:

- One-week vacation during the week between Christmas and New Year's Day
- One-week is a scheduled spring break
- One-week vacation may be taken during the Summer 2 semester (July or August).

Students exceeding allotted sick time will forfeit vacation time accordingly. See Attendance and Lateness Policy, Pg. 20.

HOSPITAL PROPERTY

Any student proven guilty, through Due Process, of taking hospital property from any department without proper authorization or found defacing hospital property is subject to immediate dismissal.

LIABILITY INSURANCE

All students are required to carry individual Professional Liability Insurance policies with minimum liability limits of \$1,000,000/\$3,000,000. Students must provide written documentation of coverage annually. Information is available from the School of Radiologic Technology regarding Professional Liability Insurance, although students are not required to obtain coverage through any particular company.

LIBRARY FACILITIES

The Radiology Program has a library containing numerous up-to-date texts that are available for student use at any time during the normal Program hours. There are additional texts located in both the Program Director's and Clinical Coordinator's offices. These texts are also available to students during normal Program hours. Students should notify the Program Director or Clinical Coordinator to sign out these texts.

Students can use audiovisuals, texts and other learning resources in the Radiology Library or classroom after hours. Arrangements may be made in advance with Program Officials for after hour research.

Health Sciences Library – Crean Hall

The Health Sciences Library is located on the ground floor of Crean Hall. The library has more than 600 library books and subscribes to more than 60 online journals. In addition, materials are available through interlibrary loan. Electronic database searches are performed by the librarian or patron. Available databases include the Cumulative Index to Nursing and Allied Health (CINAHL with Full Text), Nursing Reference Center Plus (NRCP), and MEDLINE.

CINAHL is the authoritative index of nursing and allied health literature, including access to full-text journal articles and additional materials such as evidence-based care sheets and overviews of diseases and conditions. The database provides in-depth content from top publishers covering areas including conditions and diseases, patient education resources, drug information, continuing education, lab and diagnostic detail and best practice guidelines. MEDLINE is the National Library of Medicine's (NLM) premier bibliographic database that contains more than 29 million references to journal articles in life sciences with a concentration on biomedicine. CINAHL, NRCP, and MEDLINE are made available from EBSCO Publishing. They can be accessed on any computer in the library and remotely.

Also available is R2 Digital Library. R2 Digital Library offers full text access to textbooks from top medical publishers. R2 Digital Library is available on web-enabled devices in the library or off campus at r2library.com. To access R2 Digital Library off campus, please contact the librarian to request a username and password.

The library is open Monday through Thursday from 7:00 am to 3:30 pm and can be made available at other times with prior arrangement. No food or drink is permitted in the library. You are requested to withdraw materials only when a staff member is present. An atmosphere of peace and quiet should be maintained in the library at all times. Any necessary conversation should be held in a low tone. The photocopier is available at no cost.

Loan periods for materials are as follows:

Reference Books – no circulation

Professional and Technical Books – two weeks (a renewal will be granted unless another borrower requests the book)

Students also have access to library resources at Capital Health Hopewell. The library at Capital Health Hopewell is open Monday through Friday from 7:00 am to 3:30 pm.

LOCKERS

Lockers are provided to all students for their personal use. They are located adjacent to the radiology lounge. Two combination locks will be provided to each student for their use. After graduation, students are required to clean and remove all contents. **Locks must be returned to the Program.** Any materials left in the lockers will be donated.

PARKING

Parking for students is available, at no cost, in a secured and monitored lot adjacent to Capital Health East Trenton. More information will be provided during program orientation. If parking on the street, be careful to check the posted restrictions for the block where you park. Please do not block driveways, fire hydrants or crosswalks. Be good neighbors. Students are also expected to park in designated areas while completing clinical rotations.

PERFORMANCE EVALUATION AND GRADE REPORTS

At the conclusion of each semester students will receive a grade report for all clinical and didactic courses. Also, at this time a conference will be held with Program Officials to discuss the student's status in the Program. A Professional Development Evaluation, completed by the Clinical Coordinator, as well as an evaluation completed by the Program Director will also be completed. **Students may not progress to the next level course until prerequisite course requirements are met.**

PHOTOCOPY MACHINE

The photocopy machine is available for reasonable student use. Students are permitted to use the copy machine for course related copying only.

PROFESSIONAL BEHAVIOR AND CONDUCT

Professional behavior is to be displayed at all times. This includes stability, mature conduct, motivation, ability to cooperate and accept constructive feedback, neatness, personal pride in oneself and one's assignments, ability to interact with people, ability to work independently when proficient, ability to practice and uphold medical ethics, ability to demonstrate both logical thinking, common sense, and integrity.

Radiography students are expected to adhere to the profession's Code of Ethics, all applicable federal and state laws, and all related policies of the Medical Center, including the Medical Center's Standards of Conduct. Failure to comply may result in progressive disciplinary action.

The following behaviors are not considered professional and should be avoided. This includes discussing private lives with other students or staff in the presence of clients, eating in clinical areas, chewing gum, and argumentative behavior with clients, staff, faculty, or other students. Negative comments related to your education, the Program or the healthcare facility are not acceptable in any area where others may overhear. This includes clinical areas, hallways, elevators, cafeteria, and such of Capital Health and all affiliations. Remember that your negative comment can leave a lasting impression regarding you as a professional as well as the Program and the healthcare facility.

Students are expected to cooperate with hospital personnel in keeping the healthcare facility quiet. Loud talking or congregation in clinical areas should be avoided.

Students are not permitted to sign or witness the signing of legal papers, or consents for patients.

No newspapers, magazines, books, or notebooks are to be read in the clinical areas during clinical assignments.

Privacy and Confidentiality

Capital Health is committed to protecting the privacy of all patients and protecting the confidentiality of their protected health information (PHI). All business and patient information, at any clinical site, is to be maintained in strict confidence, according to the Capital Health's privacy policies. No discussion of any patient information is to be held with any persons without need to know and who are not involved in the patient's care. Refrain from discussions with other caregivers in the presence of any other persons in such public places as clinical areas, hallways, elevators, cafeteria, and any outside locations. Access to business and patient information, via computer, is also to be treated with strict confidential practices and in accordance with Capital Health policy. Confidential information will be maintained in compliance with the Patient's Bill of Rights, the Health Insurance Portability and Accountability Act (HIPAA) and the Department of Health and Human Services regulations and all other applicable laws and regulations.

Taking photographs or videos with a cell phone, camera or other electronic device is strictly prohibited at all times unless prior administrative approval and/or patient consent is obtained.

Students participating in communication online via online blogs, journals, or who use any social networking tools must not post content or conduct any activity that fails to conform to Capital Health's policies and state and federal laws applicable to Capital Health.

Any intentional or negligent breach of confidentiality or misuse of patient, business or employee information will subject the student to disciplinary action and may result in dismissal from the Program.

Students will receive more information during orientation.

Socialization with clients

Students may visit relatives and friends who are clients in the healthcare facility in compliance with visiting regulations of the healthcare facility and with permission from Program Officials. It is considered unprofessional and unethical for students to accept gifts from clients in return for care given and inappropriate to make social engagements with clients.

Clients are to be addressed as follows:

Mr. ____, Mrs. ____, Ms. or Miss ____, unless specifically requested to use first name or under 16 years of age. Physicians, residents, and interns are to be addressed by the title Dr. ____.

When answering the telephone always say: "Hello, Radiology Department, (your name) speaking, how may I help you?"

PROFESSIONAL DRESS CODE

It is imperative that the student maintains a professional image that inspires confidence and credibility. This requires that the student not only is capable but looks capable. Professional attire, appearance, and manner are of high priority and reflect upon the program as well as the individual.

The uniform is a symbol of Capital Health School of Radiologic Technology. Wherever the uniform is seen the observer thinks not only of the individual wearing it, but of the school of which it stands and the traditions which that school upholds in the profession of radiology. *The wearing of the uniform is therefore not subject to individual variation by the wearer.*

Students are expected to follow the Program's dress code at all times. Failure to do so may result in dismissal from the premises or other sanctions deemed necessary by Program Officials.

Uniform – Clinical Setting

A Program uniform is required. All uniforms must be neat, clean, ironed and kept with a professional appearance. Pant hems may not touch the floor. Only a Program approved laboratory coat, or white cardigan sweater can be worn when the student is in the clinical area. The Program insignia patch is to be sewn on the uniform, lab coat and/or sweater. No sweat jackets are allowed. Additionally, any garment worn under the uniform top must be white, caribbean blue or black – no exceptions.

Accessories to the uniform include the name badge, Capital Health identification badge, right and left image markers (first set provided by Program), and a black or blue pen. **Students are expected to be in full uniform, including accessory items at all times while in the clinical setting.**

Hose and Socks

Plain white socks, covering the ankle or white knee-highs are to be worn with uniform pants.

Shoes

Only clean standard white shoes or white sneakers with white shoelaces may be worn. All shoes and shoelaces must be clean and in good repair. No sandals, open-toed shoes, hiking boots, or platform soles are to be worn unless provided with a physician's certificate specifying limits. Clogs must have rubber soles and a back strap with no more than a 2" heel. Clogs worn in the clinical setting must be white. All shoes must be skid proof. Shoe material should provide a safe barrier from blood & body fluids.

Identification Badge

All students must wear an Identification Badge (ID) on outer clothing, above the waist, where it will be clearly visible while in the Healthcare System and other clinical affiliates. ID Badges will be issued to the student during the 1st day of the Program.

Jewelry

Small stud type earrings may be worn; no hoops or dangles greater than one inch may be worn. A maximum of two earrings per ear is allowed. Necklaces are not in good taste with the uniform. Rings should be limited to wedding, engagement, and school rings. **No facial jewelry**, including tongue or nose rings, is allowed.

Manicures

Fingernails should be short, clean, and well-manicured. Artificial (acrylic, gels, press on/glue on) nails may not be worn. Only light pastel or colorless nail polish may be worn.

Hairstyles

Women and men's hair must be clean, neat, trimmed and groomed. Long hair must be appropriately pulled back and off the shoulders so as not to interfere with clinical duties or create an infection control risk. Colored bows,

barrettes and other such ornaments are not to be worn with the uniform. All facial hair must be shaped and neatly trimmed; all skin areas must be freshly shaven. Students will be fit tested to assure that an N95 respirator is providing adequate protection. Modifications to facial hair may be required to assure an appropriate seal.

Make-up and fragrances

Make-up should be moderate. While providing patient care, students should refrain from wearing strongly scented perfume, cologne or after-shave.

Tattoos: Tattoos must be covered.

Personal Appearance - Classroom Setting

The uniform may be worn, or tasteful casual clothing clothes can be worn when the student is not assigned to the clinical areas. *Low cut, see-through garments, sweatpants, tee shirts, tank tops, shirts with writing on them, shorts or miniskirts more than 3" above knee, spandex pants are not permitted.* Under clothes should not be visible through outer clothing. All clothing shall be kept clean, neat, pressed and in good condition. Clothing must not be tight fitting or revealing. Shoes should be clean and polished. No hiking boots or platforms. Clogs must have a rubber sole and a back strap with no more than a 2" heel. **All shoes must be skid proof.** Failure to follow these guidelines may result in your dismissal from the campus.

For identification purposes, students must wear their Capital Health identification badge over their street clothes when in the healthcare facility. The ID badge must be clearly visible and worn above the waist.

Students are expected to comply with the above uniform requirements. Any deviation must be corrected, or the student will be marked absent and dismissed from the campus.

SAFETY AND SECURITY

During orientation, safety, and security procedures, including campus safety and emergency preparedness, will be explained to students in detail. After that the students will be expected to be alert to such and act in an appropriate manner, according to healthcare system and department procedures.

SEXUAL AND OTHER UNLAWFUL HARASSMENT

Capital Health School of Radiologic Technology is committed to fostering and maintaining an environment that is free from unlawful harassment based on sex or any other form of harassment. These types of harassment will not be tolerated.

Sexual harassment is a form of sex discrimination which Capital Health will not tolerate. Harassment based on an individual's membership in any other protected group is equally prohibited and will not be tolerated. More specifically, CH will not engage in or tolerate unlawful harassment on account of personal factors, including without limitation a person's age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, pregnancy, breastfeeding, disability (for example AIDS and HIV infection), handicap, atypical heredity cellular or blood trait, genetic information, affectional or sexual orientation, gender identity, marital status, familial status, domestic partner or civil union status or membership in any other protected group.

Any student who feels that he or she is a victim or object of sexual or any other form of unlawful harassment should immediately notify program officials, a department head, or a Human Resources Representative. Students are encouraged to speak with whomever they feel most comfortable, for whatever reason.

All investigations of sexual and other unlawful harassment complaints will be conducted thoroughly, promptly and in a manner designed to protect the confidentiality of all parties involved to the fullest extent possible. Allegations

will be disclosed on a need-to-know basis (that is, only as necessary to investigate and take corrective action if appropriate).

Capital Health's "Sexual and Other Unlawful Harassment" policy will be followed.

SMOKING

Smoking and the use of tobacco products are prohibited at all campuses of Capital Health, inside and outside of all Capital Health owned or leased buildings, grounds, parking lots, vehicles, and sidewalks adjacent to Capital Health facilities. This prohibition includes the use of electronic cigarettes, otherwise known as e-cigarettes. Those found in violation are subject to the progressive disciplinary action, according to the "Smoking and Tobacco Product Use Prohibition" policy.

STUDENT HEALTH

A Health program under the auspices of the system's Health Service is provided to establish positive health, attitudes, and habits, and to provide an opportunity for maintaining them. Each student must accept responsibility for their own health, and is expected to maintain high standards of mental, physical, and emotional health.

For the protection of students, clients, and employees, students are required to provide documentation of immunity to certain communicable diseases that can be prevented by immunization. Pre-admission physical examination records must be provided to the School of Radiologic Technology, via CastleBranch, prior to arrival into the Program. No student will be permitted to participate in clinical rotations until health forms have been received. A full list of required immunizations and diagnostic testing will be provided to students upon acceptance to the Program.

All students must have the required immunizations on admission and maintain all immunizations and screenings throughout their attendance in the Program. Further immunizations and documentation may be required as administration determines necessary. Annual flu shots are required and will be administered to students free of charge in the Fall each year.

All students are **required** to carry some form of health/hospitalization insurance. Students should check to see if they are covered by family insurance. Copies of insurance cards must be submitted to program officials, via CastleBranch, prior to the start of the program. Students are responsible for health care costs.

If the student becomes ill during class or clinical experience, the student should inform the instructor and obtain permission to be dismissed. If a student is injured during class or clinical experience the student should inform program officials to determine an appropriate plan of action. An occurrence report must be completed. Based on severity, the student may be taken to the Emergency Room for treatment.

A student who is unable to attend class or clinical due to illness or injury should refer to the reporting requirements in the Attendance Policy. Any health condition, illness, communicable disease, injury that could affect the student's participation in the Program should be reported to the program officials immediately.

A return to clinical after three days or more of illness requires documented medical clearance. If a student has a questionable communicable disease, program officials will consult the Infection Preventist for direction, prior to the student being permitted to participate in clinical assignments.

SUBSTANCE ABUSE/USE

In compliance with Part 86 of Title 34 of the Code of Federal Regulations, Capital Health School of Radiologic Technology maintains a DRUG-FREE CAMPUS. Students are specifically reminded of the laws pertaining to the possession and use of alcoholic beverages, narcotics, and controlled substances. Unlawfully possessing, using, distributing, or being under the influence of illicit drugs and/or alcohol by students on Capital Health property or on

any premises during any activity while functioning as a School of Radiologic Technology student IS PROHIBITED. Drug and/or alcohol testing is an integral part of this policy. Students who violate this prohibition are subject to disciplinary action which will include at a minimum, enrollment in a program of treatment, rehabilitation and/or counseling, and at a maximum, dismissal from the School of Radiologic Technology and referral to civil authority for prosecution.

Substance abuse is a serious problem and can jeopardize not only the individual's health and welfare, but also the welfare of clients and the ability to provide quality care. Students with a substance abuse problem are encouraged to pursue rehabilitative treatment Please see counseling services, pg. 7.

SUPERVISION

Radiography students are always under the supervision of a radiologic technologist when in the clinical setting. Permission must be granted by your supervising technologist to leave the department for break or lunch. To leave the department at any other time permission of Program Officials or other supervising staff is necessary.

The **Standards for an Accredited Educational Program in Radiologic Sciences** clearly define the parameters of direct and indirect supervision as well as the policies for repeating unsatisfactory radiographic images. Students will be oriented to these policies during program and clinical orientation. These policies are strictly enforced and monitored. Any violation of these policies will be subject to disciplinary action. See **Clinical Handbook**, Clinical Plan for further details.

TELEPHONE CALLS

Personal telephone calls are neither to be made nor received during Program hours. Important calls will be channeled to you. **Cell phones and other electronic devices are not permitted in any clinical area, including uniform pockets.** Progressive disciplinary action, up to and including termination from the program, will result if a student is found in violation of this regulation. Cell phones and other electronic devices must **be silenced and not visible during class.** Sending or receiving text messages is not permitted during class unless pre-approved by program officials or course instructor for emergency purposes only.

VISITORS

Students are not allowed visitors during Program hours as interruptions are not conducive to the learning process. Permission must be obtained from program officials to show guests through the radiology department.

TITLE: Non-Discriminatory Policy		CODE: SC – 01
REVIEWED: MAY 2023	REVISED: AUGUST 2022	SUPERSEDES: JUNE 2017
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR
		PAGE 1 OF 1

PURPOSE: To ensure that the Program demonstrates integrity in representations to communities of interest and the public and to ensure that faculty, staff, and students are treated with fairness, dignity, and respect.

POLICY:

Under the auspices of Capital Health, The School of Radiologic Technology "is committed to promoting diversity" in its educational programs "where everyone is treated with fairness, dignity and respect."

The Capital Health School of Radiologic Technology does not discriminate on the bases of a person's age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, pregnancy, breastfeeding, disability (for example AIDS and HIV infection), handicap, atypical heredity cellular or blood trait, genetic information, affectional or sexual orientation, gender identity, marital status, familial status, domestic partner or civil union status or membership in any other protected group in the administration of its educational policies, admissions policies, scholarship or loan programs, or other School administered programs.

The School of Radiologic Technology complies with Title IX protection, and does not discrimination based on sex in education programs or activities that receive federal financial assistance. The school will seek legal counsel to discuss and resolve any specific circumstances related to compliance with Title IX regulations.

Any questions or grievances with this policy will be resolved utilizing the Grievance Policy and Procedure.

TITLE: Advanced Placement Transfer of Credit Policy		CODE: SC - 02
REVIEWED: May 2023	REVISED: August 2022	SUPERSEDES: MAY 2014
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR
		PAGE 1 OF 2

POLICY: To outline the procedure for advanced placement and transfer of credit.

PURPOSE: To ensure that the policies defining advanced placement and transfer of credit are clearly defined and published.

PROCEDURE:

Advanced placement and transfer of credit for required courses is available to students wishing to transfer prior educational coursework. Capital Health reserves the right to deny transfer of credit for any course not approved as meeting required course content. A determination of course equivalency will be made by the Admissions Committee.

To transfer approved college courses, the following criteria must be met:

1. The college must be accredited by the appropriate accrediting agency.
2. The course description must demonstrate that the course content is equivalent to that which is required by Capital Health School of Radiologic Technology.
3. A letter grade of "C" or better was achieved.
4. An official transcript is submitted to the School of Radiologic Technology.

College level Science and Math courses, which were completed more than five (5) years prior to admission to the School of Radiologic Technology, are not normally transferable. General education courses have no time limit. Upon written request of the student, the Admissions Committee will evaluate individual situations.

Courses accepted for advanced placement will be recorded only as course credit earned toward graduation requirements; grades from these courses will not be calculated into the student's overall grade point average.

Students who must complete degree requirements for American Registry of Radiologic Technologists (ARRT) eligibility must meet the transfer of credit requirements for the institution from which they are pursuing the degree.

Transfer of credit for required Radiography courses is available to applicants wishing to transfer into the Radiologic Technology Program. Capital Health School of Radiologic Technology, at its sole discretion reserves the right to deny transfer of credit for any course, which is not equivalent to the Capital Health course.

To transfer approved Radiography courses taken through a hospital-based program, the following conditions must be met:

1. The Radiologic Technology program in which the course(s) was taken must be accredited by the JRCERT.
2. The course content and contact hours must be acceptable to meet the requirements of Capital Health School of Radiologic Technology.
3. A letter grade of "C" or better was achieved.
4. An official transcript is submitted to Capital Health School of Radiologic Technology.
5. Successful completion of a course challenge exam may be required.

Radiography courses, which were completed more than five years prior to admission to the School of Radiologic Technology, are NOT transferable.

All students that are admitted to Capital Health School of Radiologic Technology must complete a minimum of 10 months of study at Capital Health School of Radiologic Technology to be eligible for graduation.

Final approval of transfer of credit for Radiography courses requires:

1. A written request from the applicant.
2. Review of course content by the appropriate Capital Health School of Radiologic Technology faculty.
3. Recommendation of acceptance by the Program Director of the Capital Health School of Radiologic Technology.
4. Approval by the Admissions Committee.

TITLE: Attendance and Lateness Policy		CODE: SC - 03
REVIEWED: May 2023	REVISED: JUNE, 2018	SUPERSEDES: MAY 2013
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: Professional radiographers must be dependable and accountable healthcare providers. Attendance is important to the students' progress and development as healthcare professionals.

PROCEDURE:

Attendance

Students are expected to attend all class and clinical rotations and are accountable for all assignments missed due to absence. All class and clinical absences are recorded and become part of the student's permanent record.

All absences and lateness must be reported to the Program via the Clinical Coordinator at 609-599-5164 before 7:30 AM. Failure to do so will necessitate disciplinary action. When reporting in sick, students are to call in personally if possible. Messages are not to be sent through other students. Students attending an outside clinical rotation are required to notify both the Program and the outside rotation of their absence. All absences of three or more consecutive days will require a note from the student's family physician. A doctor's note will also be required for absences the day immediately preceding or immediately following a holiday or scheduled vacation. Absences due to extenuating circumstances will be reviewed on an individual basis by Program Officials.

Students are permitted a total of 5 clinical absences per year. Students will be counseled regarding absenteeism on this basis. After the 3rd absence the student will receive a first (1st) written notice. After the 5th absence, the student will receive a second (2nd) written notice.

Students are permitted a total of 2 classroom absences per course. Students will be counseled regarding absenteeism on this basis. Absences in excess of 2 days per course will result in a lowering of the student's final course grade by 2 points (see course syllabus).

Students who are absent more than 14 days in any year may be subject to dismissal. Re-enrollment will be at the discretion of Program Officials. This will require resolution of the issues causing the excessive absences and no further excessive absences.

Students are granted 2 weeks of vacation per year and spring break. Students with excessive sick time will forfeit their vacation days, Spring break or summer days off accordingly. All make-up time must comply with the New Jersey Radiologic Technology Board of Examiners Clinical Make up Policy.

If it is impossible for the student to makeup excessive absences prior to June 30th of the second year, the student's program will be extended. All absences must be made up and all other requirements completed prior to graduation and ARRT Registry eligibility. See Academic Progression Policy.

Lateness

Lateness of more than 3 occurrences of 30 minutes or more per semester will affect the student clinical grade via the Professional Development Policy. Any time missed due to lateness will be deducted from the allotted clinical absence time. Students will be counseled as needed; if no improvement in timeliness is made disciplinary action will follow.

TITLE: School Closing Policy		CODE: SC - 04
REVIEWED: May 2023	REVISED: JUNE, 2021	SUPERSEDES: JUNE, 2018
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR
		PAGE 1 OF 1

PURPOSE: To define the protocol for closing the Program for extreme inclement weather or another emergent situation.

PROCEDURE:

Radiography students are studying to become healthcare providers who have a special obligation to provide care to the sick and injured.

If the School of Radiologic Technology were to close due to extreme inclement weather or other emergent situation, a recorded message will be placed on the Program Director's telephone message system (609) 599-5234 no later than 6:45 AM, with the details of the closing. Every effort will also be made to contact students and faculty via cell phone and/or email to apprise them of the situation.

Should the Program remain open it will be left to the discretion of the student whether to report to school.

Therefore, it is expected that all students stay informed of the progress and intensity of such situations and anticipate the need for making alternative plans to arrive to school safely.

If the Program does remain open, any time missed by a student, who is unable to report due to inclement weather, will be recorded as an excused absence. This will be counted towards the maximum of 5 absences allowed each year.

Should the program be required to remain closed for an extended period of time, program officials will implement a contingency plan, specific to the circumstances, to ensure the safety of students and staff while minimizing the amount of time that students miss due to the unforeseen circumstances. Technology will be used to minimize loss of class time whenever possible. Institutional, NJ State and federal guidance will be followed.

All questions regarding this policy should be directed to Program Officials.

TITLE: Academic Progression Policy		CODE: SC - 05
REVIEWED: May 2023	REVISED: June, 2018	SUPERSEDES: June, 2017
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: In support of the mission of the Program to graduate radiographers who are both competent and compassionate, this policy defines the parameters by which a student successfully progresses through the Program.

PROCEDURE:

Successful completion/graduation from the Program requires a student to successfully meet the following criteria:

1. The student must successfully complete the Program's 24-month duration, including all clinical and didactic requirements, as defined by this policy. Advanced Placement/Transfer students must be enrolled for a minimum of 10 months as defined by the Advanced Placement/Transfer of Credit Policy.
2. The student is expected to maintain a 3.4 (B+) cumulative GPA throughout the program. A grade of 85 is the lowest acceptable passing grade for all clinical competency and clinical experience course grades. (All clinical experience courses include a Professional Development Evaluation which assesses a student's performance in the cognitive, psychomotor and affective domains of learning.) Additionally, no individual course grade can be an "F" (below 70%). If these requirements are not met, remediation must occur prior to graduation and examination eligibility. See Academic Grading Scale, APPENDIX SC A-3.
3. In multilevel courses such as Radiographic Procedures, successful completion of the lower-level course, as described above, is a prerequisite for progression to the next level.
4. In the event that any of these eligibility requirements are not satisfied within the 24 months of the Program, remediation must occur. Program Officials will develop a remediation plan suitable to the individual student's needs. The duration of the Program will inevitably be extended delaying both graduation and examination eligibility.
5. A didactic course may be repeated at its next scheduled offering unless this causes a scheduling conflict with other didactic or clinical obligations. When a scheduling conflict occurs, the didactic course must be repeated after June 30th of the student's originally scheduled graduation date. Tuition costs will be determined at that time.

Graduates must also document an academic degree of Associate or higher degree (from an accrediting agency recognized by the ARRT) to be eligible for the ARRT Certification exam upon graduation from the program.

Graduates of the Capital Health School of Radiologic Technology are also eligible for a State of New Jersey license or licensing examination.

Students should refer to the Grievance Policy and Procedures if they feel their rights have been violated.

TITLE: Clinical and/or Academic Assignment Policy		CODE: SC - 06
REVIEWED: May 2023	REVISED: JUNE, 2021	SUPERSEDES: JUNE, 2018
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR
		PAGE 1 OF 1

PURPOSE: To ensure that required clinical and academic involvement for students does not exceed 40 hours per week.

PROCEDURE:

1. Assigned clinical and academic program hours vary by semester and typically result in approximately 35 hours of total program involvement per week.
2. Students are required to make-up any outstanding clinical absences, which exceed 5 days per year as, defined by the Attendance and Lateness Policy.
3. Clinical absences that exceed 5 days at the end of Spring 1 semester will be made-up during the Summer 2 semester. Students **MUST** meet with the Clinical Coordinator to schedule these make-up rotations.
4. Make-up time should be structured by the Clinical Coordinator to meet the clinical experience needs of the student, especially related to outstanding competency requirements, and shall not be used for disciplinary reasons. **Students will not be involved in clinical and/or academic assignments beyond 40 hours per week.** Additionally, students who voluntarily wish to complete additional clinical experiences cannot exceed 10 hours in one day.
5. Students enrolled at Capital Health School of Radiologic Technology may be hired as radiologic technology aids, radiology records personnel, or radiologists' assistants, etc. during non-program hours. **They may not be employed as an acting radiologic technologist and may not take x-ray exposures. Additionally, they may not center a patient for a radiographic or CT exposure. This applies to all students regardless of the facilities' geographic location.** During the program, "a student is permitted to operate ionizing radiation producing equipment and perform radiological procedures only when the activity is part of the program's approved curriculum. Any activity outside of the program's approved curriculum is a violation of the Radiologic Technologists Act. Monetary penalties will be issued. Additionally, possible licensure sanctions by the Board may be issued." (Source May 2004 NJ Radiologic Technology Board of Examiners letter to Program Directors)

TITLE: Policy for Filing a Formal Complaint		CODE: SC - 07
REVIEWED: May 2023	REVISED: JUNE, 2017	SUPERSEDES:
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: To define the protocol for filing and addressing complaints with program officials.

PROCEDURE:

The following procedure will be followed to address any formal complaint apart from those that require invoking the grievance procedure.

1. A person filing a complaint must provide a written description of the complaint to a program official or member of the program's faculty. The complaint will be forwarded to the Program Director.
2. The complaint will be formally investigated with a written report provided to the person filing the complaint by the Program Director within one week's time.
3. The Program Director will maintain a record of all complaints formally filed under this policy. An annual review will be conducted to determine if a pattern of complaint exists that could negatively affect the quality of the educational program. It will be the responsibility of program officials to take appropriate action to resolve any pattern of complaints with appropriate documentation maintained.
4. The log of all complaints will be maintained by the Program Director and reported to the members of the Grievance committee at the annual September meeting.
5. Students who are formally filing a grievance, defined by the JRCERT Standards as "a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation," should refer to the Grievance Policy and Procedure located in the Student Catalog (SC-08).

Any questions regarding this policy should be directed to Program Officials.

TITLE: Grievance Policy & Procedure		CODE: SC - 08
REVIEWED: May 2023	REVISED: JUNE, 2021	SUPERSEDES: JUNE, 2017
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 3

POLICY: It is the policy of the Capital Health School of Radiologic Technology to “provide students an avenue to pursue grievances”, defined by the JRCERT **Standards** as “a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.” The Grievance Policy provides the process for conflict and/or complaint resolution, while protecting the rights of all parties involved.

PURPOSE: To uphold the rights of students to be heard when Academic/Professional matters of conflict arise that may jeopardize their status within the Program.

PROCEDURE: The Grievance Policy includes a Preliminary Process, a Committee Process, and an Appeals Process. The objective is to resolve conflicts through discussion. Should the Preliminary Process not resolve conflicts, students may request a committee hearing. All committee decisions may be appealed through the Appeals process.

PRELIMINARY PROCESS:

The function of the Preliminary Process is to resolve conflict through formal discussion and must be completed prior to the initiation of the Committee Process.

1. To initiate this process, the student is required to submit a written statement describing the complaint to a Program official within 3 days of an incident.
2. The Program official will respond within 2 days to schedule a meeting to formally hear the complaint. The Program official will notify the student of the location, date and time of the meeting. The meeting will be scheduled during normal Program hours. Program officials will keep written documentation of the process.
3. The meeting will include the student involved, the other involved party and a Program official if requested by the student. Both parties will have opportunity to present their case and give a rebuttal of evidence. Appropriate evidence such as Program policies or the student’s file will be available.
4. Concerns that are not resolved satisfactorily on this level may be taken through the Committee Process.

FILING A GRIEVANCE REQUEST:

1. The student or unsatisfied party must submit, in writing, to the Program Director, a formal request to appear before the Grievance Committee. This written request must be submitted within 3 days of the conclusion of the Preliminary Process.
2. The written request must include:
 - a. identification of the rights/program/policy violated
 - b. description of the situation
3. The student requesting the hearing is required to release, in writing, to the Grievance Committee members and party(ies) being grieved, access to their educational records.

COMMITTEE PROCESS:

Function: To provide due process, assuring that the rights of all parties are not infringed upon and that the Program's policies are upheld.

Structure: The Grievance Committee is composed of the Program Director, who serves as chairperson, and five voting members. They are:

1. Clinical Coordinator
2. Medical Advisor
3. Department Manager
4. 1 first year student and 1 first year alternate
5. 1 second year student and 1 second year alternate

Student members will be selected from the student body at the first Student Affairs Committee meeting in July.

Meetings: The Grievance Committee will hold a scheduled meeting each September, to review policy and procedures as a group. Further meetings will be held, as necessary, and will be scheduled by the Program Director.

The Hearing:

1. A hearing will be scheduled no later than 20 calendar days after the submission of the grievance request.
2. The Program Director, as chairperson, will provide written notification to the student of the date and time of the hearing.
3. The student will be allowed to continue in class and in clinical rotations until the committee decision is made with the following exception: the student's behavior meets the criteria for immediate suspension and/or dismissal.
4. Attendees at the hearing will be limited to:
 - a. the student, and if they so choose, one representative of their choice, to assist them at the hearing. To have legal counsel present is not looked upon by the courts as being essential to fairness. The right to legal counsel present is a function of the complexity of the case and a cost to the student. In cases where criminal charges may follow, legal counsel for students is advised.
 - b. the party(ies) being grieved.
 - c. the official members of the Grievance Committee. In the event that a committee member is being grieved, that an alternate will replace committee member, designated by the Program Director.
5. The involved student or their representative reads the grievance request to the committee along with a brief description of the issue.
6. The party requesting the grievance and the party(ies) being grieved will both address the committee. Both parties are given the opportunity to present evidence that is relevant to the issue at hand and to question any evidence presented. Opportunity is also provided for committee members to question both parties.
7. In the event that witnesses are requested by the either party, they may be called into the hearing, at the appropriate time, to provide relevant information. Both parties, as well as committee members are given the opportunity to question any witness before the witness is excused.
8. A discussion will follow during which time all non-voting members except for the chairperson will be required to leave the meeting.

9. The decision will be based on a majority vote, by closed ballot. The Program Director will tally the votes.
10. The party requesting the grievance and the party(ies) being grieved will be notified in writing by the Program Director within 1 day of the final committee decision.
11. The party requesting the grievance and the party(ies) being grieved have the right to appeal this decision through the Appeals Process, within 3 days of notification of the decision.
12. Documentation of the proceedings will be maintained in a separate file in the Program Director's office.

APPEALS PROCESS:

The function of the Appeals Process is to provide the process for parties to appeal the Grievance Committee.

1. All Appeal requests are submitted to the Program Director.
2. The Appeal must be requested in writing within 3 days of notification of the Grievance Committee decision.
3. The Program Director will forward this request through the formal Grievance Committee procedures of Capital Health.
4. The student will be notified, in writing, by the Program Director regarding the time frames established by Capital Health's Grievance Committee.
5. The parties involved are bound by the Grievance Committee's decision, until Capital Health's Grievance Committee reaches a decision on the Appeal.
6. The decision of the Capital Health Grievance Committee is considered final.

MISCELLANEOUS INFORMATION:

As defined by **Standard 1.5** "Any individual associated with the program has the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. Contacting the JRCERT must not be a step in the formal institutional or program grievance policy/procedure. The individual must first attempt to resolve the complaint directly with institutional/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institutional/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT." (Source: Standards for an Accredited Educational Program in Radiography, effective January 1, 2021)

The student may have access to their student file including all test papers, evaluations, etc. by making an appointment with a Program official at a mutually convenient time. The student will not remove any file contents. The entire student file will be present at any hearing and available to the student for use in their defense.

If the student is suspended, as a result of the above process, then the suspension will be considered an absence. See Attendance and Lateness Policy.

TITLE: JRCERT COMPLIANCE POLICY		CODE: SC - 09
REVIEWED: MAY 2023	REVISED: JUNE, 2021	SUPERCEDES: JUNE, 2017
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: The School of Radiologic Technology (Program) will assure that students are made aware of JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.

POLICY: The JRCERT requires that the School of Radiologic Technology be responsive to allegations against the program "... *if there is reason to believe that the program has acted contrary to JRCERT accreditation standards and/or JRCERT policies. Additionally, an individual has the right to submit allegations against the program if the student believes that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.*" (Source: **Standards for an Accredited Educational Program in Radiography**, effective January 1, 2021) The Program will investigate documented allegations according to the below listed procedure.

PROCEDURE: The School of Radiologic Technology will enforce this policy in the following manner.

1. Students will be made aware of the **JRCERT Standards** during their admission interview, program orientation and in the Introduction to Radiography Course. A copy of the JRCERT **Standards** is posted in the classroom.
2. As defined by **Standard 1.5** "if there is reason to believe that the program has acted contrary to JRCERT accreditation **standards** or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students, the individual must first attempt to resolve the complaint directly with institution/program officials by following the grievance policy/procedures provided by the institution/program. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, the individual may submit allegations of noncompliance directly to the JRCERT." (Source: **Standards for an Accredited Educational Program in Radiography**, effective January 1, 2021.)
3. Complaints regarding the Program's compliance with the **Standards** can be directed to:

**Joint Review Committee on
Education in Radiologic Technology**
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
mail@jrcert.org

**State of NJ Department of
Environmental Protection**
Division of Environmental Safety & Health,
Bureau of X-ray Compliance
PO Box 420, Mail Code 25-01
Trenton, NJ 08625-0420
(609) 984-5890
WWW.NJ.GOV/DEP/RPP/TEC/index.htm

4. The JRCERT will be contacted by the Program Director for discrepancies in policy interpretation. Upon response of the JRCERT, a written explanation of the JRCERT's interpretation will be provided to the parties involved.
5. The Program Director will maintain a record of such complaints and their resolution, titled "The Non-compliance Resolution Log."

TITLE: Student Records Policy		CODE: SC - 10
REVIEWED: May 2023	REVISED: March, 2022	SUPERSEDES: JUNE, 2017
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 2

PURPOSE: To assure the security and confidentiality of student records and to maintain and release student records in compliance with state and federal laws.

POLICY:

I. Records Release:

1. The Capital Health School of Radiologic Technology, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, also known as the Buckley Amendment, allows its students to inspect their official educational records. These records are maintained in the Program Director's office. All questions regarding the implementation of the Act should be directed to the Program Director.
2. Students wishing to review their School of Radiologic Technology education records must notify a Program official to arrange a mutually convenient appointment to do so. Records must be reviewed in the presence of the Program official, or designee. Students may exercise the right to copy documents contained in their record at their own expense. Copies of transcripts received from other educational institutions or agencies are not available from Capital Health. Such documents must be requested by the student from the original source or institution.
3. The student has the right to add a letter of explanation to their permanent file, in regard to any conflict or discrepancy that may arise.
4. The confidentiality of students' education records is strictly maintained. All student records are maintained in locked file cabinets in the Program Director and Clinical Coordinator's offices. The Program believes in limited disclosures of information from students' files to third parties. Only members of the Capital Health School of Radiologic Technology faculty have access to students' files, for the purpose of education and guidance of students and for other legitimate school business. Limited access to students' records is afforded representatives of regulating agencies in conjunction with accreditation procedures.
5. Written permission from the student is required for transcripts and/or any other information from students' files to be released to any third party, (including the student's parents). A Release of Information Request form is available on the program's website:

<https://www.capitalhealth.org/schoolofradtech>
6. The right to inspect and review education records does not extend to applicants, to those denied admission, or to individuals who do not actually enroll in the School.
7. Comments and complaints regarding students' rights under the FERPA may be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202-4605.

II. Records Retention

Capital Health School of Radiologic Technology retains students' records as follows:

1. The Program secures student records in the Program Director's office. Students' entire record (including application materials, attendance materials, radiation monitoring reports, transcripts, test papers, evaluations, clinical competency evaluations) is kept **3 years** after graduation.

The Medical Center's Health Office Department maintains all health-related records and reports on students during their enrollment.

2. In compliance with N.J.A.C. 7:28-19.11(c), the program shall "Keep on file for at least two years after a student graduates, withdraws or is dismissed the student's application and any other document used to determine the eligibility for admission to the school. Admission records shall contain: (a) the candidate's application, (b) high school diploma or transcript showing graduation, GED certificate or evaluation of equivalency, (c) evaluation or statement of moral character and (d) any other information used by the school to determine acceptance into the program."
3. In compliance with N.J.A.C. 7:28-19.13(f) 9, "Student records must include: (1) midterm didactic examinations, if administered, final didactic examinations, a summary sheet of all laboratory evaluations and all simulated, initial, continual and terminal evaluations necessary to document compliance with the Board's Competency Based Clinical Education Standard and (2) gradebook or spreadsheet used to record the above grades. These records must be maintained for the current class of enrolled students and the most recently completed class of graduates."
4. After 3 years, the Capital Health School of Radiologic Technology will permanently retain a student's radiation reports, transcripts, attendance information, and health records, along with application and other identifiable information. Financial aid information and documentation are also maintained if applicable.

TITLE: Radiation Protection for Students Policy		CODE: SC -11
REVIEWED: May 2023	REVISED: FEBRUARY, 2022	Supersedes: JUNE, 2019
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: To protect radiography students from unnecessary exposure to radiation.

POLICY: Students enrolled in the Capital Health School of Radiologic Technology must observe the following radiation safety practices at all times in the radiology department:

1. Students are required to observe the basic principles of radiation protection for themselves and for patients while in the radiology department.
2. The students are required to wear their radiation dosimeter at all times in the radiology department (**N. J. 7:28-19.12.**). This includes participation in all simulation procedures, image production or quality assurance testing. Students are further required to notify a program official in the event of loss or damage to their dosimeter.

Student radiation reports are evaluated quarterly by a health physicist. All abnormal readings are investigated to determine probable cause and action, including counseling, if needed. The most recent radiation reports are reviewed and signed off on by students and are then posted in the classroom.

All students are issued a report of their cumulative radiation exposure dose, within 90 calendar days, of graduation or termination from the Program. (See attached form). (**N.J.A.C. 7:28-19.13**)

3. As defined by **N. J. 7:28-19.13**, "Student exposure to radiation shall not exceed any of the occupational limits prescribed in **N.J.A.C. 7:28-6.1**. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in **N.J.A.C. 7:28-6.1**, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in **N.J.A.C. 7:28-6.1** is exceeded, a copy of the investigation report must be submitted to the Department."
4. Students are under NO circumstances allowed to hold a patient for any x-ray exposure or be in the path of the primary beam.
5. Students are required to wear lead aprons while "standing out" (in the room) for fluoroscopic examinations and while doing portable x-ray portable examinations. **N. J. 7:28-19.12**
6. Students in schools of diagnostic radiologic technology do not initiate x-ray exposure during fluoroscopic procedures. **N. J. 7:28-19.12**

Additional information regarding federal and State of NJ guidelines for radiation safety may be obtained on the following websites: Nuclear Regulatory Commission - www.nrc.gov/NRC/08/08-013.html, and State of New Jersey Department of Environmental Protection - <http://www.state.nj.us/dep/rpp/njacdown.htm>.

(SAMPLE)
RADIATION EXPOSURE REPORT

Capital Health
School of Radiologic Technology
601 Hamilton Avenue
Trenton, NJ 08629

MONITORING COMPANY: Landauer, Inc.*
2 Science Road
Glenwood, Illinois 60425-1586

ACCOUNT NUMBER:

STUDENT'S NAME:

SOCIAL SECURITY NUMBER:

OCCUPATIONAL EXPOSURE:

PERIOD MONITORED: FROM: July TO: June

LIFETIME DOSE EQUIVALENT IN MREMS TO XRAY, GAMMA, BETA:

DEEP: MREM EYE: MREM SHALLOW: MREM

REMARKS:

This report is provided to you under the provisions of the Nuclear Regulatory Commission regulations entitled "Standards for Protection Against Radiation" (10 CFR Part 20). You should preserve this report for further reference.

The information contained in this report is correct & complete to the best of our knowledge.

Karen Wheeler, MS, DABR
Medical Physicist

Date _____

Theresa Levitsky, MA, RT
Program Director

Date _____

* The program reserves the right to utilize dosimeters from any NVLAP accredited laboratory.

TITLE: Student Pregnancy Policy		CODE: SC -12
REVIEWED: May 2023	REVISED: August, 2022	SUPERSEDES: May 2013
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 2

PURPOSE: To assure that Nuclear Regulatory Commission regulations and State of NJ laws regarding the declared pregnant student (declared pregnant worker) are published and made known to accepted and enrolled female students.

To assure that accepted and enrolled students have options for disclosure of pregnancy and for continuance in the program.

POLICY:

I. General

The Nuclear Regulatory Commission specifies in 10 CFR 20.1208 that it is the licensee's responsibility to ensure the dose to the embryo-fetus from occupational exposure of a **declared** pregnant worker not exceed 0.5 rem over the entire pregnancy.

The 0.5 rem limit to the embryo-fetus becomes applicable once the student declares the pregnancy in writing. The pregnant student need not declare her pregnancy if she chooses. The licensee is not required to restrict the dose to the embryo/fetus to 0.5 rem until written declaration of pregnancy is made. A note from the student's obstetrician, to include the estimated date of conception, will be required for the student to continue clinical rotation in the Radiology Department. The estimated date of conception will be necessary in the determination of the accumulated dose to embryo/fetus.

An estimate of the accumulated dose that the embryo/fetus may have received prior to the declaration of pregnancy will be subtracted from 0.5 rem to determine the dose the embryo/fetus will be allowed to receive during the remainder of the pregnancy.

The 0.5 rem dose limit shall be the sum of the deep dose equivalent to the declared pregnant student from external radiation sources and the dose from radionuclides in the embryo/fetus and or pregnant radiation student that have been ingested or inhaled due to **occupational** exposure.

Additionally, in accordance with **N.J.A.C. 7:28-19.13(f) 14**, "...Within seven calendar days of the school's receipt of a radiation dosimetry report, the school shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the school and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission; and Submit to the Department, with a copy to the student, a report of the consultation provided, if required, including any recommendation(s), assignment modifications and the student's exposure history, within 21 calendar days of the school's receipt of the radiation dosimetry report."

II. PERSONNEL MONITORING

The declared pregnant student that is likely to receive in excess 50 millirem in a year must wear personnel monitoring device at waist level to record the most representative exposure to the embryo/fetus.

In accordance with N.J.A.C. 7:28-19.13, "the school shall ensure that a personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy; If the student has the potential of engaging in

fluoroscopic or portable radiographic procedures, provide to the student with and require her to wear two personnel radiation-monitoring devices. One device shall be worn at the neck level outside the protective apron and the other under the protective apron at the waist level.”

Upon declaration of pregnancy, a second personnel-monitoring device **must** be issued to be worn waist level. In this way, the most representative exposure to the embryo/fetus can be recorded while maintaining a consistency with previous records.

III. RESPONSIBILITIES

A pregnant student has the following options:

1. The pregnant student opts **NOT to declare** the pregnancy (as described above), thereby not informing program officials.
2. The pregnant student opts to declare the pregnancy to program officials so that timely radiation safety advisement can be provided by the program’s radiation physicist. In accordance with **N.J.A.C. 7:28-19.13**, “...the School shall provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy...” The student who declares her pregnancy will also select one of the following options, in writing, for continuance in the program:
 - (1) The student may elect to continue the educational program without modification.
 - (2) The student may elect to modify the educational program as described below.
 - (3) The student may elect to resign from the program.

At the recommendation of the student’s obstetrician, the student may be allowed to temporarily postpone those rotations that involve the possibility of higher radiation doses or increased physical exertion (portable radiography, fluoro and operating room rotations). This possible change in scheduled rotation(s) may require a lengthening of the student’s program to ensure that all clinical requirements have been met prior to graduation.

The student is entitled to between four to six weeks both before and after delivery for leave of absence (or times as required and verified by the obstetrician). This is the same policy the Medical Center prescribes for technologists. This leave of absence will of course have to be made up by the student that will no doubt lengthen the student’s program beyond the normal end of June graduation date.

It is the responsibility of the student to make up didactic work missed due to absence. Again, the program will inevitably extend past the end of June to ensure completion of all Program requirements.

3. The student who has declared her pregnancy may elect to withdraw this declaration at any time, in writing.

IV. Title IX

The program complies with Title IX protection and does not discrimination based on sex in education programs or activities that receive federal financial assistance. The program will seek legal counsel to discuss and resolve any specific circumstances related to compliance with Title IX regulations.

Additional information regarding federal and State of NJ guidelines for prenatal radiation exposure may be obtained on the following websites:

Nuclear Regulatory Commission - www.nrc.gov/NRC/08/08-013.html

State of New Jersey Department of Environmental Protection - <http://www.state.nj.us/dep/rpp/njacdown.htm>

The US Department of Education Office for Civil Rights -
https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

TITLE: Student Safety Policy		CODE: SC -13
REVIEWED: MAY 2023	REVISED: FEB 2022	SUPERCEDES: MAY 2015
APPROVED BY: THERESA LEVITSKY		PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: To ensure that the health and safety of students are safeguarded through documented policies and procedures.

POLICY:

In addition to radiation safety policies, the following policy is for all radiography students at Capital Health.

1. Under NO circumstances will any radiography student repair or attempt to repair any x-ray or other electrical equipment.
2. Under NO circumstances will any radiography student move or attempt to move any heavy equipment outside of the scope of practice for a Radiologic Technologist.
3. All radiography students will attend the Capital Health orientation program. After attending this presentation, they will abide by the suggested safety policies while in the radiology department and while on any Capital Health property or affiliated institutions.
4. All radiography students will attend a magnetic resonance safety program during program orientation and prior to the onset of clinical experience. All students will be screened for magnetic wave and radiofrequency hazards according to current American College of Radiology (ACR) and department protocol. Students are required to notify program officials should their MRI screening status change. Additionally, second year radiography students will update their MRI screening form at the beginning of their second year.
5. Students will immediately report any hazards to safety to the management personnel of the radiology Department. Any incidents involving students will be reported on the appropriate Capital Health Occurrence Report Forms. Any incident involving bodily injury to a student will be followed by the Emergency Room Physician and/or Health Office Physician.

STUDENT TUITION AND EXPENSES 2023-2024

The Program strives to identify all tuition and expenses required of its students so that no hidden costs are incurred. The figures listed below are updated at each reprinting of the Student Catalog. These prices may increase and are the responsibility of the student. Itemized tuition and expenses for the total 24-month Program are as follows:

FIRST YEAR

First Semester Tuition

Capital Health Tuition	\$4,400.00
Mercer County Community College Tuition (if applicable for BIO103) (Per credit cost \$211.75, \$50.00 lab fee and \$55.00 registration/insurance fee)	\$952.00
Fall Semester SUBJECT TO CHANGE AS PER THE COLLEGE	
First Year Program Tuition – First Semester (Payable to Capital Health School of Radiologic Technology, due the first week of the Program.)	\$5,352.00

First Semester Expenses

Books (One time purchase for entire program.)	\$1,044.00 (approximate)
Uniforms (Cost varies depending on student preference)	\$225.00
Criminal Background Check, Immunization Tracker & 10 panel drug screen	\$143.00
Professional Liability Insurance	\$43.00
CPR Certification	\$65.00
Student Membership NJSRT	\$10.00
Technology Fee (Billed yearly with 1 st semester tuition)	\$50.00
Anatomy & Physiology Text , Lab Manual & course materials (if needed) for API & APII	\$300.00 (approximate)
First Year Program Expenses – First Semester	\$1,880.00

Second Semester Tuition

Capital Health Tuition	\$4,400.00
Mercer County Community College Tuition (if applicable for BIO104) (Per credit cost \$211.75, \$50.00 lab fee and \$55.00 registration/insurance fee)	\$952.00
Spring Semester SUBJECT TO CHANGE AS PER THE COLLEGE	
First Year Program Tuition – Second Semester (Payable to Capital Health School of Radiologic Technology, due by the first week of the semester.)	\$5,352.00

SECOND YEAR**Tuition: July – December**

Second Year Program Tuition – Jul-Dec (Payable to Capital Health School of Radiologic Technology, due the first week of July.)	\$4,400.00
--	-------------------

Expenses: July - December

Technology Fee (Billed yearly with 1 st semester tuition)	\$50.00
Student Membership American Society of Radiologic Technologists	\$35.00
Professional Liability Insurance (renewal)	\$43.00
Total:	\$128.00

Tuition: January - June

Second Year Program Tuition – Jan-Jun (Payable to Capital Health School of Radiologic Technology, due the first week of January.)	\$4,400.00
---	-------------------

Expenses: January - June

Corectec Online Review Course	\$80.00
Convention (optional, this estimated cost may be higher and the student would be responsible for this)	\$275.00
Registry Review Fee	\$165.00
License/Registry Examination Fees (ARRT & State of NJ)	\$285.00
Graduation Expenses (Billed with 2 nd semester tuition)	\$125.00
Total:	\$ 930.00

Total Program Tuition and Expenses

Total Program Tuition and Expenses with MCCC A&P courses	\$22,442.00
Total Program Tuition and Expenses without MCCC A&P courses	\$20,238.00

The student is required to pay for their own meals, the cost of transportation, and any other additional fees as required by the Capital Health School of Radiologic Technology.

Tuition and Expenses Payments

School of Radiologic Technology tuition and expenses must be paid in full during the first week of each semester. **Students participating in Financial Aid will defer tuition costs pending receipt of financial aid awards.**

Any student unable to pay their outstanding balance in full by the first week of each semester must make an appointment with the Program Director to discuss the situation. The Program reserves the right to withhold services and/or impose sanctions in any case where the student has an unpaid balance. This may include prohibiting class and clinical attendance as well as withholding transcripts and other certifications.

Financial Aid Information

The Capital Health School of Radiology participates in the following financial aid programs, which can assist eligible students in meeting the cost of their education.

Federal Pell Grant

This federal program awards grants to eligible students who have not yet earned a bachelor's degree to determine if you are eligible, the Department of Education uses a standard formula, passed into law by Congress, to evaluate the information you report on your student aid application. These grants DO NOT have to be paid back, however you must file a new application for each academic year. The application form is known as the *Free Application for Federal Student Aid (FAFSA)*, which is processed by the federal central processing center. Please enter **code 014775** when completing the application. FAFSA's may be completed online at <http://www.fafsa.ed.gov>. Paper copies are available directly from the US Department of Education toll-free telephone information center at (800) 4 FED AID or <https://studentaid.gov>. Federal Pell Grants amounts vary based on need and enrollment status with the maximum for 2023-2024 being \$7,395.00 per academic year.

Direct Loans

Direct loans are low-interest loans for students to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education rather than a bank or other financial institution. These loans **MUST BE REPAYED** after you leave the Program. There are two types of Direct loans: Subsidized and Unsubsidized. Direct subsidized loans are for students with demonstrated financial need, as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period and during deferment periods. Direct Unsubsidized Loans are not based on financial need; interest is charged during all periods. (Source: Direct Loan Basics for Students.) You apply for a Direct Subsidized and Unsubsidized Loan and other federal student aid by completing a Free Application for Federal Student Aid (FAFSA) as described above. You must also complete a Master Promissory Note (MPN) which is a legally binding agreement to repay your loan to the Department. Please see Program Director for annual loan limits.

Veterans Benefits

The School of Radiologic Technology is certified by the New Jersey Department of Education for the education of veterans. Contact your VA office for the necessary forms if you are eligible to receive educational benefits.

Financial Aid Eligibility

To be eligible to receive financial aid you must maintain satisfactory academic progress toward completion of the Program. Financial aid is awarded without discrimination on the bases of age, race, color, gender, religion, national or ethnic origin, marital status, sexual preference or disability. Students who withdraw from the program may be required to return unearned Federal Student Aid Funds to the appropriate sources according to established FA regulations.

For detailed information or assistance with Financial Aid matters contact the Financial Aid Coordinator or the Program Director.

TITLE: Tuition Refund Policy	CODE: SC – 14
REVIEWED: MAY 2023	REVISSED: MAY 8, 2008
APPROVED BY: THERESA LEVITSKY	SUPERSEDES: 4/19/04
	PROGRAM DIRECTOR PAGE 1 OF 1

PURPOSE: To establish criteria for refunding student tuition.

POLICY:

Should a student withdraw from the Program for any reason, the following refunds will apply:

Student withdraws within the first two calendar weeks of the semester:	75% of tuition refunded
Student withdraws within the third calendar week of the semester:	50% of tuition refunded

No tuition refund is given after the third week in the semester. No refunds are given at any time for books or uniforms, or other related expenses.

Students participating in Federal Financial Aid Programs who withdraw from the program may be required to return unearned Federal Student Aid Funds to the appropriate sources. Students will be billed for any unpaid charges that result from the program's return of Title IV funds. See "Withdrawals and Return of Title IV Funds Policy."

Curriculum

Summer I - First Year

	8-week semester	
Introduction to Radiology	45 hours	3 credit equivalents
Radiographic Procedures 101	30 hours	2 credit equivalents
Clinical Experience I	2 days/week	<u>1 credit equivalent</u>
		6 credit equivalents

Fall I - First Year

	15-week semester	
Patient Care I	30 hours	2 credit equivalents
Medical Terminology	30 hours	2 credit equivalents
Principles of Imaging I	45 hours	3 credit equivalents
Radiographic Procedures I02	60 hours	4 credit equivalents
Clinical Experience II	2 days/week	2 credit equivalents
Anatomy & Physiology I (College course)	60 hours	<u>4 credits</u> 17 credit equivalents

Spring I - First Year

	15-week semester	
Radiation Physics I	30 hours	2 credit equivalents
Radiographic Procedures 103	60 hours	4 credit equivalents
Radiographic Procedures 104	30 hours	2 credit equivalents
Principles of Imaging II	45 hours	3 credit equivalents
Clinical Experience III	2 days/week	2 credit equivalents
Anatomy & Physiology II (College course)	60 hours	<u>4 credits</u> 17 credit equivalents

Summer II - Senior Year

	15-week semester	
Clinical Experience IV	3 days/week	3 credit equivalents

Fall II - Senior Year

	15-week semester	
Radiographic Procedures 201	45 hours	3 credit equivalents
Principles of Imaging III	45 hours	3 credit equivalents
Radiation Protection/Biology	30 hours	2 credit equivalents
Introduction to Computer Science & Digital Imaging	45 hours	3 credit equivalents
Computerized Tomography & Cross Sectional Anatomy	22.5 hours	1.5 credit equivalents
Special Procedures	30 hours	2 credit equivalents
Clinical Experience V	2.5 days/week	<u>2.5 credit equivalents</u>
		17 credit equivalents

Spring II - Senior Year

	15-week semester	
Radiation Physics II	30 hours	2 credit equivalents
Patient Care II	30 hours	2 credit equivalents
Computerized Tomography & Cross Sectional Anatomy	22.5 hours	1.5 credit equivalents
Quality Assurance	45 hours	3 credit equivalent
Registry Review	45 hours	3 credit equivalents
Advanced Imaging Modalities	15 hours	1 credit equivalents
Clinical Experience VI	2.5 days/week	<u>2.5 credit equivalents</u>
		15 credit equivalents

Senior Seminar

6 weeks - 3 days/week

TOTAL for Program

75 credits or credit equivalents

COURSE DESCRIPTIONS

RADINTRO: Introduction to Radiology (3 credit equivalents)

Overview of the radiology profession and the practitioner's role in the health care delivery system. This 4-module course provides an introduction to the essential and supporting elements of the radiologic imaging process: medical information & radiology records; basic equipment operation, medical ethics & legal issues, and elementary imaging & radiation protection principles.

RADPRO101: Radiographic Procedures 101 (2 credit equivalents)

First in a series of courses dealing with principals, techniques, and radiographic procedures in radiology. An introduction into radiographic procedures, including related terminology of the chest and abdomen. Laboratory simulation and evaluation are also conducted. The clinical education component provides the student with the opportunity to perform radiographic procedures in accordance with the clinical competency evaluation process.

Co requisite: Clinical Experience I

RADCLIN1: Clinical Experience I (1 credit equivalent)

Orientation to the radiology department and introduction to radiographic procedures and related terminology. The student's clinical experience is designed to correlate with Radiographic Procedures 101. This area will focus on radiography of the chest and abdomen.

Co requisite: Radiographic Procedures 101

RADPC1: Patient Care I (2 credit equivalents)

The purpose of this course is to help student radiology technologists meet the physical and emotional needs of the patient. This course design is to help the student acquire the technical and interpersonal skills needed to provide excellent patient care. Topics covered include ethics, professionalism, principles of body mechanics, therapeutic communication, medical and surgical asepsis, assessment, oxygenation, and elimination.

Co requisite: Health Care Providers Basic Cardiac Life Support

RADMT: Medical Terminology (2 credit equivalents)

An introduction course in Medical Terminology that requires no previous knowledge in the field. This course is designed to allow the student to master medical terminology especially related to the field of radiology. As a hybrid course, this course combines classroom instruction with a computer-based, independent learning approach. The course is organized by body systems with an emphasis on analyzing & understanding medical terms and relating them to human anatomy, physiology and pathology.

RADIMG1: Principles of Imaging I (3 credit equivalents)

This course is designed to develop a student's understanding of the acquisition of a radiographic image. The concepts of x-ray beam emission are explored and correlated with practical application. An introductory review of mathematical equations as well as ratio and proportion are included. Lecture, demonstration, and lab experiments cover the following topics: mA and time relationships, Inverse Square Law, Direct Square Law, image receptors, phosphors, beam restricting devices, filtration and grids.

RADPRO102: Radiographic Procedures 102 (4 credit equivalents)

This course is a continuation of radiographic procedures, including related terminology and related pathology of the upper extremity and shoulder girdle and lower extremity and pelvic girdle. Laboratory simulation and evaluation are also conducted. The clinical education component provides the student with the opportunity to perform radiographic procedures in accordance with the clinical competency evaluation process.

Prerequisites: Radiographic Procedures 101 and Clinical Experience I.

Co requisite: Clinical Experience II

RADCLIN2: Clinical Experience II (2 credit equivalents)

The student's clinical experience is designed to correlate with Radiographic Procedures 102. This area will focus on radiography of the upper extremity including shoulder girdle and lower extremity including pelvic girdle.

Prerequisites: Radiographic Procedures 101, and Clinical Experience I

Co requisite: Radiographic Procedures 102

Anatomy and Physiology I (College level, 4-credit course with lab)

Systematic approach to the structure and function of the human body; general terminology and organization, cells and tissues, integumentary, muscular, skeletal, and nervous systems. Laboratory includes use of microscope and the study of human anatomy via computer software and preserved specimens.

Prerequisites: See college catalog

RADPHY1: Radiation Physics I (2 credit equivalents)

This course is designed to familiarize the student with basic physics principles necessary to understand the use and functions of x-ray producing diagnostic equipment. Illustrations, laboratory assignments and applications in the clinical setting will be discussed wherever possible.

RADPRO103: Radiographic Procedures 103 (4 credit equivalents)

A continuation of radiographic procedures, including related terminology of the cervical, thoracic, lumbar spines, sacrum, coccyx, bony thorax, including ribs and sternum and contrast studies. Laboratory simulation and evaluation are also conducted. The clinical education component provides the student with the opportunity to perform radiographic procedures in accordance with the clinical competency evaluation process.

Prerequisites: Radiographic Procedures 101 & 102 and Clinical Experience I & II.

Co requisite: Clinical Experience III

RADPRO104: Radiographic Procedures 104 (2 credit equivalents)

A continuation of radiographic procedures, including related terminology of the cranium and facial bones, paranasal sinuses, mastoids and temporal bones. Laboratory simulation and evaluation are also conducted. The clinical education component provides the student with the opportunity to perform radiographic procedures in accordance with the clinical competency evaluation process.

Prerequisites: Radiographic Procedures 101 & 102 and Clinical Experience I & II.

Co requisite: Clinical Experience III

RADIMG2: Principles of Imaging II (3 credit equivalents)

This course builds on the concepts mastered in Principles of Imaging I and includes comprehensive coverage of the exposure to image receptors and the production of quality images. The image qualities of exposure to the IR/brightness, contrast, resolution (detail) and distortion are thoroughly explored. Lecture, demonstration and labs are utilized so that students master imaging techniques based on sound principles and practices.

Prerequisite: Principles of Imaging I

RADCLIN3: Clinical Experience III (2 credit equivalents)

The student's clinical experience is designed to correlate with Radiographic Procedures 103. This area will focus on radiography of the bony thorax, spine, contrast studies and skull.

Prerequisites: Radiographic Procedures 101 & 102, and Clinical Experience I & II

Co requisite: Radiographic Procedures 103

Anatomy and Physiology II (College level, 4-credit course with lab)

Continuation of Anatomy and Physiology I, covering digestive, circulatory, urinary, reproductive, respiratory, and endocrine systems. Laboratory includes cat dissection, human anatomy study via computer software, quantitative studies of physiological processes.

Prerequisites: Anatomy and Physiology I

RADCLIN4: Clinical Experience IV (3 credit equivalents)

This is a continuation of the student's clinical experience. The student will continue to perform Initial Clinical Competency Evaluations.

Prerequisites: Radiographic Procedures 101, 102, 103 and 104 and Clinical Experience I, II, and III.

RADPRO201: Radiographic Procedures 201 (3 credit equivalents)

This course is a continuation of radiographic procedures and related pathology, including related terminology of mammography, bone density, trauma and mobile radiography, pediatric radiography, geriatric and additional imaging procedures including orthoroentgenography, arthrography, myelography and hysterosalpingography. Laboratory simulation and evaluation are also conducted. The clinical education component provides the student with the opportunity to perform radiographic procedures in accordance with the clinical competency evaluation process.

Prerequisites: Radiographic Procedures 101, 102, 103 and 104 and Clinical Experience I, II, III & IV

Co requisite: Clinical Experience V

RADIMG3: Principles of Imaging III (3 credit equivalents)

This course is a continuation of Principles of Imaging I and II with a review of the basic principles covered in those courses. Automatic Exposure Control, Tomography and other specialized radiographic imaging techniques as well as technique charts are also explored. Emphasis is placed on exposure factor evaluation and determining the impact that technical exposure factors have on the finished images. Radiographic image analysis including imaging standards and problem-solving techniques for image evaluation will be discussed. Students will complete a project on a specialized imaging procedure currently being used.

Prerequisites: Principles of Imaging I, II

RADPROTBIO: Radiation Protection/Biology (2 credit equivalents)

This course is designed to give the student an understanding of the effects of radiation exposure, dose limits, and structural requirements for radiation protection. Topics included will be somatic and genetic effects of radiation exposure, measurement and principles of protection and safe operation of equipment. Illustrations and applications in the clinical setting will be discussed wherever possible. Emphasis is placed upon the importance of obtaining a diagnostic radiograph at the first exposure and avoiding unnecessary radiation exposure to other body parts.

RADCOMP: Introduction to Computer Science & Digital Imaging (3 credit equivalents)

This course is an introduction to the medical uses of the computer with special emphasis on the application of computers in the field of Radiology. Topics include the basic components of computer systems, computer operations and the analog to digital conversion process. Digital radiography including both CR and DR are investigated. Guidelines for selecting exposure factors and evaluating digital images are explored. PACS, networking, QA and possible future technologies are also discussed.

Prerequisite: Senior Standing

Co requisite: Computerized Tomography & Cross-Sectional Anatomy

RADCT2: Computerized Tomography & Cross-Sectional Anatomy (3 credit equivalents)

This course is designed to provide entry-level radiography students with principles related to computed tomography (CT) Imaging. Sectional anatomy and related pathology as visualized on CT imaging will be discussed.

Prerequisites: Radiographic Procedures 101, 102, 103, 104 and Clinical Experience I, II, III & IV

Co requisite: Introduction to Computer Science & Digital Imaging

RADSP: Special Procedures (2 credit equivalents)

This course is designed to acquaint the student with the specialized and highly technical procedures in radiography. Diagnostic Angiography, as well as interventional procedures such as angioplasty and stent placement, are investigated. Specialized equipment, contrast media and the indication/contraindications for each procedure are explored.

Prerequisites: Radiographic Procedures 101, 102, 103, 104 and Clinical Experience I, II, III & IV

Co requisite: Radiographic Procedures 201

RADCLIN5: Clinical Experience V (2.5 credit equivalents)

This is a continuation of the student's clinical experience. The student will continue to perform Initial Clinical Competency Evaluations. This semester marks the beginning of Continual Clinical Competency Evaluations. Two Continual Clinical Competency Evaluations in each category are required with the exception of the abdominal, fluoroscopy, surgical, mobile and pediatric categories which require one (1) Continual CCE. No Continual competencies are required for the Geriatric category. A minimum of fourteen (14) Continual Clinical Competency evaluations are required.

Prerequisites: Radiographic Procedures 101, 102, 103 and 104 and Clinical Experience I, II, III and IV.

Co requisite: Radiographic Procedures 201

RADPHY2: Radiation Physics II (2 credit equivalents)

This course begins with a review of the basic principles of Radiation Physics I. The x-ray circuit and the operating principles of radiologic equipment, especially image intensification and digital fluoroscopy are investigated. The production of x-rays and the fundamentals of photon interactions with matter are also explored.

Prerequisite: Radiation Physics I

RADPC2: Patient Care II (2 credit equivalents)

This course is a continuation of Patient Care I and is designed to help student radiographers acquire the technical and interpersonal skills needed to provide excellent patient care. Covered topics include medications and their administration, dealing with emergency situations, contrast media administration and venipuncture, and patients with special conditions.

Prerequisite: Patient Care I

RADQA: Quality Assurance (3 credit equivalents)

This course covers both quality assurance programs and quality control procedures in Radiology. Fundamental concepts of quality assurance are presented including process improvement and the PDCA cycle. Devices and procedures used to ensure quality control of radiographic equipment and other ancillary equipment are covered in depth. A brief discussion of quality control procedures for automatic film processors will be provided. Repeat image analysis is also included both in classroom discussion and clinical experience. Students must integrate the findings of repeat image analysis into a performance improvement project. The State of New Jersey's Quality Assurance program is used as a model for this course.

Prerequisites: Principles of Imaging I, II, III

RADREV: Registry Review (3 credit equivalents)

The focus of this course is preparation for the ARRT examination. Attention is focused on the *Content Specifications for Radiography* as provided by the ARRT. A thorough review of the program's curriculum helps to identify strengths and remedy weakness. Successful exam preparation and testing taking strategies are also explored. Critical thinking and problem-solving skills scenarios are also presented. Five (5) standardized review exams are taken during the semester; subsequent reviews are planned based on the results of the exams and the needs of the students.

Prerequisite: Senior Standing

RADADVIMG: Advanced Imaging Modalities (1 credit equivalent)

Additional imaging and therapeutic modalities are explored including Nuclear Medicine, Radiation Therapy, and MRI. Radiographic pathology lectures are also provided.

Prerequisite: Senior Standing

RADCLIN6: Clinical Experience VI (2.5 credit equivalents)

This is a continuation of the student's clinical experience. The student will complete all Initial and Continual Clinical Competency Evaluations. April 1 marks the beginning of Terminal Clinical Competency Evaluations. All Initial and Continual Clinical Competency Evaluations are to be completed prior to beginning Terminal Clinical Competency Evaluations. One Terminal Clinical Competency Evaluations is required in nine (9) categories. These can be performed on any study for which the student has already demonstrated initial competency.

Prerequisites: Radiographic Procedures 101, 102, 103, 104, 201 and Clinical Experience I, II, III, IV and V

**School of Radiologic Technology
Faculty 2023**

Theresa Levitsky, MA, RT (R)(M)(CV)(QM) Program Director
 Jaime Kinter, BS, RT (R)..... Clinical Coordinator
 Sarah Lindsey, RT (R)(CT).....Adjunct Faculty
 Karen Wheeler, MS, MMP, DABR... Physics Instructor
 Vicki Tennesen, BS, RT (R)(M)(QM)Adjunct Faculty

Robert J. Remstein, DO MBA FACP.....Chief Academic Officer & Medical Advisor

Clinical Preceptors – Capital Health

Alexandria Argust RT (R)	Kelsey Jonne Bowden RT (R)
Marjorie Derr RT (R)	Nikki Palmieri RT (R)
Laura J Garry RT (R)	Rose Povio, RT (R)
Michael Gross, RT (R)	Vicki Tennesen, BS, RT (R)(M)(QM)
Alison Hughes RT (R)	Michelle Vitali, RT (R)
Kristina Martino RT (R)	

Clinical Preceptors – St. Mary Medical Center

Bernadette Buczacki, RT (R)	Robin Maxwell, RT (R)
Maria Fahs, RT (R)	Rachel Toanone, RT (R)
Jessica Fallon, RT (R)	Christopher Schawo, R T(R)
Mary Gelles, RT (R)	Jennifer Tropiano, RT (R)
Carol Harris, RT (R)	Kelsie Wolf, RT (R)
Jacqueline Herrman, RT (R)	Paula McTamany, RT (R)
Colleen Iaquinto, RT (R)(M)	
Jacqueline Mastil, RT (R)(M)	

Guest lectures are also arranged from various companies and other Capital Health departments.

Required Textbooks

Medical Terminology Simplified Gylys
 Radiologic Science for TechnologistsBushong
 Patient Care in Radiology Ehrlich
 Merrill's Atlas of Radiographic Positions & Radiologic Procedures (3 Vol)..... Ballinger
 Radiographic Anatomy, Positioning & Procedures Workbook (2 Vol).....Hayes
 Radiography Prep.....Saia
 Introduction to Radiologic Technology.....Gurley
 Appleton & Lange's Review for Radiography Examination..... Saia
 Comprehensive Radiographic Pathology Eisenberg

Appendices



capitahealth

SC-A1

School of Radiologic Technology

Academic Grading Scale

Letter Grade	Number Range	Grade Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.4
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.4
C	70-76	2.0
F	Below 70	0.0

- Students are expected to maintain a cumulative GPA of 3.4.
- A grade of 85 is the lowest acceptable passing grade for all clinical competency and clinical experience grades.



School of Radiologic Technology
RELEASE OF INFORMATION REQUEST

Please complete all information and return via email (PDF), regular mail, or Fax to 609-599-5529.

STUDENT NAME (last, first, m): _____

NAME AT GRADUATION (if different): _____

ADDRESS: _____

PHONE: _____ FAX: _____

GRADUATION YEAR: _____ Last 4 digits of SS #: _____

Please release the item(s) checked to the party indicated below:

- Official Copy of the School of Radiologic Technology Transcript (NOTE: Official copy cannot be released to student.) *Transcripts from other schools you have attended must be requested from the original school.*
- Verification of Enrollment Status
- Verification of Expected Graduation
- Letter of Recommendation from (indicate name): _____
- Other (please indicate): _____

INFORMATION RELEASED To (required):

SIGNATURE: _____ DATE: _____

 OFFICIAL USE ONLY

DATE SENT: _____ COMPLETED BY: _____

COMMENTS: _____

Student Acknowledgement:

I have received and read a copy of the Capital Health School of Radiologic Technology Student Catalog/Handbook.

I understand the material contained within and agree to abide by the policies therein.

The rules and regulations of the Program are binding to all. The student must acquaint himself/herself with the information and be prepared to justify any exceptions that occur.

Applicant's Signature and date

Program Director's Signature and date