



Cleveland Clinic

Mercy Hospital

A Catholic hospital sponsored by
The Sisters of Charity of St. Augustine

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

Cleveland Clinic Mercy Hospital School of Radiologic Technology Policies

Cleveland Clinic Mercy Hospital: School of Radiologic Technology

Mission Statement:

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

Radiologic Technology Program Goals:

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

Cleveland Clinic Mercy Hospital School of Radiologic Technology Program goals:

- *The student will develop competence in clinical performance.*
- *The student will demonstrate effective oral and written communication practices when dealing with patients, family members and other members of the healthcare team.*
- *The student will demonstrate the ability to effectively integrate critical thinking and problem solving skills when dealing with trauma or procedures that are not routine.*

Learning outcomes:

The graduate will:

- *Demonstrate proper positioning skills in order to obtain optimal radiographic images.*
- *Demonstrate proficiency in equipment manipulation to obtain radiographic images.*
- *Demonstrate proper radiation protection principles for the patient, clinical staff, and themselves.*
- *Use effective oral communication skills when dealing with clinical staff and patients.*
- *Use effective written communication skills when dealing with clinical staff and patients.*
- *Apply appropriate problem-solving skills when imaging age specific or trauma patients.*
- *Apply problem solving and critical thinking techniques when imaging patients with multiple exams.*
- *Consider the importance of being a member of a state or national radiologic technology society.*
- *Summarize the importance of lifelong learning and professional development.*
- *Demonstrate professionalism in the clinical arena.*

RADIOLOGY SCHOOL POLICY AND PROCEDURE MANUAL
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Section #1 - Sponsorship & Organization Policies:

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EDR001.120 - Sponsors' Responsibility

EDR001.210 - Description of the Profession

EDR001.220 - Program Description

EDR001.230 - Program Organization

EDR001.410 - Student Capacity

EDR001.420 - Attrition Rate

EDR001.430 - JRCERT Compliance

EDR001.500 - Program Goals and Mission Statement Review

EDR001.650 - Program Policies

EDR001.990 - Program Surveys

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Sponsorship Page 1 of 1		Policy Manual #: EDR001.100
		Corresponding Policy:
Effective Date: 09/1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

Cleveland Clinic Mercy Hospital; formerly Mercy Medical Center, is accredited by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). **JCAHO** commonly is referred to as the Joint Commission in the healthcare industry and among governmental industry regulators on the federal and state levels. Information on *The Joint Commission* can be found on their website at <https://www.jointcommission.org> or by calling customer service at (630) 792-5800.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Sponsors' Responsibilities Page 1 of 1		Policy Manual #: EDR001.120
		Corresponding Policy:
Effective Date: Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The following goals have been set out by management of Cleveland Clinic Mercy Hospital and approved by the board of Trustees as a guide to orderly growth, development, and improvement of health services provided by Cleveland Clinic Mercy Hospital. The goals exist because of our belief and commitment to the Concept that Cleveland Clinic Mercy Hospital exists to insure a healthier community both in body and mind. This concept encompasses a responsibility to require the students and faculty to be of good moral character and use sound judgment and professional ethics in all facets of their work while attending this institution. Furthermore, realize that their behavior outside of this Medical Center will also reflect the values of this hospital and the school. Cleveland Clinic Mercy Hospital shall develop, operate, manage, and conduct medical education programs; including but not limited to, undergraduate and post-graduate programs for students and physicians.

SPONSORS NON-DISCRIMINATION STATEMENT:

It is the Cleveland Clinic Mercy Hospital's policy that it will comply with the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), Ohio Revised Code 4112.02(A), the federal civil rights law; Title IX, and Title II of the Genetic Information Nondiscrimination Act (GINA), and the Regulations issued thereunder, and that this policy will be administered and will continue to be conducted in such a manner that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disability, marital status, national origin, creed, pregnancy, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law. In addition, Cleveland Clinic Mercy Hospital administers all programs and services without regard to disability and provides reasonable accommodations for otherwise qualified disabled individuals. Policy #EDR009.110

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Description of Profession Page 1 of 1		Policy Manual #: EDR001.210
		Corresponding Policy:
Effective Date: Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The radiographer is a skilled person qualified by medical education to provide patient services using imaging modalities, as directed by physicians qualified to order the radiologic procedures.

The radiographer shall perform effectively by:

- Applying knowledge of the principles of radiation protection for the patient, self, and others.
- Applying knowledge of anatomy, positioning, and radiographic technique to accurately demonstrate anatomical structure on the radiograph.
- Determining exposure factors to achieve optimal radiographs with a minimum amount of exposure to the patient.
- Examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities.
- Exercising discretion and judgment in performing radiologic procedures.
- Providing patient care essential to radiologic procedures.
- Recognizing emergency patient conditions and initiating lifesaving first aid.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Description Page 1 of 1		Policy Manual #: EDR001.220
		Corresponding Policy:
Effective Date: Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

Full time enrollment consists of no more than forty (40) hours per week attendance. This includes both classroom and clinical experience. Part time enrollment is not available in the Cleveland Clinic Mercy Hospital Radiologic Technology Program.

Weekend and evening program options are not available at the Cleveland Clinic Mercy Hospital School of Radiologic Technology.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Organization Page 1 of 1		Policy Manual #: EDR001.230
		Corresponding Policy:
Effective Date: Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Director has line authority from and accountability to the Cleveland Clinic Mercy Hospital Radiology department through the Administrative Director, Radiology Services and the Director of the Cleveland Clinic Imaging Institute.

The Program Faculty share accountability to the Cleveland Clinic Education Institute with respect to the students participating in the Cleveland Clinic Mercy Hospital School of Radiologic Technology.

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

The Advisory Committee ensures that all persons involved in and affected by the program are fairly represented in all major decisions.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Capacity Page 1 of 1		Policy Manual #: EDR001.410
		Corresponding Policy:
Effective Date: May 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

The number of students enrolled in the program shall not exceed recommendations of the JRCERT. The JRCERT must be notified if a change in capacity of students is requested.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Attrition Rate Page 1 of 1		Policy Manual #: EDR001.420
		Corresponding Policy:
Effective Date: May 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

The Program Director will be responsible for conducting attrition studies and exit interviews on a regular basis to help identify reasons for attrition. The Program Director also may seek advice and information from personnel within the Cleveland Clinic Mercy Hospital’s Department of Radiology or from personnel within the Cleveland Clinic Mercy Hospital.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: JRCERT Compliance Page 1 of 1		Policy Manual #: EDR001.430
		Corresponding Policy:
Effective Date: July 2000	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Any person who alleges non-compliance of JRCERT standards are encouraged to discuss the complaint with the faculty first, but may contact the JRCERT at (312) 704-5300 or visit the website at www.jrcert.org.

The Program Director must report the complaint against the program and program response to allegations to the advisory committee within 30 days. The resolution and determination of JRCERT findings will be reported to the advisory committee when received.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Goals and Mission Statement Review Page 1 of 1		Policy Manual #: EDR001.500
		Corresponding Policy:
Effective Date: July 2002 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Goals and Mission Statement of the Cleveland Clinic Mercy Hospital School of Radiology will be reviewed annually and documented in the advisory committee meeting minutes of the advisory committee meeting held closest to that review.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Policies Page 1 of 1		Policy Manual #: EDR001.650
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The policies of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program supersede the policies of Cleveland Clinic Mercy Hospital for all matters concerning students of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program. Cleveland Clinic Mercy Hospital policies apply in all matters not addressed in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology School policies.

Program policies will be reviewed, minimally, every other year and documented in the advisory committee meeting minutes of the advisory committee meeting held closest to that review.

Program policies may be revised on an as needed basis. All revised policies are shared with the students and all other interested parties.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Surveys Page 1 of 1		Policy Manual #: EDR001.990
		Corresponding Policy:
Effective Date: September 2020 Revised Date: 05/2021 Reviewed Date: 07/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

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

Section #2 – Admission Policies

EDR002.120 - Admission Criteria

EDR002.125 - Admission Pre-Requisites

EDR002.130 - Application for Admission Materials

EDR002.140 - Application Procedure

EDR002.150 - Acceptance Procedure

EDR002.160 - Pre-Entrance Program Requirements

EDR002.170 - Transfer Credit

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Admission Criteria Page 1 of 1		Policy Manual #: EDR002.120
		Corresponding Policy:
Effective Date: 1974 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The following shall be used for determining the acceptability of a candidate for admission to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

The student must:

1. Be a high school graduate or equivalent
2. Have taken college level courses prior to applying.
 *(These courses are offered at Kent State University, Stark Campus and other universities as well.)
3. Have received a grade of “C” or higher in all courses taken.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Admission Pre-Requisites Page 1 of 1		Policy Manual #: EDR002.125
		Corresponding Policy:
Effective Date: 1974 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Pre-Requisite Courses:

- Anatomy & Physiology I
- Anatomy & Physiology II
- Medical Terminology

Applicants graduating outside the U.S. must apply for certification with the U.S.D.E.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Application for Admission Materials Page 1 of 1		Policy Manual #: EDR002.130
		Corresponding Policy:
Effective Date: 1973 Last Revised Date: 05/2021 Last Reviewed Date: 1/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The following materials must be received by the School before an application can be considered:

- Completed application form
- Transcripts from all colleges attended
- Two letters of recommendation
- \$40.00 application fee; the application fee is non-refundable.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Application Procedure Page 1 of 1		Policy Manual #: EDR002.140
		Corresponding Policy:
Effective Date: 1949 Last Revised Date: 05/2021 Last Reviewed Date: 1/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

One class of students will be admitted to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program in June or July of each year.

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

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

The admissions panel consists of:
 The Program Director, The Clinical Coordinator, A member of the Faculty, and at least 2 other designates.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Acceptance Procedure Page 1 of 1		Policy Manual #: EDR002.150
		Corresponding Policy:
Effective Date 1949	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 1/2022		

All applicants interviewed for admission will be informed of the Admission Panel’s decision to accept or deny them admission to The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

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

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

Once accepted, a \$200.00 non-refundable acceptance fee (which is deducted from your tuition) is required to hold your spot in the program.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Pre-entrance Program Requirements Page 1 of 1		Policy Manual #: EDR002.160
		Corresponding Policy:
Effective Date: September 1976 Last Revised Date: 01/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All accepted applicants are required to have a physical examination, criminal background check, and drug test prior to commencement of training. Candidates accepted are required to submit evidence of immunizations and general fitness. Technical standards checklist will be signed by the physician of the accepted student as a portion of the medical examination.

The medical reports are reviewed by the Professionals at Castle Branch and the Program Director of the Cleveland Clinic Mercy Hospital School of Radiologic Technology. Copies are retained in the student's permanent file in the Cleveland Clinic Mercy Hospital School of Radiologic Technology school office.

The student will be vaccinated or immunized for tetanus/diphtheria, rubella, rubeola, mumps varicella, COVID-19 and hepatitis B.

Final acceptance into the Cleveland Clinic Mercy Hospital's School of Radiologic Technology Program is conditional upon passage of a criminal background check and a negative drug screening.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Transfer Credit Page 1 of 1		Policy Manual #: EDR002.170
		Corresponding Policy:
Effective Date: April 1983 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

To maintain the Program standards of excellence both clinically and academically, transfer credits from another accredited Radiologic Technology Program will not be accepted.

No student will be granted “placement” into a current class within the Cleveland Clinic Mercy Hospital School of Radiologic Technology.

Section #3 – Advanced Placement

EDR003.120 – Advanced Placement Program Policy

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Advanced Placement Program Policy Page 1 of 1		Policy Manual #: EDR003.120
		Corresponding Policy:
Effective Date: August 2020 Revised Date: 3/2022 Reviewed Date: 07/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology does not have an Advanced Placement Program.

As of December 31, 2021, the Advanced Placement option is no longer honored by the ARRT, The American Registry of Radiologic Technologists. Because the Advanced Placement option was terminated by the ARRT, The American Registry of Radiologic Technologists, the faculty of the Cleveland Clinic Mercy Hospital School of Radiologic Technology and the Advisory Committee for the Cleveland Clinic Mercy Hospital School of Radiologic Technology decided to remove this option and its related information from the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Policy Manual.

Section #4 - Equipment & Facilities Policies

EDR004.100 - General Instructional Facilities

EDR004.110 - Classroom

EDR004.120 - Offices

EDR004.200 - Clinical Facilities

EDR004.300 - Radiology Lab Facilities

EDR004.400 - Library Facilities

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: General Instructional Facilities Page 1 of 1		Policy Manual #: EDR004.100
		Corresponding Policy:
Effective Date: Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All didactic instructional facilities for the School of Radiologic Technology are on the campus at Cleveland Clinic Mercy Hospital. The students are not required to commute to other locations for any portion of their classroom instruction.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Classroom Page 1 of 1		Policy Manual #: EDR004.110
		Corresponding Policy:
Effective Date: May 1980	Authorized By: Advisory Committee	
Last Revised Date: 07/2022	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

The School of Radiologic Technology has a dedicated classroom in the Cleveland Clinic Mercy Hospital Radiology Department. The classroom has desks, each desk has a computer for accessing our MyLearning LMS and seating for 20 students, a mounted projector with whiteboard, a lectern, and a bookshelf loaded with reference books. List of reference titles located in the Master Plan of Education.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Offices Page 1 of 1		Policy Manual #: EDR004.120
		Corresponding Policy:
Effective Date: Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Director and Clinical Coordinator share the same office.

Other faculty not having private offices can use the Program Director’s office for their own planning, research, counseling, etc. as needed.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Facilities Page 1 of 1		Policy Manual #: EDR004.200
		Corresponding Policy:
Effective Date: Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The School of Radiologic Technology uses the Department of Radiology at The Cleveland Clinic Mercy Hospital as its clinical education facility.

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

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

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

Offsite clinical rotations are available at Cleveland Clinic Mercy Hospital North Canton Stat Care and Cleveland Clinic Union Hospital, Dover Ohio.

All equipment at all sites is checked for radiation safety according to current federal and or state regulation.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Radiology Laboratory Facilities Page 1 of 1		Policy Manual #: EDR004.300
		Corresponding Policy:
Effective Date: Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

There are no separate dedicated radiographic laboratory facilities for the Cleveland Clinic Mercy Hospital School of Radiologic Technology. General diagnostic rooms in the department of the Cleveland Clinic Mercy Hospital, Cleveland Clinic North Canton Stat Care and Cleveland Clinic Union Hospital, Dover Ohio are used by students and faculty to conduct experiments, hold class demonstrations, and to practice radiographic procedures.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Library Facilities Page 1 of 1		Policy Manual #: EDR004.400
		Corresponding Policy:
Effective Date: Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The technical library for the Cleveland Clinic Mercy Hospital School of Radiology is located in the School of Radiologic Technology classroom. In addition, the radiologists maintain their own library that is open to technical staff of the Cleveland Clinic Mercy Hospital Radiology Department and the students of The Cleveland Clinic Mercy Hospital School of Radiologic Technology.

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

The Education Institute also provides student access to the Medical Library on the Cleveland Clinic Main Campus, Cleveland Ohio.

Section #5 - Clinical Competency & Supervision Policies:

- EDR005.111 - Competency Based Criteria
- EDR005.112 - Required Clinical Competencies
- EDR005.120 - Proof of Competency in Performing Procedures
- EDR005.130 - Overtime Compensation
- EDR005.131 - Scheduling / Total Time Allowed
- EDR005.132 - Extra Clinical Time
- EDR005.133 - Clinical Rotation Schedule
- EDR005.134 - Daily Shift Assignments
- EDR005.135 - Holiday Observance
- EDR005.140 - Distribution of Clinical Experience
- EDR005.150 - Validation of Clinical Competency Requirements
- EDR005.200 - Clinical Supervision
- EDR005.300 - Clinical Coordinator
- EDR005.310 - Clinical Preceptors
- EDR005.320 - Computation of Clinical Grades
- EDR005.350 - Clinical Summer Session
- EDR005.400 - Weekend Switching
- EDR005.410 - Demerit / Merit
- EDR005.430 - Class Days vs. Clinical Days
- EDR005.440 - Monday Clinical Schedule
- EDR005.612 - Revoked Check Offs
- EDR005.613 - Exam Practice Log
- EDR005.614 - Exam Simulations
- EDR005.615 - Clinical Rotations
- EDR005.616 - Failed Competencies
- EDR005.617 - Reports for Fails
- EDR005.700 - Student Health Policy
- EDR005.710 - Flu Vaccine Policy

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Competency Based Criteria Page 1 of 1		Policy Manual #: EDR005.111
		Corresponding Policy:
Effective Date: March 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Minimum acceptable levels of performance have been established for clinical education. These address both quantitative and qualitative standards.

QUANTITATIVE:

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

QUALITATIVE:

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Required Clinical Competencies Page 1 of 2		Policy Manual #: EDR005.112
		Corresponding Policy:
Effective Date: March 1981	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

During the 22 month training, the student must prove competence in some of the following procedures and have knowledge of the following equipment.

Procedures:

- | | | |
|---|---|--|
| Finger/thumb (M)
Hand (M)
Wrist (M)
Elbow (M)
Humerus (M)
Forearm (M)
Shoulder (M)
Clavicle (M)
Scapula (E)
AC Joints (E)
Trauma: Upper Extremity (Non-shoulder) (M)
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial) (M)
Spine (cross table lateral (horizontal beam) – Patient Recumbent) (M)
Cervical Spine (M)
Thoracic Spine (M)
Lumbosacral Spine (M)
Sacrum and/or Coccyx (M)
Pelvis (M)
Sacroiliac Joints (E)
Scoliosis Series (E)
Femur (M)
Trauma: Lower extremity* (M)
Patella (E) | Skull (E)
Paranasal Sinuses (E)
Facial Bones (E)
Orbits (E)
TMJ's (E)
Nasal Bones (E)
Mandible (E)
Mobile Chest (M)
Mobile Abdomen (M)
Mobile Orthopedic (Upper or Lower) (M)
Foot (M)
Hip (M)
Toe (E)
Knee (M)
Tibia and fibula (M)
Ankle (M)
Calcaneus (E)
Cross Table Lateral Hip (M)
Abdomen Supine (M)
Abdomen Upright (M)
Abdomen Decubitus (E) | <u>C-arm Procedures:</u>
Surgical:
Sterile Field
Manipulation – 2 views
Pain Management:
(1 or 2 view) |
|---|---|--|

CCMH Equipment:

- Room 1
- Room 3
- Room 4 or 5
- Room 17
- ED Room
- GE Portable
- Shimadzu
- C-Arm

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Required Clinical Competencies Page 2 of 2		Policy Manual #: EDR005.112
		Corresponding Policy:
Effective Date: March 1981	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Procedures continued:

- | | |
|---|--|
| Upper GI – Single or Double (E)
Barium Enema – Single or Double (E)
Small Bowel Series (E)
Esophagus (E)
Cystography/Cystourethrography (E)
ERCP (E)
Myelography (E)
Arthrography (E)
Hysterosalpingogram (E) | Chest Routine (AP and Lateral) (M)
Chest AP (WC or stretcher) (M)
Ribs (M)
Chest Lateral Decubitus (E)
Sternum (E)
Upper Airway (Soft-tissue neck) (E)
SC Joints (E) |
|---|--|

- Pediatric: 6 years old or younger
 - Pediatric Chest Routine (M)
 - Pediatric Upper or Lower Extremity (E)
 - Pediatric Abdomen (E)
 - Pediatric Mobile Study (E)
- Geriatric Chest Routine (M)
- Geriatric Upper or Lower Extremity (M)
- Geriatric Hip or Spine (E)

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Proof of Competency in Performing Procedures Page 1 of 1		Policy Manual #: EDR005.120
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

A list shall be posted in a central location within the Cleveland Clinic Mercy Hospital's Radiology Department indicating all procedures for which a student has been competency checked. This list will be updated on an ongoing basis by the Clinical Coordinator or the Program Director for the Cleveland Clinic Mercy Hospital School of Radiologic Technology.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Overtime Compensation Page 1 of 1		Policy Manual #: EDR005.130
		Corresponding Policy:
Effective Date: July 1992 Last Revised Date: 10/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All justified overtime will be documented on the student’s employee attendance record. This time will be reviewed on a regular basis and the student will be advised as to his/her available time.

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

- 08 – 15 minutes = .25 of an hour**
- 23 – 30 minutes = .50 of an hour**
- 38 – 45 minutes = .75 of an hour**
- 53 – 60 minutes = 1.00 of an hour**

Compensatory time will be granted at the discretion of the Program Director and/or Clinical Coordinators. Overtime cannot be used to come in late without prior permission from Director or Clinical Coordinator. Overtime can be used to leave early without prior permission, however, a school official must grant permission to leave early. A request for time off slip must be filled out and turned in for all overtime used by a student.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Scheduling / Total Time Allowed Page 1 of 1		Policy Manual #: EDR005.131
		Corresponding Policy: EDR003.130
Effective Date: September 1978 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The total number of hours a student spends in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program shall not exceed forty (40) hours per week. This will include classroom instruction and clinical experience which will include any Saturdays second shift assignments.

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

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

To ensure credit for overtime, the student may be questioned by the Program Director and/or Clinical Coordinator before time is granted. All overtime compensation must be taken according to policy #EDR005.130.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Addition Clinical Time Page 1 of 1		Policy Manual #: EDR005.132
		Corresponding Policy: EDR003.130
Effective Date: September 1978 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The total number of hours a student spends in the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program shall not exceed forty (40) hours per week. When a student wants to complete additional clinical time to get ahead or complete check-offs needed for that semester, they may request the hours according to the schedule below.

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

If a student requests additional clinical time the student is doing this voluntarily.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Rotation Schedule Page 1 of 1		Policy Manual #: EDR005.133
		Corresponding Policy:
Effective Date: September 1974 Last Revised Date: 10/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The clinical rotation schedules are posted in advance. Every effort is made to assure that all students will have equal opportunity to experience all possible clinical learning situations.

- (1) First Year Students are normally assigned to general diagnostic rooms with limited experience in non-radiographic sections of the Radiology Department and limited experience in sub-specialty imaging modalities.
- (2) Second Year Students are assigned to additional general diagnostic experience and to limited experience in sub-specialty imaging modalities in the Radiology Department.
- (3) Clinical rotation sites will be possible to enhance the clinical education experience of all students in the Cleveland Clinic Mercy Hospital School of Radiologic Technology.
 - a. Union Hospital, Dover Ohio will be a clinical site for the Cleveland Clinic Mercy Hospital School of Radiologic Technology Program. This rotation will be a 2-week rotation.
 - b. Cleveland Clinic North Canton Stat Care (Urgent Care) will be a clinical site for the Cleveland Clinic Mercy Hospital School of Radiologic Technology Program. This rotation will be a 1-week rotation.

*NOTE: No changes will be made in the clinical rotation schedule without permission from the Program Director or Clinical Coordinator. In the event that the Program Director or Clinical Coordinator are not available due to a physical absence from The Cleveland Clinic Mercy Hospital facility a specified Designate will be authorized to make clinical rotation decisions.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Daily Shift Assignments Page 1 of 1		Policy Manual #: EDR005.134
		Corresponding Policy: EDR005.200
Effective Date: September 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be scheduled up to forty (40) hours per week. This will include weekdays, mid-shift afternoons, and Saturday evenings and will encompass both clinical and class instruction time.

Mid-shift afternoon shifts will be restricted to scheduled student clinical days only. Afternoon clinical rotations are a required part of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology program. These shifts run from 1:00pm until 9:30pm. The Monday 1/2 clinical day during this rotation will be from 5:00pm to 9:00pm.

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

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

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

**NOTE: No changes will be made in the clinical rotation schedule without permission from faculty of the Cleveland Clinic Mercy Hospital School of Radiologic Technology.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Holiday Observance Page 1 of 1		Policy Manual #: EDR005.135
		Corresponding Policy:
Effective Date: July 1992 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will not be assigned to rotate on holidays.

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

- (1) Independence Day
- (2) Labor Day
- (3) Thanksgiving
- (4) Christmas Day
- (5) New Year's Day
- (6) Memorial Day

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Distribution of Clinical Experience Page 1 of 1		Policy Manual #: EDR005.140
		Corresponding Policy:
Effective Date: November 1981	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Clinical assignments include the following approximated percentages for the types of clinical experience each student of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program should expect to participate in and are subject to change based on student needs:

<u>General Diagnostic</u>	30%
Head and Neck	
Spine	
Extremities	
Other than normal shifts	
<u>Thorax</u>	20%
<u>Contrast Media Procedures</u>	20%
Abdomen	
UGI	
Urinary Studies	
Special - Fluoro	
<u>Specialized Studies</u>	12%
CT/MRI	
Nuclear Medicine	
Interventional Radiology	
Radiation Therapy	
Ultrasound	
Mammography	
<u>Surgery and Portables</u>	12%
<u>Non-Radiographic</u>	6%
Office Procedures	
Central Transport	
Nursing	

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Validation of Clinical Competency Requirements Page 1 of 1		Policy Manual #: EDR005.150
		Corresponding Policy: EDR005.112
Effective Date: May 1982 Last Revised Date: 02/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The required clinical competencies listed in Policy #EDR005.112 will be reviewed by the Program Director and appropriate faculty.

The following criteria should be used in updating clinical requirements:

- ARRT Clinical Competency Requirements
- Availability of Procedures in the Cleveland Clinic Mercy Hospital’s Radiology

Department

- Availability of Clinical Assignments for each student
- Difficulty level of required procedures
- Time constraints of training process
- Requirements of potential employees

*NOTE: The Program Director is responsible for conducting external validation studies of the program and reporting to the advisory committee. The program director may seek advice from other personnel either internally or externally through the educators’ network in the radiologic sciences.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Supervision and Supervised Student Locations Page 1 of 2		Policy Manual #: EDR005.200
		Corresponding Policy:
Effective Date: February 2023 Last Revised Date: 01/2023 Last Reviewed Date: 1/2023	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

A registered technologist shall be present on the premises in the Cleveland Clinic Mercy Hospital’s Radiology Department at all times for assistance when students are performing procedures. This includes procedures for which the student has proved competent.

All students are under direct supervision at ALL times prior to achieving exam competency & must have a registered technologist present when performing a procedure for which competency has not yet been achieved.

Students may perform a procedure under “Indirect Supervision” if the following exists:

- (1) Student has proven competent to perform procedure.
- (2) A registered technologist is present to review the request & for entire patient identification and screening process to assure that the correct patient is being imaged and correct exam is performed.
- (3) A registered technologist reviews images before patient is dismissed.
- (4) ALL repeat radiographs must be performed while registered technologist is in the radiographic room.
- (5) ALL 4 of the above requirements are mandatory for an exam done under “Indirect Supervision”
- (6) NO student will perform the following exam alone or with another student under ANY circumstances.
 - Fluoroscopy Procedures
 - Portables
 - C-Arm/Surgery Procedures

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Supervision and Supervised Student Locations Page 2 of 2		Policy Manual #: EDR005.200
		Corresponding Policy:
Effective Date: February 2023 Last Revised Date: 01/2023 Last Reviewed Date: 01/2023	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be assigned to specialty areas during their clinical rotations. In order to maintain adequate supervision by the Registered Technologist assigned to that area, the student will be stationed near that technologist.

Students will check the *Clinical Technologist Schedule* to locate the technologist assigned to the specialty area to which they are assigned and let them know that they will be working with them that day. The registered technologist in the specialty area will decide when the student will go to lunch; either 11:30am to 12:15pm or 12:15pm to 1:00pm.

Student Assigned Locations:

- Students assigned to the OR rotation shall remain in the technologist work area with the OR Technologist.
- Any student assigned to Pain will remain in the technologist work area with the Pain Technologist. If you are scheduled in Pain you will remain in the Pain Imaging Suite unless the Pain Technologist leaves due to no cases.
- Any student assigned to Fluoro Room 4 or 5 will remain with the Fluoro Technologist after completing all scheduled Fluoro cases and work with the Fluoro Technologist until the end of their scheduled clinical day.
- Any student assigned to the ER will remain with the ER Technologist wherever they are working. If you check the *Clinical Technologist Schedule* and cannot locate the technologist assigned to the ER area; you will need to go to the front desk to see if the ER Technologist is in the ER X-ray room doing a case or if they are out of the department. The student is to remain working with the ER Technologist until the end of their scheduled clinical day.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Coordinator Page 1 of 1		Policy Manual #: EDR005.300
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

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

- Computed Tomography
- Nuclear Medicine
- Radiation Therapy
- Special Procedures/IR
- Surgery/Portables
- Ultrasound
- Mammography
- Magnetic Resonance Imaging
- Cardiac Cath Lab
- Stat-Care (Off-site North)
- Office Procedures
- Central Transport
- Nursing

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Preceptor Page 1 of 1		Policy Manual #: EDR005.310
		Corresponding Policy:
Effective Date: October 2020 Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

The Clinical Preceptors shall function as the Clinical Coordinator’s Designate in the absence of the Clinical Coordinator or the Program Director.

The Clinical Preceptors in Radiography at the Cleveland Clinic Mercy Hospital shall have the following qualifications:

- Registered by the ARRT in Radiography
- Employed by the Cleveland Clinic Mercy Hospital for a minimum of 1 year
 - In good standing – Not under any disciplinary actions
- Completed Preceptor Training*

*When Preceptor Training is available

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Computation of Clinical Grades Page 1 of 2		Policy Manual #: EDR005.320
		Corresponding Policy: EDR006.230
Effective Date: September 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The student is expected to complete the required clinical competencies defined in the clinical course syllabus for that clinical education rotation. Minimum acceptable performance levels have been established for each clinical education rotation. Clinical objectives are arranged in varying levels of difficulty; this is done to account for the amount of time the student has been in training.

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

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

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

Clinical performance is reviewed per semester. Any student performing below minimum standards shall be placed on probation. Refer to Policy #EDR006.230, Section (2).

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Computation of Clinical Grades Page 2 of 2		Policy Manual #: EDR005.320
		Corresponding Policy: EDR006.230
Effective Date: September 1972 Last Revised Date: 07/2022 Last Reviewed Date: 07/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The grading scale for clinical competency performance will be as follows:

- 100%-97% = A
- 96%-93% = A-
- 92%-91% = B+
- 90%-88% = B
- 87%-86% = B-
- 85%-84% = C+
- 83%-82% = C
- 81%-80% = C-
- 79%-75% = D
- 74% and below = F

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Summer Session Page 1 of 1		Policy Manual #: EDR005.350
		Corresponding Policy:
Effective Date: June 2012 Last Revised Date: 03/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be in the Summer Clinical Session, Tuesday through Thursday, beginning the week following the graduation break week.

Tuesday, Wednesday, and Thursday will be eight-hour clinical days with varying start and end times.

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

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

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

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

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

This will not be included on the official transcript.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Weekend Switching Page 1 of 1		Policy Manual #: EDR005.400
		Corresponding Policy:
Effective Date: January 2001 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be scheduled a total of 6 Saturday rotations as a second year student for clinical experience. Saturday clinical rotations will be afternoon shift 3:00 – 11:30 PM.

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

A form; the “Exchanges in Scheduled Time” form, must be signed and dated by the student or students involved in the switch and the Program Director or Clinical Coordinator must also sign this form prior to the switch being made to the official schedule. Students are limited to 3 weekend switches in total for the entire program.

When switching Saturdays you will be given Monday off the week of this Saturday shift, just as any other scheduled Saturday shift. If the student is “*scheduled off*” the week of the switched Saturday shift no additional Monday hours will be given off as compensation per policy #EDR005.131

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Demerit/Merit Program Page 1 of 3		Policy Manual #: EDR005.410
		Corresponding Policy:
Effective Date: April 2001 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The demerit system was designed to keep the Radiologic Technology students compliant with the rules and objectives of the Cleveland Clinic Mercy Hospital School of Radiologic Technology Program and The Cleveland Clinic Mercy Hospital facility policies. Demerits can only be issued by the Program Director, Clinical Coordinator, Clinical Instructor or Faculty. Certain violations, as listed below, will warrant an initial verbal warning prior to a demerit being issued. If the student violates the same policy a second time, a demerit will be issued. Other violations, as listed below, will be an automatic demerit with no verbal warning given. Any demerit given in a semester will be a deduction of 4 points; taken from the final clinical grade. Each semester all students will begin with 0 demerit points.

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

Any student earning a merit can only use it as clinical time off if they have no demerits for that semester. If the student has demerits, the merit can be used to erase one demerit for that semester thus voiding its use as clinical time off. Merits earned in a previous semester cannot be used to erase demerits in the present semester.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Demerit/Merit Program Page 2 of 3		Policy Manual #: EDR005.410
		Corresponding Policy:
Effective Date: April 2001 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

For the violations listed below, a verbal warning will be given prior to a demerit being issued. If the policy is violated a second time, a **4 point demerit** will be given.

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

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

Automatic **4 point demerits** with no verbal warning:

1. Not wearing or losing radiation badge
2. Eating in non-designated areas
3. Not having markers while in the clinical area
4. Not using markers on an exam while in the clinical area
5. Not turning in weekly log sheets or staff evaluations by the end of the following week. * If the student is scheduled off the following week; the logs are due on the Monday following that scheduled week off.
6. Not turning in reports for specialty areas by the end of the rotation
7. Not having images checked by staff
8. Performing repeats without supervision or direction from staff
9. Having clinical competencies revoked
10. Not following professional standards or objectives
11. Performing exams without direct supervision when competency has not yet been received

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Demerit/Merit Program Page 3 of 3		Policy Manual #: EDR005.410
		Corresponding Policy:
Effective Date: April 2001 Last Revised Date: 03/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Merits received for a semester must be used by the end of the following semester. They can be used at any time and will not count against attendance record. The only exception is calling in the morning to say you are using merit time to come in late. This is not acceptable and will be counted against attendance. Merits for perfect attendance in the 4th semester will be given if the student has perfect attendance as of April 30th. Merits for no demerits in the 4th semester will be given if the student has no demerits as of April 30th.

Merits: resulting in 3 hours of clinical time, will be given for the following reasons:

1. Perfect attendance in a semester (no tardiness or call-offs)
2. Written thanks from patients or physicians
3. Not receiving any demerits in a semester
4. QI slip for exceptional exam from a Radiologist

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

- 1st semester – no merits given due to minimal requirements
- 2nd semester – merit for 20 or more competencies completed
- 3rd semester – merit for 35 or more competencies completed
- 4th semester – merit for 52 or more competencies completed

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Class Days vs. Clinical Days Page 1 of 1		Policy Manual #: EDR005.430
		Corresponding Policy:
Effective Date: July 2010 Last Revised Date: 05/2021 Last Reviewed Date: 9/2020	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be provided with a clinical schedule and a class schedule for each semester. Start times for clinical rotations will vary according to the schedule in the clinical notebook. A student schedule is also posted within the Radiology Department. Class days will begin at 9:00 AM unless told otherwise and end times may vary with each semester. During class days, students are not permitted in the clinical setting. If a day is a combination of class and clinical, the student will follow the clinical schedule for that day & report to class at the assigned time. The student will report back to clinical when the class is completed.

Schedules are subject to change due to unforeseen circumstances.

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Monday Clinical Schedule Page 1 of 1		Policy Manual #: EDR005.440
		Corresponding Policy:
Effective Date: August 2017 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Mondays will be a split clinical day for 1st year and 2nd year students.

2nd year students will be in clinical in the morning. They will report at their assigned start time for the week and will stay for 4 hours.

Example: 7am-11am, 7:30-11:30, 8-12pm

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

When scheduled on the mid-shift clinical rotation the students Monday shift will be from **5:00pm to 9:00pm**.

All other clinical days will start at the assigned start time for the week.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Revoked Check-Offs Page 1 of 1		Policy Manual #: EDR005.612
		Corresponding Policy: EDR005.410
Effective Date: September 2001 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Check-offs can be revoked if the student does not retain competency and is performing procedures incorrectly. If a check-off is revoked, the student must practice 3 exams with the Clinical Coordinator or designate before being able to regain competency for the procedure. A revoked check-off also results in a demerit as stated in policy #EDR005.410.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Exam Practice Log Page 1 of 1		Policy Manual #: EDR005.613
		Corresponding Policy:
Effective Date: May 2002 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students are required to practice a specified number of exams before being able to obtain competency on a particular exam. It is recommended that these exams be done with an instructor but can be done with a technologist when instructors are not available. The majority of exams in fluoroscopy must be practiced with an instructor due to the complexity of these procedures.

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

A weekend competency list will be posted in the department and can be located in the student clinical binder. This list will be reviewed periodically to coincide with the Radiology Department volume and exam availability. The final decision for a completed off-shift competency will be made after images are reviewed by one of the program faculty.

A software application called Trajecsys will be used to log exams, complete competencies, perform evaluations and monitor time. KRONOS will no longer be used for timekeeping.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Exam Simulations Page 1 of 1		Policy Manual #: EDR005.614
		Corresponding Policy:
Effective Date: July 2005	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Simulations on exams will be permitted during the last four (4) weeks of the 4th semester, if an exam has not been available to meet requirements for the semester.

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

Competencies should be completed on an actual patient whenever possible. The exception will be for the 4th semester. Simulations will be permitted to achieve ARRT graduation requirements.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Rotations Page 1 of 1		Policy Manual #: EDR005.615
		Corresponding Policy:
Effective Date: July 2005 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students are assigned to clinical rotations on a weekly or bi-weekly basis. Students are required to stay in their clinical area to get practice and obtain check-offs needed for the semester. After check-offs are completed, they will remain in that rotation so they can retain competency on exams. Students will only be pulled from their assigned areas for exams that are rare or uncommon.

During that last 2 weeks of the semester, students will be allowed to leave their area to attempt check-offs needed for the semester, only if they already have the check-offs required in the area to which they are assigned.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Failed Competencies Page 1 of 1		Policy Manual #: EDR005.616
		Corresponding Policy:
Effective Date: April 2008 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be given 1 free failed competency **per semester and summer session** that does not count toward their grade. The 1st failed competency will be the one that is thrown out regardless of what exam was done. After that, all other fails will be counted toward their final clinical grade for that semester.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Reports for Fails Page 1 of 1		Policy Manual #: EDR005.617
		Corresponding Policy:
Effective Date: July 2015 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students are required to complete a report for every exam that they fail. The student will complete this report in Trajecsyst. An “*Evaluation of the failed exam*” will be completed by the student within 1 day after the failed check-off. If the exam is failed on Friday, the Trajecsyst evaluation must be turned in by the following Monday. If the evaluation is not received within the given time frame, **0.5 points** will be subtracted from the final clinical grade. These evaluations will be beneficial to the student as a way to review the exam and avoid future fails for the same reasons.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Health Policy Page 1 of 2		Policy Manual #: EDR005.700
		Corresponding Policy:
Effective Date: October 2020	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Segments of the Employee Health Program are available for students (both nursing and non-nursing) to provide treatment of illness/injuries which occur during assigned activities at the Cleveland Clinic Mercy Hospital. The program encompasses any student who is affiliated with an educational program sponsored by or based at the Cleveland Clinic Mercy Hospital.

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

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

During Clinical Assignments:

- A. If a student becomes ill while on clinical assignment at the Cleveland Clinic Mercy Hospital, they should notify their instructor and should be either excused from duty or referred to the Emergency Department for acute, serious problems requiring urgent care.
- B. If student becomes injured (includes all exposures to contagion) while on clinical experience at Cleveland Clinic Mercy Hospital, they should:
 - 1. Report incident to their instructor and follow the school’s procedure.
 - a. If needle stick or exposure to contagion occurs, follow the guidelines outlined in the Infection Control Policy for blood exposure to non-employees and follow-up as outlined by the school.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Health Policy Page 2 of 2		Policy Manual #: EDR005.700
		Corresponding Policy:
Effective Date: October 2020	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

- b. If serious injury/urgent problem, report to the Emergency Department If serious injury/urgent problem, report to the Emergency Department
 - c. Contact the individual’s private physician.
- C. Follow-up care for work related conditions consists of notifying participant of particular type of follow-up care needed (if any). This follow-up is the responsibility of the participant.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Flu Vaccine Policy Page 1 of 1		Policy Manual #: EDR005.710
		Corresponding Policy:
Effective Date: October 2020	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Students in the Cleveland Clinic Mercy Hospital School of Radiologic Technology have a responsibility to the patients, their families, and themselves to maintain a healthy body. Certain health requirements are to be completed PRIOR to beginning their hospital clinical experience.

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

Influenza Vaccine – are required of all students assigned to clinicals during flu season – normally November 1st thru April 1st annually.

Section #6 - Academic & Clinical Evaluation Policies:

EDR006.110 - Didactic Curriculum

EDR006.210 - Class Attendance

EDR006.220 - Computation of Didactic Grades

EDR006.230 - Scholastic Standing

EDR006.232 - Course Failure

EDR006.240 - Academic or Clinical Probation

EDR006.260 - Anatomy and Positioning Re-Tests

EDR006.300 - Class Schedules

EDR006.400 - Graduation Requirements

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Didactic Curriculum Page 1 of 1		Policy Manual #: EDR006.110
		Corresponding Policy:
Effective Date: September 1977	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Separate files shall be maintained for all updated course objectives and outlines. These files are open for review by all students and members of the faculty and staff.

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Class Attendance Page 1 of 1		Policy Manual #: EDR006.210
		Corresponding Policy:
Effective Date: September 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All scheduled classes must be attended.

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

Class assignments and tests missed due to unexcused absences cannot be made up.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Computation of Didactic Grades Page 1 of 1		Policy Manual #: EDR006.220
		Corresponding Policy:
Effective Date: April 1983 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Grades are computed every semester for each course based upon the following grading system:

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Scholastic Standing Page 1 of 1		Policy Manual #: EDR006.230
		Corresponding Policy: EDR009.610
Effective Date: September 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Scholastic standing shall be defined by the following criteria:

- (1) **Good Standing:** The student is progressing in a satisfactory manner, maintaining at least a passing grade for each course offered in the curriculum including their clinical education rotations.
- (2) **Academic Probation:** The student is not performing satisfactorily.
 - (a) Failure to pass any course in the curriculum.
 - (b) Failure to pass clinical course requirements.
- (3) **Disciplinary Probation:** The student exhibits unacceptable behavior patterns. Refer to Progressive Corrective Action Policy #EDR009.610.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Course Failure Page 1 of 1		Policy Manual #: EDR006.232
		Corresponding Policy:
Effective Date: September 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

In the event a student fails a course with a **(D)**, either clinical or didactic, the following will occur:

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

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

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

Documentation of didactic and clinical interventions will be kept in the student's permanent record.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Academic or Clinical Probation Page 1 of 1		Policy Manual #: EDR006.240
		Corresponding Policy:
Effective Date: September 1974 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Any student not maintaining at least the minimum acceptable grade average in both didactic and/or clinical will be placed on probation. The minimum acceptable didactic grade is 75% and the minimum acceptable clinical grade is 80%.

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

Any student receiving three (3) probations; the equivalent of three (3) course grades of “D”, during any single semester of training will be automatically terminated.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Anatomy & Positioning Re-Test Page 1 of 1		Policy Manual #: EDR006.260
		Corresponding Policy:
Effective Date: July 2002	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Any student not receiving a grade of 75% or better on a written test in Anatomy & Positioning I or II must take a re-test before being permitted to obtain a competency on the exam that the student was tested over.

The failed test score will count as the recorded grade.

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

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

The passing test grade will be kept in the student's file for liability purposes only. At that point, the student would be permitted to attempt competencies if they have completed all of their practices for the exam.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Class Schedules Page 1 of 1		Policy Manual #: EDR006.300
		Corresponding Policy:
Effective Date: 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The master program curriculum schedule shall be planned for the entire program. It will be distributed to the students during orientation week to both the Juniors and Seniors.

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

No classes shall be scheduled on weekends, evenings or on days when students are routinely scheduled off. Students requesting days off when classes are scheduled are responsible to make prior arrangements with the course instructor.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Graduation Requirements Page 1 of 1		Policy Manual #: EDR006.400
		Corresponding Policy: EDR005.112 EDR006.230 EDR006.240
Effective Date: 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

In order to be eligible for graduation, the student must:

- Satisfactorily complete all clinical requirements (Policy #EDR003.112)
- Have a satisfactory GPA clinically (Policy #EDR006.240)
- Have a satisfactory GPA didactically (Policy #EDR006.240)
- Be in “Good Standing”. (Policy #EDR006.230)
- Demonstrate appropriate use of verbal and written medical language
- Demonstrate knowledge of human anatomy and physiology
- Attend to a patients’ needs with concern and empathy
- Properly operate radiographic equipment and accessories
- Properly position the patient for radiographic procedures
- Adapt exposure factors for patient pathology
- Understand the use of technical factors to obtain a quality radiograph with minimal radiation exposure
- Process images properly
- Have paid all costs, books, and tuition due to the program

Section #7 - Budget & Advertising Policies:

EDR007.110 - Budget Process

EDR007.120 - Budget - Faculty Requests

EDR007.210 - Assignment of Fees

EDR007.220 - Fees to Students

EDR007.230 - Student Expenses

EDR007.240 - Collection of Book Fees and Tuition

EDR007.250 - Tuition Refund

EDR007.310 - Advertising Guidelines

EDR007.320 - Advertising Material Approval

EDR007.410 - Student Status vs. Employee Status

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Budget Process Page 1 of 1		Policy Manual #: EDR007.110
		Corresponding Policy:
Effective Date: 1949 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The financial needs of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology shall be addressed through the regular budgetary process of the Cleveland Clinic Mercy Hospital. The Program Director shall submit the School’s budgetary needs to the Director of Radiology Services for preparation.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Budget – Faculty Requests Page 1 of 1		Policy Manual #: EDR007.120
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Faculty members shall submit their instructional related budgetary needs to the Program Director. Included are explanations and/or justifications for the request and all pertinent information on cost, description, and source.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Assignment of Fees Page 1 of 1		Policy Manual #: EDR007.210
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Student fees shall be set by the Advisory Committee. The Committee shall use the following guidelines in determining fees:

- (a) Student fees shall not be excessive.
- (b) Student fees will not be used to generate total income to operate the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program.
- (c) Fees shall be fair and competitive with other area Radiologic Technology programs.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Fees to students Page 1 of 1		Policy Manual #: EDR007.220
		Corresponding Policy: EDR002.130 EDR005.230
Effective Date: 1949 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Student fees shall include the following:

- (a) Application fee (Policy #EDR002.130)
- (b) Acceptance fee (Policies #EDR002.140 and #EDR002.150)
- (c) Trajecsyst Competency Tracking Fee (Policy #EDR007.240)

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Expenses Page 1 of 1		Policy Manual #: EDR007.230 Corresponding Policy:
Effective Date: 1949 Last Revised Date: May 1995 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students shall be responsible for paying for the following:

- a. Uniforms to meet the dress code
- b. Maintaining uniforms in accordance with the dress code
- c. Textbooks, Online LMS (MROs if utilized) for the online content utilized in the program. This is paid by the semester.
- d. Notebooks, paper, and other school supplies
- e. Housing and living expenses for the duration of the Cleveland Clinic Mercy Hospital's School of Radiologic Technology Program
- f. Optional professional fee; Ohio Society of Radiologic Technologists (OSRT) American Society of Radiologic Technologists (ASRT)

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Collection of Fees and Tuition Page 1 of 1		Policy Manual #: EDR007.240
		Corresponding Policy:
Effective Date: September 1983 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The collection of fees and tuition shall be as follows:

- (1) Upon acceptance, the student must pay a \$200.00 non-refundable acceptance fee.
- (2) The remainder of the tuition is to be paid per semester (4 semesters). Each Semester has a tuition requirement of \$3,750.00. Within the first week of each semester tuition must be paid to continue with the semester.
- (3) All payments are to be made in the cashier’s office in the presence of the Imaging Director. The cashier’s office will issue a receipt of payment to the student. The payment will be posted in the education cost center labeled with the student’s name.
 Cost center 2323-2323-59942-0-0-0-0-0 account number 750030 (routine other revenue)
- (4) All tuition and fess must be paid in full prior to graduation to receive a diploma and approval for examination registration with the ARRT.

Total Estimated Radiography School Cost:	\$16,060.00
Application Fee	\$ 40.00
Book fee estimate	\$500.00
Seminars (OSRT)	\$250.00
Uniforms & Shoes	\$120.00
Trajecsys due during first week of classes (deducted from tuition)	\$150.00
Castle Branch Fee (onboarding document tracker – deducted from tuition)	\$ 35.00
Program Tuition:	\$3,750.00 per semester (\$15,000.00)

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Tuition Refund Page 1 of 1		Policy Manual #: EDR007.250 Corresponding Policy:
Effective Date: September 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

- Tuition for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program may change, and the prospective students will be informed of the change prior to beginning the Program.
- \$200.00 acceptance fee is payable to Cleveland Clinic Mercy Hospital by the candidate upon acceptance into the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology. The \$200.00 acceptance fee is non-refundable.

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

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

Semester	Percentage of Refund
Up to the 7 th day of semester	90%
Day 8-14 of semester	70%
Day 15-21 of semester	50%
Day 22-28 of semester	25%
Day 29 or after	0%

The Cleveland Clinic Mercy Hospital reserves the right to change tuition upon review on an annual basis.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Advertising – Guidelines Page 1 of 1		Policy Manual #: EDR007.310
		Corresponding Policy:
Effective Date May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Brochures, catalogs, and other advertising materials must be accurate in the reflection of Program costs. All costs must be fairly and accurately stated. Any references to employment or income prospects must be fair and realistic.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Advertising Material Approval Page 1 of 1		Policy Manual #: EDR007.320
		Corresponding Policy:
Effective Date July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All advertising materials must be approved by the Advisory Committee prior to publication.

After approval, the materials shall be submitted through regular Cleveland Clinic Mercy Hospital channels for approval, printing, and proofreading.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Status vs Employee Status Page 1 of 1		Policy Manual #: EDR007.410
		Corresponding Policy:
Effective Date: November 1984 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will not be utilized as manpower in the daily functions of the Cleveland Clinic Mercy Hospital Department of Radiology.

Section #8 - Faculty Qualifications and Advisory Committee Policies:

- EDR008.110 - Program Director Qualifications
- EDR008.120 - Program Director Responsibilities
- EDR008.130 - Change of Program Director
- EDR008.310 - Clinical Coordinator Qualifications
- EDR008.320 - Clinical Coordinator Responsibilities
- EDR008.410 - Faculty Qualifications
- EDR008.420 - Appointment of Faculty
- EDR008.430 - Faculty Review
- EDR008.440 - Faculty Responsibilities
- EDR008.450 - Faculty Instructional Loads
- EDR008.500 - Continuing Education
- EDR008.511 - Advisory Committee Composition
- EDR008.512 - Appointment of Student Liaison
- EDR008.513 - Advisory Committee Functions
- EDR008.521 - Admissions Committee Composition

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Director – Qualifications Page 1 of 1		Policy Manual #: EDR008.110
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Director shall meet the qualifications required by the JRCERT and shall be certified in radiography by the American Registry of Radiologic Technologists. The Program Director shall be a full time employee of the Department of Radiology at Cleveland Clinic Mercy Hospital.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Director – Responsibilities Page 1 of 1		Policy Manual #: EDR008.120
		Corresponding Policy:
Effective Date: July 1980	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

There shall be a specific job description for the Program Director designating primary responsibilities to and for the School of Radiologic Technology.

The job responsibilities shall include, but are not be limited to:

- the organization, administration, periodic review, and analysis of the policy effectiveness of the Radiologic Technology Program
- maintaining and updating School records and student records required by law
- developing class schedules and clinical rotations
- assisting in student selection process
- developing overall curriculum and objectives
- coordinating faculty and instruction resources
- assisting faculty with class preparation
- counseling students
- academic teaching responsibilities as needed
- regularly performing student reviews
- chairs the Advisory Committee
- regularly performing faculty review

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Change of Program Director Page 1 of 1		Policy Manual #: EDR008.130
		Corresponding Policy:
Effective Date: May 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

If there is a change in the Program Director, notification will be made to the ARRT and the JRCERT immediately. Upon notification, the curriculum vitae of the new Program Director will be submitted to the JRCERT within thirty (30) days. The appropriate documentation will be submitted to the ARRT within thirty (30) days. If the new candidate is not scheduled within this timeframe, continuity of the Program and progress shall be submitted with notification to the JRCERT and ARRT.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Coordinator – Qualifications Page 1 of 1		Policy Manual #: EDR008.310
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Clinical Coordinator shall be certified by the American Registry of Radiologic Technologists and meet other qualifications acceptable to the JRCERT. The Clinical Coordinator shall be an employee of the Radiology Department at Cleveland Clinic Mercy Hospital and work under the direction of the Program Director.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Coordinator – Responsibilities Page 1 of 1		Policy Manual #: EDR008.320
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

There shall be a specific job description of the Clinical Coordinator detailing responsibilities to the School of Radiologic Technology.

The job responsibilities may include any or all of the following

- assists students with identifying weaknesses and correcting their clinical performance
- demonstrates and instructs alternative methods of obtaining radiographs due to patient condition
- determines competency of students
- assists with the development of clinical rotations
- serves as voting member on the Advisory Committee
- assists with clinical evaluation tools
- maintains clinical records in good order as prescribed by the JRCERT
- has limited academic teaching responsibilities

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Faculty Qualifications Page 1 of 1		Policy Manual #: EDR008.410
		Corresponding Policy: EDR008.440
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

All members of the faculty shall be registered radiographers, Radiologists, nurses or hold appropriate degrees to teach assigned subjects.

The faculty members shall demonstrate an ability and willingness to teach assigned course work as stated in Policy #EDR008.440 Faculty Responsibilities.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Appointment of Faculty Page 1 of 1		Policy Manual #: EDR008.420
		Corresponding Policy:
Effective Date: April 1983 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Director shall see that all areas of the curriculum have qualified instructors to instruct the courses. The Program Director is free to use direction in recruiting Cleveland Clinic Mercy Hospital personnel both within and outside the Department of Radiology.

The Program Director shall have the primary responsibility for selection of the faculty. Financial commitments and resources outside the Cleveland Clinic Mercy Hospital must have administrative approval except in such cases involving sales or manufacturing representatives providing educational programs as part of their service to the Department of Radiology.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Faculty Review and Evaluations Page 1 of 1		Policy Manual #: EDR008.430
		Corresponding Policy:
Effective Date: April 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Faculty members shall be reviewed by the Program Director annually. Review shall include input from the student body using evaluation instruments as approved by the Advisory Committee.

The Program Director is responsible to see that identified areas of weakness are corrected.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Faculty Responsibilities Page 1 of 1		Policy Manual #: EDR008.440
		Corresponding Policy:
Effective Date: May 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

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

Each member of the faculty is responsible for maintaining current copies of the following:

- curriculum vitae
- course outline
- course objectives
- evaluation tools

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Faculty – Instructional Loads Page 1 of 1		Policy Manual #: EDR008.450
		Corresponding Policy:
Effective Date: May 1982	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Instructional loads shall not be so heavy as to prevent the instructors from performing their administrative, technical, or medical duties. Faculty members with primary care responsibilities to patients shall normally be limited to no more than one (1) teaching assignment per week.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Continuing Education Page 1 of 2		Policy Manual #: EDR008.500
		Corresponding Policy:
Effective Date: February 1987 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Advisory Committee recommends continuing education for the instructional staff. The School of Radiologic Technology at Cleveland Clinic Mercy Hospital recognizes the ASRT, AHRA, ACR, AIUM, SMDS, SUV, SNMMI-TS, ASNC, AEIRS, SMRT, AVIR, RSNA and the OSRT as recognized Continuing Education and Evaluation Mechanisms (RCEEM). As mandated to begin in 1995, all technologists must receive twenty-four (24) Continuing Education Credits (CECs) in a biennial period to maintain their national registry credentials.

American Association of Medical Dosimetrists (AAMD)
 703.677.8071

American College of Radiology (ACR)
 800.227.5463 or 703.648.8900

Association for Medical Imaging Management (AHRA)
 978.443.7591 or 800.334.2472

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

American Society of Nuclear Cardiology (ASNC)
 301.215.7575

American Society of Radiologic Technologists (ASRT)
 505.298.4500 or 800.444.2778

Association of Vascular and Interventional Radiographers (AVIR)
 571.252.7174

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Continuing Education Page 2 of 2		Policy Manual #: EDR008.500
		Corresponding Policy:
Effective Date: February 1987 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Medical Dosimetrist Certification Board (MDCB)
 856.439.1631 or 866.813.6322

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

Society of Diagnostic Medical Sonography (SDMS)
 214.473.8057 or 800.229.9506

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

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

Society for Vascular Ultrasound (SVU)
 301.459.7550 or 800.788.8346

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Advisory Committee Composition Page 1 of 1		Policy Manual #: EDR008.511
		Corresponding Policy: EDR006.512
Effective Date: February 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Advisory Committee for the School of Radiologic Technology shall have the following representation at a minimum:

Program representatives:

- Program Director
- Clinical Coordinator
- Faculty Member

Administrative representative:

Administrative Director, Radiology Services or their designate

Department of Radiology representatives:

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

Ex-officio members:

- Second-Year Student Liaison
- First-Year Student Liaison
- Clinical Faculty

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Appointment of Student Liaisons Page 1 of 1		Policy Manual #: EDR008.512
		Corresponding Policy:
Effective Date: February 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The student liaison member of the Advisory Committee shall be elected by the student body each year. The student nominees shall be submitted to the Advisory committee for approval. The Advisory Committee shall reserve the right to object to any nominee selected. This objection shall be based primarily on, but not limited to, unacceptable academic or clinical performance.

September of each year a Junior student will be elected to serve as the Junior student liaison.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Advisory Committee Functions Page 1 of 1		Policy Manual #: EDR008.513
		Corresponding Policy:
Effective Date: February 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Advisory Committee for the School of Radiologic Technology shall have the authority and responsibility to oversee the following activities concerning the School:

- a. Make and approve policy changes
- b. Make and approve organizational changes
- c. Approve all faculty appointments
- d. Review faculty effectiveness
- e. Review existing curriculum, goals, objectives and determine validity with regard to Registry results, graduate capabilities/weaknesses, and JRCERT criteria
- f. Approve all changes in curriculum, goals, and objectives
- g. Make appointments to other committees
- h. Define functions and set guidelines for other committees
- i. Review student progress in the Program
- j. Make changes in student status based on performance as needed

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Admissions Committee Composition Page 1 of 1		Policy Manual #: EDR008.521
		Corresponding Policy:
Effective Date: February 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Admissions Committee for the School of Radiologic Technology shall be comprised of at least the following:

- Administrative Director, Radiology Services or representative
- Cleveland Clinic Mercy Hospital Radiology Staff member
- Program Director
- Clinical Coordinator(s)
- Faculty Member(s)

Section #9 - Student Policies:

- EDR009.040 - Cell Phones and Other Electronic Devices
- EDR009.041 - Radiology Department Phone Usage
- EDR009.070 - Appeals Policy
- EDR009.080 - Post-Graduation Employment
- EDR009.090 - Bereavement Policy
- EDR009.110 - Non-Discrimination Policy
- EDR009.170 - Program Withdrawal
- EDR009.180 - Readmission to the Program
- EDR009.250 - Probationary Period for New Students
- EDR009.311 - Radiation Monitoring
- GEN009.001 - Occupational Over-exposure to radiation
- EDR009.312 - Radiation Safety Instruction
- EDR009.321 - Declared Pregnancy
- EDR009.410 - Student Absence
- EDR009.411 - Personal Time
- EDR009.412 - Attendance and Tardiness
- EDR009.413 - Reporting an Absence
- EDR009.414 - Inclement Weather Policy
- EDR009.415 - Excessive Absence and Tardiness
- EDR009.420 - Earned Clinical Time
- EDR009.421 - Dress Code
- EDR009.422 - Return to School Certificate
- EDR009.440 - Timecards
- EDR009.450 - Leave of Absence
- EDR009.490 - Weekend Call Offs
- EDR009.520 - Vacations
- EDR009.551 - Academic Counseling
- EDR009.552 - Personal Counseling
- EDR009.610 - Progressive Corrective Action

Section #9 - Student Policies cont'd:

EDR009.630 - Conduct and Infractions

EDR009.640 - Confidential Information

EDR009.810 - Professional Days

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Cell Phones and Other Electronic Devices Page 1 of 1		Policy Manual #: EDR009.040
		Corresponding Policy:
Effective Date: May 2006 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

No electronic devices: cell phones, pagers, tablets, Google glasses etc., are to be carried or used in the clinical setting. They should be kept in the student’s locker and should only be used during breaks or lunch. Cell phones in the classroom are not to be seen or heard during lecture. They should be silenced and put away until break. Electronic devices may be used during class if the material being accessed is directly related to the class being taught (Ex. e-books or note taking).

Students should not be seen walking down the hallway using cell phones or electronic devices as this portrays an unprofessional image. They may be used in the student locker room, cafeteria, Subway, main lobby, or outside.

If the student needs to use a phone during clinical time, the student is permitted to use the phone in the Radiology School office. The other phones in the radiology department are not to be used for personal use.

In the event of an emergency the student may leave the clinical floor to make a private call using their personal cell phone but only after they have informed the clinical preceptor where they are going and that they will return promptly.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Radiology Department Phone Usage Page 1 of 1		Policy Manual #: EDR009.041
		Corresponding Policy:
Effective Date: May 2006 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

No use of the Radiology Department phones will be permitted.

If the student needs to use a phone during clinical time, the student is permitted to use the phone in the Radiology School office. The other phones in the radiology department are not to be used for personal use.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Appeals Policy Page 1 of 1		Policy Manual #: EDR009.070
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

A student may appeal an unfavorable evaluation or Progressive Corrective Action through the following grievance procedures:

- A. The student shall contact the Program Director to file an official grievance. The formal grievance must be filed within ten (10) days from the said action. The grievance should state simply the reasons for disagreeing.
- B. The Program Director will notify the student within ten (10) days to schedule a meeting with the Advisory Committee.
- C. At the meeting of the Advisory Committee, the student will present his/her position and may call witnesses with direct knowledge of the incident in question. The student may be represented by another student at this meeting.
- D. The Advisory Committee will give a decision to the student within ten (10) days.
- E. If the student fails to be satisfied with the decision of the Advisory Committee, they may appeal to the Human Resources manager of the Cleveland Clinic Mercy Hospital. This appeal must be filed within ten (10) days of the Advisory Committee's decision. The Human Resources manager's decision is final and will be given within ten (10) days after the appeal is filed.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Post-Graduation Employment Page 1 of 1		Policy Manual #: EDR009.080
		Corresponding Policy:
Effective Date September1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

If there is a position to be filled in the Department of Radiology at Cleveland Clinic Mercy Hospital, graduating students will be considered for the opening. Selection will be based upon scholastic and clinical performance during the two years of training. Graduating students seeking employment by the Cleveland Clinic Mercy Hospital should submit an application with the Department of Human Resources.

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

The Medical Center employs only Registered Radiographers.

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

The school does not have a formal placement service. All known available jobs are posted on the Cleveland Clinic Mercy Hospital’s website.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Bereavement Policy Page 1 of 1		Policy Manual #: EDR009.090
		Corresponding Policy:
Effective Date March 2001 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students will be eligible for up to three (3) days when the death of an immediate family member occurs.

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

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

Any additional time taken will be taken out of the student's personal time.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Non-Discrimination Policy Page 1 of 1		Policy Manual #: EDR009.110
		Corresponding Policy:
Effective Date: July 1980 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

It is the Cleveland Clinic Mercy Hospital’s policy that it will comply with the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), Ohio Revised Code 4112.02(A), the federal civil rights law; Title IX, and Title II of the Genetic Information Nondiscrimination Act (GINA), and the Regulations issued thereunder, and that this policy will be administered and will continue to be conducted in such a manner that no person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under such program on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disability, marital status, national origin, creed, pregnancy, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law. In addition, Cleveland Clinic Mercy Hospital administers all programs and services without regard to disability and provides reasonable accommodations for otherwise qualified disabled individuals.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Program Withdrawal Page 1 of 1		Policy Manual #: EDR009.170
		Corresponding Policy: EDR009.413
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

A student planning to withdraw voluntarily should arrange for a conference with the Program Director and submit an official letter of resignation. Students exiting without official notification to the faculty will be dropped from training through the policy of “Reporting an Absence” #EDR009.413, which explains voluntary termination because of non-attendance.

An absence of three (3) consecutive scheduled days without proper notification is considered voluntary termination.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Readmission to the Program Page 1 of 1		Policy Manual #: EDR009.180
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Any student who previously withdrew from the program, in good standing, may apply for readmission. Only one readmission to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program will be granted. Readmission is not guaranteed. Any student who was dismissed from the program is not eligible to reapply for the program. The student will follow the application process that begins on Sept. 1st of each year.

The following is the procedure for readmission:

1. Send a written readmission request to the program director before the application deadline of Feb. 1.
2. Provide written documentation to the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program Director stating the reason(s) for withdrawal and indicate the actions the student has followed to ensure success in the program if readmitted.
3. The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program Director will notify the student by mail and email when and where the interview with the admissions panel will be held.
4. After the interview with the admissions panel has concluded, The Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program Director will notify the student by mail and email of his/her readmission status.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Probationary Period for New Students Page 1 of 1		Policy Manual #: EDR009.250
		Corresponding Policy:
Effective Date: May 1995 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

POLICY:

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

PROCEDURE:

NEW STUDENTS:

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Radiation Monitoring Page 1 of 1		Policy Manual #: EDR009.311
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students shall be provided radiation monitors of the same type that are issued to the Radiology Technological staff. These monitors should be maintained in the same manner as those provided to the Staff Radiographers.

Copies of the dosimetry reports are posted quarterly. To ensure student safety, students' radiation dosimetry readings are reviewed by the Program Director. If a student exposure reading is above 1mSv (100mrem) an investigation is initiated and if need be, turned over to the Radiation Safety Officer.

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

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

RADIOLOGY POLICY AND PROCEDURE

Title/Description: Occupational Over-Exposure to Radiation for Medical Center Employees and Physicians Page 1 of 1		Policy Manual #: GEN009.001
		Corresponding Policy:
Effective Date: 1-2-99 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized by: Bruce Stefancik, <u>Director Radiology</u> Reviewed by: Edward Walsh, M.D., <u>Radiation Safety Officer</u>	

POLICY:

Over-exposure to radiation.

PROCEDURE:

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

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

Corrective action to prevent recurrence will be reported in writing to the Quality Assurance Committee.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Radiation Safety Instruction Page 1 of 1		Policy Manual #: EDR009.312
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Prior to being assigned clinically, students shall receive basic instruction in radiation safety to include:

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

During orientation week, each student shall receive a copy of “Safety Requirements in Operation of X-ray Units”.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Declared Pregnancy Policy Page 1 of 3		Policy Manual #: EDR009.321
		Corresponding Policy: EDR009.450
Effective Date: May 1982 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Several studies have suggested that the embryo/fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection and Measurements (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. Specifically, the NCRP has recommended the maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 5mSv (500mrem). This is approximately one-tenth of the maximum permissible occupational dose limit. The State of Ohio has established regulations, which limit the fetal dose to 5mSv (500mrem) due to occupational exposure of the mother. The fetal dose rate from occupational exposure should be less than 0.5mSv (50mrem) per month.

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

- A. Cleveland Clinic Mercy Hospital has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 5mSv (500mrem). This dose limit can only be applied if Cleveland Clinic Mercy Hospital is informed of the pregnancy. A second individual monitoring device will be provided to a declared pregnant woman, if the individual participates in fluoroscopic procedures. The second monitoring device is to be worn under the protective apron at waist level.

- B. If you are assigned in an area where the anticipated dose is less than 5mSv (500mrem) to the fetus over the period of gestation, you are able to continue in this area with no restrictions and no modifications. Your clinical assignments will be under the direction of your Clinical Coordinator. However, the Radiation Safety Officer may make certain recommendations regarding your clinical assignments to further reduce the dose to the fetus.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Declared Pregnancy Policy Page 2 of 3		Policy Manual #: EDR009.321
		Corresponding Policy: EDR009.450
Effective Date: May 1982 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

- C. Based on past experience, no areas in Cleveland Clinic Mercy Hospital have been identified which would be considered likely to result in a dose to the fetus exceeding 5mSv (500mrem) if the established radiation safety procedures are practiced. If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than 5mSv (500mrem), the following two alternatives are possible:
 - 1. You may be assigned to another area involving less exposure to ionizing radiation.
 - 2. You may continue your clinical rotations in the area with certain restrictions to limit exposure of the fetus to less than 5mSv (500mrem) (based on recommendations made by the Radiation Safety Officer). In nearly all cases, the clinical environment will require slight modifications to ensure that the dose to the fetus does not exceed 5mSv (500mrem).

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

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

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

- G. During your pregnancy, you are encouraged to monitor your radiation exposure via the badge readings, which are made available to radiation workers. Contact the Radiation Safety Officer or Program Director if any unusual readings occur.

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

- I. As the student nears the end of their pregnancy, the student may apply for a partial Leave of Absence from clinical education or a full Leave of Absence from the program until after the child is born. See policy EDR009.450 – Leave of Absence.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Declared Pregnancy Policy Page 3 of 3	Policy Manual #: EDR009.321
	Corresponding Policy: EDR009.450
Effective Date: May 1982 Last Revised Date: 07/2022 Last Reviewed Date: 7/2020	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director

WHAT THE RADIATION EXPERTS SAY ABOUT EXPOSURE TO IONIZING RADIATION

- A. Natural background radiation levels are such that the average person in the United States receives approximately 1.25mSv (125mrem).each year.
- B. The actual dose received by the embryo/fetus is less than the dose received by the mother because the overlying maternal tissues absorb some of the radiation.
- C. The unborn child is most sensitive to ionizing radiation during the first three months of gestation.
- D. The normal incidence of congenital abnormalities is 4-6 percent. It is impossible to attribute a given anomaly to a small dose of radiation received by an embryo/fetus. The estimated risk to the unborn baby is small, 0.025 percent for 5mSv (500mrem).
- E. Some studies suggest a relationship between prenatal exposure and childhood leukemia. This risk is small, 1 in 8,800 for 5mSv (500mrem). The induction of other childhood cancers is considered to be at a similar level of risk.
- F. The radiation dose required to produce sterility is 2,000mSv (200,000mrem) or more. Occupational dose levels will not interfere with your ability to bear children.

IF YOU HAVE QUESTIONS OR WANT ADDITIONAL INFORMATION

- A. The Nuclear Regulatory Guide 8.13 (“Instruction Concerning Prenatal Radiation Exposure”) will be made available to you for informational purposes if you request.
- B. The Radiation Safety Officer is available for discussion regarding levels of exposure from sources of ionizing radiation in the work environment and the risks to the developing embryo/fetus as a result of prenatal exposure. You will be asked to acknowledge in writing that the Radiation Safety Officer gave you instruction.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Student Absence Page 1 of 1		Policy Manual #: EDR009.410
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Excused:

Any absence within the call-off procedure guidelines.

Absent with permission:

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

Suspensions:

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

Any test missed during this time will not be permitted to be made up.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Personal Time Page 1 of 1		Policy Manual #: EDR009.411
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The student is allotted 96 hours of personal time per 22 month program.

- This time can be used for illness, personal appointments, doctor visits, etc.
- Any time used above 96 hours will be an automatic termination from the program. Any extenuating circumstances, such as pregnancy, LOA, or COVID-19, will be given special consideration by the Advisory Committee.
- Any disciplinary action(s) that would result in a student suspension would require that the student’s time off, due to that suspension, be taken from the student’s 96 hours of personal time.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Attendance and Tardiness Page 1 of 2		Policy Manual #: EDR009.412
		Corresponding Policy: EDR009.415
Effective Date: Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

It is the responsibility of the student to maintain good attendance habits in preparing for the work force. The following policy has been established in accordance to the students' attendance.

The following provision is made for extended illness not for use with habitual absenteeism:

An absence of sixty (60) days or more during the twenty-two (22) month training period will disqualify the student from graduating with the class. The student will be asked to complete an additional six (6) months of training before the Program Director will sign for the registry application.

One (1) verbal warning **per year** will be given for the 1st occurrence due to either a tardy, no badge, or not clocking in or out. The student would still have time deducted from their personal time but would not receive points off of their clinical grade for that semester. They would not qualify for a merit. Any additional occurrences would result in time deducted and 2 points off of the clinical grade; the equivalent to ½ of an incident.

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

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

Call off on a clinical day: 8 hours are deducted from personal time for time missed. If you call off on a Monday clinical day you will have 4 hours deducted from your PTO for the time missed. This will count as 1 incident.

Call off on class day: number of hours according to semester schedule for that day will be deducted from personal time consecutive days off for the same illness will count as 1 incident with no additional demerit points added.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Attendance and Tardiness Page 2 of 2		Policy Manual #: EDR009.412
		Corresponding Policy: EDR009.415
Effective Date: Last Revised Date: 01/2023 Last Reviewed Date: 1/2023	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Late call off:

Student did not call off at least 1 hour prior to start of shift, **8 hours** will be deducted from personal time and will be counted as 1 ½ incidents.

Pre-approved time off:

A student may request to use personal time without receiving any incidents or points against their grade. The student can request the time off and have it approved by the Director of the program or the Clinical Coordinator. A minimum of 24 hours notice is required for the requested time off. The student will be required to fill out a “request for time off” form.

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

Clocking in and out:

- If a student forgets to **clock in**, this will count as a **30 minute tardy** (½ incident) and a **2 point demerit will be assessed to the student’s clinical grade.**
- If a student forgets to **clock out**, this will count as ½ an incident with **30 minutes being deducted from the student’s personal time.** Also, a **2 point demerit will be assessed to the student’s clinical grade.**
- **Both incidents mentioned above** would disqualify the student from earning a merit for perfect attendance.

No Badge:

- If the student does not have their badge to clock in they will be required to go to security and purchase a new badge or to leave and go get their badge. They would then clock in after they get their badge. If they clock in late, they will be counted tardy.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Reporting an Absence or Tardiness Page 1 of 1		Policy Manual #: EDR009.413
		Corresponding Policy:
Effective Date: February 2022 Last Revised Date: 02/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

When reporting an absence, the student must notify the Program Director and the Clinical Coordinator via “*GROUP TEXT*”, prior to their start time. If the student does not receive a response to their text within 1 hour of sending the “group text”, the student should call extension **1273 or 1348** Monday – Friday to report the absence.

If a “Group Text” is not received by the Program Director **and** the Clinical Coordinator the absence that was reported will **NOT** be honored! Demerits will be issued based on the infraction.

Absences count as 1 incident. Absences reported after the start time will count as 1½ incidents.

An absence of three (3) consecutive scheduled days *without* notification shall be considered voluntary termination.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Inclement Weather Policy Page 1 of 1		Policy Manual #: EDR009.414
		Corresponding Policy: EDR009.415
Effective Date: February 2022 Last Revised Date: 02/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Beginning December 1st and ending March 31st of each year, students will be allowed to receive 2 tardies during this time frame without losing points off of the clinical grade. Time missed will still be deducted from the students' personal time. The policy for excessive absence and tardiness (#EDR009.415) still applies. If snow or ice begin before December 1st or last past March 31st, the school faculty may adjust the time frame accordingly for that year. Out of consideration and courtesy, students should call if they will be more than a few minutes late.

If the Cleveland Clinic declares an "Inclement Weather Day", the Program Director will determine how this declaration will be handled. The school may also be closed on these "Inclement Weather Days". Students will be notified via text message and email, as timely as possible, by the Program Director if the school will be closed due to a weather-related issue.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Excessive Absence and Tardiness Page 1 of 1		Policy Manual #: EDR009.415
		Corresponding Policy:
Effective Date: July 2008 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Excessive absence and/or tardiness are grounds for disciplinary action. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 90 days. Consecutive days missed for the same illness constitute one (1) incident.

Number of Incidents	Reason
½	Tardy
½	Home early after working at least 4 hours of shift
½	Not clocking in or out
1	Home early without working at least 4 hours of shift
1	Late without working at least 4 hours of shift
1	Call-off within procedure guidelines
1 ½	Late call-off not within procedure guidelines
2	Failure to call-off or appear for shift

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Earned Clinical Time – Clinical Day Page 1 of 1		Policy Manual #: EDR009.420
		Corresponding Policy:
Effective Date: 9/2020 Last Revised Date: 01/2023 Last Reviewed Date: 01/2023	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

For the 1st, 2nd, and 3rd semesters, 12 hours of clinical time, per semester, will be given to each student if their clinical requirements are met 1 week prior to the end of that semester. This includes room check-offs and exams. No clinical day is given for 4th semester.

The 12 hours of clinical time may only be used in 4 or 8 hour increments and must be used or scheduled by the end of the following semester or the time will be lost. This time can be used during any scheduled clinical day with prior approval; prior approval requires that the clinical day be scheduled a minimum of 24 hours in advance. Students may not use this earned clinical time on any of their scheduled Saturday clinical shifts.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Dress Code: Male and Female Students Page 1 of 3		Policy Manual #: EDR009.421
		Corresponding Policy:
Effective Date: July 2022 Last Revised Date: 2/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students are expected to dress professionally and conservatively. Good judgment in clothing is expected. Failure to adhere to the dress code may result in Progressive Corrective Action up to and including dismissal. The following is the School dress code:

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

Make-up: Cosmetics must be soft or subdued colors; nail polish color must be neutral or moderate shades and not chipping – no neon colors, no glitters, and the same color needs to be on every nail. False nails are not permitted. Extremely long false eyelashes are not permitted. Violations will be determined by the program faculty.

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

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

Tattoos: Any visible tattoos must be covered.

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

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

Body piercings: No visible body piercings other than earrings are permitted.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Dress Code: Male and Female Students Page 2 of 3		Policy Manual #: EDR009.421
		Corresponding Policy:
Effective Date: July 2022	Authorized By: Advisory Committee	
Last Revised Date: 2/2022	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Necklaces: Necklaces of any type are not permitted, unless for medical alert

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

Watches: A wristwatch may be worn. NO SMART WATCHES PERMITTED!

Rings: One ring may be worn on each hand.

Pins: Photo ID badges must be worn.

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Dress Code: Male and Female Students Page 3 of 3		Policy Manual #: EDR009.421
		Corresponding Policy:
Effective Date: July 2022 Last Revised Date: 2/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Uniforms:

All students

Uniforms must be either navy blue scrub pants and white scrub shirts or white scrub pants and navy-blue scrub shirts with no colored designs. Jeans, sweatpants, or sweatshirts are not permitted. White t-shirts are not permitted as uniform tops but may be worn under your scrub tops (as long as the short white sleeves are not visible). White (only) long sleeve shirts may be worn under your scrub tops (whether you are wearing a white or navy-blue scrub shirt). Scrub tops must be long enough to cover waist band of pants when reaching over head or bending. Belly shirts or tight-fitting shirts are not permitted. Again, if shirts are worn under scrub tops, they must be white with no images, designs or text. A navy-blue or white lab coat may be worn (must match color of scrub top). All students will be issued scrubs to wear during the surgical and IR rotations, shirts under surgical scrubs must be short sleeved and white. These scrubs are to be laundered by the hospital and not taken home. Students are to wear their own clothes and change into scrubs when they arrive and change back into their own clothes before leaving.

Patches: A school patch is to be worn on the left sleeve of your scrub top and scrub jacket; if worn. It is to be placed 2 inches below the left shoulder seam of your scrub top or jacket.

Undergarments: Undergarments need to be conservative and fit appropriately.

Shoes: Shoes must be White, or as white as possible and have no colored designs or trim. If these are difficult to find, minimal colored designs may be approved by the instructors.

Students not complying with the dress code will be warned verbally and any further violations will result in a demerit. Depending on the violation, students may be sent home to change and the time will be subtracted from their personal time.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Return to School Certificate Page 1 of 1		Policy Manual #: EDR009.422
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The student must obtain a doctor’s excuse to return to school after five (5) consecutive days of illness. The note must certify fitness to return to clinical rotation without restrictions.

NOTE: The Program Director reserves the right to request a physician’s note from a student after two (2) consecutive days of illness.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Time Records Page 1 of 2		Policy Manual #: EDR009.440
		Corresponding Policy:
Effective Date: Sept. 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

CLOCKING IN/CLOCKING OUT

Students are expected to clock in and out every day using Trajecsys. Students will clock in using their cell phones, one of the 4 tablets available in the Radiology Department or a Department computer that provides internet access. Students are permitted to clock in when they arrive but cannot perform exams until the actual assigned start time for the area they are assigned.

On class days the students may clock in to Trajecsys using their cell phones, tablets, or computers.

Students are permitted to leave their area 4 minutes prior to the end of their shift to go the locker room before leaving. Students who are in areas where they need to change into surgical scrubs are permitted leave their area 10 minutes before the end of the shift to go to their lockers and change clothes. However, students should not clock out prior to their end time.

EARLY CLOCKING OUT

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

MISSED CLOCKING IN/CLOCKING OUT

Students are expected to clock in and out at their appointed times. If a student forgets to clock in, the incident will count as a **30-minute tardy and 2 points will be taken off their clinical grade**. If a student forgets to clock out, the incident will count as **30 minutes of personal time and 2 points off the clinical grade**. If the student forgets or loses their ID badge; the student will be required to go to security and purchase a new badge or go home and get their badge. Students are not permitted to be on site without a badge. Students will clock in when they are prepared for clinical or class not before. *Any student that clocks in or out for another student is subject to termination.*

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Time Records Page 2 of 2		Policy Manual #: EDR009.440
		Corresponding Policy:
Effective Date: Sept. 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

RECORDING OVERTIME

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

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

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

Over Time (OT)

- 8 – 15 minutes = .25 of an hour**
- 23 – 30 minutes = .50 of an hour**
- 38 – 45 minutes = .75 of an hour**
- 53 – 60 minutes = 1.00 of an hour**

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Leave of Absence Page 1 of 1		Policy Manual #: EDR009.450
		Corresponding Policy:
Effective Date: September 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

A student may request a leave of absence for medical reasons if advised by his/her private physician. Each leave of absence will be granted where the maximum amount of time will be three (3) months. The student may continue attending classes during this time but can only return to clinical with a Doctor's release stating that the student is returning with no restrictions. Requirements detailed in Program Policy # EDR001.220 for the time missed would need to be met within 3 months upon return.

There is no limit to the number of Leaves of Absence applied for by a student. However, after a period of 6 months (or two (2) LOA's) the Program Director will need to evaluate the students' progress in the program.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Weekend Call-Offs Page 1 of 1		Policy Manual #: EDR009.490
		Corresponding Policy:
Effective Date: January 2002 Last Revised Date: 02/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

If a student calls off on the weekend or leaves early without prior approval from the Program Director or Clinical Coordinator, the student will have this time deducted from their personal time. Any call-offs on a weekend are required to be made up on another weekend at the discretion of the Program Director and/or Clinical Coordinator. Once the student makes up the weekend shift the time removed for the missed weekend shift will be added back to the student's personal hours.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Vacations Page 1 of 1		Policy Manual #: EDR009.520
		Corresponding Policy: #EDR009.410
Effective Date: September 1972 Last Revised Date: 11/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Students are given ten (10) weeks of vacation time during the two-year Radiologic Technology Program as scheduled by the Program Director.

The distribution will be as follows:

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

- Vacations may not be used to make up an absence.
- Vacations may not be used to achieve early graduation.
- Scheduling of vacation is at the discretion of the Program Director and Clinical Coordinator.
- Students will be scheduled off for 6 additional weeks during their two-year Radiologic Technology Program “Clinical Education”. These weeks are scheduled by the Program Director and/or the Clinical Coordinator as follows: 2 weeks each Fall Semester (2 Fall Semesters x 2 weeks = 4 additional weeks) and 1 week each Spring Semester (2 Spring Semesters x 1 weeks = 2 additional weeks) for a total of 6 additional weeks off during the two-year Radiologic Technology Program.
- If the student has suffered a suspension and vacation time is to be reduced; per the policy #EDR009.410, the time will be taken from the Spring Break weeks first and all future vacation reductions due to policy infractions will be made at the discretion of the Program Director.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Academic Counseling Page 1 of 1		Policy Manual #: EDR009.551
		Corresponding Policy:
Effective Date: September 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

- The students shall have their grades reviewed after 6 weeks, 10 weeks and at the end of each grading period by the Program Director and Clinical Coordinator. The student’s strengths, weaknesses and progress will be evaluated. The Program Director and Clinical Coordinator will schedule a counseling session with all students at these specified intervals to assess student progress.
- Students are encouraged to meet with individual instructors to review progress any time throughout the classes.
- Clinical evaluations will be reviewed with the students as soon as possible after they are received.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Personal Counseling Page 1 of 1		Policy Manual #: EDR009.552
		Corresponding Policy:
Effective Date: September 1980 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

- Students are encouraged to discuss any problems affecting their performance in the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program with the Program Director or other faculty personnel. The Cleveland Clinic Mercy Hospital’s Radiologic Technology Program personnel can only help if you reach out to them. All conversations are confidential.
- Students may also request the services of the Employee Assistance Program(EAP) also known as Life Works for help with personal problems. The Program Director may refer the student when it becomes apparent that personal problems are interfering with the student’s performance.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Progressive Corrective Action Page 1 of 1		Policy Manual #: EDR009.610
		Corresponding Policy: #EDR009.070
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

- The Progressive Corrective Action follows a four-step sequence:
- A. Verbal warning/Counseling Form Completed and placed in student file
 - B. Written warning/ Anecdotal Form Completed and placed in student file
 - C. Suspension
 - D. Dismissal/Termination

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

A student may be dismissed without any other steps for serious violations at the discretion of the Advisory Committee. The student has the right to appeal according to the Appeals Policy #EDR009.070.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Conduct and Infractions Page 1 of 1		Policy Manual #: EDR009.630
		Corresponding Policy:
Effective Date: September 1972 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The student is expected to observe good standards of conduct and practice. The following list of violations will result in Progressive Corrective Action up to and including dismissal from the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program. This list is not all inclusive. The Program Director reserves the right to add to this list if it is warranted.

- a. Negligence or inconsiderate treatment of patients, visitors, or employees.
- b. Habitual absences or tardiness without cause.
- c. Absence of three (3) consecutive days without notification.
- d. Willful destruction of property.
- e. Insubordination.
- f. Possession or drinking of liquor or alcoholic beverages on Cleveland Clinic Mercy Hospital premises or while representing the Medical Center off site.
- g. Illegal use or possession of a controlled substance.
- h. Immoral, rude, or disorderly conduct.
- i. Sleeping or loitering while on duty.
- j. Willful violation of any Cleveland Clinic Mercy Hospital policy.
- k. Theft.
- l. Breach of confidential information.
- m. Other infractions not addressed by Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program policy but follow Cleveland Clinic Mercy Hospital policy.
- n. Chewing gum, eating, or drinking beverages in the patient contact area.
- o. Cheating and or Plagiarism

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Confidential Information Page 1 of 1		Policy Manual #: EDR009.640
		Corresponding Policy:
Effective Date: September 1977 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Cleveland Clinic Mercy Hospital assumes an obligation to keep in confidence all information that pertains to a patient. The responsibility is assumed by every person in any capacity in the Cleveland Clinic Mercy Hospital.

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

Violation of this policy may subject the student to immediate dismissal and may involve legal proceedings if a lawsuit is presented for disclosing confidential information.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Professional Days Page 1 of 1		Policy Manual #: EDR009.810
		Corresponding Policy:
Effective Date: May 1993 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Sixteen (16) hours is allotted to each student as “Professional Days”. The hours may be used in either 4 or 8 hour increments. If a student chooses to use these “Professional Days” they must submit a copy of a signed registration form or program from the professional event to the Program Director upon the student’s return from that event.

These days are reserved for professional use only and will be governed by the rules set forth above.

Section #10 - Curriculum Policies:

EDR010.111 - Content of Permanent File

EDR010.121 - Review of Student File

EDR010.131 - Curriculum Sequencing

EDR010.141 - Course Descriptions

EDR010.210 - Record of Curriculum - Maintenance

EDR010.220 - Record of Curriculum - Instructors' Duties

EDR010.310 - Policy Manual

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Content of Permanent Student File Page 1 of 1		Policy Manual #: EDR010.111
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Permanent records shall be maintained for each student accepted into the Program. The School of Radiologic Technology shall retain the following items for the student's permanent file:

1. Application for admission
2. Interviewing material or sheets
3. High school transcript or equivalent
4. Record of fees paid
5. Health records of the student
6. Attendance records and sheets
7. Transcripts from training
8. Counseling summaries
9. Anecdotal forms (if any)
10. Date of graduation
11. Radiation monitoring record
12. Student rules agreement sheet
13. Copy of Diploma

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Review of Student File Page 1 of 1		Policy Manual #: EDR010.121
		Corresponding Policy:
Effective Date: September 1981 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Due to the Family Educational Rights Act of 1974, no person can review a student file without the expressed written consent of the student.

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

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

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Curriculum Sequencing Page 1 of 2		Policy Manual #: EDR010.100
		Corresponding Policy:
Effective Date: July 2020 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

	CCMH COURSES	CH	SEMESTER	INSTRUCTOR
RAD 130	Anatomy & Positioning I	5	Fall I	Devin Johnson
RAD 110	Methods of Patient Care	3	Fall I	TBD
RAD 140	Radiologic Physics I	3	Fall I	TBD
RAD 120	Anatomy & Positioning I – Lab	2.5	Fall I	Devin Johnson
RAD 121	Clinical I	<u>4.5</u>	Fall I	Clinical Staff
SUBTOTAL FALL I		18		
RAD 131	Anatomy & Positioning II	5	Spring I	Devin Johnson
RAD 250	Radiographic Image Analysis I	3	Spring I	Devin Johnson
RAD 142	Radiologic Physics II	3	Spring I	TBD
RAD 122	Anatomy & Positioning II – Lab	2.5	Spring I	Devin Johnson
RAD 123	Clinical II	3	Spring I	Clinical Staff
RAD 270	Pathophysiology I	<u>3</u>	Spring I	TBD
SUBTOTAL SPRING I		19.5		

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Curriculum Sequencing Page 2 of 2		Policy Manual #: EDR010.100
		Corresponding Policy:
Effective Date: July 2020 Last Revised Date: 07/2022 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

	CCMH COURSES	CH	SEMESTER	INSTRUCTOR
RAD 240	Radiologic Physics III	3	Fall II	TBD
RAD 150	Radiobiology	3	Fall II	TBD
RAD 221	Clinical III	4.5	Fall II	Clinical Staff
RAD 271	Pathophysiology II	<u>3</u>	Fall II	TBD
SUBTOTAL FALL II		13.5		
RAD 251	Radiographic Image Analysis II	3	Spring II	Devin Johnson
RAD 260	Special Imaging	3	Spring II	TBD
RAD 223	Clinical IV	3	Spring II	Clinical Staff
RAD 290	Cross- Sectional Anatomy	3	Spring II	Susan Bielanski
RAD 280	Comprehensive Registry Review	<u>2</u>	Spring II	TBD
SUBTOTAL SPRING II		14		
TOTAL CREDIT HOURS		65		

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Course Descriptions Page 1 of 6		Policy Manual #: EDR010.200
		Corresponding Policy:
Effective Date: July 2020 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The following are the course descriptions for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

RAD 110 METHODS OF PATIENT CARE (3 CREDITS)

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

RAD 130 ANATOMY AND POSITIONING I (5 CREDITS)

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

RAD 131 ANATOMY AND POSITIONING II (5 CREDITS)

A detailed study of human body structure and function. Topics include: Blood, lymphatic system, respiratory and cardiovascular system. urinary system, digestive, and reproductive system. UGI, BE, esophagram, and related fluoroscopic procedures. Urinary system studies are also included along with the vertebral column. A continuation of positioning including the lower extremity, shoulder girdle, pelvis, and hip. skull, sinuses, TMJ and mastoid process bony thorax is also taught. Nasal bones, facial bone as well.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Course Descriptions Page 2 of 6		Policy Manual #: EDR010.200
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RAD 121 CLINICAL I (4.5 Credits)

Course content is designed to provide the basic clinical applications and practice of radiologic positioning and procedures of the chest, thorax, abdomen, pelvis, upper and lower extremities. The student will receive radiology department work experience while participating in front office/registration, patient transport, and nursing rotations.

RAD 123 CLINICAL II (3 CREDITS)

Course content is designed to build upon the basic clinical applications and practice of radiologic positioning and procedures of the chest, thorax, abdomen, pelvis, upper and lower extremities learned in Clinical I. The student will be presented with new radiologic positioning and procedures of the spine, skull, facial bones, gastrointestinal system and the urinary system. The student will receive radiology department work experience while participating in more OR and Pain Management rotations. Off-site rotations will continue, as to present the student with experience with a variety of procedures and diverse patient groups.

RAD 221 CLINICAL III (4.5 CREDITS)

Course content is designed to build upon the basic clinical applications and practice of radiologic positioning and procedures learned in Clinical I and II. The student will be presented with opportunities to master many radiographic procedures while developing empathy for their patient and sharpening other patient care skills. During this course the student will begin rotations in other imaging modalities; noting the similarities and differences between these modalities and diagnostic radiography. These specialty rotations give the students an opportunity to assess the desirability of these modalities in their future professional pursuits.

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RAD 223 CLINICAL IV (3 CREDITS)

Course content is designed to build upon the basic clinical applications and practice of radiologic positioning and procedures learned in Clinical I, II and III. The student will be presented with even more opportunities to master different radiographic procedures while developing empathy for their patient and sharpening other patient care skills. During this course the student will continue rotations in other imaging modalities; noting the similarities and differences between these modalities and diagnostic radiography. These specialty rotations give the students an opportunity to assess the desirability of these modalities in their future professional pursuits. During this course the student will also participate in a mid-shift and afternoon shift rotation that will introduce them to a new patient group.

RAD 120 ANATOMY AND POSITIONING LAB I (2.5 CREDIT)

Clinic class is an extension of the anatomy and procedures class using quizzes and laboratory practical to simulate proper communication with patient. Positioning skills valuable in direct contact with patients in the clinical setting are evaluated through practical simulations.

RAD 122 ANATOMY AND POSITIONING LAB II (2.5 CREDIT)

Clinic class is an extension of the anatomy and procedures class using quizzes and laboratory practical to simulate proper communication with patient. Positioning skills valuable in direct contact with patients in the clinical setting are evaluated through practical simulations

RADIOLOGY SCHOOL POLICY AND PROCEDURE

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Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

RAD 140 RADIOGRAPHIC PHYSICS I (3 CREDITS)

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

RAD 142 RADIOLOGIC PHYSICS II (3 CREDITS)

A review of general topics in the first year with the addition of quality control Issues facing radiology and new emerging technologies. History of computers, their uses in diagnostic radiology, PACS and teleradiography are discussed. Future applications and current uses are also discussed such as DR, CR, and digital imaging.

RAD 240 RADIOLOGIC PHYSICS III (3 CREDITS)

Content is designed to establish a knowledge base in CR - Computed Radiography, DR – Digital Radiography, digital image quality, and digital quality control. This course will also revisit some important topics in radiologic imaging in order to expound on previous knowledge in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. General physics introduction is provided including atomic structure, electricity, magnetism, electromagnetism, x-ray properties, imaging systems, the x-ray tube, x-ray production, x-ray circuits, fluoroscopy and the interactions of x-ray with matter. The factors affecting contrast, density and scatter control will also be discussed.

RAD 250 IMAGE ANALYSIS I (3 CREDITS)

Problem solving and medical ethics are discussed as well as critical thinking skills and their uses in radiology. Evaluation of correct positioning and technical factors as viewed on radiographs will be explored.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Course Descriptions Page 5 of 6		Policy Manual #: EDR010.200
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RAD 260 SPECIAL IMAGING (3 CREDITS)

Detailed study of Seldinger techniques, DSA ,Arthrography, myelography.. Interventional technique and sterile procedure are also discussed as well as bone densitometry and mammography.

RAD 270 PATHOPHYSIOLOGY I (3 CREDITS)

A presentation of common pathologies visualized radiographically and discussion of the impact of the technical factors used to make the radiographic image. Introduction to Pathophysiology will be explored. Human Body Systems discussed in Pathophysiology I are Gastrointestinal, Urinary, Respiratory, and Skeletal.

RAD 271 PATHOPHYSIOLOGY II (3 CREDITS)

A presentation of common pathologies visualized radiographically and discussion of the impact of the technical factors used to make the radiographic image. Introduction to Pathophysiology will be explored. Human Body Systems discussed in Pathophysiology II are Hematopoietic, Cardiovascular, Nervous, Endocrine, and Reproductive.

RAD 280 COMPREHENSIVE RADIOLOGIC TECHNOLOGY REVIEW TO INCLUDE ~ ANATOMY AND POSITIONING REVIEW (2 CREDITS)

Review of all anatomy and procedures. Highlight positioning and CR placement and angulation in regard to IR. General content areas are reviewed. Mock registries are used to increase the student’s ability to remember key concepts and work independently. An appropriate review course for the National registry and entry into the radiology profession.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Course Descriptions Page 6 of 6		Policy Manual #: EDR010.200
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RAD 290 CROSS-SECTIONAL ANATOMY (2 CREDITS)

A detailed study of human body structure and function. Topics include organization of the body, Cells, tissues, Integumentary system, and the skeletal system. Emphasis is placed upon bony anatomy demonstrated on images. with discussion of muscles, nervous system, special senses, and the endocrine system. Provides the student with a working knowledge of fundamental positioning of the Chest, Abdomen, and upper extremity. Demonstrations include laboratory practical, and written evaluations. UGI, BE, esophagrams, and related fluoroscopic procedures. Urinary system studies are also included along with the vertebral column. A detailed study of human body structure and function. Blood, lymphatic system, respiratory and cardiovascular system. urinary system, digestive, and reproductive system are also demonstrated. A continuation of positioning including the lower extremity, shoulder girdle, pelvis, and hip. skull, sinuses, TMJ and mastoid process. Bony thorax is also taught. Nasal bones, facial bone as well.

RAD 150 RADIOBIOLOGY (3 CREDITS)

General radiobiology and radiation protection topics are explored. Acute Radiation Syndrome (ARS) will be defined. Levels of radiation exposure that cause disease will be identified. The effects of radiation on the human body, cells and tissues explained. ALARA, Image Gently and other radiation protection processes discussed.

RAD 251 IMAGE ANALYSIS II (3 CREDITS)

Problem solving and medical ethics are discussed as well as critical thinking skills and their uses in radiology. Evaluation of correct positioning and technical factors as viewed on radiographs will be explored.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Record of Curriculum – Maintenance Page 1 of 1		Policy Manual #: EDR010.210
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The Program Director is responsible to maintain a complete copy of the curriculum to include:

1. Description of all courses
2. Course outlines for all courses
3. Course objectives for all courses

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Record of Curriculum – Instructor’s Duties Page 1 of 1		Policy Manual #: EDR010.220
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Each instructor is responsible to submit the following items to the Program Director for each course taught:

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

These items will be reviewed annually and updated as needed.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Policy Manual Page 1 of 1		Policy Manual #: EDR010.310
		Corresponding Policy:
Effective Date: May 1982 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The policy manual shall be published, and it will include:

1. Sponsor responsibilities
2. Facility policies
3. Admission policies
4. Attendance policies
5. Conduct policies
6. Dress codes
7. Academic standards
8. Graduation requirements
9. Clinical performance standards
10. Probationary policy
11. Faculty qualifications
12. Curriculum policies
13. Program policies
14. Employment

The policy manual will be reviewed the first week of the program and a Student Rules Agreement will be signed and be placed in the student's permanent file.

Section #11 - Program Periodic Review Policies

EDR011.100 - Periodic Program Evaluation

EDR011.200 – Sponsor Obligations to Students

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Periodic Program Evaluation Page 1 of 1		Policy Manual #: EDR011.100
		Corresponding Policy:
Effective Date: February 1987 Last Revised Date: 05/2021 Last Reviewed Date: 7/2022	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

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

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

Title/Description: Sponsor Obligations Page 1 of 2		Policy Manual #: EDR011.200
		Corresponding Policy:
Effective Date: February 1987	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

Cleveland Clinic Obligation to Students:

Please review the information below regarding CCF Obligations found in the health professions affiliation agreements between the Cleveland Clinic and affiliated academic institutions.

- a. Collaborate with School to implement a meaningful Training Program for the Students
- b. Supervise Students while they are on-site participating in the Training Program, unless the parties have determined that School will be providing On-Site Faculty to supervise the clinical training of the Students.
- c. Retain responsibility for patient care. Students will be trainees and will not replace members of the Clinical Site staff. Students will not give service to patients at the Clinical Site apart from that rendered as part of the Training Program and will follow all directives of Clinical Site staff in regard to patient care.
- d. Provide the Students while they are on-site participating in the Training Program with the same emergency medical care or minor medical treatment as that extended to employees of CCF in case of injury or illness while on duty. Students are financially responsible for and will be billed for such services that are not covered by Students’ medical insurance.
- e. Clinical Site will provide an adequate orientation for Students.
- f. Clinical Site will provide safe physical facilities and environment needed for clinical instruction of the Students, within the reasonable capacity of the Clinical Site, subject to its primary responsibility to care for patients. Direct contact between Students and patients shall be subject to approval of the Clinical Site.

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		Corresponding Policy:
Effective Date: February 1987	Authorized By: Advisory Committee	
Last Revised Date: 05/2021	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: 7/2022		

g. For any Student assigned to a qualified preceptor, clinical supervisor, or other professional at a Clinical Site, upon completion of that Student’s clinical experience and training at the Clinical Site, the Clinical Site will ensure that a written performance evaluation is completed for each Student in the form and within the reasonable time limits specified by the School.

h. Maintain general liability and professional liability insurance in the amounts of not less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the annual aggregate to insure CCF and its employees through its program of self-insurance.

i. Clinical Site will allow Students to use Clinical Site conference rooms and comfort facilities such as the cafeteria, lounges and rest rooms, and to provide, on an “as available” basis, lockers and, at a Student’s expense, parking at assigned parking areas.

Cleveland Clinic
Security Administrative Services
216.448.0082
nonemployeeonboarding@ccf.org

Section #12 – Repeat Program Policies

EDR012.100 – Eligibility Requirements

EDR012.200 – Admission Requirements

EDR012.300 – Acceptance Procedure

EDR012.400 – Clinical Education Requirements

EDR012.500 – Didactic Education Requirements

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Eligibility Requirements Page 1 of 1		Policy Manual #: EDR012.100
		Corresponding Policy:
Effective Date: 03/31/2023 Last Revised Date: 03/2023 Last Reviewed Date: New Policy	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

Eligibility Requirements:

- Minimum of an associate degree
- Final Official Transcript from an Accredited Radiologic Technology Program
- Completion Certificate from the Accredited Radiologic Technology Program
- copy is sufficient

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Application for Admission Materials – Repeat Program Page 1 of 1		Policy Manual #: EDR012.200
		Corresponding Policy:
Effective Date: 03/31/2023 Last Revised Date: 03/2023 Last Reviewed Date: New Policy	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

The following materials must be received by the School before an application for repeat program eligibility can be considered:

- Completed application form
- Copy of associate degree diploma
- Copy of Official Transcript from an Accredited Radiologic Technology Program
- Copy of diploma from the Accredited Radiologic Technology Program
- Two letters of recommendation
- \$40.00 application fee; the application fee is non-refundable.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Acceptance Procedure Page 1 of 1		Policy Manual #: EDR012.300
		Corresponding Policy:
Effective Date: 03/31/2023	Authorized By: Advisory Committee	
Last Revised Date: 03/2023	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: New Policy		

All applicants for admission to the Repeat the Radiologic Technology Program will be interviewed by the Program Director and the Clinical Coordinator of the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.

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

Once accepted, a \$200.00 non-refundable acceptance fee (which is deducted from your tuition) is required to hold your spot in the program.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Clinical Education Requirements Page 1 of 1		Policy Manual #: EDR012.4000
		Corresponding Policy:
Effective Date: 03/31/2023	Authorized By: Advisory Committee	
Last Revised Date: 03/2023	Reviewed By: Devin Johnson, Acting Program Director	
Last Reviewed Date: New Policy		

Repeat Program Students will perform the following clinical hours per semester:

- 16 hours per week as a 1st year: Fall I, and Spring I
- 20 hours per week as a second year: Fall II, and Spring II
- Summer I and Summer II will be 24 hours per week

- Repeat Program students will be scheduled in all specialty rotations and clinical sites.

- All Clinical Time policies will be enforced.

- Repeat Program students will be required to complete ALL clinical competencies required of program students.

RADIOLOGY SCHOOL POLICY AND PROCEDURE

Title/Description: Didactic Education Requirements Page 1 of 1		Policy Manual #: EDR012.500
		Corresponding Policy:
Effective Date: 03/31/2023 Last Revised Date: 03/2023 Last Reviewed Date: New Policy	Authorized By: Advisory Committee Reviewed By: Devin Johnson, Acting Program Director	

To maintain the Program standards of excellence didactic learning is also repeated.

Repeat Program students will not be required to attend classes. However, they will be required to take the final exam along with the current class taking the course.

If the Repeat Program student passes this final exam, they have passed the class. If the repeat student fails the final exam they will be required to retake the course the next time it is offered and attend all classes as scheduled.