

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
MEDICAL IMAGING PROGRAM**

**2021  
MI PROGRAM HANDBOOK  
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Reading Hospital School of Health Sciences (RHSHS) policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/> Reading Hospital (RH) policies are accessible via the intranet by selecting the Policies and Procedures tab.

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Distributed electronically; not published online

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Distributed electronically; not published online

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*Reading Hospital School of Health Sciences Medical Imaging Program reserves the right to change the curriculum, educational policies, program requirements, fees, and calendar as considered necessary for the progressive development of the Medical Imaging Program.*

Handbook Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 8/12; 11/12; 8/13; 8/14; 12/14; 12/15; 8/16; 7/17; 9/17; 12/17; 12/18; 12/19; 1/21; 4/21

# MI SECTION I: INTRODUCTION

## **1. RESPONSIBLE PARTIES**

Reading Hospital is committed to educational sponsorship, as evidenced by the numerous programs it makes available to the community. The faculty and staff accept the responsibility for the design of a curriculum that will enable the students to meet the stated learning goals and objectives of the program. By enrolling in the Medical Imaging Program, students agree to make the necessary commitment to achieve the educational foundation necessary to enter the profession of Radiologic Technology. Through active participation in all scheduled classes and clinical assignments, the student will learn the skills necessary to provide health care to their community in a professional, compassionate, and responsible manner.

*Reading Hospital School of Health Sciences Medical Imaging Program reserves the right to change the curriculum, educational policies, program requirements, fees, and calendar as considered necessary for the progressive development of the Medical Imaging Program.*

## **2. PROGRAM RULES, REGULATIONS, AND POLICIES**

The education of a radiologic technologist and development of a medical imaging professional comprises two distinct areas: technical and ethical. The technical portion deals with academic and clinical education, while the ethical instruction governs the student technologist's professional and personal conduct.

The student technologist has a personal investment in their education and must consider themselves part of a working team, the primary function of which is to provide for the welfare of the patient. The program, to provide a structured pathway to achieving excellence in health care, has formulated the following guidelines for student use. By carefully reviewing these pages, the student will gain the information necessary to know what is expected of them during the 27-month period of education.

Repeated failure to adhere to the following policies, procedures and guidelines will result in disciplinary action, up to involuntary separation from the educational program.

## **3. PROGRAM ACCREDITATION**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits Reading Hospital School of Health Sciences Medical Imaging Program. In order to be an accredited program, The Standards for an Accredited Educational Program in Radiologic Sciences set forth by the JRCERT must be adhered to. These standards are developed to protect the student and the public by ensuring that a program is meeting its stated objectives. A copy of these standards may be reviewed by visiting the JRCERT website. Students will be provided a copy of the document upon request.

If a student believes the school is not in compliance with the standards set forth by the JRCERT, the student is to follow the steps outlined in the JRCERT Standards Non-Compliance Procedure. This procedure may be found in the Student Rights section of the handbook.

#### **4. MEDICAL IMAGING PROGRAM PHILOSOPHY**

The Medical Imaging Program is committed to helping students view themselves as integral members of a healthcare team whose function is to collectively provide the highest quality patient care achievable. The academic and clinical curricula of the Medical Imaging Program are purposefully designed to educate entry-level practitioners who are well prepared to provide compassionate, ethical and evidence-based patient care when delivering medical imaging services. Students learn to meet the total needs of the patient, with emphasis placed upon the core values of the medical imaging program (compassion, integrity, precision, accountability and respect) as well as the Franciscan tradition at Alvernia University (service, humility, peacemaking, contemplation and collegiality).

#### **5. MISSION STATEMENTS**

##### **5a. READING HOSPITAL**

The Mission of **Reading Hospital** is to provide compassionate, accessible, high quality, cost effective health care to the community; to promote health; to educate healthcare professionals; and to participate in appropriate clinical research.

##### **5b. DEPARTMENT OF RADIOLOGY**

The Mission of the **Department of Radiology** at Reading Hospital is to provide accessible, comprehensive, quality state-of-the-art radiographic, imaging and therapeutic services. Our goal is to provide these services in a timely, compassionate manner that promotes patient-focused care and customer satisfaction. We will participate in the education of students, healthcare workers and the public; and support appropriate clinical research.

##### **5c. MEDICAL IMAGING PROGRAM**

The Mission of the **Medical Imaging Program** at Reading Hospital School of Health Sciences is to develop competent, entry-level Radiologic Technologists who consistently provide appropriate, high quality imaging services to individuals, families and communities; who do so in a professional, compassionate and ethical manner; and who embrace ongoing professional development.

#### **6. PROGRAM LEARNING GOALS & STUDENT LEARNING OUTCOMES**

Over the twenty-seven month course of education, all students are expected to take an active role in their education. The program will provide the instruction and guidance necessary for the student to achieve the expected tasks and behaviors. The goals outlined below will be used to measure ongoing achievement throughout the student's education.

##### **Medical Imaging Program Learning Goals and Student Learning Outcomes (SLO's)**

Goal 1 (G1): At the completion of the Medical Imaging Program, the student will demonstrate clinical competence.

- G1; SLO1: Produce high quality diagnostic medical images.



➤ *G1; SLO2: Employ safety practices pertinent to medical imaging.*

Goal 2 (G2): At the completion of the Medical Imaging Program, the student will utilize effective communication skills appropriate to the healthcare environment.

➤ *G2; SLO3: Appropriately demonstrate oral communication.*

Goal 3 (G3): At the completion of the Medical Imaging Program, the student will employ critical thinking and problem-solving skills during professional practice.

➤ *G3; SLO4: Adapt to changing patient needs during performance of radiographic procedures.*

➤ *G3; SLO5: Implement corrective actions as needed to improve image quality.*

Goal 4 (G4): At the completion of the Medical Imaging Program, the student will embrace ethical, professional performance.

➤ *G4; SLO6: Deliver compassionate care employing ethical and professional values.*

➤ *G4; SLO7: Investigate a variety of opportunities for professional growth.*

Revised 8/01; 11/2012

Reviewed 7/03; 9/04; 6/05; 7/08; 8/10; 8/11; 8/12; 8/13; 8/14; 12/14; 8/15; 12/15; 8/16; 12/17;12/18; 12/19; 1/21

## MI SECTION II: PROFESSIONALISM & ETHICS

### 1. AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) RADIOLOGIC TECHNOLOGIST CODE OF ETHICS

Students are required to conduct themselves in a manner deemed appropriate to represent the profession.

*Individuals who have ever been convicted of a felony or misdemeanor must notify the ARRT as they may be considered ineligible to sit for national board examinations upon graduation. Convictions or charges resulting in any of the following must also be reported: plea of guilty; plea of nolo contendere; withheld adjudication; suspended sentence; military court-martial. Misdemeanor speeding convictions are not required to be reported unless they are related to alcohol or drug use. Questions regarding eligibility must be addressed directly to the ARRT: (651) 687-0048.*

The Code of Ethics published by the ARRT follows and establishes the guidelines of behavior expected of imaging professionals and students seeking the profession.

#### **Updated from ARRT Code of Ethics**

1. The Radiologic Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Radiologic 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 Radiologic 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 health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

9. The Radiologic 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 Radiologic 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.

## **2. AMERICAN SOCIETY of RADIOLOGIC TECHNOLOGISTS (ASRT) PRACTICE STANDARDS FOR MEDICAL IMAGING**

### **Introduction to Radiography Practice Standards**

#### **Definition**

The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic or research purposes. A radiographer performs radiographic procedures at the request of and for interpretation by a licensed independent practitioner.

The complex nature of disease processes involves multiple imaging modalities. Although an interdisciplinary team of clinicians, radiographers and support staff plays a critical role in the delivery of health services, it is the radiographer who performs the radiographic procedure that creates the images needed for diagnosis.

Radiography integrates scientific knowledge, technical competence and patient interaction skills to provide safe and accurate procedures with compassion. A radiographer recognizes patient conditions essential for the successful completion of the procedure.

Radiographers must demonstrate an understanding of human anatomy, physiology, pathology and medical terminology.

Radiographers must maintain a high degree of accuracy in radiographic positioning and exposure technique. They must possess, use and maintain knowledge of radiation protection and safety. Radiographers independently perform or assist the licensed independent practitioner in the completion of radiographic procedures. Radiographers prepare, administer and document activities related to medications in accordance with state and federal regulations or lawful institutional policy.

Radiographers are the primary liaison between patients, licensed independent practitioners and other members of the support team. Radiographers must remain sensitive to the needs of the patient through good communication, patient assessment, patient monitoring and patient care skills. As members of the health care team, radiographers participate in quality improvement processes and continually assess their professional performance.

Radiographers think critically and use independent, professional and ethical judgments in all aspects of their work. They engage in continuing education to include their area of practice to enhance patient care, public education, knowledge and technical competence.

A comprehensive copy of the ASRT Practice Standards may be found on the ASRT website:  
www.asrt.org

### **3. PROFESSIONAL PERFORMANCE EXPECTATIONS**

Individuals aspiring to become involved in medical imaging must possess or develop characteristics that consistently denote professionalism. In addition to achieving the expected academic and clinical skills necessary to proficiently and safely practice radiography, the Medical Imaging Program at Reading Hospital School of Health Sciences requires that students routinely exhibit behaviors indicative of a professional.

Behaviors which denote professionalism include but are not limited to:

- Actively supporting the policies and procedures established for the good of patient care and the educational process.
- Addressing concerns directly, constructively and in a timely fashion.
- Seeking, accepting and acting upon constructive criticism in order to improve personal skills.
- Reliable and punctual attendance at scheduled classes and clinical assignments.
- Attentiveness and participation during academic courses.
- Active participation in scheduled student and clinical group meetings.
- Active and accurate participation in all clinical assignments, consistent with current level of education.
- Respectful, courteous interactions with the public and all members of the healthcare team.
- Tailoring content and volume of conversations based on those within earshot.
- Demonstrating knowledge and practice of safety procedures.
- Maintaining a professional appearance as outlined in the uniform policy.
- Identifying and acting upon ways to provide service above the expected level.
- Actively promoting Reading Hospital's Culture of Excellence by consistently engaging in the highest quality of communication, courtesy, safety, attitude and compassion possible.

### **4. CONDUCT (SHS Policy 334)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **5. EDUCATIONAL ENVIRONMENT (SHS Policy 323)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **6. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION (SHS Policy 309)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **6a. CONFIDENTIALITY STATEMENT**

*See Clinical Seminar Manual*

## **7. PATIENT CONSENT to STUDENT INVOLVEMENT**

*See Clinical Seminar Manual*

## **8. INTERPRETING SERVICES**

*See Clinical Seminar Manual*

## **9. POLICY FOR NON-DISCRIMINATORY PRACTICES**

In accordance with the policies developed by Reading Hospital, the School of Health Sciences Medical Imaging Program adheres to student and faculty recruitment practices, student matriculation practices, and educational methodologies which are non-discriminatory with respect to race, color, creed, sex, age, marital status, handicap(s), or national origin.

## **10. DRESS CODE and ATTIRE EXPECTATIONS**

Maintaining a neat, clean, professional appearance is a public indication of the pride one takes in their chosen field. Medical Imaging students are expected to present themselves professionally when reporting to all assignments. The guidelines published in course syllabi have been established to assist student achievement of this expectation.

### **10a. IDENTIFICATION BADGES (SHS Policy 385)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **10b. ATTIRE EXPECTATIONS FOR CLASS ASSIGNMENTS & SPECIAL EVENTS**

*See Course Syllabi*

### **10c. ATTIRE EXPECTATIONS FOR CLINICAL ASSIGNMENTS**

*See Clinical Seminar Manual*

Reviewed/Revised 7/03; 7/04; 6/05; 7/06; 6/07; 6/08; 8/09; 6/10; 8/10; 8/11; 8/12; 3/13; 8/13; 8/14; 12/14; 3/15; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21

# MI SECTION III: ATTENDANCE and HEALTH

## ATTENDANCE

### **1. GENERAL ATTENDANCE INFORMATION**

Students are expected to attend all classes, clinical seminars, laboratories and meetings as scheduled. Additionally, students are expected to arrive on time for learning experiences. Satisfactory attendance is a requirement of each MI course; syllabi clearly outline specific requirements related to individual courses. Educational activities may be scheduled between the hours of 7:00 AM and 9:00 PM; the expectation is that enrolled students will be available for educational experiences as scheduled. The program typically adheres to an 8-hour daily schedule and most assignments are scheduled 7:30AM – 4:00PM. At no time are students scheduled for assignments which exceed 10hrs/day or 40hrs/week.

Clinical and academic schedules are provided electronically two weeks prior to the outset of each new semester. Hardcopies will be made available upon request. Students are expected to be in their area of assignment, organized, and ready for class or clinical experience at the time scheduled. Schedule changes are communicated by faculty via e-mail. Students are expected to communicate tardiness or absence as outlined in course syllabi.

- Educational activities are scheduled between 7:00 AM and 9:00 PM and are limited to 40 hours per week.
- Academic assignment hours are typically scheduled between 7:30 a.m. and 4:00 p.m.; some courses may run as late as 7:00 PM.
- Students are obligated to be available for assignment between the hours of 7:30 AM – 7:00 PM; Monday through Friday.
- Clinical Seminar hours are typically scheduled 7:30 AM-4 PM.
- Evening educational rotations (11:30 AM – 8:00 PM or 12:30 – 9:00 PM) are required of all students as noted on the clinical assignment schedule.

### **2. HOLIDAYS**

School of Health Sciences observes the following holidays:

Labor Day  
Columbus Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Martin Luther King Jr. Day  
Memorial Day  
Independence Day

If different holidays are observed, a written request for a schedule change may be made to the Program Director. Requests must be submitted within the first 30 days of the academic year.

### **3. FACULTY IN-SERVICE DAYS**

Students are provided a calendar for the School of Health Sciences (SHS) academic year that identifies scheduled Faculty In-Service days. Classes will not be held nor are students to report to their areas of clinical assignment on in-service days.

#### **4. ACADEMIC BREAKS**

Scheduled academic breaks are identified on the annual SHS academic year calendar.

#### **5. INCLEMENT WEATHER/EMERGENCY PLAN (SHS Policy 140)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

##### **5a. Inclement Weather Make-up Plan for MI Program**

Refer to course syllabi.

#### **6. 2020-2021 SHS ACADEMIC CALENDAR**

<https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **7. HOURS OF ACADEMIC AND CLINICAL ASSIGNMENT**

Schedules for educational activities are planned based upon a student's level in the Medical Imaging Program.

Level I: Semesters I – IV

Level II: Semesters V - VII

##### **7a. Level I MI Scheduling Plan (Semesters I – IV)**

1. Level I clinical assignments are primarily scheduled between the hours of 7:00 a.m. and 4:00 p.m. to equal no greater than 40 hours per week.
2. Assignments will total no more than 40 hours per week (academic and clinical combined).
3. Level I students are notified of assignment schedules at the outset of each Clinical Seminar by Clinical Seminar Faculty and/or the Clinical Coordinator.
4. Level I students are scheduled for clinical assignments two days per week, typically each Wednesday and Friday. Scheduling specifics will be communicated by faculty and/or the Clinical Coordinator at the outset of each Clinical Seminar.
5. A variable clinical assignment is scheduled at the end of each Clinical Seminar.
  - o As necessary, time originally allotted for variable clinical assignment may be used by the program as make-up time for inclement weather as well as other program needs.

##### **7b. Level II MI Scheduling Plan (Semesters V – VII)**

1. Level II students are assigned between the hours of 7:00 a.m. and 9:00 p.m.
  - a. Level II clinical assignments are primarily scheduled from 7:30 a.m. to 4:00 p.m.
  - b. Level II students are assigned three, one-week of 11:30 a.m. – 8:00 p.m. or 12:30 p.m. to 9:00 p.m. clinical assignments in the Emergency Department as indicated on the Clinical Assignment Schedules for MI 055 and MI 065.
2. Assignments will total no more than 40 hours per week (academic and clinical combined).
3. Level II students are notified of assignment schedules at the outset of each Clinical Seminar by Clinical Seminar Faculty and/or the Clinical Coordinator.
4. Level II students are scheduled for clinical assignments three days per week, typically each Monday, Tuesday and Thursday. Scheduling specifics will be communicated by faculty and/or the Clinical Coordinator at the outset of each Clinical Seminar
6. A variable clinical assignment is scheduled at the end of each Clinical Seminar.

- As necessary, time originally allotted for variable clinical assignment may be used by the program as make-up time for inclement weather as well as other program needs. **Exception:** Clinical Seminar VI (Semester VII).

## **8. ATTENDANCE**

Faculty verifies student attendance. Written expectations pertaining to attendance are provided via course syllabi. Tardiness or absence from scheduled assignment is addressed within course syllabi.

## **9. STUDENT NOTIFICATION OF TARDINESS OR ABSENCE**

See course syllabi.

## **10. SPECIAL ATTENDANCE NOTES:**

### **10a. Medical Verification of Absence:**

Upon the request of the Program Director, Clinical Coordinator or any member of the faculty, students are required to secure medical verification of absence.

- Medical verification of absence must:
  - clearly indicate the dates the student was under medical care;
  - verify the returning student is medically cleared to engage in direct patient care without restriction; and
  - be submitted upon request; re-entry into the patient care areas (any clinical assignment) will not be permitted until the requested physician's verification/release is submitted.

### **10b. Professional Development Days**

Over the twenty-seven month course of education, students are permitted 24 assignment hours for the purpose of professional development. Examples of usage include but are not limited to school visits for the purpose of enrollment in advanced modality programs, attendance at formal orientation for advanced modality programs which begin prior to SHS graduation, and job interviews for post-graduation imaging positions. Activities not listed may be submitted to the Program Director for consideration.

Time must be requested and approved through a "Notification of Absence from Educational Assignment" form (obtained through Edvance), and verified through an "Attendance Verification Form." "Attendance Verification Forms" are available in the program secretary's office (SHS; 2<sup>nd</sup> floor) or the Clinical Faculty office within the main-campus radiology department located on C-1. If a signed Attendance Verification Form is not provided upon return, the absence will be handled as an absence as described in course syllabi.

### **10c. Personal Appointments**

Students are expected to schedule personal appointments (medical, legal, etc.) outside of program hours. Appointments scheduled during program hours will be addressed as an absence from assignment and handled as described in course syllabi.

### **10d. Funeral Leave**

Students may use up to three days bereavement for immediate relatives. The term "immediate relative" is inclusive of the following: spouse, parent, sibling, child, grandparent and grandchild. Because all situations are not covered by this listing (i.e., foster parents, in-laws, etc.), the student may discuss exceptions with the Program Director and one day off may



be granted. Normally, exceptions are granted if a student's academic performance and attendance records are satisfactory.

Students desiring additional bereavement time which exceeds the time permitted should refer to SHS Policy 316: Extended Absence/LOA for guidance.

### **11. EXTENDED ABSENCE/LEAVE OF ABSENCE (LOA) (SHS Policy 316)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **12. TEMPORARY DISABILITIES (SHS Policy 321)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **13. MI STUDENT PREGNANCY POLICY (see Clinical Seminar Manual)**

### **14. STUDENT HEALTH SERVICES (SHS Policy 320)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **14a. Reporting Injury or Exposure During School-Related Activities**

In the event that an injury or exposure (e.g. strain or sprain, fall, exposure to active tuberculosis, bloodborne pathogen exposure) does occur during the student's participation in clinical activities, students should immediately report said injury or exposure as follows:

1. Both the Clinical Area Supervisor and the Clinical Coordinator (or designate) should be immediately notified by the student.
2. Refer to and follow procedure outlined in SHS Policy 320.  
<http://www.readinghealth.org/sohs/policies>

#### **14b. Procedure for Reporting Communicable Diseases**

(see SHS Policy 320: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>)

### **15. SUBSTANCE ABUSE POLICY (SHS Policy 313)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

Reviewed; Revised 8/01; 7/03; 8/04; 8/10; 8/11; 1/12; 8/12; 11/12; 8/13; 8/14; 12/14; 7/15; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21

## **MI SECTION IV: SAFETY**

### **1. CPR REQUIREMENTS**

Students are required to document current **Health Care Provider CPR certification** in order to attend clinical assignments. Health Care Provider CPR certification is offered within the Medical Imaging Course MI015: Clinical Seminar I. Responsibility lies with the student to remain certified throughout the educational program. Renewals must be obtained within 14 days of expiration.

### **2. TEMPORARY LIMITATIONS (SHS Policy 321)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **3. EMERGENCY CONTACT UPDATE REQUIREMENTS**

Students are required to immediately notify the RSHS Registrar of any change in emergency contact information. Emergency contact information used by the program includes the following:

- Individual identified as the students emergency contact
- Change of address
- Change of electronic address (personal)
- Change of phone number contacts (dedicated or cell)
- Change of vehicle or vehicle license plate information

On the student's behalf, the RSHS Registrar will update the SHS data base and notify other SHS departments of the change (i.e. Financial Aid, Technology Coordinator, MI Program Secretary and Faculty)

### **4. STUDENT DEMOGRAPHIC INFORMATION (SHS Policy 375)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### **5. CLINICAL SUPERVISION**

*See Clinical Seminar Manual*

#### **5a. POLICY FOR REPEATING RADIOGRAPHS**

*See Clinical Seminar Manual*

#### **5b. CLINICAL SUPERVISION IN RADIATION ONCOLOGY**

*See Clinical Seminar Manual*

#### **5c. CLINICAL SUPERVISION IN AN ADVANCED MODALITY**

*See Clinical Seminar Manual*

#### **5d. MI SKILLS LAB SETTING GUIDELINES**

*See Clinical Seminar Manual*

#### **5e. CLINICAL SUPERVISION AGREEMENT**

*See Clinical Seminar Manual*

## **6. RADIATION MONITORING**

### **6a. Origins of Policy**

*See Clinical Seminar Manual*

### **6b. "ALARA"**

*See Clinical Seminar Manual*

### **6c. Radiation Monitoring Device**

*See Clinical Seminar Manual*

### **6d. Important Radiation Monitoring Device Guidelines:**

*See Clinical Seminar Manual*

### **6e. Radiation Monitoring Device Reports**

*See Clinical Seminar Manual*

### **6ei. Exceeded Dose Limits**

*See Clinical Seminar Manual*

### **6f. Forgotten Radiation Monitoring Device**

*See Clinical Seminar Manual*

### **6g. Lost Radiation Monitoring Device**

*See Clinical Seminar Manual*

## **7. RELEASE OF RADIATION EXPOSURE RECORDS**

*See Clinical Seminar Manual*

## **8. RADIATION PROTECTION & SHIELDING**

*See Clinical Seminar Manual*

## **9. HOLDING PATIENTS**

*See Clinical Seminar Manual*

## **10. MRI SAFETY**

*See Clinical Seminar Manual*

## **11. REPORTING EQUIPMENT MALFUNCTION**

*See Clinical Seminar Manual*

## **12. REPORTING INCIDENTS**

*See Clinical Seminar Manual*

### **12a. REPORTING INCIDENTS INVOLVING PATIENTS**

*See Clinical Seminar Manual*

### **12b. REPORTING INCIDENTS INVOLVING STUDENTS OR STAFF**

*See Clinical Seminar Manual*

**13. JEANNE CLEARY ACT (SHS Policy 378) formerly the Crime Awareness and Campus Security Act**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**13a. MISSING STUDENT (SHS Policy 377)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**14. CAMPUS CRIME REPORT**

The most current Campus Crime Report may be accessed via Reading Hospital's intranet: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**15. EMERGENCY (SHS Policy 379)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**16. EMERGENCY PLAN (SHS Policy 380)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**17. STUDENT PARTICIPATION in RH EMERGENCY MANAGEMENT (SHS Policy 381)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**18. FIRE-SAFETY – GENERAL INFORMATION (SHS Policy 382)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**19. FIRE EMERGENCY**

*See Clinical Seminar Manual*

**20. HAZARD COMMUNICATION STANDARD (SHS Policy 383)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

Reviewed/Revised: 8/01; 7/03; 9/04; 6/05; 7/08; 8/10; 8/11; 8/12; 11/12; 4/13; 8/13; 8/14; 12/14; 8/15; 12/15; 8/16; 9/17; 12/17; 12/18; 12/19; 1/21

# MI SECTION V: STUDENT RIGHTS

## **1. ACADEMIC AND CLINICAL RECORDS**

The purpose of this policy is to protect the individual's right to privacy. The contents of the student's academic and clinical records are considered part of the student's permanent file. Only the following personnel are authorized to access student records as necessary for the purpose of admission, instruction, advisement, evaluation, and documentation:

*Director – School of Health Sciences*  
*Program Director – Medical Imaging*  
*Clinical Coordinator - Medical Imaging*  
*Clinical Instructors - Medical Imaging*  
*Faculty - Medical Imaging*  
*Radiation Safety Officer (or designee)*  
*Registrar – School of Health Sciences*  
*Program Secretary - Medical Imaging*  
*SHS Clinical Systems Analyst (IT Specialist/Technology Coordinator)*  
*SHS Student Services Coordinator*  
*Medical Imaging Admission Committee Members*  
*Grievance Committee Members (as necessary)*  
*JRCERT - Programmatic Accreditation Site Survey Team Members*

Written authorization from the student is needed in order to release any educational records to a third party, including entities within RHMC organization. The type of records the student wishes to release will determine which forms the student must complete.

## **2. FAMILY EDUCATION RIGHTS & PRIVACY ACT {FERPA} (SHS Policy 325)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>  
(\*transcript release ; \*release of records)

## **3. RETENTION OF STUDENT RECORDS (SHS Policy 326)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **4. STUDENT WITH DISABILITY (SHS Policy 322)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **5. REGISTERING COMPLAINTS/CONCERNS**

### **Purpose**

To provide enrolled Medical Imaging students a constructive process to follow for independently resolving complaints and as necessary, registering written complaints with program officials. (*Written complaint - documenting displeasure concerning an event - for example, insects in classroom, shuttle bus availability.....*).

### **Definition**

School Days refers to Monday through Friday  
*Complaint = unhappy with a process, procedure or approach*  
*Grievance = disagreement with a final decision*

## **Process**

### Step 1 – Direct Communication with Involved Parties

In a professional environment, it is always ideal to engage the person or people involved or responsible for sorting out the problem. Should a concern arise, within two school days of the event/occurrence, the student shall first attempt to resolve the problem in person by discussing the issue with the involved parties. Should the concern not involve other individuals, students may begin with Step 2.

### Step 2 – Submission of Written Concern to Academic Advisor/Clinical Group Leader

If direct communication does not result in a satisfactory resolution of the issue, the student may then submit their complaint, in writing, to their Academic Advisor/Clinical Group Leader.

- Submission should occur within two school days of discussion with the involved party.
- The written complaint is to include a complete, factual description of the event/issue, why the effort in Step 1 did not achieve a satisfactory resolution, as well as the desired resolution.
- Upon receipt, the Academic Advisor/Clinical Group Leader will review and within two school days, schedule a private meeting with the student to discuss the concern and explore solutions. As determined appropriate, the Academic Advisor/Clinical Group Leader may escalate the concern to the Clinical Coordinator and/or Program Director.

If the student feels that this process has still not resolved the issue, then the student should refer to and follow SHS Policy No. 366: Non-Academic Grievance Policy.

## **6. ACADEMIC GRIEVANCE POLICY (SHS Policy 365)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **7. NON-ACADEMIC GRIEVANCE POLICY (SHS Policy 366)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **8. PROGRAMMATIC ACCREDITATION**

The Reading Hospital School of Health Sciences Medical Imaging Program chooses to seek accreditation from The Joint Review Committee on Education in Radiologic Technology (JRCERT), considered the gold standard of radiography education. The Program's current standing with the JRCERT is ACCREDITED; 8-year accreditation award (maximum award achievable).

In order to maintain ongoing accreditation, the program adheres to The Standards for an Accredited Educational Program in Radiologic Sciences set forth by the JRCERT. The Standards are developed to protect the student and the public by ensuring that a program is meeting its stated objectives. The Standards are available for the students to review at any time by accessing the hardcopy posted in the MI Classroom (SHS105). Students may also access the Standards via the JRCERT website: [www.jrcert.org](http://www.jrcert.org)

If a student believes the school is not in compliance with the standards set forth by the JRCERT, the student is to follow the steps outlined in the JRCERT Standards Non-Compliance Procedure.

#### **10. JRCERT STANDARDS NON-COMPLIANCE PROCEDURE**

If a student believes the school is non-compliant with the STANDARDS set forth by the JRCERT, these steps should be followed:

1. Discuss the issue with the Program Director.
2. If a satisfactory explanation is not provided at that time, the student should address the issue to the Joint Review Committee on Education in Radiologic Technology.
3. A written, signed allegation which indicates the program may not be in substantial compliance with the Standards must be submitted to:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-2901  
Tel: (312) 704-5300, Fax: (312) 704-5304  
[www.jrcert.org](http://www.jrcert.org)

#### **11. ANTI-HARASSMENT (SHS Policy 331)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **12. VOLUNTARY WITHDRAWAL FROM SCHOOL (SHS Policy 318)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **13. WITHDRAWAL FROM A COURSE (SHS Policy 317)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

#### **14. SUSPENSION**

Students are issued warnings for reasons consistent with those given to other students enrolled in Reading Hospital School of Health Sciences. A student may be suspended or expelled for theft, drug abuse, drunkenness, fighting, continued unexplained lateness or absences, destruction of hospital property, a willful act of misconduct, insubordination, or any other significant violation of policies and practices.

Any infractions will be brought before the Program Director who will determine the severity of the disciplinary action.

**15. DISMISSAL (SHS Policy 319)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**16. RE-ADMISSION (SHS Policy 301)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 8/12;  
1/13; 8/13; 8/14; 10/14; 12/14; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21; 4/21



## MI SECTION VI: ACADEMIC EDUCATION

### 1. ACADEMIC & CLINICAL COURSE OBLIGATIONS

a. Post-Acceptance Requirements (abridged listing; unabridged listing in SHS Policy 300):  
The following requirements must be satisfied in order for students to commence academic and/or clinical coursework. Students who fail to satisfy any of the following will not be allowed entry into the academic or clinical arenas:

- Completed and approved Criminal Record Check and FBI Fingerprint (academic/clinical)
- Completed and approved Pennsylvania Child Abuse History Clearance (academic/clinical)
- Completed and approved National Healthcare Fraud and Abuse History (academic/clinical)
- Valid two-year BLS for Healthcare Provider CPR certification (clinical)
- Documentation of health insurance, including hospitalization benefits (academic/clinical)
- Healthcare provider confirmation of required health screenings, tests, and immunizations including a negative finding on urine drug screening (see RSHS policy #313 at <https://reading.towerhealth.org/app/files/public/104/313-substance-abuse-shs-11122009.pdf>) (academic/clinical)
- Copy of photo identification, as requested (i.e., valid driver's license, school or employer identification, permanent residency card) (academic/clinical)
- Necessary paperwork used to verify official name or name changes (academic/clinical)
- Other program-specific information as requested by admissions (academic/clinical)

b. Educational Sites: The Program currently schedules students at the following sites for educational experiences (academic and/or clinical education). Students are responsible for securing transportation to and from all educational experiences. All students are required to travel to the following settings at various times during their 27-month enrollment:

**Reading Hospital School of Health Sciences** (academic and clinical)

1025 Old Wyomissing Road; Reading PA 19611

**Alvernia University** (orientation + student services)

400 Saint Bernadine Street; Reading PA 19607

**Department of Radiology at Reading Hospital** (clinical)

Spruce Street & Sixth Ave; Reading PA 19611

**Reading Hospital at Spring Ridge** (clinical)

2603 Keiser Boulevard; Wyomissing PA 19610

**Reading Hospital Imaging Center at Berkshire Heights** (clinical)

950B North Wyomissing Boulevard; Wyomissing PA 19610

**Reading Hospital and Imaging Services at Gateway** (clinical)

1020 Grings Hill Road; Reading PA 19608

**Reading Hospital and Imaging Services at Exeter** (clinical)

2 Hearthstone Court; Reading PA 19606

**Reading Hospital Lab & Imaging Services at Leesport** (clinical)

5479 Pottsville Pike; Leesport PA 19533

**Reading Hospital Imaging Center at Douglassville** (clinical)

957 Ben Franklin Highway; Douglassville PA 19518

c. Scheduled Hours: The academic calendar of the School will be observed in assigning students for clinical experience, and schedules shall be planned according to the

requirements for meeting course objectives. Most educational hours take place between 7:30AM and 4PM. Evening and/or weekend clinical education assignments occur during Semesters 5-7. Additionally, students may elect to schedule supplemental clinical time by contacting the Clinical Coordinator.

- d. Professional Liability: Reading Hospital shall have the ultimate responsibility for the provision, quality and safety of patient care. The Reading Hospital provides selected facilities for clinical experiences. While Reading Hospital may allow specific modes of care to be rendered by students under the supervision of faculty/preceptors/instructors, overall responsibility for the patient's welfare lies with Reading Hospital.

The Program has the ultimate responsibility for the education of the students. Faculty/preceptors/instructors shall assume responsibility for the assignment, instruction and evaluation of students assigned to Reading Hospital for clinical practice.

## 2. MEDICAL IMAGING COURSE SEQUENCE (Curriculum Plan)

		First Semester of Program (Level I)	Second Semester of Program (Level I)
<b>FALL</b>	<b>16 wks</b>	<b>SPRING I</b>	<b>16 wks</b>
		<b>BIO 107 A&amp;P I</b> <b>BIO 117 A&amp;P I Lab</b>	<b>BIO 108 *A&amp;P II</b> <b>BIO 118 *A&amp;P II Lab</b>
		<b>COM 101 Composition &amp; Research</b>	<b>MI 116 Patient Care &amp; Pharmacology for Medical Imaging Professionals</b>
		<b>MAT 102 Algebra II</b>	
		<b>PHI 105 Introduction to Philosophy</b>	<b>MI 120 Radiation Protection &amp; Medical Terminology</b>
		<b>MI 110 Introduction to Medical Imaging</b>	<b>MI 123 Clinical Seminar I: Orientation &amp; Chest Radiography</b>
Third Semester of Program (Level I)		Fourth Semester of Program (Level I)	Fifth Semester of Program (Level II)
<b>FALL I</b>	<b>16 wks</b>	<b>SPRING II</b>	<b>16 wks</b>
<b>LAE1/ COM 213</b> <b>Liberal Arts Elective 1</b>		<b>LAE2/ MUS 123</b> <b>Liberal Arts Elective 2</b>	<b>SOC 306 Racial and Cultural Relations</b>
<b>THE 210 *Medical Moral Theology</b>		<b>MI 237 Medical Image Acquisition &amp; Archival</b>	<b>MI 240 Radiation Biology</b>
<b>MI 132 Imaging Principles &amp; Equipment</b>		<b>MI 238 Clinical Seminar III: Proximal Extremities; Shoulder Girdle; Mobile &amp; Surgical</b>	<b>MI 243 Clinical Seminar IV: Bony Thorax; Pelvic Girdle &amp; Vertebral Column</b>
<b>MI 133 Clinical Seminar II: Distal Extremities, Abdomen and Advanced Chest Radiography</b>			
Sixth Semester of Program (Level II)		Seventh Semester of Program (Level II)	
<b>FALL II</b>	<b>16 wks</b>	<b>SPRING II</b>	<b>16 wks</b>
<b>MI 262 Introduction to Computed Tomography &amp; Cross Sectional Anatomy</b>		<b>MI 277 Achieving &amp; Advancing Professional Standing</b>	
<b>MI 263 Clinical Seminar V: Abdomen; Fluoroscopy; Cranium</b>		<b>MI 278 Clinical Seminar VI: Special Studies &amp; Clinical Proficiencies</b>	
			<b>SUMMER</b>
			<b>12 wks</b>

### **3. COURSE DESCRIPTIONS: GENERAL + MI**

#### **BIO 107 Human Anatomy and Physiology (3.0 credits)**

Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with function of cells, tissues, organs, and systems of the body. Major topics include: skeletal, muscular, and nervous systems. Three hours of lecture per week.

Co-requisite: BIO 117

#### **BIO 108 Human Anatomy and Physiology II (3.0 credits)**

Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs, and systems of the body. Three hours of lecture per week.

Co-requisite: BIO 118

#### **BIO 117 Human Anatomy and Physiology I Lab (1.0 credit)**

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture. One two-hour lab per week.

Co-requisite: BIO 107

#### **BIO 118 Human Anatomy and Physiology II Lab (1.0 credit)**

Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. Labs are presented in the same time period the material is being discussed in lecture. One two-hour lab per week.

Co-requisite: BIO 108

#### **COM 101 Composition and Research (3.0 credits)**

Core writing requirement, reviews fundamental principles of rhetoric, grammar, punctuation, and spelling. Requirements include a research paper using MLA documentation guidelines and several expository papers. Course is available only after placement by departmental faculty. Students must achieve "C" or better to fulfill core requirements.

#### **LAE 1/COM 213 (3.0 credits)**

The Liberal Arts Elective 1 requirement can be satisfied by successful completion of COM 213 or a similar COM course. Historically, COM 213 has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a COM substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

#### **COM 213 Interpersonal Communication (3.0 credits)**

An introductory survey of basic theories, models and practices of interpersonal communication. Students learn interpersonal communication principles, sharpen awareness of own and others' personal communication habits and ultimately improve interpersonal communication skills.

#### **MAT 102 Algebra II (3.0 credits)**

This course is designed to prepare science or mathematics major for precalculus. Topics include algebra of polynomials, roots, radicals and exponents, relations and functions and their graphs, systems of equations and logarithms.

Prerequisite: MAT 100 or satisfactory score on Mathematics Placement Test.

### LAE2/MUS 123 (3.0 credits)

The Liberal Arts Elective 2 requirement can be satisfied by successful completion of MUS 123 or a similar creative expressions course. Historically, MUS 123 has been offered in the curricula on RHSHS campus, but the school reserves the right to provide a course substitution. Students must receive approval from both RHSHS and Alvernia University for transfer credit.

### MUS 123 American Popular Music (3.0 credits)

Presents basic elements of music with special emphasis on growth and development of American popular music, rock, and jazz. Listening lessons, independent projects, and class discussions that encourage active participation and develop an appreciation for our rich heritage of music and the arts.

### PHI 105 Introduction to Philosophy (3.0 credits)

Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval, and modern literature.

### SOC 306 Racial and Cultural Relations (3.0 credits)

Analysis of ethnic and racial differentiation in pluralistic societies. Theories of dominant and minority groups are studied. This course fulfills the human diversity graduation requirement.

### THE 210 Medical Moral Theology (3.0 credits)

Investigation of moral problems which can arise in the area of bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course. Fulfills the Ethics/Morality requirement.

**\*\*DUALY ENROLLED STUDENTS:** THE 210 satisfies a Medical Ethics requirement for the Medical Imaging certificate of completion and also satisfies the Philosophy/Theology requirement for the Alvernia University Associate of Science degree. Students may elect (prior to enrollment in the program) to take an equivalent Medical Ethics course in place of THE 210 which will satisfy both the program requirement and the Alvernia University Philosophy/Theology requirement. It is highly suggested that the student meet with the RHSHS admissions staff to verify course transferability prior to enrolling in a substitute course.

### MI 110 Introduction to Medical Imaging

This course provides a broad, general introduction to the foundations in radiography and the radiography practitioner's role in the health care delivery system. Principles, practices, and policies of the healthcare organization(s) will be examined, in addition to the professional responsibilities of the radiographer. Common administrative structures found within a radiology department will be discussed and professional organizations significant to radiology will be explored.

Students will also be oriented to the mission of Alvernia University, Reading Hospital School of Health Sciences, and the Medical Imaging Program.

Prerequisites: Not Applicable

Theory Hours: 15 Hours (1.0 credit)

Clinical Hours: Not Applicable

### MI 116 Patient Care & Pharmacology for Medical Imaging Professionals

This course addresses the basic concepts of patient care within medical imaging and underscores the physical and emotional needs of the patient and family. Ethical and moral implications associated with delivery of care are discussed. Routine and emergency patient care procedures will be addressed as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

Prerequisites: MI 110: Introduction to Medical Imaging

Theory Hours: 45 Hours (3.0 credits)

Clinical Hours: Not Applicable

### **MI 120 Radiation Protection & Medical Terminology**

This introductory course provides theory and application to the elements of medical terminology. A word-building system will be introduced, and abbreviations and symbols will be discussed. Also introduced will be an orientation to the understanding of radiographic orders and interpretation of diagnostic reports. Related terminology is addressed. This course will introduce an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Devices used for protection will be presented. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations are incorporated. (Mathematics involved)

Prerequisites: MI 110: Introduction to Medical Imaging; MAT 102: Algebra II

Theory Hours: 30 Hours (2.0 credits)

Clinical Hours: Not applicable

### **MI 132 Imaging Principles & Equipment**

This course establishes the relationship between radiation production and characteristics, radiographic equipment, and factors that govern the image production process. The basic knowledge of atomic structure and terminology, nature and characteristics of radiation, x-ray production, the fundamentals of photon interactions with matter, and the design and function of the radiographic equipment are explored. The concepts of radiographic brightness, contrast, latitude, spatial resolution and distortion are analyzed with respect to how they affect the image production process. Ideal technique formulation and selection, troubleshooting, and error correction is examined. (Mathematics involved)

Prerequisites: MAT 102: Algebra II;

MI 123: Clinical Seminar I

Theory Hours: 45 Hours (3.0 credits)

Clinical Hours: Not Applicable

### **MI 237 Medical Image Acquisition & Archival**

This course is designed to impart an understanding of the components, principles, and operation of fluoroscopic and digital imaging systems found in diagnostic radiology. Factors impacting patient safety and image quality including grids and beam restriction are also discussed. Guidelines for selecting exposure factors and evaluating images within an imaging system assist students to idealize image acquisition, display, archiving and retrieval. Principles of quality assurance and maintenance are presented. (Mathematics involved)

Prerequisites: MI 132 Imaging Principles & Equipment; MI 133: Clinical Seminar II

Theory Hours: 60 Hours (4.0 credits)

Clinical Hours: Not applicable

### **MI 240 Radiation Biology**

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

Prerequisites: BIO 107: Human Anatomy & Physiology I; BIO 117: Human Anatomy & Physiology

Laboratory I; BIO 108: Human Anatomy & Physiology II; BIO 118: Human Anatomy & Physiology

Laboratory II; MI 120: Radiation Protection & Medical Terminology; MI132 Imaging Principles & Equipment

Theory Hours: 30 Hours (2.0 credits)

Clinical Hours: Not Applicable

### **MI 262 Introduction to Computed Tomography & Cross-Sectional Anatomy**

This course is provided to further continue the study of the gross anatomy of the entire body through cross sectional imaging. Detailed study of gross anatomical structures will be conducted systematically for location, relationship to other structures, and function. Content will also provide entry-level radiography students with principles related to computed tomography (CT) imaging. Basic principles of linear tomography will be studied in relation to the patient care setting.

Prerequisites: BIO 107: Human Anatomy & Physiology I; BIO 117: Human Anatomy & Physiology

Laboratory I; BIO 108: Human Anatomy & Physiology II; BIO 118: Human Anatomy & Physiology

Laboratory II; MI 132 Imaging Principles and Equipment; MI 237 Medical Image Acquisition & PACS

Theory Hours: 45 Hours (3.0 credits)

Clinical Hours: Not Applicable

### **MI 277 Achieving & Advancing Professional Standing**

Students prepare for the entry into the profession through a comprehensive review of the curriculum, participation in standardized exams in preparation for the national credentialing examination administered by the American Registry of Radiologic Technologists (ARRT) and investigate a variety of professional growth opportunities. The application process utilized by the ARRT is explained and continuing education requirements for ongoing registry maintenance are discussed. (Mathematics involved)

Prerequisites: MI 263: Clinical Seminar V

Theory Hours: 30 Hours (2.0 credits)

Clinical Hours: Not applicable

### **MI 123 Clinical Seminar I; Clinical Orientation & Chest Radiography**

Clinical Seminar I is designed to support the foundation necessary to perform standard radiographic procedures. The fundamental skills necessary to adapt studies to specific patient needs will be introduced. Chest radiography is introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student.

Prerequisites: BIO 107: Human Anatomy & Physiology I; BIO 117: Human Anatomy & Physiology

Laboratory I; MI 110: Introduction to Medical Imaging.

Theory Hours: 15 Hours (1.0 credit)

Clinical Hours: 75 Hours (1.0 credit)

### **MI 133 Clinical Seminar II; Distal Extremities; Abdomen & Advanced Chest Radiography**

Clinical Seminar II is designed to support the foundation necessary to perform standard radiographic procedures. Advanced chest radiography, abdominal radiography, and distal portions of the appendicular skeleton will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student.

Prerequisites: BIO 107: Human Anatomy & Physiology I; BIO 117: Human Anatomy & Physiology

Laboratory I; BIO 108: Human Anatomy & Physiology II; BIO 118: Human Anatomy & Physiology

Laboratory II; MI 116: Patient Care & Pharmacology for Medical Imaging Professionals;

MI 120: Medical Terminology & Radiation Protection; MI 123: Clinical Seminar I

Theory Hours: 30 Hours (2.0 credits)

Clinical Hours: 225 Hours (3.0 credits)

### **MI 238 Clinical Seminar III; Proximal Extremities, Shoulder Girdle, Mobile & Surgical**

Clinical Seminar III is designed to support the foundation necessary to perform standard radiographic procedures. Proximal Extremity, Shoulder Girdle, Mobile/Surgical Radiography, and Trauma Radiography. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for the beginning medical imaging student.

Prerequisites: MI 132: Imaging Principles & Equipment; MI 133: Clinical Seminar II

Theory Hours: 30 Hours (2.0 credits)

Clinical Hours: 225 Hours (3.0 credits)

### **MI 243 Clinical Seminar IV; Bony Thorax, Pelvic Girdle & Vertebral Column**

Clinical Seminar IV is designed to support the foundation necessary to perform standard radiographic procedures. Instruction of radiography of the bony thorax, pelvic girdle, and vertebral column will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals.

Prerequisites: MI 237: Medical Image Acquisition and PACS; MI 238: Clinical Seminar III

Theory Hours: 15 Hours (1.0 credits)  
Clinical Hours: 225 Hours (3.0 credits)

#### **MI 263 Clinical Seminar V; Fluoroscopy and Cranium**

Clinical Seminar V is designed to support the foundation necessary to perform standard radiographic procedures. Instruction of advanced abdominal radiography, fluoroscopy studies, and imaging procedures associated with the cranium will be included. The skills necessary to adapt these studies to specific patient needs will also be introduced. Demonstration of optimal diagnostic examinations and radiographic image evaluation will be included; pathological effects and recommendation for improvement of image quality will be discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals.

Prerequisites: MI 243: Clinical Seminar IV

Theory Hours: 45 Hours (3.0 credits)  
Clinical Hours: 375 Hours (5.0 credits)

#### **MI 278: Clinical Seminar VI; Special Studies & Clinical Proficiencies**

Instruction of specialized radiographic projections and protocols will be included. The skills necessary to adapt studies to specific patient needs will be reinforced. Proficiency in production of optimal diagnostic examinations and radiographic image evaluation will be verified; pathological effects and recommendation for improvement of image quality will be further discussed. Laboratory and clinical experience will be used in conjunction with seminars to facilitate mastery of skills necessary for entry level medical imaging professionals.

Prerequisites: MI 263: Clinical Seminar V

Theory Hours: not applicable  
Clinical Hours: 375 Hours (5.0 credits)

### **4. TEXTBOOK REQUIREMENTS**

Textbook requirements for each course are listed on the Alvernia University Bookstore website at the outset of each semester. Text requirements are published 1-5 weeks prior to the start of class. More detailed information may be obtained by contacting Alvernia University Bookstore personnel directly at 610.796.8250.

### **5. CONTACTING ACADEMIC EDUCATORS**

During normal program hours, students may contact MI program officials from any Reading Hospital telephone by dialing the last 4 digits of the office phone numbers listed below. Calls made from non-house telephones require that the 10-digit number be used. All extensions below are serviced by voice mail.

#### **Program Administration**

- Dr. Debbie Rahn                      SHS Director                      (484) 628-0201
- Mrs. Kathleen Jackson              MI Program Director              (484) 628-0227

#### **Program Office**

- Ms. Cathy James                      Program Secretary                      (484) 628-0200

#### **Faculty**

- Mrs. Stacy Oskam                      Clinical Coordinator                      (484) 628-0235
  
- Mrs. Heather Herb                      Clinical Instructor                      (484) 628-0218
- Mrs. Maria Messner                      Clinical Instructor                      (484) 628-0219
- Mrs. Christina Wehr                      Clinical Instructor                      (484) 628-0222



**4a. EVENING and WEEKEND CONTACT OF PROGRAM FACULTY**  
**See Clinical Seminar Manual**

**6. COMPUTER LABORATORY**

Students are encouraged to use the computer lab located at the SHS as a learning resource. The lab is accessible as posted on the schedule outside the computer lab. The computer lab is not accessible when it is in use for exam administration. An access card (ID badge) is required for entry. Students are expected to adhere to use guidelines posted in the computer laboratory.

Prior to using any computer in the hospital network, students are scheduled to attend instructional classes provided by the SHS Technology Coordinator. Internet and e-mail access are unavailable until these classes are completed.

**7. LIBRARY FACILITIES**

- **The Reading Hospital and Medical Center Library**, located on B3 South, is available to the students for reference, research and study purposes. The hospital library maintains reference materials that are less than five years old, although some historical materials are available as well. The hours are as follows:

September through June

Monday - Thursday - 8:00 am to 9:00 pm

Friday - 8:00 am to 5:00 pm

July through August

Monday – Friday – 8:00 am to 5:00 pm

Note: All-hour access is available upon individual request. Requests should be made in person to library personnel.

- **The Department of Radiology Library** is available to students for reference materials. These books are located in the main radiology department in the rear section of the physician reading area and can be used at any time.
- **SHS LIBRARY SERVICES (SHS Policy 355) SHS policies are located at:**  
<https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**8. COURSE – FACULTY EVALUATIONS**

Students play an important role in improving curriculum design and instructional expertise. Students are asked to complete a "Course-Faculty Evaluation" upon the completion of each course.

- Electronic evaluations are distributed to students
- Hardcopy evaluations are available upon request.
- All returns are summarized by the SHS Clinical Systems Analyst.
- Copies of the summary are submitted to the Director.
- The Program Director distributes copies of the summary to the appropriate faculty.
- Faculty signs the summary indicating their receipt and review. At this time, actionable items are identified and the faculty member designs an action plan for course revisions.
- Action plans are submitted to the Program Director for review. As necessary, discussion takes place regarding modifications to the proposed action plan.
- A copy of the finalized action plan is kept on file in the program office.

Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 8/12; 1/13; 8/13;  
8/14; 10/14; 12/14; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21; 4/21

## MI SECTION VII: CLINICAL EDUCATION

### **1. GENERAL INFORMATION**

*All topics related to clinical education, clinical requirements and clinical expectations may be found in the current **CLINICAL SEMINAR MANUAL**. Students should reference this document for guidance.*

## MI SECTION VIII: GRADING

### 1. GRADING (SHS Policy 305)

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### 2. MI GRADE REQUIREMENTS

- Medical Imaging students must achieve a final grade of  $\geq 80\%$  in **MI coursework** in order to pass; Medical Imaging students must achieve a final grade of  $\geq 75\%$  in general education coursework in order to pass.
  - Achievement of this requirement is determined by averaging unrounded (raw) final MI course grades each semester. Raw course averages are taken out to two decimal places and then averaged.
- All other requirements identified within course syllabi **must also** be satisfactorily completed. Students unable to demonstrate at minimum a final grade of  $\geq 80\%$  in **Medical Imaging courses** and/or students who have not satisfactorily completed all other requirements identified will fail the course. Due to the sequential nature of the Medical Imaging Program curriculum, students will not advance to the next semester.
- Students who do not successfully meet this requirement will be dismissed from the Medical Imaging Program for academic failure.

### 3. ACADEMIC INTEGRITY (SHS Policy 307)

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

### 4. CONDUCT /ATTIRE REQUIREMENTS DURING ACADEMIC TESTING

Students taking examinations, whether in a classroom or in a private setting, are expected to familiarize themselves with the Academic Integrity Policy. The following rules are applicable to the classroom and computer lab testing setting. The list below is provided as examples of behaviors expected under the Academic Integrity Policy and is not intended to be all inclusive.

- Personal Items:
  - The student must place all personal items including backpacks, notebooks, notes, cell phones/electronic devices (including watches/Fitbit/etc.) in the front of the room with the faculty or staff member who is proctoring the examination/quiz/test (The only exception is a single pen /pencil or calculator as needed for the exam).
  - Cellphones /electronic devices (including watches/Fitbit/etc.) must be stowed away either in the backpack or placed up front with the instructor /proctor and turned “OFF.”
  - No food, drink, or edible item of any kind is permitted in the room during testing.
  - Outerwear such as an overcoat, windbreaker, jacket, hats, etc. are not allowed to be worn during the exam and must be placed up front with the proctor.

- Hoods on sweatshirts must remain down. Paper will be provided by the faculty/proctor which must be returned at test end with the student's name on it. If a student retrieves their personal items after they are finished with the exam they must leave the exam room.
- If exam is administered on the computer (i.e. Edvance or Partest) the student is not permitted to use the computer for any purpose other than taking the test. Moving off of the test site to any other site on the computer is not permissible at any time while in the testing room (student must exit computer lab to access email, course resources, etc.).
- A student may not leave the testing environment for any purpose (such as use of bathroom or taking a break for a drink) once exam is begun. Any emergent situation requiring a student to leave during an exam for any reason must be addressed with the instructor/proctor.
- Students must hand in all examination materials (including scrap paper if previously provided) to the faculty /proctor *prior* to picking up their personal items.
- Students may not access the Edvance exam for review once they have left the computer lab.
- Students are expected to review the Academic Integrity Policy for further guidance. Any breaches of conduct (including those not described above) will be handled under the Academic Integrity Policy guidelines and can result in disciplinary action as defined in the Academic Integrity Policy.

## **5. FACULTY & STUDENT RESPONSIBILITIES**

Medical Imaging faculty are responsible for publishing grade calculation plans within course syllabi. Faculty are also responsible for submitting periodic and final course grades into the student's permanent file. Grades are recorded to the nearest tenth. Grade entry into the student's permanent file is completed by faculty via electronic recordkeeping systems. Responsibility lies with faculty and students to promptly verify that grade entry accurately reflects grades earned. Medical Imaging faculty notify students of their progress periodically during the course and issue written advisement/academic warnings to students achieving course averages below 80%.

It is the student's responsibility to track ongoing progress throughout the course as well as check the final grade report for errors. The deadline to request a correction is 14 calendar days from the date that the grades are posted. The request must be in writing to the faculty, Program Director or designee. Students desiring to appeal a grade will follow the grievance process. Cumulative grade point averages are calculated at the end of each academic year.

## **6. ACCESS TO GRADES**

Students are evaluated by faculty through the use of tests, quizzes, homework, worksheets, research projects, laboratories, competencies, pass/fail performance check-offs, oral presentations, term papers, role-playing, practicals and/or computer projects. Students have access to academic grades via WebConnect:

Go to <https://rhshs.readinghealth.org/authenticate.php>

- Enter your last name
- Enter student ID (the six digit number on the back of your ID card)
- Enter last 4 Digits of Social Security Number

WebConnect Security protection - trying to logon with incorrect information more than 9 times will lock the account. Contact the School of Health Sciences IT Specialist to remove the lock.

Access to academic grades, final grade reports and transcripts is withheld for students who have not met all of their obligations for the completed or upcoming enrolled semesters. These obligations may include, but are not limited to: financial obligations, CPR certification, OSHA, and health records requirements (i.e. TST).

## **7. ADVANCEMENT**

Medical Imaging students must meet the following requirements in order to advance:

- from one semester to the next,
- from the first to the second level of education
- from the second level of education to graduation.

Failure to satisfy **any** of these requirements will result in academic dismissal from the Medical Imaging Program.

1. Achieve a final passing grade of at least 80% for each MI course;
2. Achieve a final passing grade of at least 75% for each general education course; (all SHS students)
3. Satisfy all attendance requirements.
4. Satisfactorily complete all clinical assignments.
5. Satisfactorily complete all clinical seminar course requirements as indicated on course syllabi.

## **8. MI TRANSFER / ADVANCED PLACEMENT**

Due to the absence of standardized curriculum sequencing in radiography programs, transfer of Medical Imaging credit is not offered to any student, nor does the program offer advanced placement to any student. The Transfer of Credit policy for the Medical Imaging Program governs all decisions pertaining to transfer of credit for non-Medical Imaging coursework. Medical Imaging Program policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

*Academic & Clinical Performance Concerns: see Advisement*

## **9. RE-ADMISSION POLICY (SHS Policy 301)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **10. AUDIT OPTION**

This option allows students who wish to re-visit course material completed successfully in the past to do so without pressure of grades or deadlines. When a student audits a Medical Imaging course, no grade is assigned. This approach has proven to be extremely successful to those who have taken advantage of the opportunity. At present, RHSHS does not charge tuition for MI course audits; course and laboratory fees may apply.

Students readmitting into the Medical Imaging Program are strongly encouraged to re-familiarize with previously learned material in this way. A course audit allows the returning student to focus efforts on ramping up the skills identified as most critical to success for upcoming semesters. This is initially determined through a series of planning meetings between the student and faculty, which are documented in writing via an audit plan. The audit plan is then acted upon and refined if necessary, throughout the course audit. The process to follow in order to request and set up a successful Medical Imaging course audit follows.

**NOTE:** Requests to audit general education coursework must be submitted to Alvernia University; approval and associated fee structure is at the discretion of that institution.

### **Auditing Medical Imaging Courses**

1. Students wishing to audit a previously completed Medical Imaging (MI) course must initiate the audit request by submitting a written request for consideration to the Program Director and faculty involved and should include the reason the audit is being requested. Email requests are acceptable.
2. The student schedules meetings with course faculty involved to develop an audit plan.
  - a. The number of meetings required is dependent on individual student needs.
  - b. Satisfactory completion of the audit plan is mutually determined by the faculty and student.
3. The final audit plan is signed/dated by the student and all faculty who participated in the development of the plan.
  - a. The original is submitted to the Program Director prior to the first day of class
    - i. Upon receipt of the original signed audit plan, the Program Director will notify the SHS Registrar,
    - ii. the Registrar will note the course as AUDIT in GradPro (transcript)
    - iii. the original signed audit plan will be placed in the students permanent file.
  - b. Copies are given to the student and all faculty involved prior to the first day of class
4. No credit is earned for auditing an MI course.
5. No tuition is charged for auditing an MI course; course or laboratory fees may apply.
6. Requests to audit MI courses not previously completed successfully will not be considered.

When all guidelines above are satisfied and permission to audit is granted, students are expected participate in a manner which demonstrates sincere commitment and interest toward the benefits the opportunity the audit provides. The most successful students enter into course audits with the following understandings:

- With the exception of direct patient care activities, auditing Medical Imaging students may fully participate in all components of a course (i.e. simulations, labs, reviews, exams)
- Faculty and students work together to identify skill and knowledge areas requiring focus.
- The transcript (GradPro) will indicate that the course is/was audited, however no grades associated with audit activities are recorded on the transcript.
- Students may participate in standardized testing during the course audit period.
- All SHS and Medical Imaging Program policies including student conduct, attendance and academic integrity apply to students auditing courses.

Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 7/12; 12/12; 8/13; 12/14; 3/15; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21; 4/21



# MI SECTION IX: ADVISEMENT

## **1. GRADE DISTRIBUTION**

The faculty evaluates student academic and clinical progress. Faculty members use a variety of methods to assess student learning. Exams, research projects, role-playing, laboratory assignments and independent study assignments are examples of these methods. The individual instructing the course periodically notifies students of their progress. Students have access to academic grades via WebConnect:

- <https://rhshs.readinghealth.org/authenticate.php>
- Enter last name
- Student ID (the six digit number on the back of your ID card)
- Last 4 Digits of Social Security Number

WebConnect Security protection - trying to logon with wrong information more than 9 times will lock the account. Contact the School of Health Sciences IT Specialist to remove the lock.

Access to academic grades, final grade reports and transcripts is withheld for students who have not met all of their obligations for the completed or upcoming enrolled semesters. These obligations may include, but are not limited to, financial obligations, CPR certification, OSHA, and health records requirements (i.e. TST).

## **2. CLINICAL PERFORMANCE EVALUATIONS/APPRAISALS**

*See Clinical Seminar Manual*

## **3. COMPETENCY EVALUATIONS**

*See Clinical Seminar Manual*

## **4. INFORMAL ADVISEMENT**

The staff and faculty of the school maintain an open-door policy regarding communication with enrolled students. Informal advisement sessions (i.e. monthly student meetings, individual advisement sessions) are held at the request of students, faculty or staff, so that areas of strength are immediately reinforced, and areas of concern are immediately corrected.

## **5. FORMAL SCHEDULED ADVISEMENT SESSIONS**

Advisement sessions are conducted by the program faculty with enrolled students during the third through seventh semesters. Advisement sessions are conducted each semester by MI Program faculty. Following faculty guided self-assessment by the student, the student's clinical and academic progress will be discussed along with any problems or issues the student has encountered or perceives. Copies of student self-assessments along with notes from ensuing discussion with faculty will be made available to students. Follow-up sessions will be scheduled as needed. During the seventh (final) semester, an exit interview will be distributed to graduating students for completion and return. Active participation by students in all advisement sessions is a program requirement.

If a student wishes to meet formally with the any program official, she/he may do so by scheduling an appointment. In the event an academic, clinical or disciplinary matter arises before the designated advisement period, an advisement session will be called, and corrective or disciplinary action will be discussed.

## **6. PERFORMANCE CONCERNS**

Students must document knowledge of at least 80% of the required material in order to pass individual components of academic MI courses and MI clinical assignments. Students must document knowledge of at least 75% of the required material in order to pass individual components of academic general education coursework. (See Grading Policies).

If a student's performance indicates that these expectations are not being achieved or potentially will not be achieved, advisements will be initiated by MI faculty. The student will be placed on academic warning and a timeframe for improvement will be established. If clinical evaluations and/or academic grades show no improvement within the established timeframe, the student will be placed on probation (academic or clinical) and a second timeframe for improvement will be established. If sufficient improvement is demonstrated, the probationary status will be lifted. If insufficient improvement has been demonstrated, the student record of performance will be brought before the Program Director for determination of appropriate action.

Performance resulting in academic *and* clinical probation warrants dismissal from the program.

- **6a. Advisement**

1. Advisements are a courtesy provided to students by faculty.
2. Dismissal results if a final course average of less than 80% in any MI course or a final course average of less than 75% in any general education course.
3. Students documenting an overall course average of less than 84% during a semester will be issued an advisement by MI faculty. The purpose of the advisement is to provide students with notice that they are in significant danger of failing the course and therefore, the program. The goal of advisement is to inform the student and assist them in taking appropriate action toward improvements necessary in order to succeed.
4. Advisements will typically contain a status report, recommendations and a timeframe for improvement. If sufficient improvement is demonstrated within the timeframe identified, faculty will communicate this to the student, again in writing. If sufficient improvement is not documented within the designated timeframe, academic warning, probation and/or faculty recommendation for dismissal from the program may result.

- **6b. Clinical Competency Remediation**

*See Clinical Seminar Manual*

- **6c. Clinical Warning and/or Clinical Probation:**

*See Clinical Seminar Manual*

- **6d. Incomplete Requirements**

*See Clinical Seminar Manual*

## **7. DISCIPLINARY ACTIONS**

Enrolled students are expected to adhere to all components of the School of Health Sciences Conduct Policy <https://reading.towerhealth.org/academics/health-sciences/school-policies/> (SHS Policy 334). A student may be warned, placed on probation, suspended or expelled by the Program Director for theft, drug abuse, drunkenness, fighting, continued unexplained lateness or absences, destruction of hospital property, a willful act of misconduct, insubordination, or any other significant violation of policies and practices.

Infractions not specifically addressed by the guidelines in the Program Handbook will be brought before the Program Director who will determine the severity of the disciplinary action. This decision will be in accordance with School of Health Sciences and Reading Hospital policy.

Performance resulting in a student being placed on more than one type of probation (academic, clinical, professional and/or disciplinary) warrants dismissal from the program.

Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 8/12; 11/12; 8/13; 8/14; 12/14; 8/15; 12/15; 8/16; 7/17; 12/17; 12/18; 12/19; 1/21; 4/21

## MI SECTION X: GRADUATION

### **1. GRADUATION REQUIREMENTS**

To receive the Reading Hospital School of Health Sciences Medical Imaging Program certificate of completion and to be eligible to participate in a graduation ceremony, students must meet the following minimum requirements:

1. Successfully complete all academic coursework requirements.
2. Achieve a minimum average of 75% for each general education course.
3. Achieve a minimum average of 80% for each MI course.
4. Achieve satisfactory completion of all requirements identified.
5. Fulfill all attendance requirements (routine or involving LOA).
6. Complete all clinical assignment mini module requirements.
7. Complete all required clinical competencies.
8. Return all hospital property (keys, ID badge, radiation monitoring device, loaned textbooks)
9. Remit all tuition and fee payments.
10. Remit completed Exit Interview for MI Program.
11. Complete Exit Interview for Financial Aid as applicable.
12. Satisfy Residence Hall move-out check off.

***Note:** Eligibility to participate in the Spring SHS graduation ceremony is contingent upon satisfactory completion of all requirements by the Requirements Deadline. The Requirements Deadline is published in the Attendance section of the Student Handbook: see Program Calendar.*

### **2. TERMINAL COMPETENCIES**

**Upon successful completion of Reading Hospital School of Health Sciences Medical Imaging Program, the student will have demonstrated the ability to:**

1. Exercise the priorities required in daily clinical practice.
2. Execute medical imaging procedures under the appropriate level of supervision.
3. Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution.
4. Adapt to changes and varying clinical situations.
5. Describe the role of health care team members in responding/reacting to a local or national emergency.
6. Provide patient-centered clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
7. Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team in the clinical setting.
8. Integrate appropriate personal and professional values into clinical practice.
9. Recognize the influence of professional values on patient care.
10. Explain how a person's cultural beliefs toward illness and health affect his or her health status.
11. Use patient and family education strategies appropriate to the comprehension level of the patient/family.

12. Provide desired psychosocial support to the patient and family.
13. Demonstrate competent assessment skills through effective management of the patient's physical and mental status.
14. Respond appropriately to medical emergencies.
15. Examine demographic factors that influence patient compliance with medical care.
16. Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
17. Assess the patient and record clinical history.
18. Demonstrate basic life support procedures.
19. Use appropriate charting methods.
20. Recognize life threatening ECG tracing.
21. Apply standard and transmission-based precautions.
22. Apply the appropriate medical asepsis and sterile technique.
23. Demonstrate competency in the principles of radiation protection standards.
24. Apply the principles of total quality management.
25. Report equipment malfunctions.
26. Examine procedure orders for accuracy and make corrective actions when applicable.
27. Demonstrate safe, ethical and legal practices.
28. Integrate the radiographer's practice standards into clinical practice setting.
29. Maintain patient confidentiality standards and meet HIPAA requirements.
30. Demonstrate the principles of transferring, positioning and immobilizing patients.
31. Comply with departmental and institutional response to emergencies, disasters and accidents.
32. Differentiate between emergency and non-emergency procedures.
33. Adhere to national, institutional and departmental standards, policies and procedures regarding care of patients, providing radiologic procedures and reducing medical errors.
34. Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible.
35. Critique images for appropriate anatomy, image quality and patient identification.
36. Determine corrective measures to improve inadequate images.

### **3. GUIDELINES TO REQUEST A RECOMMENDATION LETTER**

- A student may request that a faculty member write a letter of recommendation on their behalf. Students should request letters of reference from those faculty members whom they feel are best able to give a current description of their abilities.
- Students are required to complete a Release Form for Written Letters of Reference. The form is self-explanatory and can be obtained from MI faculty, from the MI Program office, or at the 2<sup>nd</sup> Floor Receptionist desk at the School of Health Sciences.
- The student must indicate on the form whether or not they waive their right to view the reference. If the student checks the section "right to access reference is waived" (recommended) this indicates that the student gives up their right to view the

reference. If the student checks the section “not waived” this indicates that the student has the right to request to see the written reference.

- The student will give the completed Release Form for Written Letters of Reference to the faculty member who is being requested to write the recommendation/reference.
- Students should give faculty members a minimum of two weeks to complete the reference.
- The faculty member has the option to either accept or decline the request and will notify the student.
- Delivery of the completed reference to the intended recipient must be secure.
  - It is recommended that all letters of reference be written on official school stationary (or an official reference form as supplied by the recipient).
  - The preferred method of delivery is for the faculty member to write the reference, and send it directly to the contact person listed on the release form.
  - If the student requests to deliver the reference (as in the case where the student is required to submit all forms together in one packet) the faculty member should write the reference on official stationary and seal it in an official school envelope with the faculty member’s signature written across the seal to indicate that the reference is official.
  - Faculty are advised that email delivery of a plain word document creates security risks as word documents can be altered and forwarded without the knowledge of the faculty member. It is suggested that if an e-mailed document is requested, it should be in PDF format and followed by an official signed paper copy sent to the intended recipient.
- The faculty member will keep the “Release Form for Written Letters of Reference” form indicating the request and a copy of the reference in their confidential files.

## **4. AWARDS**

### **4a. Recognition Ceremony**

Prior to graduation, a recognition ceremony is held to honor students who meet one or more of the following criteria:

- Academic Achievement: Earned Director’s List distinction for one or more semesters during the current academic year;
- Leadership: Effectively and successfully served in a leadership position within the School;
- Awards: Demonstrated exemplary performance which warrants distinction;
- Volunteerism: Substantially exceeded the Alvernia University requirement.
- Attendance: Earned Perfect Attendance (no tardiness; no absence).

### **4b. Honor Cords**

Honor cords are distributed to MI students graduating with academic distinction. The SHS grading system is effective for all programs of study and is

used as the framework for determination. Averages are cumulative for the two years of education and encompass academic, clinical and professional performance. MI graduates documenting a final program average within one of the ranges below will be given honor cords of the appropriate color. Refer to MI Program Handbook, Section VIII: Grading; Item #3: MI Program Grade Requirements and Distinctions.

Gold Cords:	Summa cum laude	3.86 – 4.0 grade point average
Silver Cords:	Magna cum laude	3.66 – 3.85 grade point average
Bronze Cords:	Cum Laude	3.50 – 3.65 grade point average

#### **4c HIGHEST SCHOLASTIC AVERAGE**

This distinction is awarded during the School of Health Sciences Graduation Ceremony to the Medical Imaging student who has earned the highest scholastic (academic) average over the twenty-seven month course of education. Determination of the recipient of this award is based upon the overall average of all seven unrounded (raw) final semester averages, taken out to three decimal places. A monetary award is presented to the student achieving this distinction. A permanent plaque recognizing the student's achievement is displayed at the School of Health Sciences.

#### **4d. OUTSTANDING CLINICAL PERFORMANCE**

This distinction is awarded to the Medical Imaging student who has achieved the highest clinical performance average (excluding Clinical Seminar course exams, which is an academic performance indicator) over the twenty-seven month course of education, beginning with the second semester of education. Determination of the recipient of this award is based upon the unrounded (raw) clinical average for the last six semesters, taken out to three decimal places. A monetary award is presented to the student achieving this distinction. A permanent plaque recognizing the student's achievement is displayed at the School of Health Sciences.

4e. **Beth Miller Memorial Award for Excellence in Interventional Radiology Patient Care**

*Sponsor: Beth Miller Memorial Committee;  
Application Required for Consideration*

The Beth Miller Memorial Award for Excellence in Interventional Radiology Patient Care is presented in honor of Beth Miller, R.T. (R). This performance award is sponsored by members of The Beth Miller Memorial Committee. The award was designed by committee members to memorialize an esteemed colleague through annual recognition of a Medical Imaging student who demonstrated exceptional patient care during interventional radiography procedures.

Beth was a graduate of the Reading Hospital School of Radiologic Technology in 1988 and was employed by the Reading Hospital Interventional Radiology Department for 12 years. Committee members decide on the annual award recipient using very specific criteria. These criteria were selected by the award founders because they best reflect Beth and her ethics in the workplace and include:

- Exhibits empathy and compassion for the patient.
- Provides physical comfort for the patient.
- Instills comfort and communicates effectively with the patient.
- Offers assistance to staff.
- Utilizes time constructively and productively.
- Assumes responsibility for his/her actions.

This award is open to all students who have completed an Advanced Interventional Radiology clinical assignment and have consistently maintained acceptable academic, clinical, attendance and conduct standing throughout the program. In order to be considered for this award, students are required to submit an application. Applications must be completed in their entirety by March 31. The application form follows.

The name of the student receiving this honor will be added to a permanent plaque recognizing receipt of this honor. The plaque is publicly displayed at the School of Health Sciences in the Medical Imaging Skills Laboratory Suite. In addition, the recipient will receive a modest monetary award.

**APPLICATION PROCESS**

- Print a hardcopy of application form (2 pages) and legibly complete all fields.
- Submit completed application form to:
  - **RSHS Registrar (SHS Gr FI); Attn: RSHS REGISTRAR**
- Submit essay requirement to:
  - **Advanced Interventional Radiology (R-1); Attn: Stefanie Kubitz**
- **Note:** The committee will not consider application forms which are illegible, incomplete, inaccurate or unsigned.
- **Application Deadline: March 31<sup>st</sup>**



## Beth Miller Memorial Award for Excellence in IR Patient Care

page 1 of 2

### Applicant Information

*Student Name/Date:*

---

*SHS ID number:*

---

### Verification of Eligibility

As of the date of signature below, I verify this candidate has completed an Advanced Interventional clinical assignment and has maintained acceptable clinical, academic, attendance and conduct performance throughout the Medical Imaging Program and is eligible to submit an application to the Beth Miller Memorial Award Committee for consideration of the Beth Miller Award for Excellence in IR Patient Care.

*Program Director Signature/Date:*

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### Essay Requirement:

Submit a typed, one to two paragraph response to each of the following.

- **What did you find most interesting about your AIR rotation?**
- **Identify a new concept that you learned during your AIR rotation.**

Responses must be delivered by the applicant either personally or via interdepartmental mail to Advanced Interventional Radiology (R-1) to Stefanie Kubitz.

### Applicant Signature

**I wish to be considered for receipt of the Beth Miller Memorial Award for Excellence in IR Patient Care. I understand that all components of my application will be evaluated by members of the award committee as the candidate of choice is selected.**

*Applicant Signature/Date:*

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**Beth Miller Memorial Award for Excellence in IR Patient Care**

page 2 of 2

**Authorization / Release of Records:**

**Records to be released:**

AIR Technologist Feedback Form(s)  
AIR first clinical assignment Mini Module Exam

**Records to be released to:**

Beth Miller Memorial Committee  
c/o Advanced Interventional Radiology (R-1)  
Attention: Stefanie Kubitz

I request that the Reading Hospital School of Health Sciences Medical Imaging Program's Registrar and Clinical Coordinator or their designee release the records listed above so I may be considered Beth Miller Memorial Award. These records may be released via inter-organizational email.

*Applicant Signature/Date:*

\_\_\_\_\_

**School of Health Sciences Admin Use Only:**

AIR Tech Feedback Form and AIR Mini Module Exam released:

*Clinical Coordinator (or designee) Signature/Date:*

\_\_\_\_\_

Electronic copy of application including all signatures was sent to applicant within 10 business days of the CC release of records date (see directly above).

*Registrar (or designee) Signature/Date:*

\_\_\_\_\_

**4f. West Reading Radiology Associates Award for Exemplary Professionalism**

*Sponsor: West Reading Radiology Associates (WRRRA)*

*Application Required for Consideration*

This award for exemplary professionalism is sponsored, determined and presented by members of West Reading Radiology Associates (WRRRA) and recognizes the graduating Medical Imaging student who consistently exhibited exemplary professionalism while interacting with patients, families and colleagues. West Reading Radiology Associates (WRRRA) is the premier provider of diagnostic imaging services to Berks County and surrounding communities. This physician group of radiology specialists has supported the education of medical imaging professionals within the Reading Hospital Department of Radiology since 1946.

Criteria utilized by WRRRA Committee Members to determine the award recipient include:

- Clinical Seminar Progress Reports
  - Professionalism
  - Motivation
  - Safety Skills
- Overall Clinical and Academic Grades
- WRRRA personnel observation of consistently exemplary professional interaction with patients, staff and peers.
- RH Radiology Supervisor observation of consistently exemplary professional interaction with patients, staff and peers.
- Program Director (or designee) verification that conduct consistent with professional practice was demonstrated across all components of the program (academic, clinical, attendance and general conduct)

Application for receipt of the exemplary professionalism performance award is open to all students who have consistently maintained acceptable academic, clinical, attendance and conduct standing throughout the program. For consideration, students are required to submit an application by March 31.

An application form follows.

**APPLICATION PROCESS**

- Print a hardcopy of application form (2 pages) and legibly complete all fields.
- Submit completed application form to:
  - **RHSHS Registrar (SHS Gr FI); Attn: RHSHS REGISTRAR**
- **Note:** The committee will not consider application forms which are illegible, incomplete, inaccurate or unsigned.
- **Application Deadline: March 31<sup>st</sup>**

## West Reading Radiology Associates Award for Exemplary Professionalism

page 1 of 2

### Applicant Information

*Student Name/Date:*

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*SHS ID number:*

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### Verification of Eligibility

As of the date of signature below, I verify this candidate has maintained acceptable clinical, academic, attendance and conduct performance throughout the Medical Imaging Program and is eligible to submit an application to the WRRRA Award Committee for consideration of the West Reading Radiology Award for Exemplary Professionalism.

*Program Director Signature/Date:*

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### Applicant Signature

**I wish to be considered for receipt of the West Reading Radiology Award for Exemplary Professionalism. I understand that all components of my application will be evaluated by members of the award committee as the candidate of choice is selected.**

*Applicant Signature/Date:*

---

## West Reading Radiology Associates Award for Exemplary Professionalism

page 2 of 2

### Authorization / Release of Records:

#### **Records to be released:**

- Clinical Seminar Progress Reports
  - MI 045 End of Semester Clinical Seminar Progress Report
  - MI 055 End of Semester Clinical Seminar Progress Report
  - MI 065 Mid Semester Clinical Seminar Progress Report
- Transcript demonstrating academic and clinical grades

#### **Records to be released to:**

WRRRA Award Committee  
301 S. 7<sup>th</sup> Ave; Suite 135  
West Reading, PA 19611  
Attention: Sharon Brunner & Tina Horbach

I request that the Reading Hospital School of Health Sciences Medical Imaging Program's Registrar and Clinical Coordinator or their designees release the records listed above so I may be considered for the WRRRA Award for Exemplary Professionalism. These records may be released via inter-organizational email.

*Applicant Signature/Date:*

---

### School of Health Sciences Admin Use Only:

Clinical Seminar Progress Reports released:

*Clinical Coordinator (or designee) Signature/Date:*

---

Transcript released:

*Registrar (or designee) Signature/Date:*

---

Electronic copy of application including all signatures was sent to applicant within 10 business days of the latest release of records date above.

*Registrar (or designee) Signature/Date:*

---

#### **4g. CLINICAL STAFF TEACHING AWARD**

This award is presented to a technologist exhibiting excellence in teaching the students in the clinical setting. Nominations for the award will be determined by the MI Program faculty based on feedback received throughout the academic year. The final nominee ballot is submitted by the Clinical Coordinator to the Radiology Operations Manager for verification of technologist eligibility. Following verification, the Level II students will vote until the final candidate is selected.

The recipients name will be engraved on a plaque which will be publicly displayed at the School of Health Sciences. In addition, the student body may elect to contribute toward a gift or token for the recipient. Funding of this gift represents an out of pocket expense for the student body.

The Clinical Staff Teaching Award is presented to the individual students have selected as the technologist most reflecting the following attributes:

1. Enjoys teaching students.
2. Demonstrates enthusiasm about their radiography career.
3. Promotes teamwork between students and staff.
4. Helps to integrate classroom learning when performing clinical procedures.
5. Provides an educational environment that encourages and facilitates discussion.
6. Encourages and answers questions.
7. Demonstrates knowledge and self-confidence.
8. Displays a professional manner in the clinical setting.
9. Provides effective and accurate instruction in imaging techniques.
10. Creates appropriate opportunities to perform procedures, as patient care needs permit.
11. Encourages students to meet their clinical goals.
12. Assists students in the achievement of their full potential.
13. Serves as a positive role model.
14. Is ethical and compassionate when interacting with patients, students and staff.

The award is presented to the recipient by a graduate volunteer during the graduation dinner. The recipient's name is engraved on a plaque which is publicly displayed at the School of Health Sciences in the Radiology Skills Lab Suite. In addition, the student body may elect to contribute toward a gift or token for the recipient. Funding of this gift represents an out of pocket expense for the student body.

**FACULTY NOMINATION for  
CLINICAL STAFF TEACHING AWARD**

---

**Supervisor/Staff Technologist**

The technologist identified above has earned this award by consistently demonstrating the following behaviors.

1. Enjoys teaching students; promotes teamwork between students and staff; provides an educational environment that encourages and facilitates discussion; encourages and answers questions; is enthusiastic about their chosen career.

Examples \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Helps to integrate classroom learning when performing clinical procedures; provides effective and accurate instruction in imaging techniques; encourages students to meet their clinical goals; assists students in the achievement of their full potential.

Examples \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Serves as a positive role model; is ethical and compassionate when interacting with patients and staff. Is knowledgeable and self-confident; displays a professional manner in the clinical setting; allows appropriate opportunities to perform procedures (as schedule permits).

Examples \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rev. 12/14

Reviewed/Revised 8/01, 8/02, 8/03, 8/04, 7/05, 7/06, 8/07, 8/08, 8/09; 8/10; 8/11; 8/12; 10/12; 8/13; 8/14; 12/14; 4/15; 8/15; 12/15; 8/16; 9/17; 12/17; 12/18; 12/19; 1/21

## MI SECTION XI: GENERAL INFORMATION

### 1. TELEPHONE COURTESY

When initiating and responding to telephone calls, the following courtesies are expected to be routinely employed by all involved with the school:

- Put a smile in your voice before dialing or answering the phone. The other party should hear that you are genuinely happy to speak with them as well as respond to their needs.
- When answering telephones, the expectation is that a greeting be provided, followed by the department name, the answerer name and an offer of assistance. For example: Good Morning; ED Rm 3; This is Kyleen speaking. How may I help you?
- When initiating a call, begin with a greeting, state your name and area, as well as the purpose for your call. (e.g. "Hello, this is Kyleen in the DOB. I'm calling because...")
- When paging (beeping) another party, be respectful of time constraints by awaiting the anticipated return phone call. This avoids delays related to having someone else answer the phone and then try to find you.

Cell phones should be on silent or vibrate while on the SHS campus.

Students are expected to keep personal phone calls (incoming and outgoing) to a minimum. In the event of an emergent need to contact enrolled students for personal reasons, please communicate the following to significant others and dependents: Incoming phone calls of an emergent nature should be directed to the Program Office: (484) 628-0200 on academic days; to the C-1 Clinical Office: (484) 628-8904 or Program Office on clinical days.

Practice of guidelines above is expected in all day to day telephone conversations.

### 2. E-MAIL EXPECTATIONS

When initiating and responding to emails, the following courtesies are expected to be routinely employed by all students, faculty and staff involved with the MI Program:

- **Whenever possible - communicate in person. E-mail is a great tool but is best used to recap/summarize rather than convey.**

When e-mail is utilized to communicate:

- Include greetings and salutations.
- Respond! As in live conversation, it is courteous to reply - even if only to acknowledge the message received or to extend a thank you.
- Make the effort to respond promptly. Best practice is to check e-mail accounts daily.



- Strive to keep e-mails short and informational. This indicates respect for the demands on everyone's time.
- Tone and language should be professional and acceptable for anyone's review. Recognize that word choice, grammar, capitalization and spelling make a lasting impression.
- Proof your messages. When reading notes from others, understand that typos are inevitable - be forgiving of mistakes.
- Remember that e-mail isn't private. E-mail is considered hospital/company property and may be retrieved, examined, and used in a court of law. A good rule of thumb - never put anything in an e-mail anything you wouldn't put on a postcard... or bulletin board!
- Say nothing in an e-mail you would be hesitant or unwilling to state face to face. Re-read and soften your message as necessary so courtesy prevails and the meaning of the message is not lost as a result of an abrupt tone.
- Use blind copy, courtesy copy and group e-mail appropriately.
  - Confidence and respect are demonstrated when openly CC'ing anyone receiving a copy or those referenced in the message.
  - BCC should not be used to keep others from seeing who was copied but is useful when sending to a large distribution list so recipients don't have to sift through a huge list of names, or to respect privacy
  - Overuse of CC simply clutters inboxes - copy those who are directly involved.
  - Group e-mail should be used only when it's useful to every recipient; use the "reply all" button only if you have something to add that all need to see.
- Avoid using ALL CAPS and abundant punctuation (!!!! ?????) Including either in your messages is the electronic equivalent of yelling.
- Assume good intent. Without the benefit of facial expressions and tone of voice, it is very easy to misinterpret electronic communication. When appropriate, emoticons can help get your message across more clearly.

Practice of guidelines above is expected in all day to day electronic communication.

### **3. ELECTRONIC DEVICES AND COMMUNICATION (RH POLICY)**

By virtue of enrollment in SHS, students are obligated to adhere to the policy for electronic devices and communication established by Reading Hospital. The policy should be carefully reviewed. It is accessible via the hospital intranet by following the pathway from the Homepage: Homepage; Policies and Procedures; Hospital; Hospital Policies and Procedures; Personnel; Electronic Devices and Communication.

## **4. MEETINGS**

### **4a. Clinical Group Discussions**

*See Clinical Seminar Manual*

### **4b. Student Clinical Meetings**

*See Clinical Seminar Manual*

### **4c. Student Activity Meetings**

It is typically expected that meetings for any other purpose will be scheduled outside of educational hours. For example, participation in SHS Student Government meetings/activities, volunteerism events, and fundraising events/coordination are pre-school/post-school activities.

## **5. CLASS COMMITTEES**

### **5a. General Information Regarding Class Committees**

Class committees may be formed for the following purposes:

- National Radiologic Technology Week (NRTW)
  - *Encompasses community service, celebratory events & educational events*
- Organization and execution of community service events, such as but not limited to:
  - *Opportunity House meal preparation*
  - *Chemo Care Bags*
  - *Wreathes Across America*
  - *Stuff the Bus school supply outreach*
  - *Angel Trees*
- Fundraisers
- Graduation Dinner Program (slide show &/or program)

Students may nominate themselves or classmates; acceptance of nominations is at the student's discretion. The list of committee nominees must be submitted to a Faculty Advisor for verification of eligibility. Committee members must maintain satisfactory academic, clinical and disciplinary standing in order to serve.

### **5b. Responsibilities**

Each committee must identify the following:

- **Committee Chair:**
  - Individual responsible for scheduling, organizing and presiding over committee meetings, steering committee progress, coordinating class involvement and regularly communicating with the Faculty Advisor(s);
  - If applicable, responsible for submission of a fundraising request to Coordinator of Student Services and securing final approval for event and dates

- **Committee Scribe:**
  - Individual responsible for taking accurate, complete and unbiased notes at each meeting as well as distribution of these notes to the Faculty Advisors.
  - Accurately tracking all fundraising expenses and income submitting a written report to the Faculty Advisor.

### **5c. Fund-raising Activities; Student Account**

Students may participate in fund-raising activities in order to raise money for use in advancement of academically related affairs. All funds raised are deposited to the MI Student Account.

A *Fundraising Request Form* must be completed and submitted to the Coordinator of Student Services for any fundraiser proposals. Approval status will be communicated to the requestor following the next Student Government Meeting.

Class members may elect to participate in various approved fundraising activities to raise sufficient money to cover expenses associated with attendance at academic review classes at the end of the senior year. 10% of all money raised is contributed to the general fund to support, for example NRTW expenses, to offset Community Service expenses, or to provide a patient care or related gift.

- Committee members are responsible for organizing their respective fund-raising activities. Fund-raisers must be approved by the Coordinator of Student Services prior to being organized or performed.
- The Committee Chair may request consideration for payroll deduction for approved fundraisers through Mrs. Heather Herb or her designee. Decisions will be made on an event by event basis. Approval will result in further direction.
- Following each fund-raising activity, the Committee Chair must immediately deposit all collected monies into the Medical Imaging Program Account at the Diamond Credit Union.
- Deposits are made by one of three Program Advisors: Mrs. Heather Herb, Mrs. Stacy Oskam or Mrs. Heather Phillips.
- Withdrawals require completion of the “Request for Withdrawal” form. This form may be obtained from the Program Secretary or Coordinator of Student Services.
  - Expenditures must serve educational purposes, support the good of the student body as a whole, promote scholarship, collegiality, or professionalism, or represent a purchase made on behalf of Alumni.
    - Reimbursement from this account requires a dated receipt from a vendor and must be accompanied by a Request for Withdrawal form.

### **5d. Yearbook Committee / Slide Show Committee**

Each class may choose to elect committee members to produce a graduation slide show (PowerPoint) and/or graduation yearbook. These projects are strictly voluntary as

is participation. Funding for these projects represents an out of pocket expense for graduating class members.

- If graduates wish for the presentation to be shown publically (i.e. at the graduation dinner), the project must be submitted to the Program Director for review prior to publication.
- **The completed project(s) must be submitted to the Program Director for review at least one week prior to the date of display.**

These projects may be completed during evening hours or during unscheduled time on academic days. Permission must be obtained from the Clinical Coordinator prior to working on the project at any time during hours of clinical assignment.

## **6. CARE OF PERSONAL ITEMS**

### **6b. Academic Environment**

Personal items such as coats, books, purses, etc. should be kept out of aisles, hallways, or other areas impeding the passage of other students or faculty. School of Health Sciences is not responsible for any misplaced or stolen items.

### **6a. Clinical Environment**

*See Clinical Seminar Manual*

## **7. TUITION & STUDENT ACCOUNTS**

Expenses associated with the Medical Imaging Program may be accessed via the program website. This information is also available through the Student Accounts Department.

All tuition billing and payments are handled by the Student Accounts Department at Reading Hospital School of Health Sciences.

By registering for courses, students accept responsibility for all charges associated with the academic program. Non-payment of financial obligations will result in a hold being placed on end of semester transcripts and end of program certificate of completion. Students will not be released from the program to proceed with the national registry exam administered by the American Registry of Radiologic Technologists (ARRT) until all fees associated with their education are satisfied.

## **8. PARKING (SHS Policy 364)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **9. BUILDING/CAMPUS ACCESS (SHS Policy 363)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **10. NON-SMOKING ENVIRONMENT (SHS Policy 336)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

## **11. ELECTRONIC DEVICES (SHS Policy 370)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**12. PHOTOGRAPHY, VIDEO and AUDIO RECORDING  
OF STUDENTS (SHS Policy 150)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**13. LIBRARY SERVICES (SHS Policy 355)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**14. TUTORING (SHS Policy 350)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**15. TUITION PAYMENT (SHS Policy 601)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**16. REFUND (SHS Policy 631)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**17. FINANCIAL AID**

The Reading Hospital School of Health Sciences Medical Imaging Program participates in several financial aid programs. All students interested in applying for any form of financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office located on the ground floor of the School of Health Sciences.

Director of Financial Services and Budget (484) 628-0105

Financial Aid Officer (484) 628-0106

**17a. Student Lending Code of Conduct (SHS Policy 600)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**17b. Verification of Data (SHS Policy 634)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**17b. Satisfactory Academic Progress for Financial Aid Program (SHS Policy 367)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**18. STUDENT JURY SUMMONS (SHS Policy 369)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**19. SELECTIVE ADMISSIONS (SHS Policy 300)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**20. STUDENT BACKGROUND CHECKS (SHS Policy 324)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>

**21. READING HOSPITAL SCHOOL of HEALTH SCIENCES  
MEDICAL IMAGING PROGRAM  
STATEMENT OF UNDERSTANDING**

I understand the Reading Hospital School of Health Sciences *Medical Imaging Program Handbook* is accessed via the program website and that a hardcopy is available upon request. I understand that by matriculating into the program, I accept responsibility for reviewing and complying with the contents of the *Medical Imaging Program Handbook*. I will contact School/Program Administrators in the event I have any questions or need advice regarding Program policies.

I have been informed that I must abide by the terms and conditions contained in the Program Handbook as a condition of continued enrollment in the 27 month Reading Hospital School of Health Sciences *Medical Imaging Program*.

I have read and understand the policies and procedures contained in the Program Handbook and acknowledge they are effective throughout the length of my educational stay. I also acknowledge that violation of the policies and procedures in the Program Handbook will result in disciplinary action, up to and including termination of enrollment. I further acknowledge that *Reading Hospital School of Health Sciences Medical Imaging Program* reserves the right to alter, amend, change or modify its Program Handbook as necessary.

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Student Name

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Student Signature / Date

## **SECTION XIV: RESIDENCE LIFE HANDBOOK**

Please refer to the current Residence Life Handbook available online.

<https://reading.towerhealth.org/app/files/public/102/Residence-Life-Student-Handbook.pdf>

A hardcopy of the Resident Life Handbook may be obtained upon request.  
The Coordinator of Student Services should be contacted.

### **1. STUDENT RESIDENT STATUS (SHS Policy 386)**

SHS policies are located at: <https://reading.towerhealth.org/academics/health-sciences/school-policies/>