



Cleveland Clinic

School of Diagnostic Imaging

**Primary Magnetic Resonance
Imaging Program
2023 - 2024
Policy & Procedure Manual**

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**State of Ohio Board of Career Colleges and Schools
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**School of Diagnostic Imaging
25900 Science Park Drive
Beachwood, OH 44122
Mail Code AC239**



Cleveland Clinic

School of Diagnostic Imaging

Primary MRI Program

Policy & Procedure Manual

This policy and procedure manual has been prepared to provide students, clinical site staff and school staff with information regarding the school policies. The School of Diagnostic Imaging believes in the guidelines described in this manual, and final interpretation of these guidelines rest solely with the School of Diagnostic Imaging. The manual does not create a contract, expressed or implied, and should not be relied upon to alter the enrollment relationship with the School of Diagnostic Imaging.

The School of Diagnostic Imaging reserves the right to modify, suspend or eliminate any part of the policies or procedures set forth in the manual at any time, with or without notice. The school reserves the right to supply the final interpretation of all policies. Moreover, the language used in the policy manual is not intended to create, nor is it to be construed to constitute an offer to contract, or a contract, by the School of Diagnostic Imaging and any of Cleveland Clinic employees.

Cleveland Clinic is committed to providing a working and learning environment in which all individuals are treated with respect and dignity. It is the policy of Cleveland Clinic to ensure that the working and learning environment is free from discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, age, national origin, disability, military status, citizenship, genetic information, or any other characteristic protected by federal, state, or local law. Cleveland Clinic prohibits any such discrimination, harassment, and/or retaliation.

Any participant in a Cleveland Clinic educational program, including any student, trainee or employee, who may have been subject to discrimination on the basis of a protected characteristic is encouraged to make a report.

- Reports of discrimination on the basis of sex, gender, sexual orientation, gender identity or gender expression may be made to the Title IX Coordinator: TitleIX@ccf.org.
- Reports of discrimination on the basis of a disability, may be made to the Section 504 Coordinator, Main Campus NA31.
- Reports of discrimination on the basis of any other protected characteristic may be made to the program director.

In addition, Cleveland Clinic shall provide reasonable accommodations to any qualified student with a disability in order for the student to have equal access to their program. Students needing a reasonable accommodation in order to apply to or participate in the program should contact the program director as early as possible. Please refer to the Accommodations for Students with Disabilities Policy.

This is to certify that the information contained in this publication is true and correct in content and policy.

Signature: *Gloria A. Albrecht*

Title: Program Director

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

SCHOOL RESOURCES

PROGRAM CONTACTS:

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Facilities:

The Primary MRI Program has sufficient current classroom and office space available to meet our needs. The program does not require laboratory space. A classroom space is available to the students for additional study purposes. The program also has access to multifunctional devices.

Equipment:

The program has access to computers in the classroom for each student with internet and intranet access, and the classrooms and office space have sufficient presentation capabilities. The program has 4 cross sectional models; 2 head models and 2 head/torso models. There is also a full body skeleton and multiple disarticulated bones. The following periodicals are available for student use: *ASRT Radiologic Technology*, and the *ASRT Scanner*.

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**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

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PROGRAM DIRECTOR

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Gabriel Kroupa, MPH, (NM)(MR)(MRSO)

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Jason Hileman, RT(R)(MR) – Akron General Medical Center - Bath

Matt Gable, RT(R)(MR) – Akron General Medical Center – Green

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Andrew Alder, RT(R)(MR) – Avon Hospital

Todd Brown, RT(R)(MR) – Beachwood Family Health Center

Ciekanski, Cassie, RT(R)(MR) – Brunswick CCF

Rachel Harris, RT (R)(MR) - Cleveland Clinic Main Campus

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ADVISORY COMMITTEE

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SUBCOMMITTEE ON PRIMARY MRI PROGRAM POLICY

Members of the Advisory Committee

IMAGING DEPARTMENT / HEALTH SYSTEM POLICIES:

The following policies are published on the Cleveland Clinic Intranet and reflect the policies and procedures of the entire Cleveland Clinic Health System. These policies are also located in MyLearning.

HOSPITAL POLICIES:

Disaster Emergency Group Page

Emergency Response Team

Evacuation Plan

Emergency Operations Plan

CLEVELAND CLINIC POLICIES:

Cellular Phones

Confidential Information

Employee Identification Badges

Employee Parking

Equal Employment Opportunity/Workforce

Diversity and Inclusion

Non-Discrimination, Harassment or Retaliation

Non-Smoking Policy (Smoke-Free Campus)

Personal Appearance

Social Media Use

IMAGING DEPARTMENT POLICIES:

Administration & Medication Reconciliation

Infection Control Policy

Medical Physicists Responsibilities in QA Program

Meeting Radiation Safety Standards

Patient Education

Patient Identification

Patient Radiation Protection

Patient Safety – Diagnostic Contrast

Administration & Medication Reconciliation

Proper Patient Dress for Radiology

Radiation Safety - State & Federal Regulations

Radiation Safety Committee

Radiation Safety – State and Federal Regulations

Reporting of Training Related Illness or Injury

Safety for Patient and Personnel in Radiology

Venipuncture for Administration of Contrast

Media

PROFESSIONAL ORGANIZATION INFORMATION:

The American Registry of Radiologic Technologists (ARRT) Standards of Ethics - www.arrt.org

ARRT Continuing Education Requirements - www.arrt.org

ARRT Content Specifications for the Examination in Magnetic Resonance Imaging - www.arrt.org

ARRT Magnetic Resonance Imaging Clinical Experience Requirements - www.arrt.org

ARRT Rules and Regulations - www.arrt.org

The American Society of Radiologic Technologist (ASRT) - www.asrt.org

The International Society for Magnetic Resonance in Medicine (ISMRM) – www.ismrm.org

PROGRAM FORMS (available on the student learning management system):

Attendance Verification

Course Evaluation

Student Survey of Clinical Experience

Student Evaluation

Leave of Absence

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Academic Honesty
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14,2023

PURPOSE:

Students enrolled in the School of Diagnostic Imaging – Primary MRI Program are to perform their academic work according to standards set by faculty members and allied health education departments. Academic dishonesty at SODI is defined as any conduct that violates the fundamental principles of truth, honesty, and integrity. These actions will result in no credit given and appropriate sanctions are warranted and will be applied according to the corrective action policy.

The following behaviors are identified as academic dishonesty:

- Cheating
- Plagiarism
- Misuse of academic resources
- Falsification
- Facilitating academic dishonesty

CHEATING:

Means to intentionally misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. As defined, cheating includes, but is not limited to:

- Obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use.
- Using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted.
- Obtaining confidential information about examinations, tests or quizzes other than that released by the instructor.
- Securing, giving or exchanging information during examinations.
- Presenting data or other material gathered by another person or group as one's own.
- Falsifying experimental data or information.
- Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor.
- Cooperating with another to do one or more of the above.
- Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
- Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.
- Copying answers directly from the answer key for workbook and classroom assignments.
- Cooperating with another to do one or more of the above.

PLAGIARISM:

Means to take and present as one's own, a material portion of the ideas or words of another or to present as one's own, an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. As defined, plagiarism includes, but is not limited to:

- The copying of words, sentences and paragraphs directly from the work of another without proper credit.

- The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit.
- The presentation of work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers.
- Excessive revising or editing by someone else that significantly changes the final product of the student's work.

MISUSE OF ACADEMIC RESOURCES:

Means to intentionally use resources in a way that they are not meant to be used. For example, if borrowing a textbook or workbook from a former student, the pages with questions should be unanswered and workbook pages should be blank. This also includes unauthorized use of computer accounts such as the sharing of passwords with others, stealing or destroying reference materials or computer programs, and stealing or destroying a classmate's notes or materials.

FALSIFICATION:

Means to lie or present a false impression by submitting a fabricated excuse for an absence, incorrectly documenting attendance or participation in class and/or clinicals, fabricating an excuse to get out of a test or an assignment, and reporting data, research, or reports that is different from what actually occurred.

FACILITATING ACADEMIC DISHONESTY:

Means to intentionally or knowingly help another commit one of the above acts of academic dishonesty.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Accommodations for Students
with Disabilities

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

It is the policy of the School of Diagnostic Imaging Primary MRI Program to grant accommodations, whenever possible, to students with a disability. The Americans with Disabilities Act (ADA) does not require an educational institution to make accommodations if the student/applicant is not otherwise qualified or if the necessary accommodations would substantially alter the course of study or outcome. A disability is defined as a physical or mental impairment, which substantially limits a major life activity (such as learning, seeing, hearing, etc.) Otherwise, qualified is defined as meeting all other requirements of the program.

It is the student's/applicant's responsibility to declare his/her disability and seek accommodation(s).

1. Procedure for requesting special accommodations:
 - A. The student/applicant will be required to submit to the program director written documentation to request special accommodations. The student's request must be accompanied by a letter written by an independent authority (a professional authorized to conclude the need for special accommodations) to include the following information:
 1. The nature of the disability and/or specific diagnosis.
 2. What diagnostic tests have been completed to determine the disability, and the outcome of these tests.
 3. Any treatment undertaken for the disability (medications, therapy, etc.).
 4. Specific accommodations requested.
 - B. The Advisory Committee will review the above documentation and determine if the student meets disability criteria.
 - C. If the student/applicant meets the criteria, the Advisory Committee will jointly establish reasonable accommodations. It is the responsibility of the student applicant to request specific accommodations.
 - D. The program director will determine if the requested accommodation is reasonable, seeking input from the Director, Allied Health Education Partnerships, Education Institute and others as needed.
 - E. The program director will inform the Advisory Committee of the outcome.
 - F. The Advisory Committee will inform the faculty as applicable and the student applicant of the decision.
2. Information regarding a disability is confidential. However, it may be necessary for individual faculty members to be informed about a disability if the accommodations may impact the structure of the course. Once a student is classified as disabled and receives reasonable accommodations, the student must continue to meet the ADA criteria in order to continue to receive the accommodations.

School of Diagnostic Imaging Cleveland Clinic Primary MRI Program

POLICY TITLE: Admission & Technical Standards
ORIGINAL DATE: February 28, 2023
REVISED: August 14, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

OBJECTIVES:

- To establish awareness in the communities we serve that we provide opportunities for qualified students to become a registered magnetic imaging resonance technologist.
- To establish guidelines and criteria for candidates applying for admission to the School of Diagnostic Imaging.
- To define the minimum qualifications which must be met by an applicant.
- To ensure that qualified students will be selected for admission to this educational program based on ability and without discrimination regarding age, gender, race, national origin, religion, creed, color, marital status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ethnicity, ancestry, veteran status, or any other characteristic protected by federal, state or local law.
- To assure that Cleveland Clinic administers all programs and services without regard to disability and provides reasonable accommodations for otherwise qualified disabled individuals.

POLICY:

- Candidates must be high school graduates or earned a certificate of equivalent education recognized by the U.S. Department of Education. If a student has completed high school in another country, the student must submit an official translated transcript. Foreign transcripts must be evaluated by the National Association of Credential Evaluation Services (NACES).
- All candidates must satisfy the following minimum requirements. All courses must be college credit courses with a “C” grade or higher from a regionally accredited college and have a traditional letter grade. The School of Diagnostic Imaging does not accept the pass/no pass grading option.
 - Possess a minimum of an associate’s degree. It does not have to be in radiologic science.
 - Medical Terminology
 - Anatomy & Physiology I
 - Anatomy & Physiology II } The GPA for these pre-requisite courses needs to be a minimum of 2.75.
- A GPA of 2.75 is required for math, anatomy & physiology and medical terminology.
- Eight (8) hours of clinical observation must be completed within the first 8 weeks of the program.
- All candidates must meet the following criteria:
 - Complete and submit an application form with payment of a non-refundable \$20.00 application fee. Application forms may be obtained from the School of Diagnostic Imaging or can be downloaded from the website.
 - Send official high school transcripts or GED and college transcripts to the School of Diagnostic Imaging.
 - Candidates are encouraged to submit the previous documents by February 1st or until the program has sufficient applications that meet the requirements.
 - Candidates may be considered who meet most of the requirements if there is evidence that they will meet the requirements prior to the beginning of the program.
- Candidates are required to provide proof of health insurance and current certification in Basic Life Support for Health Care Providers from the American Heart Association.
- Candidates are required to undergo a complete physical examination and provide documentation to

the program officials.

- Candidates must pass a criminal background check. If a candidate does not pass the criminal background check, they will not be permitted to continue in the program.
- Candidates accepted into the School of Diagnostic Imaging must submit a \$300 non-refundable tuition deposit which is applied to the first semester tuition.
- All qualified candidates must participate in a behavior-based interview by the members of the selection committee after completing the application process.
- The Primary MRI Program does not accept advanced placement, transfer students, or transfer credits from any college or Primary MRI Program.

TECHNICAL STANDARDS:

- Candidates must have good eyesight either naturally or through correction. They must be able to see the printed words in a textbook and be able to read and accurately interpret the numbers on a radiographic technique chart.
- Candidates must have the ability to hear instructions and be able to respond to verbal requests by patients/customers.
- Candidates must be able to lift a minimum of thirty (30) pounds and possess the ability to support up to 175 pounds. MRI technologists must assist, support and move patients from wheelchairs and carts onto examination tables which requires the use of their backs and muscles.
- MRI technologists must verbally instruct patients and be able to express concern and empathy for them. Candidates must possess good verbal and nonverbal communications skills as evidenced from the application and interview process. MRI technologists must perform data entry with dexterity and accuracy.
- Students must be physically and mentally capable of fulfilling the objectives of the Primary MRI Program. The school will make reasonable accommodations to assist a student with a disability to advance through the program. Students must have sensory function adequate for patient assessment and care. They must possess the physical status needed to provide all aspects of care in a safe manner. (Please see Special Accommodations for Students with Disabilities Policy).

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Attendance
ORIGINAL DATE: February 28, 2023
REVISED: November 22, 2023

PAGE: 1 of 5
LAST REVIEWED: November 22, 2023

This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness, and establishes guidelines for the discipline and improvement of substandard attendance and tardiness. The ethics and attitudes developed through adherence to this policy will help ensure student success in the future, regardless of their place of employment. Excessive tardiness or absenteeism negatively affects patient care and hospital morale and is therefore unacceptable. Failure to comply with these policies will result in corrective action based on a point system, up to and including expulsion from the program as outlined in this policy and the Corrective Action Policy.

Please note: records of attendance and corrective action are retained for a period of seven (7) years after graduation and are reviewable for matters pertaining to employment references, dismissal, and reinstatement after dismissal.

GENERAL ATTENDANCE AND TIMELINESS: All time off must be approved by program officials.

It is the responsibility of each student to be accountable to the faculty of the school and the clinical instructors at each clinical site. Please use the following guide for informing the school faculty of any changes to your schedule. Depending on the circumstances, corrective action may result. Please see LACK OF WORK in this policy and refer to the Corrective Action Policy for more detail.

Attendance Notification:

- If a student is unable to attend class or clinical, be sure to text or call Kimberly at 216-554-3375 by 7:00am, please leave the reason for the absence. If it is a clinical day, the site must be notified with a phone call.
- If a student is running late to class or clinical (include an estimated time of arrival).
- If a student is told to leave clinical for lack of work and need documentation from clinical preceptor.
- If a student wants to use PTO in the morning, it must be requested **before midnight the night before**, or the student will be considered tardy.

Attendance Book: (after approval by a faculty member)

- If a student knows ahead of time PTO will be used for all or part of the day.
- If a student knows ahead of time of an absence from class or clinical.
- If there is any change to the schedule.

Call Faculty for Permission:

- If a student unexpectedly needs to leave clinical early.

CLASS/LAB SPECIFIC: 8:00 am – 3:30 pm.

Regular and prompt attendance for Primary MRI courses and labs is essential for students to meet the educational challenges and to accomplish learning outcomes of the program. Due to the progressive nature of the individual courses and the program, attendance and punctuality are seen as essential qualities. All classes and labs will begin as scheduled. Please allow for weather, traffic and other circumstances that may cause a delay. In the event of absence or tardy, please see VA BENEFITS in this policy.

- Students must clock in and out in Trajecsys upon arrival and departure from the classroom/lab.
- Students are expected to be in the classroom or lab before the official start time.

- A student will be considered tardy if they are 1 minute late.
- If a student has more than two unexcused absences from class, the student's grade will be affected. (See course syllabi for specifics.)
- If a student is absent for 50% or more of a class or lab, they are considered absent for that class.
- An extended lunch period is considered an incident of tardiness.
- Severe weather or driving conditions, as deemed by the program director, may be considered an excused tardy.

CLINICAL EDUCATION SPECIFIC: 8:00 am – 3:30 pm.

Attendance and punctuality are seen as essential qualities, and timeliness is essential at the clinical site as it can be a direct indicator of what type of employee you may become. It is the student's responsibility to inform the school and the clinical preceptor if they are running late, will be absent, or have scheduled time off. Clinical days are seven (7) hours in length, not including the lunch break. Please make time allowances for weather, traffic and other circumstances that may cause a delay. For students receiving VA benefits, in the event of absence or tardy, please see VA BENEFITS in this policy.

- Students must clock in and out in Trajecsys upon arrival and departure from clinical.
- Students are expected to be in their assigned area and ready to work at their official start time.
- If a student leaves the facility for lunch or any other reason (approval required), he/she is required to clock out and in.
- Students are not to clock in more than 15 minutes before their scheduled start time at clinical.
- Students may not use any device to clock in or out other than the institution's computers. Failure to follow this rule will result in a Category III corrective action.
- A student receives 0.5 points if:
 - They are one minute late.
 - Takes an extended lunch period.
 - Leaves before the end of their scheduled time.
- A one-half hour lunch break is required when a student is at the clinical site for more than five (5) hours (some sites allow 45 minutes, must check with clinical site).
- Severe weather or driving conditions, as deemed by the program director, may be considered an excused tardy.

SCHEDULED BREAK WEEKS: Students have nine (9) scheduled break weeks over the length of the program as indicated by the academic calendar. Students who wish to take a vacation should utilize break weeks for this purpose.

HOLIDAYS: Students are scheduled off clinical and class on the following six (6) holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (including the day after Thanksgiving), and Christmas. Students are not permitted to be at a clinical during scheduled holidays.

EXCUSED ABSENCES: Bereavement and jury duty are considered excused absences from class or clinical and therefore do not count toward absences that can cause a course letter grade to drop. Students are responsible for any missed assignments and must make arrangements with their instructor to make up exams and assignments within one week of returning to class. PTO is not needed for excused absences from clinical.

- **Bereavement:** Students are permitted up to three (3) days off for bereavement due to the death of an immediate family member. Documented evidence must be submitted and includes an obituary notice, proof of relationship, and/or proof of funeral dates. For purposes of this policy, immediate family members are defined as current spouse, child, stepchild, mother, stepmother, father, stepfather, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, stepsister, brother, stepbrother, grandmother, grandfather, and grandchild. Clinical time is not required to be made up for bereavement.
- **Jury Duty:** A student who is summoned for jury duty at a time which conflicts with class or clinical should carefully read the jury summons and any information on requests for excused absence from jury duty or deferment. If appropriate, the school will request that the court defer jury duty until after the expected graduation from the program, and the student shall contact the court regarding the necessary documentation. Clinical time is not required to be made up for jury duty.
- If extended time off is needed from class or clinical, the student may request a leave of absence (LOA). Please refer to the Leave of Absence Policy for more detail.

PERSONAL TIME OFF (PTO): In addition to scheduled breaks and holidays, students are permitted 21 hours of PTO per semester. PTO is cumulative, and unused PTO will carry over into the next semester. PTO can only be taken in **30-minute increments**. Students should reserve PTO for unforeseen personal/family illnesses or emergencies. All PTO requests must be approved by program faculty.

- Exceeding PTO will require make-up time at the end of the fourth semester.
- Any PTO to be used in the morning must be requested before midnight the night before, or the student will be considered tardy.
- For a planned absence, PTO must be requested and documented in the attendance book, **and** the student must also notify the clinical instructor or designee in advance.
- Students who wish to leave early, or leave and return to the clinical site, must get verbal permission from program officials by phone.
- Interview Day: One (1) additional day of PTO is permitted in the fourth semester for Cleveland Clinic interviews and documentation is required. Time may be taken as one 7-hour day or two 3.5-hour days.

EARNED PERSONAL TIME OFF (EPTO): Students may earn PTO by participating in extracurricular activities related to imaging and/or community service. All activities must be approved by program officials.

A. The following activities qualify for EPTO, and all activities must be completed outside of school hours.

- MRI professional society or meeting
 - One (1) hour for each additional educational session attended after meeting requirements.
- Blood donation (2 hours/donation)
- Cleveland Heart Walk
- Greater Cleveland Food Bank

B. EPTO MAXIMUMS

1. A maximum of fourteen (14) hours per academic year is permitted to be earned.

EXCEEDING PTO: This will result in a corrective action. Please refer to the Corrective Action Policy for more details.

MAKE-UP TIME: For an approved LOA, all tardiness, or exceeding PTO, make-up time must be completed after the end of the fourth semester.

- Make-up time begins Monday January 6, 2025, from 8:00 am – 3:30 pm each day until completed at the current clinical site.
- All program policies will remain in effect until all make-up time is complete and all graduation requirements are met.
- Students are not eligible to take the ARRT exam until all graduation requirements are met.
- If a student has less than two hours of total make up time, it may be added to the final week of clinical with program permission.

SCHOOL CLOSURE: Class and/or clinical may be canceled by the program director of the School of Diagnostic Imaging or designee. Closure of the school as a result of inclement weather or other emergency will be communicated to the students via email. It is the student's responsibility to inform the school of email address changes.

JRCERT REGULATIONS: According to JRCERT regulations, students may not exceed 10 hours per day. However, SODI students must adhere to the 8:00 am – 3:30 pm and are only permitted to stay to complete a procedure.

DEMAGNETIZED/DAMAGED ID BADGES: If a student demagnetizes an ID badge in MRI or the ID is damaged, the student must notify a school official immediately. Verification forms should be filled out as needed. The student will be directed to take the non-working ID badge to either of the following locations where a new badge will be issued.

- **Main Campus:**
Services: ID Badge, Fingerprinting and Background Screening
Location: JJ North Office Building- Basement Room 400
Hours of Operation: 7:00am - 4:15pm (Monday - Friday)
Phone: 216-444-1208
- **Administrative Campus (CCAC)**
Services: ID Badge, Fingerprinting and Background Screening
Location: Building #2, Level 1, room AC2-1-135
Address: 25875 Science Park Drive, Beachwood, OH 44122
Hours of Operation: 8:00am - 3:45pm
Phone: 216-448-5688 Fax: 216-448-009

LOST ID BADGES: In the event of a lost or stolen badge, the student must immediately notify program officials and request a new badge. The lost or stolen badge must be replaced within three (3) business days. Please note there is a fee to replace an ID badge determined by the Cleveland Clinic. Verification forms should be filled out as needed.

LACK OF WORK: If a student is requested to leave **by the clinical site** because of lack of work, PTO will not be used. Documentation is needed from the clinical preceptor or designee for each occurrence.

VA BENEFITS: Students receiving full time VA educational benefits must maintain a minimum of 22 hours of participation each week.

POINTS: Points for attendance violations are accumulated accordingly and remain for one (1) rolling year. A rolling year is defined as the 12-month period of active student participation immediately preceding the

date of the chargeable occurrence. In the event of a leave of absence (LOA) of more than 30 days, the rolling year will be extended beyond 12 months by the amount of time approved on the LOA. The first two incidents of tardy or failure to swipe in/out are forgiven and will not result in points.

FAILURE TO CLOCK IN OR OUT: For each instance that a student forgets to clock in or out, he/she must provide time verification in Trajecsys. See chart on the next page for failure to swipe in and out.

Tardy / Leaving Early	.50
Failure to Clock In or Out	.25

TWO OCCURENCES OF NO CLOCK IN/OUT WITHIN A DAY: The student is required to provide documentation within one week of the occurrence or will be charged with seven (7) hours of make-up time **and** the incident will be considered a **NO CALL / NO SHOW** requiring a corrective action. Please refer to the Corrective Actions Policy for more details. Time verification is still required.

CORRECTIVE ACTION FOR POINTS: Corrective action for accumulation of points will be initiated according to the chart below. Please see the Corrective Action Policy for more detail. A corrective action will be initiated **each time** a student reaches a point level. Any corrective action (including points for attendance) may affect your clinical grade. See the Grading Procedures Policy for more detail.

CORRECTIVE ACTION	FULL TIME:
Documented Counseling	4 points
Written Corrective Action	8 points
Final Written Warning / Suspension	10 points
Dismissal	12 points

NO CALL/SHOW: This applies when a student does not attend class and fails to report off to the school or when a student does not attend clinical and fails to report off to both the school and clinical. Notification received more than **two hours** after scheduled start time is a “NO CALL/NO SHOW” requiring a corrective action.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Behavioral / Clinical Objectives
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

Personal and professional development starts as a student and continues throughout an MRI technologist's career. The work ethic and attitudes developed or influenced during the training period greatly impacts the degree of professional success an MRI technologist enjoys. **The student will:**

- Show initiative by displaying motivation and energy in starting and completing tasks.
- Demonstrate a professional attitude by displaying and/or creating a positive emotional and psychological environment for patients and co-workers.
- Develop professional interpersonal relationships as evidenced by positive interactions with patients, families and co-workers.
- Possess appropriate patient perception skills by demonstrating the ability to perceive patient's needs and respond to them as needed.
- Be productive, as demonstrated by the volume of work accomplished.
- Perform high quality work, as evidenced by the accuracy and thoroughness of procedure performance.
- Possess organizational skills by demonstrating the ability to perform in a systematic and logical fashion.
- Demonstrate the ability to follow direction by possessing the ability and willingness to listen, reason and interpret tasks.
- Demonstrate flexibility by being willing to be guided and instructed.
- Demonstrate adaptability by being able to adapt procedure to patient.
- Demonstrate self-confidence.
- Demonstrate a professional demeanor.
- Present a professional appearance in accordance with school policy.
- Demonstrate dependability by being reliable and conscientious.
- Demonstrate accountability by taking responsibility for his/her actions and through attendance and punctuality.

CLEVELAND CLINIC DIAGNOSTIC SERVICES INSTITUTE'S COMMITMENT TO RESPECT:

In addition to the above specifics, we expect students to work toward mastering the principles set forth in the Commitment to Respect. In view of the critical role that communication plays in the successful provision of care to patients and to colleagues, all caregivers of the Diagnostic Services Institute will subscribe to the following principles:

Patients, their families, and significant others are the most important people to the healthcare team.

- We communicate information that sets appropriate expectations and reduces anxiety.
- We take the time to understand their needs and preferences.

We all lead by setting a good example.

We make ourselves accessible to others.

- We give each other the gift of listening.
- We respond to requests in a timely way.
- We are open to the opinions of others, options, and ways of doing things.
- We are on time for patient related commitments.

We exhibit a personable, pleasant and professional demeanor.

- We know the people with whom we work and address them by name.
- We acknowledge and make eye contact with others.
- We appreciate similarities and value differences.
- We use “please”, “thank you”, and “I’m sorry” as a significant part of our vocabulary.

We create a positive environment of support, respect, and appreciation.

- We give and receive open and honest feedback to allow personal and professional growth.
- We praise each other publicly and provide constructive criticism privately.
- We refrain from gossip, rumors and malicious talk about others.
- We avoid indirect communications and speak directly with the person involved.
- We communicate in a clear and consistent manner using appropriate words, body language, and facial expressions.

We are all Caregivers and help each other achieve our potential.

- We educate each other.
- We recognize value in every member of the care team.
- We select the best people for a role based on their skills, strengths, and interests.

We manage stress appropriately both in the workplace and on a personal level.

- We manage stress to minimize impact on others.
- We exhibit appropriate non-verbal communications particularly when under stress.
- We take care of ourselves so we can take better care of others.

We value every member of the care delivery team equally and recognize the “main ingredient for success is the rest of the team.” (- J Wooden)

- We set and communicate expectations in a collaborative manner.
- We ensure clarity of roles and responsibilities.
- Our actions reflect our commitment to quality, safety, and efficiency.
- We recognize and reward people in ways they appreciate.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Caring for Caregivers
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

The School of Diagnostic Imaging is aware that students face a variety of challenges in their daily lives and understands how personal, school, and work stresses can impact the quality of life and the ability to provide skillful and compassionate care. The School of Diagnostic Imaging offers the services of Caring for Caregivers (Employee Assistance Program) to any student who may require assistance.

Caring for Caregivers program offers expert, confidential and free support. The Caring for Caregivers program assists in a crisis, and in helping manage a wide range of issues that include, but not limited to, stress, emotional problems, work problems, alcohol and other substance use, family and marital problems, parenting, loss and bereavement, and financial pressures.

Services include:

- Confidential assessment
- Short-term counseling
- Information and referral services
- Crisis response services / Critical incident stress debriefing
- Supervisor and management consultation
- Education and outreach

Guidelines for using Caring for Caregivers:

1. Students may confidentially contact Caring for Caregivers directly by calling 216-445-6970 or 800-989-8820.
2. The student will be provided with confidential assessment, counseling, and referral services which will be limited to 1-3 sessions free of charge.
3. The faculty at the School of Diagnostic Imaging may make voluntary referrals to the assistance program by requesting the student to contact Caring for Caregivers Staff and Employee Assistance Programs.
4. Students are advised to schedule appointments outside of scheduled class and/or clinical hours.
5. If the student is unable to attend the appointment as scheduled, the student should inform Caring for Caregivers assistance program.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Competency Evaluations
ORIGINAL DATE: February 28, 2023
REVISED: April 9, 2024

PAGE: 1 of 2
LAST REVIEWED: April 9, 2024

Competency evaluations will be required as a means for students to demonstrate competence in necessary procedures. The required exams are taken directly from the ARRT clinical experience requirements.

- Students may not complete a competency examination on any procedure prior to educational instruction on that procedure.
- Competency examinations require 84% for the student to be considered competent. In addition, there is a mandatory section that is graded on a pass or no pass (P or NP) basis. A competency examination is not considered complete until a passing grade is obtained. The student is not considered competent on that exam and must repeat the competency examination (see failed competency section for more detail).
- Students must complete a pretest with the simulation software for each procedure prior to the competency examination.
- Students are required to complete a minimum of five (5) repetitions for each exam and can perform a competency exam on or after the sixth repetition.
 - Students must be fully prepared when performing a repetition but may ask for assistance with parameters and positioning. Students should do as many repetitions as possible even after achieving the competency.
- Competency examinations must be filled out using Trajecsys and be electronically signed by the supervising technologist. The clinical preceptor or designee must then electronically approve each competency.
- Once a student has successfully passed a competency examination on any given procedure, that student is then allowed to perform the procedure under indirect supervision, following the supervision policy. If the student subsequently demonstrates an inability to repeatedly correctly perform the procedure, the program director can take away the competency and require the student to repeat the competency exam.
- While performing a competency examination, the student cannot refer to notes or books. This should be done prior to the beginning of the exam and before the patient is brought in the room. Students must inform the technologist prior to the beginning of the procedure that they intend to perform a competency.
- If a student does not complete the required number of competencies in any given semester, they will receive an incomplete for the clinical semester and their clinical grade will drop one letter grade. For each subsequent week that the requirement is not met, the grade will continue to drop one letter grade. The only exception is when a student is on an approved leave of absence (LOA). The student on an approved leave of absence is given the additional time, equal to their absence, to complete the clinical requirements.

FAILED COMPETENCY EXAMS:

- A failed exam is one that was failed by points (less than 22 points or 84%) or if a no pass (NP) was received in the Mandatory Skills section. The student is not considered competent on that exam and must repeat the competency examination until an 84% or better is obtained and all Mandatory Skills have a pass (P). Students must have direct supervision until successfully passing the examination competency exam.
- All failed competency examinations must have a competency form filled out in Trajecsys and electronically signed.

- Students who fail a competency examination must perform remediation on the specific procedure with a program representative/clinical preceptor/staff. Remediation will consist of a review of the procedure and a successful simulation of the procedure using ScanLab MR with SODI faculty. A Competency Examination Remediation Form must be completed and signed by the faculty member proctoring the remedial simulation.
- Any student who fails more than five (5) competency examinations per semester will receive a documented counseling action which may affect their clinical grade. Further failure of three (3) competency examinations within the same semester will require the next corrective action, a written corrective action. Another three (3) failed competency examination in the same semester will require the student to be at suspension or final written corrective action, and three (3) more failed competency examination will result in dismissal from the program. See the Corrective Action Policy for more information.

COMPETENCY EXAMINATION:

- Students are required to complete seventeen (17) mandatory imaging procedures and sixteen (16) of the thirty (30) elective imaging procedures throughout the length of the program.
- Students are not permitted to complete competency examinations during their first fall semester, and students can only complete competency examinations after receiving a minimum of five (5) repetitions for each exam.
- After receiving the five (5) repetitions, students can receive a competency for any exam that has been covered in Procedures I or Procedures II AND they have received a passing Scan Lab grade if a Scan Lab test was required.
 - Exams learned during Procedures I:
 - Head/Neck - **brain, IACs, pituitary**, orbits, cranial nerves, **vascular head MRA**, vascular head MRV, brain perfusion, soft tissue neck, **vascular neck**, brain spectroscopy, cranial nerves (non-IACs)
 - Spine – **cervical, thoracic, lumbar**, trauma, sacroiliac joints, sacrum/coccyx, brachial plexus
 - Thorax- chest (non-cardiac), breast, vascular thorax
 - Abdomen/Pelvis – **liver**, pancreas, **MRCP**, adrenals, kidneys, enterography, vascular abdomen, female soft tissue pelvis, male soft tissue pelvis
 - Exams learned during Procedures II:
 - Musculoskeletal – TMJ's, sternum/sternoclavicular joints, **shoulder**, long bones upper extremity, elbow, **wrist**, hand, finger/thumb, bony pelvis, **hip**, long bones lower extremity, **knee, ankle, foot**, arthrogram
 - Additional imaging – **image post processing**, CINE
 - Students can receive a signature (up to 6) on any exam they perform but CANNOT receive a competency for it until the exam has been covered in class.
- **Requirements during spring semester:**
 - Students must complete seven (7) mandatory competency examinations (those in bold above)
 - Students must complete a minimum of six (6) elective exams from the list above
- **Requirements during summer semester:**
 - Students must complete six (6) mandatory competency examinations (those in bold above)
 - Students must complete a minimum of five (5) elective exams from the list above.
- **Requirements during second fall semester:**
 - Students must complete four (4) mandatory competency examinations (those in bold above)
 - Students are required to complete an additional five (5) elective exams.
- Volunteer imaging subjects include students and/or members of the general population and can be used for up to five (5) of the elective procedures. Volunteers will be used only if these competencies have not been met as of the final semester of the program per faculty discretion and a consent form needs to be completed.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Computer, Internet, Social Media,
& Cell Phone Use

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

COMPUTER AND INTERNET:

1. The use of School of Diagnostic Imaging computers is limited to activities related to the curriculum. You may check e-mail and conduct program related internet searches either before or after class.
2. The School of Diagnostic Imaging utilizes a learning management system and if allowed by the clinical site, the student can access their account to check on their classes. This must not be done if there are patients to be taken care of, and only if approved by the clinical site.
3. Hospital computers are **only** to be used for radiology related patient care functions. **Students are not allowed to access his/her personal e-mail or the internet during a clinical rotation.**
4. The use of personal computers and/or electronic notebooks or tablets is allowed in the classroom if the student is utilizing an e-book version of the textbook. Students are not allowed to utilize their electronic devices during class for anything other than accessing course information.

CELL PHONE / ELECTRONIC DEVICE:

1. Class Days: Except for lunchtime, all phones, smart watches, and any other electronic device must be on silent and stored away in the classroom and computer room during class time. If, during a break, a student wants to use their electronic device, they must leave the classroom.
2. Clinical Days: The use of personal computers, electronic notebooks or tablets, smart watches, or any electronic device is **not** permitted at the clinical site unless the student is on a break or lunch and only in non-patient areas such as the lounge, lunchroom, or locker room. Students are **NOT** permitted to carry cell phones or any electronic device during clinical time. Students who violate this policy will be given a corrective action.

SOCIAL MEDIA:

No student shall email, post, blog or otherwise mention or discuss any Cleveland Clinic business, patient or employee business, information or circumstance on any social media site. Examples include Facebook, Twitter, personal email or any other social outlet. Furthermore, no student shall take photographs within any Cleveland Clinic area or of any patient /patient information and post on any of the above-mentioned social media outlets. This is considered a serious breach of ethics and/or confidentiality and will not be tolerated. A student may be removed from the clinical site and not allowed future access to any Cleveland Clinic site or location. See Corrective Action policy.

RECORDING DEVICE:

Audio recording of lectures may be permitted upon permission from the instructor. Video recording of lectures is strictly prohibited.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Confidential Information
ORIGINAL DATE: February 28, 2023
REVISED: August 14, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

The School of Diagnostic Imaging is committed to keeping its patients' health information confidential. Recent federal regulations (HIPAA) define privacy and security standards for healthcare organizations and mandate compliance. Hospital, entity and business ethics, as well as statutes and regulations create an obligation to keep in strict confidence all information about patient, including the patient's name, condition, and treatment records. Such information may only be released as necessary and in accordance with relevant statutes and regulations.

During the course of education, students may have access to confidential information concerning business, finances, patients and employees. This information may be in the form of verbal, written, or computerized data. The safeguarding of such confidential information is a critical responsibility and expectation of every student. Students are required to adhere to Privacy and Information Security policies or face strict disciplinary action up to and including dismissal.

Management will ensure that students understand and adhere to this policy of confidentiality. Casual conversations regarding patients and co-workers are inappropriate. Conversations regarding patient care should take place in a private area with appropriate personnel.

REGULATIONS GOVERNING PATIENT CONFIDENTIALITY:

1. A student is not to discuss a patient's illness with him/her unless specifically ordered by the physician or during the course of professional care. Only the doctor is qualified to tell the patient how sick he/she is or how soon he/she may be expected to recover from his/her illness.
2. A student is not to discuss patients he/she hears about in entity with friends or in public areas inside or outside the entity. This particularly includes discussion of patients in areas such as coffee shops, snack bars, dining rooms, and while traveling to and from work via public transportation. The patient is entitled to complete privacy when he or she is confined to the hospital, and any intrusion upon this privacy may be subject to disciplinary action.
3. A student is not to discuss his/her personal illnesses or problems with either hospital interns or residents or visiting physicians. He/she should make arrangements to visit his/her doctor's office for personal medical care.
4. If a student is involved in an incident, argument or accident with a patient, he/she should report the incident immediately to his/her clinical supervisor or department head for his/her review and deposition. School officials must also be notified of any incidents.
5. A student may read a patient's electronic medical record only if they are directly involved in providing patient care, in checking the quality of patient care or for a legitimate business need. This information may only be discussed with those directly involved in providing or supervising that patient's care.

6. Accessing the records of family, friends, co-workers, acquaintances, neighbors or anyone else if the student is not involved in providing their care or for a legitimate business need, is grounds for dismissal.
7. A student may not access their own medical record. Students must follow the usual process as designated through the Health Information Services (Medical Records) department.
8. Students may not discuss or view confidential and personal matters related to fellow students.

CORRECTIVE ACTION:

Deliberate, accidental, or careless release of patient information could result in legal liabilities for the student and/or hospital. The acquisition, release, discussion, or other use of confidential information for purposes other than to conduct normal authorized business activities is strictly prohibited. Violation of confidentiality is a very serious matter and will be considered grounds for corrective action, up to and including dismissal. Federal law also includes criminal penalties for the misuse of protected health information.

School of Diagnostic Imaging Cleveland Clinic Primary MRI Program

POLICY TITLE: Contingency Plan
ORIGINAL DATE: February 28, 2023
REVISED: December 1, 2023

PAGE: 1 of 1
LAST REVIEWED: December 1, 2023

Developed to address any type of catastrophic event that could affect student learning and program operations. For any catastrophic event that would not allow for face-to-face classes, instructors will email the WebEx link to students so they can attend the class remotely. Any clinical closure will be communicated to the students by the program director and every effort will be made to assist the student in completing required competency exams.

Severe Weather:

- In the event of severe weather, such as excessive snow or ice, the program director will make a determination regarding closure of the school, to include both classes and clinical.
- The program director will contact the program faculty, students, and clinical preceptors via email or text message to advise them of the decision.

Fire Plan Rally Point:

The rally point at the Cleveland Clinic Administrative Campus is the southwest corner of Building Two’s surface lot. When at the clinical site, the clinical preceptor will review the fire plan with students.

Emergency Codes:

- The students are educated on the Emergency Codes and the procedures associated with each code as indicated below during Patient Care in the first semester.

The image shows a chart titled "Euclid Hospital a Cleveland Clinic hospital" and "EMERGENCY CODES". The chart lists various emergency codes and their corresponding events. The codes are color-coded: Blue for missing child, Red for missing adult, Green for severe weather, Yellow for fire, and Purple for violent/combative person.

Code	Event
0000	Missing Infant or Child
0100	Missing Infant or Child Suspicious Object
0200	Adult Medical Emergency
BROWN	Missing Adult
0300	Severe Weather
0400	Headset Spill
0500	Pediatric / Neonatal Medical Emergency
RED	Fire or Fire Alarm
0600	Weapon / Hostage Situation
0700	Violent / Combative Person
YELLOW	Disaster Internal / External
0800	Emergency Operator
0900	Security Department
1000	Hospital Command Center
1100	Other Buildings Emergency

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Copyright Infringement
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

The staff of School of Diagnostic Imaging maintains a copyright infringement policy to address sanctions and liabilities that students will face for downloading and distributing copyrighted materials.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Violating this policy will result in a corrective action according to the Corrective Actions Policy.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Corrective Action
ORIGINAL DATE: February 28, 2023
REVISED: March 6, 2024

PAGE: 1 of 4
LAST REVIEWED: March 6, 2024

OBJECTIVE:

Students enrolled in the Primary MRI Program must conduct themselves in an appropriate and professional manner and must adhere to the rules and regulations of the school and clinical sites. The purpose of this policy is to provide guidelines to assist with managing student performance or conduct issues that interfere with the safe, orderly, effective and efficient operation of the program and the organization. It provides standards and rules governing performance and a procedure for consistent, non-discriminatory application of the rules in the interest of maintaining the highest quality patient care and educational environment.

RECORD OF CORRECTIVE ACTIONS:

- Records of attendance are retained for a period of seven (7) years after program completion and are reviewable for matters pertaining to employment references, dismissal, and reinstatement after dismissal.
- Records of corrective actions remain active in the student record for the length of time the student is enrolled in the Primary MRI Program. If any infractions occur during this time, they will be used as a basis for progressive corrective actions. Records of corrective actions within the time the students are enrolled in the Primary MRI Program may be reviewed in a matter relating to employment.
- Any student receiving a second corrective action suspension within the length of the program, whether the two suspensions are for related or unrelated conduct, shall be dismissed.
- The receipt of any and all corrective action, whether in the capacity as a student or in the capacity as an employee of the Cleveland Clinic (if applicable), may result in denial of access to clinical sites and/or dismissal from the program.
- The School of Diagnostic Imaging Administration reserves the right to fully disclose any and all issues of corrective action received prior clinical site reassignment.
- If the student is denied access to the clinical site, and cannot be reassigned to another site, the student will not be able to complete the program requirements and is therefore dismissed from the program.

PROCEDURE:

All students are expected to conduct themselves in a professional and caring manner at all times. In the event that this professional behavior is not exhibited, corrective actions may be implemented up to and including dismissal from the program. When it becomes necessary to implement corrective actions for performance deficiencies, acts contrary to established policies or procedures, or to assure that the school and clinical site best interests are served, reference will be made to the categories below which relate the severity of the offenses to the corrective action. However, categories are not all-inclusive, and students may be disciplined for actions not specifically designated. Students who disagree with the action taken may proceed through steps outlined in the Grievance Procedure Policy. If a student is dismissed from the program, utilizes the Grievance Procedure Policy, and is denied re-acceptance, that student will not be permitted to reapply to the program.

POLICY IMPLEMENTATION:

Students who fail to abide by established standards and rules may be subject to corrective action. The step of corrective action may vary depending upon the nature of the infraction, the circumstances surrounding the offense and the student's past records. In the event that a student does not conduct him/herself in a professional manner the following corrective actions may take place. How rapidly a student goes through the following progressive steps, or at what stage the corrective actions will be initiated, will depend upon the seriousness of the offense. The department manager and/or program director will use their judgment to

determine the appropriate step which applies in each particular circumstance. Regardless of the category in which an offense is listed, a particularly flagrant violation may result in more severe discipline than that which is indicated for that category. Conversely, in the event that mitigating circumstances are judged to exist, less severe discipline may be imposed than would otherwise be indicated for the category of offense involved. Some infractions are not progressive in nature.

The four steps of Corrective Action are as follows:

Step 1: Documented Counseling

For infractions considered less serious, a documented counseling action may be the first step in the discipline procedure. It consists of a verbal conference with the student and the program director or education coordinator and will be documented in writing and placed in the student's personal file.

Step 2: Written Corrective Action

The written corrective action is a document summarizing the performance problem or incident. The document and situation will be reviewed with the student outlining the specific problem(s)/incident and warning the student that further behavior will result in further disciplinary action.

Step 3: Final Written Corrective Action or Suspension

A suspension or final written corrective action may occur when undesirable performance or behavior continues. Depending on the seriousness of the incident or behavior the student may receive a suspension as the first step of the corrective action process. A suspension is generally for a three-day period, however, a greater or lesser number may be determined after review of the particular situation. Suspensions may be scheduled so that consistency and continuity of the learning process is not interrupted more than necessary and as close to the infraction as possible. The program director has the final decision on whether a suspension or final written corrective action is in the best interest of the student based on the specific infraction.

Step 4: Dismissal

Dismissal will occur as the final step in the disciplinary process. Dismissal may occur for serious offenses or for continued performance or behavioral problems.

CATEGORY I (1st Offense: Documented Counseling; 2nd Offense: Written Corrective Action; 3rd Offense: Suspension or Final Written Corrective Action; 4th Offense: Dismissal)

1. Attendance related offenses (see Attendance Policy).
2. Failing to inform the clinical site and the school regarding absence within 2 hours of scheduled start time, whether scheduled or unscheduled (no call/no show) for clinical rotation.
3. Failure to call the school for a class absence.
4. Loitering during scheduled working and off-duty hours.
5. Eating or drinking in unauthorized areas.
6. Violation of hospital parking regulations.
7. Sleeping during class or clinicals.
8. Unauthorized extended meal period or breaks.
9. Unnecessary radiation exposure to patients, visitors, staff, employees or students.
10. Failure to get approval from program officials for clinical schedule changes.
11. Failing score on more than five (5) competency examinations in one clinical semester. (See Competency Policy for details.)
12. Failure to perform in a courteous, conscientious, and caring manner in responding to the needs of patients, visitors, fellow students, or employees.
13. Unauthorized use of telephone, internet or cell phone during class, lab or clinical.
14. Failure to adhere to reasonable standards of personal hygiene, grooming and dress. This includes failure to adhere to established uniform requirements and failure to wear the appropriate Cleveland Clinic identification badge.

CATEGORY II (1st Offense: Written Corrective Action; 2nd Offense: Suspension or Final Written Corrective Action; 3rd Offense: Dismissal)

1. Arriving to your assigned area late or leaving your assigned area early.
2. Conduct prejudicial to the best interest of the hospital and/or school.
3. Unacceptable or unsatisfactory job performance including causing or contributing to unsanitary or unsafe conditions and performing unsafe procedures.
4. Profane or unprofessional language.
5. Careless neglect or improper or unauthorized use of hospital and/or school property or equipment.
6. Repeated or chronic infractions of hospital and/or school rules with no evident improvement in performance or conduct.
7. Failure to observe school policies regarding required supervision and on repeat imaging.
8. Inefficiency, incompetence or negligence in performance of duties.
9. Reporting to duty in an unfit or unsafe condition to work.
10. Failure to perform duties at minimally acceptable standards after counseling and guidance.
11. Collecting funds or accepting gratuities.
12. Repeated failure to pass an additional three (3) competency examinations in one clinical semester.
13. Violation of Copyright Infringement Policy.
14. Unauthorized use of Cleveland Clinic identification badge.
15. Improper or negligent acts that cause damage to/waste of supplies, equipment or other property.
16. Any other failure of good behavior or neglect of duty to include not properly screening MRI patients.

CATEGORY III (1st Offense: Suspension or Final Written Corrective Action; 2nd Offense: Dismissal)

Reporting to school or clinical experience under the influence of alcohol or narcotic as evidenced by: inability to perform assigned duties or participate in class, b) demonstration of undesirable characteristics (such as odor of alcohol or other substances, attitude, uncooperativeness toward patients, staff, students, visitors, others).

1. Reporting to school or clinical experience under the influence of alcohol or narcotic as evidenced by: a) inability to perform assigned duties or participate in class, b) demonstration of undesirable characteristics (such as odor of alcohol or other substances, attitude, uncooperativeness toward patients, staff, students, visitors, others).
2. Refusing to submit to a medical evaluation including testing when reasonably suspected of being under the influence of alcohol or drugs.
3. Inappropriate treatment of a patient for any reason.
4. Failure to fulfill responsibilities at clinical to an extent that might reasonably or does cause injury.
5. Insubordination or refusal to perform a reasonable assignment after having been instructed to.
6. Immoral or illegal conduct and any acts of dishonesty, including cheating or copying another person's work.
7. Sale, loan or gift of parking pass.
8. Any serious failure of good behavior or serious neglect of duty.
9. Failure to conform to professional ethics.
10. Fighting or gambling on Cleveland Clinic premises.
11. Repeated failure to pass an additional three (3) competency examinations in one clinical semester after failing five competencies.
12. Solicitation and/or distribution of literature in violation of hospital policy.
13. Posting on social media any information or event regarding patients, visitors, students, or employees that occur at the clinical site or school.
14. Use of any electronic device other than institution computers while using Trajecsys for clocking in.
15. Clocking in and not reporting to your assigned area without permission or leaving your assigned area without permission.

CATEGORY IV (Dismissal upon 1st Offense)

1. Possession, use, or sale of alcohol, narcotics or controlled substances on hospital premises.
2. Threat of or actual physical or verbal abuse of patients, visitors, staff, employees or students.

3. Falsification of any official hospital or school record.
4. Any act of academic dishonesty as described in the Academic Honesty policy.
5. Willful damage to or theft of property of the school, hospitals, patients, visitors, employees or students.
6. Absence from classes or clinical experience without justifiable reason or without reporting off for three (3) consecutive clinical and/or class days, or three (3) incidents of no-call/no-show in a twelve (12) month period.
7. Possession of firearms or other weapons on school/hospital premises.
8. Unauthorized possession, use, copying or revealing of confidential information regarding patients, employees, students, or school/hospital activity including on social media sites.
9. Sexual, racial or other harassment or verbal or physical threats against a fellow student, employee, visitor or patient.
10. Conviction of a felony.
11. Theft, removal of, unauthorized possession, tampering with or use of property belonging to others.
12. Failing three (3) additional examination competencies during a clinical semester, after failing five, and then 3 more competencies.
13. Any conduct seriously detrimental to patient care, fellow students, employees, and the school or Cleveland Clinic operations.
14. Any other serious failure of good behavior or gross neglect of duty.

The list of offenses contained herein is meant to be illustrative and not all inclusive. Engaging in activity which is inconsistent with ordinary and reasonable standards of behavior necessary to the mutual welfare of the Cleveland Clinic, its employees, patients, and visitors will also subject a student to corrective action.

GENERAL

Providing the best possible patient care and understanding customer service is a priority at the Cleveland Clinic Health System. In support of this philosophy, The Cleveland Clinic Health System does not allow inappropriate treatment or behavior towards the customer. "Customer" is defined as any individual that comes in contact with the department or student during the normal course of doing business. This could include patients, visitors, family members, co-workers, etc. All employees and students are expected to conduct themselves in a professional and caring manner at all times when dealing with the customer.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Course Descriptions
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 3
LAST REVIEWED: August 14, 2023

MR 300 – Cross Sectional Anatomy

This course provides the student with fundamental anatomy and physiology associated with magnetic resonance imaging of the head, neck, face, spine, thorax, abdomen, pelvis, upper and lower extremities. The various structures will be demonstrated in the axial, sagittal and coronal imaging planes.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 301 – Procedures I

Introduces the basic principles of MR safety, covers the basic concepts of patient management, and teaches the education of patients and ancillary staff on magnet safety. Because patient and magnet-related emergencies represent a unique situation to an MRI technologist, recommended procedures and responsibilities of the technologist will be discussed. Other topics that will be introduced include contrast agents used, contraindications, processing of images, routine examinations and protocols utilized, image artifacts, and compensation.

Prerequisite: Admission to The School of Diagnostic Imaging

RT 101 – Patient Care

This course provides an overview imaging to the basic concepts of patient care, infection control, and the role of a technologist as a member of the health care team. Content includes pharmacology and administration of diagnostic contrast agents and/or intravenous medications, patient assessment, and vital signs. Topics include: critical thinking, history of imaging, professional roles and behavior, professional attitudes and communications. Also included will be hospital and departmental organization, and hospital and program affiliation.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 302 – MRI Scanning Lab

Computer simulation software to provide the student with practical scanning practice under the direction of program instructors.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 303 – Introductory Clinical Experience

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Designed to give the student an introduction to the basics of magnetic resonance imaging in the clinical setting.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 304 – Procedures II

Expands on the information covered during MRI 301 Procedures I and provides the student with imaging techniques related to the central nervous system CNS, neck, thorax, musculoskeletal MSK system, and abdominopelvic regions. Covers specific clinical application, coils available and their use, considerations in scan sequences, specific choices in protocols (e.g., slice thickness, phase direction, and flow compensation), and positioning criteria. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures.

Prerequisite: MR16 301 Procedures I

MR 305 – Physics I

Provides the student with a comprehensive overview of MRI imaging principles to include history, safety, nuclear MR signal production, tissue characteristics, pulse sequences, imaging parameters/options and image formation, image contrast, magnetism, properties of magnetism, MRI system components, MRI magnet (permanent, resistive, superconducting, hybrid), radiofrequency RF pulse systems, gradient systems, shim systems, and shielding.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 306 – Intermediate Clinical Experience I

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Prerequisite: MR 303 Introductory Clinical Experience

MR 307 – Physics II

Continues to provide the student with a comprehensive knowledge of MRI imaging principles, knowledge of the parameters and imaging options used to create MRI images and introduces quality control measures used to maintain image quality. Provides a comprehensive overview of the instrumentation associated with MRI pulse sequences to include spin echo, fast spin echo, gradient echo, inversion recovery, echo planar, parallel imaging, and spectroscopy. Other topics include pulse sequencing, imaging parameters/options and image formation, image contrast, contrast agents, advanced imaging, and post processing techniques.

Prerequisite: MR 305 – Physics I

MR 308 – MRI Pathology

Introduces concepts related to disease and etiological considerations with an emphasis on their appearance on MRI images using various sequences. The information covered should enhance the students' knowledge regarding interpretation of clinical information provided on the requisition and/or the patient's chart. The course will include a written research paper on a chosen pathology with an oral presentation.

Prerequisite: MR 300 Cross Sectional Anatomy

ETH 101 – Healthcare Ethics and Law

This course is designed to provide the student with a fundamental background in healthcare ethics and law. The historical and philosophical bases of ethics as well as the elements of ethical behavior are discussed. The student will examine a variety of ethical issues and dilemmas that occur in clinical practice. An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, unintentional and intentional torts, HIPAA standards and compliance, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized.

Prerequisite: Admission to The School of Diagnostic Imaging

MR 309 – Intermediate Clinical Experience II

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Prerequisite: MR 306 Intermediate Clinical Experience I

MR 310 – Advanced Imaging

Discussion of advanced MRI imaging topics to include fusion imaging, neurography, 3D printing and modeling, and remote scanning. Discussion of emerging trends in MRI to include artificial intelligence, quantitative MR, and MR lymphangiography. Guests with experience in these areas will be invited to speak.

Prerequisite: MR 304 Procedures II and MRI 307 Physics II

MR 311 – Registry Review

Provides a review of basic knowledge from previous courses and help the student prepare for the American Registry of Radiologic Technologist's ARRT National Registry Examination.

Prerequisite: MR 304 Procedures II and MRI 307 Physics II

MR 312 – Advanced Clinical Experience

Supervised sessions emphasizing development of medical imaging skills. Practical application of MRI imaging with an emphasis on safety, orientation to the equipment, proper scanning positions and planes, and general patient care. Students are required to successfully complete required clinical competency examinations supervised by a registered MRI technologist or clinical preceptor.

Prerequisite: MR 309 Intermediate Clinical Experience II

MR 313 – MRI Scanning Lab II

Computer simulation software to provide the student with practical scanning practice under the direction of program instructors.

Prerequisite: MR 302 MRI Scanning Lab I

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Course Sequence and Clock Hours
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: January 25, 2024

		Hours per Week	Number of Weeks	Total Hours
1st Semester – FALL				
MR 300	Cross Sectional Anatomy	4	16	64
MR 301	Procedures I	4	16	64
RT 101	Patient Care	4	16	64
MR 302	Scanning Lab I	6	16	96
MR 303	Introductory Clinical Experience	14	8	112
SEMESTER TOTAL				400
2nd Semester – SPRING				
MR 304	Procedures II	2	16	32
MR 305	Physics I	2	16	32
MR 308	MRI Pathology	2	16	32
MR 313	Scanning Lab II	2	16	32
MR 306	Intermediate Clinical Experience I	21	16	336
SEMESTER TOTAL				464
3rd Semester – SUMMER				
ETH 101	Healthcare Ethics & Law	2	12	24
MR 307	Physics II	2	12	24
MR 309	Intermediate Clinical Experience II	28	12	336
SEMESTER TOTAL				384
4th Semester - FALL				
MR 310	Advanced Imaging	2	16	32
MR 311	Registry Review	2	16	32
MR 312	Advanced Clinical Experience	28	16	448
SEMESTER TOTAL				512
Total Didactic Hours		528		
Total Clinical Hours		1232		
Total Program Hours		1760		

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Educational Records
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

This policy is in accordance with Family Educational Rights and Privacy Act of 1974.

- A. You may inspect and/or review any of your official records and files with the following **exceptions**:
1. Your parents' confidential/financial statement may not be inspected.
 2. Confidential letters and recommendations placed in your file prior to January 1, 1975, are not available to you. Right of access to future confidential recommendations in the areas of admission, job placement and awards may be waived by you.
 3. Medical, psychiatric or similar records are not accessible to you. A doctor or other qualified professional may inspect your record if you so desire.
- B. No one may inspect your record with the following **exceptions**:
1. Faculty at the School of Diagnostic Imaging who has legitimate academic interests and school secretaries who must work with the students' files.
 2. School officials who have legitimate academic interests.
 3. Individuals concerned in connection with a student's application for or receipt of financial aid.
 4. Representative of State educational authorities.
 5. Representative of the administrative head of Cleveland Clinic.
 6. Representative of the Comptroller General of the United States.
 7. Representative of the Secretary of Education.
 8. Representative of Ohio State Board of Career Colleges and Schools.
- ***The School of Diagnostic Imaging is not required to notify you that your records have been inspected as listed in exceptions under "B".
- C. You will receive prior notice when your records are being inspected, without your consent, in the following situation:
Pursuant to a court order or lawfully issued subpoena.
- D. You may sign a release of information form to give consent to release your records to other persons or agencies. Such forms are available in the School of Diagnostic Imaging office. On this form, you must indicate:
1. The records to be released.
 2. The reasons to be released.
 3. To whom the records are to be given.
- E. All students have a file which is maintained in the School of Diagnostic Imaging office. If you have any questions or concerns about your record, you should discuss such issues with the program director of the school. Appropriate changes, deletions, or corrections will be considered at this time. If this conference does not resolve the differences, you may request that a hearing be held. You have the right to legal counsel at the hearing at your expense. The program director of the school will give you a written decision and state the reasons for the conclusion. You may add written explanatory materials to your file after submitting such to the program director of the school.
- F. Student's financial aid records are maintained by the School of Diagnostic Imaging.

G. All files and required documents, for students receiving veteran's educational benefits, will be maintained in the school office. Such files will be retained for three (3) years.

H. Contents of Permanent Educational Record:

1. Official School of Diagnostic Imaging transcript.
2. Official transcripts from all schools attended including high school.
* GED may be accepted in lieu of a high school transcript.
3. Results of standardized tests, as applicable.
4. Final Summary.

I. Request for Transcripts:

Requests for transcripts must be submitted using the "Request for Official Transcript" form. The request must be signed by the student. Transcript requests will be processed within 5-7 working days during the academic term but may take longer at the end of the term. There is a \$5.00 fee for providing a copy of a student transcript.

J. Request for Course Materials:

Students are provided with course descriptions, syllabi and other materials for MRI courses throughout the program. Students are expected to retain such materials for any further use and/or reference. The school is not responsible for providing additional copies for student use.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Employment Guidelines for Students
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

The School of Diagnostic Imaging does not attempt to control whether or not a student works part-time, or the number of hours worked. Should a student be hired as a technologist assistant (or any other position) at a clinical site, time as an employee cannot be used as clinical experience.

Clinical competencies cannot be performed during hours worked as a technical assistant, technologist aide or any other employment position within the hospital. All clinical competencies must be completed during scheduled program clinical hours.

The school will not change rotation schedules, objectives, test dates or other requirements to accommodate a student's employment schedule.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Evaluations and Counseling
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

1. Students are required to have their technologists complete the required number of student evaluation forms per semester. (See policy titled *Grading Procedures*) These student evaluation forms must be given to the clinical preceptor at each facility by the technologist, who will review them with the student, sign and date them, and send them to the School of Diagnostic Imaging office. All evaluations must be turned in promptly and not all at the end of the semester.
2. Counseling sessions will be conducted throughout the semester as needed to review:
 - Summary of student evaluation forms
 - Student competency examination summary form
 - ARRT mandatory and elective summary form
 - Semester grades
 - Attendance
 - Additional counseling sessions will be conducted if the program director, education coordinator or clinical preceptor finds them necessary.
3. Students are responsible for compliance and corrective actions may be imposed for non-compliance.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Full-Time, Transfer, & Advanced Placement

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: April 8, 2024

REVISED: April 8, 2024

A student may request placement from the 16-month program into a part time status temporarily due to extenuating circumstances. It should be noted, however, that courses are taught only once a year. All course work and clinical time must be completed prior to graduation. See the Course Sequence and Clock Hours Policy for class and clinical hours.

FULL TIME STUDENT:

Full time students are those students who attend the MRI program 35 hours per week.

TRANSFER STUDENT:

The program does not accept transfer students or advanced placement students.

TRANSFER CREDIT:

Classes may not transfer as credit courses to an institute of high learning. Other courses may be added at the school's discretion. The Cleveland Clinic School of Diagnostic Imaging reserves the right to change course offerings or course content.

ADVANCED PLACEMENT STUDENT:

The program does not accept advanced placement students.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Grading Procedures
ORIGINAL DATE: February 28, 2023
REVISED: August 14, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

1. The grading scale is as follows:

100 – 93	A
92 – 84	B
83 – 75	C
74 – 67	D
66 – 0	F
2. Students must maintain a “C” grade or better in each course of the Primary MRI Program in order to receive a certificate upon completion of all courses. Students not satisfying this minimal academic requirement will be counseled and those receiving a “D” or “F” in any course will not complete the program.
3. If a student does not complete all required course assignments by the end of the semester, they will receive an incomplete grade. Incomplete grades must be resolved within 5 weeks into the next semester, or the grade converts to an “F” or failing grade.
4. Students are counseled as needed throughout the semester regarding academic grades, clinical grades, attendance, tardiness, evaluations, semester GPA, cumulative GPA, and other pertinent information regarding student progress.
5. Course grades are reviewed by the instructor and students are counseled as needed throughout the semester. At mid-semester the program director identifies students who are at risk of not passing a class and sends an email for them to meet and discuss what approach to take to improve the grade.
6. Students who are dismissed for academic reasons may utilize the Grievance Procedure Policy.

CLINICAL GRADE PURPOSE:

To encourage students to fully participate in the clinical experience and to provide students and the school a means of evaluating the quantity and quality of participation.

POLICY:

Students will be given an established number of points for each clinical experience. Each semester clinical grade will be determined by:

- a. The number of evaluations turned in by the end of the semester. Four points will be deducted from the established number of clinical points for each missing evaluation.
- b. The number of competency evaluations completed by the end of the semester. Eight points will be deducted each week that the competencies are not turned in.
- c. The number of failed competency examinations each semester as outlined in the Competency Examination Policy.
- d. Observance of program and department policies and practices. Each corrective action will deduct eight points.

- e. Only one student clinical evaluation per two-week rotation will be accepted.

Clinical evaluations are reviewed when received by the coordinator. The coordinator meets privately with each student who has a score of 2 or less or there are comments on the evaluation that need to be discussed.

The following worksheet will be used to determine clinical grades:

1st Semester Clinical Experience:

Number of Evaluations (4)					4 points off for each one not turned in by end of semester
MRI Department Orientation Check List					8 points off if not completed
Program/Department Policies & Practices					8 points off for each corrective action

Fall & Spring Semester Clinical Experiences:

Number of Evaluations (8)					4 points off for each one not turned in by end of semester
# of Comps Completed (see Competency Evaluation Policy)					8 points off, each week comps are not completed after semester ends
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action 16% off - final written or suspension

Summer Semester Clinical Experience:

Number of Evaluations (6)					4 points off for each one not turned in by end of semester
# of Comps Completed (see Competency Evaluation Policy)					8 points off, each week comps are not completed after semester ends
Program/Department Policies & Practices					4% off - documented counseling 10% off - written corrective action 16% off - final written or suspension action

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Graduation

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

PURPOSE: To provide the student with guidelines regarding graduation requirements. All students must meet the following criteria for graduation. Students graduate from the School of Diagnostic Imaging with a certificate in Magnetic Resonance Imaging after completing 4 semesters of education.

CRITERIA:

- Satisfactory completion of all program courses.
- All competencies must be completed as outlined in the Competency Examination Policy.
- All ARRT mandatory and elective competencies must be completed.
- All ARRT general patient care procedures must be completed.
- All regular and make-up hours must be completed.
- Tuition and fees must be paid in full.
- All reference books or other material must be returned.
- Graduation survey must be completed.
- Employer release form must be signed.
- All ID badges must be returned, or fee must be paid prior to graduation.
- Satisfactorily write a short paper on professionalism.

ACADEMIC AWARDS AT GRADUATION:

Based on the final cumulative grade point averages achieved by graduates. A graduate with a GPA between 3.5 and 3.99 will be commended as graduating with Academic Honors. A graduate with a GPA of 4.0 will be commended as graduating with Academic Distinction.

REQUEST FOR LETTER OF RECOMMENDATION:

To request a letter of recommendation from a faculty member of the Cleveland Clinic School of Diagnostic Imaging, a student must fill out and submit the Student Request for a Letter of Recommendation or Verbal Reference form found at <http://ccf.org/sodi>. It is recommended that this form be submitted four (4) weeks in advance of the due date. If it is submitted within two (2) weeks of the due date, completion of the letter is not guaranteed. The program faculty reserves the right to deny any request for any reason.

REQUEST FOR OFFICIAL TRANSCRIPT:

A student may request an official transcript from the Cleveland Clinic School of Diagnostic Imaging by filling out and submitting the Official Transcript Request form found at <http://ccf.org/sodi>. Please be aware that there is a \$5.00 processing fee that must be paid before the request is processed. Also, in accordance with the Federal Family Educational Rights & Privacy Act (FERPA) of 1974 and subsequent amendments, academic records cannot be released without the student's consent. All outstanding obligations to the School of Diagnostic Imaging (financial, academic, or administrative) must be cleared before a transcript request can be processed.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Grievance Procedure
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

GRIEVANCE PROCEDURE POLICY STATEMENT:

The School of Diagnostic Imaging recognizes that students have the right to due process in academic and non-academic matters.

PURPOSE:

The appeal mechanism provides a thorough, timely and objective assessment and resolution of student concerns and assures that students are treated in a fair, reasonable and nondiscriminatory manner. An appeal can be any concern or complaint asserted by a student regarding interpretation, application or breach of any policy, practice, or procedure.

ELIGIBILITY:

This procedure is available to any student enrolled in a Cleveland Clinic enterprise internal allied health education program who does not have any affiliation with a college/university. Students may file an appeal to reestablish their eligibility to receive Title IV financial assistance by submitting, in writing to the program director, the basis for the appeal, which may include any of the following: death of a relative, injury or illness of the student, or any other special circumstances. If a student files an appeal and is denied, they are no longer in satisfactory academic progress and are not eligible for Title IV Financial Aid.

PROCEDURE:

The student must submit in writing, a description of why they were dismissed from the program, what steps they will take to change their behavior, and what changes will occur to allow them to continue in the program. The Cleveland Clinic desires to resolve student grievances, complaints, and concerns in an expeditious, fair, cordial and professional manner. A student may resolve a grievance by initiating the steps on the following page.

INFORMAL PROCESS:

The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the parties resolve the grievance, it is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by the program director. It is expected that most problems or complaints of concern to students will be discussed and resolved in a timely fashion informally between the student and the program director. If the program director is the basis of the complaint, the student may initiate the formal grievance procedure. The Director, Center for Health Sciences Education will be notified immediately by the program director of an impending formal grievance.

FORMAL GRIEVANCE PROCEDURE:

The formal grievance procedure begins when a dated written complaint is submitted to the program director. The written complaint may be submitted via email. An appeal must be initiated within 5 business days of the date on which cause of the appeal is known. A copy of the appeal must be sent to the Center for Health Education.

SATISFACTORY ACADEMIC PROGRESS:

Any student who is appealing a disciplinary or grade dispute using the program Grievance Policy can continue with the program until the grievance procedure has concluded. The student is still considered in satisfactory academic progress (SAP) during this timeframe, until the final decision of the grievance procedure. Students may file an appeal as described in the Student Manual in the Grievance Policy.

STEPS:

1. The first step of appeal should involve discussion with the program director. Every effort should be made to resolve the issue at this step of the process. The program director has 5 business days to respond to the student in writing following the initial appeal request by the student as to the decision rendered.
2. If the decision rendered at the first step is deemed unacceptable by the student, the second step of appeal should involve the administrator for the Diagnostic Services Institute. The administrator has five business days to respond to the student in writing following notification of appeal as to the decision rendered.
3. If the decision rendered at the second step is deemed unacceptable by the student, the third step of the appeal involves the Health Professions Education Council's (HPEC) Student Appeals Committee. Two committee members will review each appeal. The decision and recommendations at this step are final. HPEC has 10 business days to respond to the student in writing following notification of appeal as to the decision rendered.
4. An appeal should be filed with the Center for Health Sciences Education office. The office will assign someone to assist the student throughout the appeal process.
5. The student shall have the opportunity to appear in person before the reviewing party at each step of the appeal process.
6. Appeals at each step must be made in writing by the student within ten business days after receipt of the reviewing party's response. Email is acceptable. The Center for Health Sciences Education must be copied on all communication at each step of the appeals procedure.
7. The Human Resources and Legal Departments are available, in a consultative capacity, to the Program Director, Program's Medical Director, system-wide Education Coordinator, and Allied Health Educational Partnerships or to the Chairman, and the Education Institute as it relates to the student's appeal.
8. At the discretion of the program director, the student may continue in the program until the appeal process is completed. The school faculty reserves the right to suspend clinical experience and class attendance during the appeal process. In such an event that the appeal is granted, any time missed must be completed.
9. If a student is not satisfied with the result of the appeal process, the student may wish to contact the following accreditation organizations:
 - a. Joint Review Committee on Radiologic Technology
20 Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org
Phone: 312-704-5300

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Harassment

PAGE: 1 of 2

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

PURPOSE:

To provide an academic environment throughout the School of Diagnostic Imaging that is free of harassment of any kind so that students are afforded the opportunity to perform to the best of their abilities. Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1964, which prohibits sex discrimination in employment, and Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving Federal funds.

POLICY:

The School of Diagnostic Imaging prohibits harassment in any form, including harassment based on race, sex, religion, sexual orientation, gender identity or expression, national/ethnic origin and/or disability. The School of Diagnostic Imaging is committed to providing an environment free of any conduct or communication constituting harassment in any form defined by the state and/or federal law. Any violation(s) of this policy may result in corrective action based upon a review of the circumstances, the nature of the event and the context in which the alleged incidents occurred. Such corrective action may include dismissal from the radiography program, prosecution and/or civil action.

HARASSMENT:

Harassment is an assault on an individual's dignity and worth. It can include, but is not limited to:

- Offensive jokes
- Ridicule
- Racial, religious, sexual or ethnic slurs
- Unwelcome advances, requests or demand for favors, verbal abuse or kidding that is distasteful
- Discussion, gossip, rumors or comments regarding an individual's personal life, relationships and/or preferences

SEXUAL HARASSMENT:

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as any unwelcome sexual advances and/or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status
- Submission to or rejection of such conduct is used as a basis for decisions affecting that individual with regard to employment or to student status (e.g. grades, references, assignments, etc.)
Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work and/or educational environment.

PROCESS TO REPORT A COMPLAINT:

If you are a student who believes you have been subjected to (1) sexual harassment by Cleveland Clinic program faculty, staff or employee; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator in the Education Institute, Administration Office, Main Campus, NA22. Complaints must be submitted in writing.

Title IX Office

TitleIX@ccf.org

216-317-6494

Main Campus, JJS4-618

Mail Code JJ40

Office of Educational Equity

EduEquity@ccf.org

216-317-6494

Main Campus, JJS4-618

Mail Code JJ40

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Hazing

PAGE: 1 of 2

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

PURPOSE:

To prohibit student hazing and to provide for penalties in compliance with applicable state law.

STATEMENT:

Cleveland Clinic is committed to maintaining a safe, healthy, and efficient working and learning environment for its students, trainees, employees, patients, and visitors. Consistent with the spirit and intent of this commitment, Cleveland Clinic prohibits hazing as defined in this policy.

DEFINITIONS:

Cleveland Clinic United States Locations: Main Campus, Avon, Euclid, Fairview, Hillcrest, Lutheran, Marymount, Medina, South Pointe, Children’s Hospital for Rehabilitation, Cleveland Clinic Florida, Cleveland Clinic Hospital Weston, Coral Springs Ambulatory Surgery Center, and all Family Health Centers, Physician practice sites, Nevada practice sites, emergency departments, express care centers, urgent care centers, and ambulatory surgical centers reporting to these facilities.

Cleveland Clinic Premises: All Cleveland Clinic buildings, other buildings where Cleveland Clinic employees work, parking garages, parking lots, or other open areas owned or under control of Cleveland Clinic, in any Cleveland Clinic vehicle, or at any other location while on Cleveland Clinic business.

Affiliate School: An education institution with which Cleveland Clinic has an affiliation agreement through which enrolled students of the institution participate in Cleveland Clinic’s educational program or activities.

Affiliate Student: An affiliate student is a participant in a Cleveland Clinic education program or activity who is enrolled in an affiliate school.

Educational Program or Activity: Any program or activity offered at Cleveland Clinic or by Cleveland Clinic employees in the scope of their duties that is educational in nature beyond on-the-job training, general interest, or routine continuing education programs. Factors in determining whether a program or activity is educational include whether it is structured through a particular course of study; whether participants earn academic credit toward a degree or certificate or qualify to sit for professional exams; or whether a program provides instructors, exams, or other evaluation process. Educational program and activities include, without limitation, degree- or certificate-granting programs offered by Cleveland Clinic and affiliated colleges and universities; clinical rotations for degree- or certificate-granting programs; medical and other residence programs; research and medical fellowships; internships; and educational programs offered to middle school, high school, college, and university students.

Hazing: Doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse.

Program Leadership: For the purposes of this policy, refers to the administrators of a student’s educational experience or program. Program leadership includes program directors, education coordinators, preceptors, and other Cleveland Clinic employees with the authority to address misconduct in a program/education experience.

Student: For the purposes of this policy, a student is a person enrolled in a Cleveland Clinic education program or activity who is not employed by Cleveland Clinic. The term “student” includes affiliate students and trainees who are not employed by Cleveland Clinic.

POLICY IMPLEMENTATION

Scope: This policy applies to students as that term is defined in this policy. This policy applies to conduct that takes place on or off Cleveland Clinic premises and that involves two or more people who are affiliated with the Educational Program or Activity. Hazing directed toward or by individuals other than students falls under the Professional Conduct Policy.

Procedure: Individuals who become aware of any student engaged in hazing shall report the conduct to the student’s program leadership. The student’s program leadership shall investigate the report, as appropriate, in accordance with the disciplinary process for the program. Where the hazing conduct may constitute a crime, program leadership shall report it to the appropriate law enforcement agency.

Violation of Policy: Any student who is found to be in violation of this policy is subject to disciplinary action up to and including dismissal from their program/educational experience. A student may be suspended from participation in the program/educational experience pending the outcome of an investigation. An affiliate student’s program leadership will inform an affiliate school of any actions taken under this policy.

Program of Education, Prevention, Treatment, and Support: Cleveland Clinic shall make anti-hazing education available to students, administrators, faculty members, and other caregivers.

Regulatory Requirement/References:

Ohio Revised Code
Section 3345.19
Anti-Hazing Policy

Oversight and Responsibility: Education Institute is responsible to review, revise, update, and operationalize this policy to maintain compliance with regulatory or other requirements. It is the responsibility of each hospital institute, department, education program and activity, and discipline to implement the policy and to draft and operationalize related procedures to the policy if applicable.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Health Care Coverage -
Workplace Injury & Illness

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

POLICY

The School of Diagnostic Imaging/Cleveland Clinic recognizes that personal health maintenance is the responsibility of the individual students. Students are responsible for the cost of their own health care insurance while enrolled in the School of Diagnostic Imaging. The school has information available regarding student health insurance plans. Students are required to submit proof of health insurance coverage upon acceptance into the program.

PROCEDURE

Students experiencing a work-related needle stick or blood/body fluid splash should report to the Center for Corporate Health at their clinical facility as soon as possible (refer to Infection Control Policy). Any work-related injury is not covered by the Cleveland Clinic and the student should follow the procedure outlined below. An incident report is required to initiate a visit to the Center for Corporate Health. The student will supply the School of Diagnostic Imaging a copy of their incident report detailing their injury.

WORK RELATED INJURY

If a student incurs an accidental injury while at the clinical site other than a needle stick or blood/body fluid splash, they may visit the emergency department, be sent home, or report to their own private physician for care. The student is responsible for any cost incurred for treatment.

NON-WORK-RELATED ILLNESS

A student who becomes ill while on duty at the hospital with a non-work-related illness must report to their clinical preceptor or supervisor, and the School of Diagnostic Imaging. The clinical preceptor, supervisor, or program official may elect to send the student home and the student may elect to see their own physician.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Health Requirements
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

POLICY & PROCEDURE:

The School of Diagnostic Imaging/Cleveland Clinic recognizes that personal health maintenance is important, and it is the responsibility of the individual students to follow the required process to ensure that they are medically cleared to participate in the clinical experience. Students are responsible for submitting the required documentation to the program officials by the specified date or they will not be able to continue in the program. Students are responsible for any cost incurred in obtaining the necessary health requirements. The School of Diagnostic Imaging follows the CDC Guidelines for Adult Immunization.

N95 PARTICULATE RESPIRATOR: Students are not fit-tested at the Cleveland Clinic for N95 particulate respirators and therefore cannot assist on exams where respirators are required. Students who have been fit-tested through their employer or previous program may assist on these exams.

MRI SCREENING FORM: A completed MRI screening form must be completed and reviewed prior to attending clinical experience.

ADMISSION HEALTH REQUIREMENTS:

Listed below are the requirements that are used for medical clearance:

- Signed physical exam by a Physician (MD)/Certified Nurse Practitioner (CNP) or Physician's Assistant (PA) required for ALL entering students and performed within the last six (6) months.
- Negative tuberculosis screening:
 - Two-step Mantoux test (TB test), QuantiFERON-TB Gold tet, or T-Spot test within one year before the clinical rotation start date, with annual updates while in the clinical portion of training.
- Appropriate immunizations for:
 - Measles (Rubeola)
 - Mumps
 - German measles (Rubella)
 - Chickenpox (Varicella)
 - Tdap (Tetanus, Diphtheria, Pertussis) booster within the last ten (10) years
- A positive Hepatitis b IgG Antibody Titer or signed declination form assuming the risk of exposure
- Annual Influenza vaccination (November 1 – March 31)
- Compliance with any future tests required by Cleveland Clinic

ANNUAL HEALTH REQUIREMENTS:

TB Screening:

- The School of Diagnostic Imaging students are required to be tested annually for tuberculosis (TB). The testing schedule will follow CDC/OSHA guidelines.
- The School of Diagnostic Imaging shall maintain a roster of students requiring annual TB testing.
- Students who do not complete the required TB testing will not be scheduled at the clinical site until the test is completed.
- The School of Diagnostic Imaging will notify the student when they are required to have their annual TB testing completed.

Influenza vaccination:

- Annual seasonal flu vaccine is mandatory.
- Influenza season typically occurs between October and March. The exact dates are determined annually when influenza is identified in the community.
- The Cleveland Clinic will consider bona fide religious and/or medical conflicts with the vaccine. Exemption requests should be submitted to the program director who will address the request in light of applicable patient safety concerns. Students who do not receive the seasonal flu vaccine will not be permitted to participate in clinical experience during influenza season.
- Students are responsible for obtaining the flu vaccination at their own cost and must submit documentation to the program.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Infection Control
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

Students are provided courses designed to inform them that there is the potential for hospital-acquired infections as a result of exposure in the department. Many patients are of an undiagnosed nature when diagnostic workups are performed. All patients should be considered potentially infectious and therefore require that Standard Precautions be followed. Hand washing between patient contacts is essential in preventing the transmission of infection. Personnel and students must have a basic knowledge of how diseases are spread and the precautions that must be taken in order to contain them. In this way, imaging services can be provided around the clock without compromise to the patient and with a minimum of risk for all.

Students should observe all policies as outlined in the Infection Control Manual of each of the clinical sites as made available during orientation to each site. These policies demonstrate concern for patients and co-workers and affords the student prompt medical attention should the need arise.

- Hand washing between patient contacts is essential. The hospital's hand washing policy must be followed.
- Eating and drinking are prohibited in the MRI Department except in the designated areas.

When isolation procedures are necessary, portable equipment will be used in the patient's room when possible. Students are to be thoroughly familiar with the hospital's isolation policies. When certain procedures are essential to the patient's care, we have an obligation to perform those services. These patients are entitled to the same high-quality care that we administer to other patients.

If a student is exposed to blood/body fluids or needle stick during their clinical rotation, they are to follow the individual hospital guidelines for exposure. At the Main Campus the student or their clinical preceptor/supervising technologist should contact the Exposure Hotline at 216-445-0742 and visit the Infection Control Website at <http://intranet.ccf.org/qpsi/infection/post.asp>. If the student is at a regional hospital, the student would report to the Center for Corporate Health during their hours of operation. If the incident occurs after hours and the patient is a high-risk patient (i.e., infectious blood condition) the student should go to the emergency department. If the patient is **not** high risk, the student would report to the CFCH the next business day. In either case, all students must complete a SERS report at <http://intranet.ccf.org/sers/> to report all work-related injuries/illnesses, exposures to blood/body fluids or needle sticks.

To provide caregivers with enhanced infection prevention during a respiratory viral pandemic to minimize the risk of transmission of pathogens (e.g., COVID-19, Influenza) spread by direct, or indirect contact, with respiratory droplets from symptomatic, pre-symptomatic and asymptomatic caregivers and patients. Symptomatic, asymptomatic and pre-symptomatic individuals may pose an infection risk to caregivers and patients during recognized outbreaks of respiratory viral infections. The CDC recommends universal source control measures such as universal use of personal protective equipment. During times of moderate to substantial community COVID-19 transmission, caregivers will wear eye protection in addition to a face mask to ensure the eyes, nose and mouth are all protected. A face shield will be the preferred eye protection used by caregivers in the clinical areas as this eye protection offers an advantage of covering and protecting the mask.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: JRCERT Standards Non-Compliance

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

The Radiologic Technology Program of the School of Diagnostic Imaging, Cleveland Clinic is accredited and operates in accordance with the accreditation standards set forth in the “Standards for an Accredited Educational Program in the Radiologic Science” established by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is located at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182 (312-704-5300).

Staff: Each staff member of the Radiologic Technology Program has access to the JRCERT Standards. It is the responsibility of each staff member to insure that the Standards are being closely observed. Any non-compliance issues should be handled directly by the staff member, whenever possible, and written notification provided to the program director outlining the non-compliance issue and the action taken or a recommendation which would enable the program to become compliant. This written notification should be made within three working days of the staff member becoming aware of the issue. Receipt of this written notification should be acknowledged by the program director within five working days.

Student’s Rights: Each student has access to a copy of the JRCERT Standards. A hard copy of the Standards is available in the reception area, and students can also access the Standards online at www.jrcert.org. Students have the right to submit allegations against a JRCERT - accredited program if there is reason to believe the program has acted contrary to the JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students. This should only be done after the student has first attempted to resolve the issue directly with program officials by following the grievance procedures outlined in the Grievance Procedure Policy.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Leave of Absence (LOA)

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

1. The School of Diagnostic Imaging, Cleveland Clinic Health System, reserves the right to deny or grant a leave of absence. A leave of absence must be approved by the program director.
2. Students must complete a Leave of Absence Form and submit it to the program director. This should be submitted at least two weeks in advance, if possible.
3. A leave of absence, up to one year, will be considered for students with a medical need, emergency condition, or pregnancy. Verification is required. There are no additional charges incurred for extending the length of the program due to an approved leave of absence. If a student that is receiving VA benefits has absences exceeding 20% of the scheduled hours in a program and/or takes an approved leave of absence, the school will notify the VA to terminate the payment of educational benefits.
4. If a student is using Title IV funds for tuition and fees, the leave of absence may not exceed 180 days in any 12-month period and is the only leave of absence granted in that 12-month period (see exceptions listed below). One additional leave of absence may be approved if it does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the school's discretion. A subsequent leave of absence may be approved if the school documents that they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1992 (FMLA) (Public Law 103-3), enacted February 5, 1993.
5. Students on a leave of absence (LOA) must complete all course work, didactic and clinical, before graduation. See Attendance Policy for make-up time specifics. Course work covered during most semesters is provided only once a year, therefore each request must be considered individually.
6. Students on a leave of absence (LOA) are required to speak with the program director two weeks prior to the petitioned return date. Students returning from a medical leave of absence must submit to the Program Director the Return to Clinical Form completed and signed by their doctor which states that they are physically able to return to full clinical duties with no restrictions. Students are not allowed to return to their clinical site until this form is submitted and approved by the program director.
7. Students returning from a leave of absence (LOA) are not guaranteed clinical placement in the program if their return causes a violation of the Supervision of Students Policy. Every effort will be made, however, to permit the return of the student on the return date requested.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Magnetic Resonance Imaging Safety
ORIGINAL DATE: February 28, 2023
REVISED: August 14, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

All patients, students and any other individual entering the MR environment must have up-to-date safety documentation. It is the student's responsibility to update their safety information immediately upon any change, especially upon implantation of a mechanical, metal or ferrous device. The electromagnetic fields associated with the MR environment pose a serious risk of injury to anyone with certain implants, devices, or materials. Hazards associated with the electromagnetic field include, but are not limited to, missile effect accidents, dislodgement or excessive heating of a ferromagnetic object, induction of electrical currents, and the misinterpretation of an imaging artifact as an abnormality.

The missile effect refers to the fringe field's ability to attract a ferromagnetic object into the scanner with considerable force. Common objects associated with these incidents include oxygen cylinders, floor buffers, IV poles, mop buckets, carts, chairs, ladders, monitors, tools, scissors, traction weights, and sandbags containing metal fillings. Allowing such devices into the MR environment can result in injury to the patient and/or the technologist.

Any ferromagnetic object or device placed in the magnetic field must have research documentation stating that the object's associated attractive force is insufficient to move or dislodge the object in situ or affect its intended function. Students must also adhere to the pulse sequences and techniques recommended by the manufacturer of these devices. This will eliminate temperature elevations in the object and avoid the induction of a current in the device. Examples of objects capable of generating an electrical current include electrocardiographic leads, indwelling catheters with metallic components, guide wires, disconnected or broken surface coils, certain cervical fixation devices, or improperly used physiologic monitors.

Implants, devices, and materials within the magnetic field, although proven safe, may still cause artifacts. Artifacts cause signal loss and distortion of the image resulting from a disruption of the magnetic field. The artifact's severity is associated with the object's magnetic susceptibility, quantity, shape, orientation, or position in the body.

All students in the MR environment must adhere to the safety standards outlined above, as well as abide by the rules set forth by the clinical site. If there is any question of the safety of a patient or student, the student must consult a qualified technologist or physician and documentation must be filed with the school. Any student that does not adhere to the rules, or jeopardizes the safety of any individual, including themselves, will minimally receive a written corrective action. Any blatant violation of the safety policy may result in dismissal from the program.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Mission Statement and Philosophy
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

CLEVELAND CLINIC MISSION STATEMENT:

Caring for life, researching for health, and educating those who serve

CLEVELAND CLINIC “PATIENTS FIRST” PHILOSOPHY:

We put “Patient’s First” by placing the good of our patients above every other consideration and dedicate every working minute to their health and wellbeing.

SCHOOL OF DIAGNOSTIC IMAGING MISSION STATEMENT:

To develop exceptional entry-level imaging professionals whose expertise will meet the needs of the community they serve, and whose academic education and clinical experience will provide a foundation for lifelong learning.

SCHOOL OF DIAGNOSTIC IMAGING VISION STATEMENT:

Our vision is to provide best in class student experiences, superior program outcomes and excellence in education.

PROGRAM PHILOSOPHY:

1. The curriculum of the Primary MRI Program reflects the philosophy of the health system and the School of Diagnostic Imaging and revolves around the humanistic approach to patient examination.
2. The basic purpose of the school is to provide learning opportunities and to prepare students to become competent health care workers in the radiologic community.
3. We believe that education is a continuous, dynamic process in acquiring abilities including knowledge, understanding and skills which have a direct influence on the growth and development of an individual.
4. We believe that learning is an integrative process taking place in the student which results in a change of behavior. Students learn by utilizing all their senses. We believe that motivation and a conducive environment are essential for learning. Learning is best achieved when it proceeds from the normal to the abnormal, from the simple to the complex, and when the students are actively participating in the learning process.
5. We believe that imaging is an essential occupation in the health field, concerned with providing technical assistance to the radiologist in the room and carrying out the procedures requested by a physician. On the basis of our beliefs, the students are taught the knowledge, skills and abilities necessary to provide those services appropriate to the hospital/clinical environment.
6. We believe it is our responsibility to be aware of current trends in imaging techniques. Therefore, we include these trends in the learning experience of the student, so that the student can be an effective member of the allied health team.
7. We believe that the evaluation of the student is a vital component of any educational program and is an on-going process. Although conventional methods of evaluation of theoretical and clinical learning are

used, we recognize the importance of continual change and refinement, and the development of increasing efficient instruments for evaluation.

8. An annual budget for the School of Diagnostic Imaging will be prepared by the Cleveland Clinic Finance Department and the Program Director.
9. The Cleveland Clinic will provide the program with a qualified full-time Program Director, Coordinator, and Instructor who will assume direct supervision of program content, coordination of didactic and clinical education, student evaluation and counseling, budget preparation and file maintenance. A clinical preceptor or designee will be provided by each clinical site to supervise, instruct, advise and evaluate students.
10. Cleveland Clinic will provide the program with a classroom facility, computer lab, and adequate office space and equipment.
11. The School of Diagnostic Imaging Advisory Committee will be established for the purpose of planning and evaluating the school's quality of education.
12. A comprehensive Master Plan for the Primary MRI Programs will be maintained by the program faculty and will be available at all times on the shared network drive. These documents will be reviewed and updated annually.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Ohio Board of Career
Colleges & Schools

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

Ohio Department of Education

Any person adversely affected by the actions of a registered school may file a complaint with the Ohio Department of Education and the Ohio State Board of Career Colleges and Schools. The complaint must be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed.

Ohio Board of Career Colleges and Schools

30 East Broad Street
Columbus, OH 43215

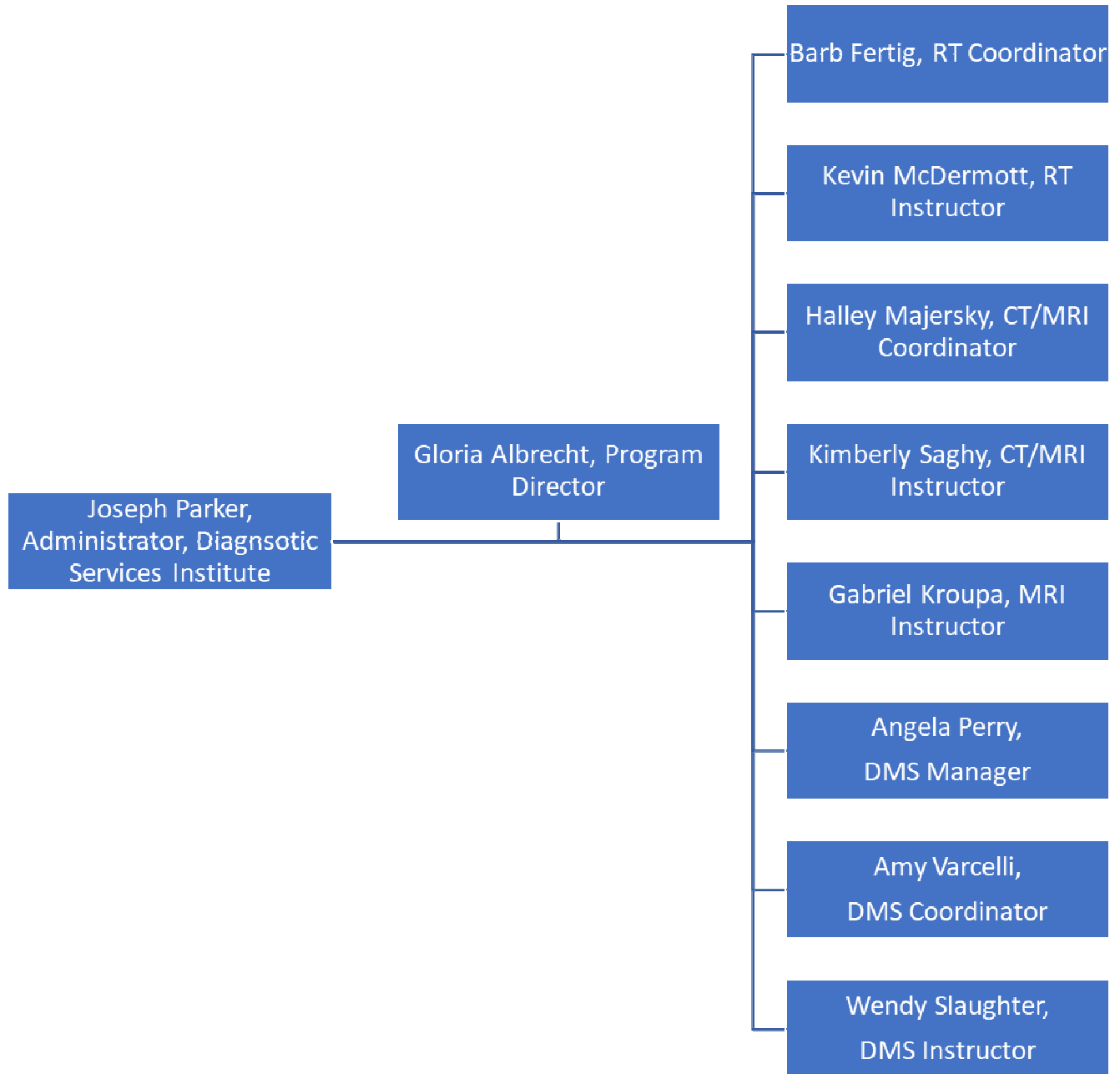
Telephone: 614-466-2752
Fax: 614-466-2219
E-Mail: bpsr@scr.state.oh.us

The following is the link to file a complaint:
<https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Organizational Chart
ORIGINAL DATE: February 28, 2023
REVISED: August 14, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023



**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Patient Identification
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

PURPOSE:

Healthcare processes such as medication administration, specimen collections, surgical procedures and diagnostic procedures always begin with knowledge that the correct patient is receiving the correct care in all patient care settings.

POLICY:

Proper identification of a patient is to be performed by all personnel who are providing care, treatment, or services such as administering medication, blood, or blood components, when collecting blood samples and other specimens for clinical testing to that patient. Cleveland Clinic requires the use of two standard identifiers to include:

1. Patient's Name
2. Patient's Date of Birth

A third identifier, the Cleveland Clinic Identification number (Cleveland Clinic ID) or medical record number may be used as an option to either the patient's name or date of birth when it is not possible to obtain an accurate name or date of birth for the patient.

EXCEPTION:

Blood/blood component administration requires the use of three identifiers:

- Patient's Name
- Patient's Date of Birth
- Cleveland Clinic ID or medical record number

PROCEDURE:

1. An identification band is placed on the following patients: all inpatients, procedural, surgical, observational status, emergency department and patients receiving care or services with more than minimal risk. The ID band contains at least the following information: patient name, date of birth and the Cleveland Clinic ID number or medical record number. In the event a patient cannot respond due to medical condition or is a minor, verification of the patient's identification will be obtained from a relative, guardian or prior caregiver who can make a positive identification. Supporting documentation, such as a picture ID, should be obtained if at all possible. A patient presenting unable to communicate his/her identity and no means to identify himself/herself is assigned a temporary name (i.e., John Doe) and temporary medical record number.
2. The following groups of patients with minimal risk do not require identification bands:
 - a) Outpatient Rehab Services
 - b) Outpatient diagnostic testing and non-invasive procedures performed in Laboratory, Cardiology, Radiology, Respiratory Therapy, EMG, and Biometrics
 - c) Routine office visits with no invasive procedures scheduled
3. Patient Identification involves: reliably identifying the individual and matching the service or treatment to that individual. The following steps must be followed:
 - a) Before providing care, treatment, or services, the clinical caregiver will ask the patient to state his/her name and date of birth. The Cleveland Clinic ID or medical record number may

be used as a secondary option for either the patient's name or date of birth when it is not possible to obtain accurate name or date of birth information.

- b) The clinical caregiver will visually match the stated patient name and date of birth (or Cleveland Clinic ID number or medical record number) with a 'source of truth'. 'Sources of truth' include the Cleveland Clinic ID band and the patient's medical record. For patients not requiring an ID band, match the stated patient name and date of birth to the requisition as defined below.
 - c) Once the patient is identified, the caregiver will match the service or treatment to the patient. For example, match or verify the patient's name and date of birth (or Cleveland Clinic ID number or medical record number) with the requisition, eMAR, physician order, blood product, consent, surgery schedule, etc.
4. When active patient involvement is not possible or the patient's reliability is in question the clinical caregiver (physician, nurse, radiology tech, lab tech, etc.) who is currently providing care to that patient will confirm the patient's identity using the two approved identifiers. Patient with ID Band: The clinical caregiver is to use the two approved identifiers from the ID band and compare to the medical record.
 5. Patient previously identified No ID Band: The clinical caregiver (physician, nurse, radiology tech, lab tech, etc.) currently providing care to the patient will participate in the identification process by identifying two approved identifiers from the medical record. If the care giver is unable to verify two patient identifiers prior to providing care in an emergent situation, formal identification of the patient will occur as soon as possible.
 6. Identification discrepancies or uncertainties are resolved prior to providing any further care, treatment or services.
 7. Patients not requiring a Cleveland Clinic ID band will be asked to state their name and birth date.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Post Graduate Job Placement

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

Students may be recruited by the Cleveland Clinic for post graduate employment based on recommendation from the department supervisors and managers if the student demonstrates good clinical skills and attendance. The Primary MRI program does not offer guarantee of job placement within the Cleveland Clinic or elsewhere.

The Primary MRI program makes every effort to post all notices of employment opportunities available to the students and periodically receives telephone calls, flyers and/or letters regarding job opportunities in all areas of MRI.

The Primary MRI Program has a resume and interviewing techniques presentation for students prior to graduation. This workshop is given by the human resources recruiter for the Diagnostic Services Institute. The student can also request personal assistance from program faculty to assist in writing a cover letter and resume.

Please see the Graduation Policy for information regarding the process of obtaining recommendation letters and official transcripts.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Pregnancy Policy for MR Students

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

A declaration of pregnancy must be made in writing and is voluntary. A declaration may also be revoked at any time. This must also be done in writing.

It is recommended that the student review guidelines with their physician. It is the policy of the program that no program objective should be sacrificed. The student must be able to perform the clinical duties assigned. If unable to perform the necessary duties, the student may take a leave of absence from the program.

A pregnant student can receive a leave of absence up to one year. The first 3 months of pregnancy are the most important, so the student is urged to make her decision quickly.

If the student returns to the program within six weeks after the pregnancy has been completed, the student will present a statement of authority from the physician.

Pregnant students may not stay in the MR suite during the operation of the scanner since there is insufficient data pertaining to the effects of the electromagnetic fields. There is no evidence to support or allow unnecessary exposure.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Pregnant Patient

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

PURPOSE:

To ensure all patients of childbearing age who are pregnant or suspect they are pregnant are not unnecessarily exposed to the magnetic field.

POLICY:

Technologists and students performing MRI exams on women of childbearing age are responsible for asking the patient if there is a possibility of pregnancy. This information must appear in the Radiography Information System or other computer system if available.

When the MRI department is notified of possible pregnancy, the patients' exam will be delayed until the referring physician can be notified. A decision will be made by the radiologist and referring physician as to whether to proceed with the exam.

Facility guidelines to protect the patient and fetus/embryo must be employed and documented in the Radiology Information System or other computer system, if available.

**School of Diagnostic Imaging
Cleveland Clinic
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POLICY TITLE: Professional Appearance
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

POLICY:

The purpose of this policy is to provide standards for dress and grooming to ensure the professional appearance, appropriate image, and the necessary safety and infection control requirements of the student's environment.

UNIFORMS:

Uniforms consist of either navy blue uniform tops (scrub) and white pants (scrub) or white uniform tops (scrub) and navy-blue pants (scrub). Warm-up jackets may be included but must be the same color as the uniform tops. Sweaters and sweatshirts are not permitted.

1. Shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be solid white. If wearing a long sleeve white shirt, the shirt may not extend beyond the wrist and may not have thumbholes. No decals, designs or words are permitted on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short-sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves. $\frac{3}{4}$ sleeve length tops are not permitted.
2. **IN CLASS DRESS CODE ONLY:** Same as above but students are permitted to wear SODI, MRI, and Cleveland Clinic logo fleece or sweatshirts **only over the uniform**.
3. All shirts and jackets must have the school patch sewn on the left sleeve, two fingers down from the top of the left shoulder seam.
4. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
5. Socks/hosiery must be solid white.
6. Undergarments should not be visible beneath the uniform.
7. Shoes must be either white, black, navy or grey athletic shoes, or any combination of these colors. They must not have any different colored stitching, stripes, insignias, etc. and must always be kept clean.
8. The Cleveland Clinic ID badge must be worn at all times, with the name and photo visible, at the chest or collar level.
9. Hospital provided scrubs may only be worn in surgery and must be returned before leaving the clinical site.

GROOMING:

1. Perfume, cologne, and scented lotions are prohibited. Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to the student's attention.
2. Excessive make-up is prohibited.
3. Tattoos that convey messages that are inconsistent with Cleveland Clinic values must be covered at all times. At the program director's discretion, students may be required to cover other tattoos.
4. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear or pastel. No artificial nails of any sort are permitted as they harbor bacteria and violate the hospital infection control policy.
5. Hair must be clean and neatly groomed. Hair longer than shoulder length must be tied back.
6. Hair colors unnatural to human hair are not permitted (e.g. purple, green, red, pink, and blue).

7. Beards and mustaches are permitted but must be closely and neatly trimmed. If a student does not have a beard, then they must shave prior to class and clinical experience and always have a clean-shaven appearance.

JEWELRY AND ACCESSORIES:

1. Hair style and makeup should be appropriately chosen to achieve a look of professional credibility.
2. No jewelry is allowed in the MRI suite.
3. Visible body piercings, including tongue, mouth, and eyebrow are not permitted.
4. Wearing of rings is permitted, but rings must be removed when scrubbing or performing special procedures. No other rings are permitted, including nose and lip rings and clips.
5. The wearing of hats/caps is prohibited. An exception to this rule is headgear that is part of a religious protocol or is required by the clinical facility (i.e., surgical caps, hoods, etc.).

CLASSROOM DRESS CODE FOR APPROVED DRESS DOWN DAYS:

Please remember that even though we are in class, professional behavior is important. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition. Garments that are tight fitting, revealing, faded, low cut, too short, inappropriate in adornment, torn, or in disrepair are not acceptable. Shoes must be clean. Sandals or flip-flops are not permitted.

Overly casual clothing is considered inappropriate. Examples of overly casual attire include: tank tops, halter tops, leggings, spaghetti strap shirts or dresses, clothing with holes in it, midriff shirts, and shorts that are too short. If the appropriateness of any student's apparel is in question, faculty will have the final decision and students may be asked to go home and change.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Program Goals & Outcomes

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

Goal 1: The student/graduate will be clinically competent.

- Students will complete required competencies.
- Students will provide appropriate patient care.
- Students will demonstrate clinical competency.
- Students will perform exams safely.
- Students will produce quality diagnostic images.

Goal 2: The student/graduate will demonstrate professionalism.

- Students will participate in continuing education or professional development meetings.
- Students will demonstrate professional behaviors.
- Students will demonstrate an understanding of patient confidentiality (HIPAA).

Goal 3: The student/graduate will demonstrate effective critical thinking.

- Students will be able to modify routine procedures for non-routine patients.
- Students will effectively critique images to determine if corrective action is required.
- Students/graduates will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.

Goal 4: The student/graduate will demonstrate effective communication.

- Student will demonstrate effective written communication.
- Student/graduate will demonstrate professional verbal communication in the health care environment.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Program Review & Assessment
Committee

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

The program review and assessment committee review the program's assessment plan periodically to assure compliance with the Standards for an Accredited Educational Program in Radiologic Sciences. The program director, coordinator, and instructor meet regularly to review the following:

- A. Master plan
- B. Course evaluations
- C. Program evaluations by graduates
- D. Employer evaluations of graduates
- E. Student registry results, honors, and membership in professional societies
- F. Student attrition/retention/academic delinquency rates and reasons
- G. Number of graduates in specified employment setting/program and the relevance to the school

The committee submits the compiled information/report to the Advisory Committee for further consideration. If deficiencies are found, recommendations for improvement are made by the committee, along with a date for completion.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Satisfactory Academic Progress
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 3
LAST REVIEWED: August 14, 2023

SATISFACTORY ACADEMIC PROGRESS (SAP):

SAP will be measured at the end of each financial aid payment period for all training programs. A cumulative academic grade average must be "C" or above at the end of each payment period based upon the scheduled hours and weeks in the payment period for financial aid purposes and veteran's benefits purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each payment period.

MAXIMUM TIME FOR COMPLETION:

Students will have a maximum of one and one half (1.5) of the normally allotted time to complete their program of study. Maximum Time Frame is measured by program length (as measured in months). Grades of D or F (Failure), W (Withdrawal), or I (Incomplete) are considered attempted units and are included when calculating Maximum Time Frame. Periods when a student does not receive Title IV aid do not affect the maximum timeframe.

The student must also be successfully progressing in his/her program of training at a rate not to exceed a maximum timeframe of 150% of the normal time required to complete their program. Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. If a student exceeds the normal timeframe for completion, they can continue the program and must complete 35 hours per week per term within the 150% maximum timeframe.

A periodic review of the student academics (based on each course syllabus) will be conducted. An alert letter may be issued based on the student's current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, financial aid including veteran benefits will be terminated and they may be subject to dismissal from the program. All periods of enrollment count when assessing the maximum time frame, even periods when a student does not receive Title IV.

A monthly review of attendance will be conducted. An alert letter may be issued based on current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, the student's financial aid will be terminated, and the student may be subject to dismissal from the program. The program director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment.

Make up time may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with program officials and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record.

Grades and attendance are checked each time a financial aid payment arrives for a student.

ATTENDANCE:

Attendance in training programs has been shown to be a reasonable predictor of work attendance during employment. Therefore, attendance during a training program is carefully monitored. In order for a student to remain eligible for Title IV funds, they must maintain a minimum attendance of 90% of the clock hours scheduled. Each student is responsible for properly signing in and out of each class and clinical session.

A monthly review of attendance will be conducted. An alert letter may be issued based on current status. If at any point during the course of the program, it is determined that a student cannot meet the SAP standards, the student's financial aid will be terminated, and the student may be subject to dismissal from the program. The program director or designee may implement academic/attendance probation, or dismissal from the campus. The student may be required to furnish an alternate method of payment.

Make up time may be granted, if available, to meet attendance and financial aid requirements for absences caused by reasons an employer would consider acceptable. Make-up time is arranged with program officials and must be approved by an authorized administrator. Make-up time is not intended to allow a student to earn leave time or to improve overall attendance record. Make-up time must be completed within the current payment period and may not exceed 10% of the total monthly required hours.

Grades and attendance are checked each time a financial aid payment arrives for a student.

ACADEMIC/ATTENDANCE PROBATION:

If a student fails to meet the requirements for satisfactory academic/attendance progress at the end of the financial aid payment period, a consultation with the program director or designee will be scheduled to inform the student of their status. The student must file a successful appeal to be placed on academic/attendance probation. The program director or designee will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the campus satisfactory academic progress standards. During probation, the student may be required to sign a payment plan or furnish an alternate method of payment.

NOTIFICATION:

The program director or designee will inform the student by letter of her/his probation status. The program director will notify the student of her/his dismissal from the school.

APPEAL PROCEDURE:

A student must appeal probation by completing the appeal form. The appeal will describe in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standard, or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the program director to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified in writing of appeal decisions within two weeks.

REINSTATEMENT/TERMINATION:

Students who are reinstated through the appeal process will be reinstated on probation and financial aid eligibility will be reinstated for the payment period in which the appeal is successful. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated, and the student may be subject to termination from school.

INTERRUPTIONS AND WITHDRAWALS:

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Students can not withdraw from individual courses; they can only withdraw from the program itself.

RETURNING STUDENTS:

Students who withdraw and return to school must have their financial aid reviewed if they received financial aid funds during their previous enrollment. Students who return within 180 days will be considered in the same payment period they were in when they left school. Students will have to complete the hours remaining in the payment period for which they were previously paid before an additional payment of Title IV funds. Students returning after 180 days will be considered in a new payment period and will be eligible to receive additional funds as a new student up to the award year limit.

CREDIT FOR PREVIOUS TRAINING:

The School of Diagnostic Imaging does not give credit for previous training or accept transfer and advanced placement students.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Scanning Human Subjects for Educational Purposes **PAGE:** 1 of 4

ORIGINAL DATE: April 4, 2024

LAST REVIEWED:

For educational purposes **only**, students shall be permitted to scan staff MRI technologists, fellow students, family members and/or friends, provided the subject has volunteered of their own free will. All volunteers must sign the ***Consent and Release of Liability for MRI Scanning*** waiver form (included at end of policy) prior to scanning others or being scanned. Under no circumstances should a student, MRI technologist, family member or friend be coerced into volunteering. It is a student's right to decline to volunteer as a scanning subject. If they choose to not volunteer, it will not affect their grades or learning opportunities. Students are strictly prohibited from scanning male or female genitalia or any invasive exams on other students or volunteers.

During all scanning labs, an MRI program faculty member will be in the lab the entire time. All infection control guidelines and MRI safety guidelines must be followed, including but not limited to hand washing, **wiping off the patient table, wiping of the coils if necessary, and putting away the equipment.**

The student/volunteer must understand that there is a possibility that pathology may be found during the educational exam. It is NOT the responsibility of the MRI faculty to make any type of medical diagnosis or presumption, however, the volunteer may be made aware that they contact their family physician for a follow up. The student/volunteer must also realize that pathology may be present but may not be discovered during the educational practice sessions.

Consent and Release of Liability for MRI Scanning

Instructions: Please read the following form carefully. After discussion with your physician concerning consent and the **biological effects or liability risks of the electromagnetic field at diagnostic levels**, you may make an appointment with the program coordinator to address any concerns.

Volunteer's Release of Liability

I fully understand and appreciate the dangers, hazards, and risks inherent in lab scanning/MRI training sessions. These dangers and risks may result in injury and impairment to my body, general health, well-being, and could include serious or even mortal injuries and property damage.

Although no confirmed biological effects have occurred in humans exposed to the electromagnetic fields that will be used in the MRI training session (the power levels will be below the limits established by the FDA), any questions regarding this statement should be asked of your physician. With the knowledge of the potential dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the lab scanning/MRI training sessions, on behalf of myself, my family, heirs, and personal representative(s), I agree to assume all the risks and responsibilities surrounding my participation in the lab scanning/MRI training sessions and to release, waive, forever discharge, and covenant not to sue the State of Ohio, the Cleveland Clinic School of Diagnostic Imaging, and its governing board, officers, agents, employees and any students acting as employees ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while involved in the lab scanning/MRI session. I further agree to indemnify and hold harmless the Cleveland Clinic School of Diagnostic Imaging and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the lab scanning/MRI session.

I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized, emergency medical treatment.

It is my express intent that this release and hold harmless agreement shall bind myself, the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the Releasees.

In signing the Release, I acknowledge and represent that I have carefully read this Agreement and understand its contents and that I sign this document as my own free act and deed. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same.

I further state that there are no health-related reasons or problems which preclude or restrict my participation in the lab scanning/MRI session, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

I recognize that the Cleveland Clinic School of Diagnostic Imaging is not obligated to provide for any of my medical or medication needs or insurance and that I assume all risk and responsibility for those needs. The school does not warrant or guarantee in any respect the competence of any primary MRI students or school personnel conducting the lab scanning/MRI session. The school also does not warrant or guarantee in any

respect the physical condition, or any equipment used in connection with the lab scanning/MRI training sessions.

I further state that there are no health-related reasons or problems which preclude or restrict my participation in the lab scanning/MRI session, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

I further agree that this Release shall be construed in accordance with the laws of the State of Ohio. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

If I am a Cleveland Clinic employee, I do not consider the lab scanning/MRI session within the course and scope of my employment with the Cleveland Clinic.

By signing below, I also agree to comply with all school policies and regulations during my participation in the lab scanning/MRI session. I understand that the Cleveland Clinic School of Diagnostic Imaging has the right to enforce such policies and that I may be dismissed from the lab scanning/MRI training session at any time for failing to abide by such policies.

I have carefully read this agreement and understand it to be a consent to participate and release of all claims and causes of action for my injury or death or damage to my person or property that occurs while participating in the lab scanning/MRI session and it obligates me to indemnify the Cleveland Clinic School of Diagnostic Imaging for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission.

Name _____ Date _____

Please initial each statement for the consent portion and sign the document on the line following the liability release provisions.

Volunteer's Consent

_____ I understand that all attempts will be made to minimize my exposure based on ALARA standards which requires adherence to technical settings on the **MRI equipment that will minimize exposure to electromagnetic radiation.**

_____ I have been informed of the biological effects possible by **exposure to electromagnetic radiation known to date. This includes but is not limited to possible heating of tissue and possible break down at cellular level.**

_____ I understand that the examination will be conducted using an MRI unit with various coils, all of which have been **cleared by the Food and Drug Administration (FDA).**

_____ While the above effects could occur in any subject, I understand that the primary concern is for subjects in the first 10 weeks of gestation—*the embryonic period.*

_____ I understand that scanning in the MRI lab will involve other students in attendance, participating and observing, male or female.

_____ I understand that my skin may be exposed for the MRI examination.

_____ I understand that my privacy and modesty will be maintained as much as reasonably possible considering the type of exam performed.

_____ I understand that I will be scanned by students under the direct supervision of the MRI program faculty, which are Registered Magnetic Resonance Imaging technologists and not trained medical physicians. They do not diagnosis findings, but I may be advised to seek medical advice from a qualified medical physician.

_____ I understand that the session performed is for educational purposes only, and only non-diagnostic images will be acquired. Any images taken during the MRI scanning session will remain the property of the Cleveland Clinic School of Diagnostic Imaging and the school will be held harmless in the event of a future diagnostic concern.

_____ I will not receive any diagnosis or treatment and will not be evaluated by a trained medical physician. This does not replace or supplant medical care provided by a licensed physician.

_____ I understand that I can opt out of being scanned at any time. I understand that being an examination model is completely volunteer.

Any student(s) enrolled in the Primary MRI Program may “opt out” from participating as a scan model by informing the class instructor. The student’s class grades and course evaluations will not be affected by non-participation as an examination model.

Any questions or concerns that the volunteer may have can be addressed with the MRI Program Manager at (216) 554-3375 or the School of Diagnostic Imaging Program Director at (216) 618-5250.

This form must be signed by a guardian or other legal representative in the volunteer is under 18 years of age. Students/volunteers requiring a guardian/legal representative must have written permission by the MRI Program manager.

By signing below, I attest that I have carefully read and understand the contents of this waiver. The student/volunteer is in agreement with all the terms herein that the information provided above is true and correct to the best of the student’s/volunteer’s knowledge. The undersigned consents to the MRI examination under the terms of the agreement.

Name (please print)

Date

Signature

Age of Volunteer

Street Address

City, State

Zip Code

Guardian/Parent (if model is under 18 years of age)

Name and phone number of attending physician

Faculty Sonographer Name/Credentials (please print)

Signature

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Scheduling of Clinical Experience
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

Students attend clinical Monday through Friday from 8:00 am to 3:30 pm. Student rotation schedules will be posted prior to the beginning of each clinical experience, and students are expected to adhere to their rotation schedule. Students will not be scheduled for class and clinical time in excess of thirty-five (35) hours per week or seven (7) hours per day.

Students will complete a minimum of four rotations which may include family health centers, regional hospitals, and Main Campus. All required clinical assignments will be posted in advance.

Student rotations will be determined by the school and may not be altered by the clinical site without approval by the school.

It is the responsibility of the clinical site to ensure that student experiences have educational merit. Students must not be used in place of employees.

If a student's supervising technologist leaves the department for any reason (illness, flex time, doctor's appointment, etc.), and there is no one to assume supervision of that student, the student will be sent home. This will not affect the student's PTO in any way.

The program must provide equitable learning opportunities for all students. For example, if an objective is for students to perform breast imaging and/or therapeutic procedures, then both genders must be provided the same opportunities to attain the requirement.

Students must request a change in their clinical schedule no less than one (1) week in advance. All changes to the clinical schedule must be approved by programs officials and the clinical instructor.

The program director reserves the right to move or reassign a student's clinical site due to extenuating circumstances.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Security and Campus Safety
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 7
LAST REVIEWED: August 14, 2023

SECURITY/SAFETY MEASURES:

All School of Diagnostic Imaging students must wear a Cleveland Clinic ID badge in a visible manner while in a Cleveland Clinic building. The badge must be readily available while on the grounds and entering and leaving the building, as hospital security personnel may request to see it.

The school facility maintains a 24 hour per day security force. Each building has a security desk in the lobby with a 24-hour security presence. In case of an emergency, dial the following number for each building.

Building 2: 216-448-5151 Building 3: 216-448-0090 Building 4: 216-448-5753

Students are encouraged to take steps to protect their personal property. Valuable items, i.e. purses, cell phones, book bags, etc. should never be left unattended or inside vehicles parked on hospital grounds.

A. OHIO'S CONCEALED CARRY LAW:

It is the policy of the Cleveland Clinic to prohibit any person from carrying a concealed handgun or other deadly weapon onto the property of any Cleveland Clinic facility. Only law enforcement officers on official business are exempt from this policy.

CRIMINAL ACTIONS & OTHER EMERGENCIES:

Any emergency, criminal activity, incident, or potential security problem should be immediately reported to the campus security at the numbers above. The security desk at each building is staffed 24 hours per day. Any person witnessing, discovering, or suspecting a crime or other incident should report it to security immediately. For additional safety information, refer to the back of the identification badge. When an emergency problem is reported, security personnel will be dispatched to investigate. Security personnel will summon the appropriate official police agency to the premises as needed. The Cleveland Clinic maintains cooperative relationships with local, state and federal law enforcement agencies, and reports according to legal guidelines any criminal occurrences on the premises. Statistics are available concerning the occurrence on the hospital campus of specific criminal occurrences and arrests. The above policy refers only to security practices and procedures within the building, parking lots and grounds of the Cleveland Clinic.

B. PROVISION OF INFORMATION:

In accordance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), the following information is provided to current and potential students and employees in accordance with the above-named law:

- Information concerning graduation rates and ARRT (licensure exam) passing rates of students entering the School of Diagnostic Imaging is published annually in the Policy Manual and is available on the school's learning management system and on request to prospective students and employees of the Cleveland Clinic.
- The campus security information on the next page is provided to current and potential students and employees in accordance with the above-named law. The Policy Manual, which is reviewed or revised yearly, contains policies regarding the reporting of criminal actions or other emergencies, campus security, campus law enforcement and substance abuse. The policy manual also contains information about crime prevention, security, and substance abuse education programs.

- Campus security statistics are also available on the website of the Office of Postsecondary Education of the U.S. Department of Education at www.ope.ed.gov/security. Statistics are available after the end of October for the past three years.
- In accordance with the Campus Sex Crimes Prevention Act (Section 160 of Public Law 106-386), Euclid hospital is providing the following website as a resource for the campus community to obtain law enforcement information regarding registered sex offenders: www.cuyahoga.oh.us/sheriff/sou/default.asp. The information is available through this website is maintained in accordance with the State of Ohio Sexual Sex Offender Registration Bill (House Bill 180) signed into law in 1997 and is provided by the Cuyahoga County Sheriff's Office as a community service.

C. MOTOR VEHICLE:

Students are responsible for their own transportation to classes and clinical experiences at Cleveland Clinic or at other facilities utilized during the program. While at the Cleveland Clinic Campus, students may park in the parking lot or parking garage while observing the parking policy. At facilities other than Cleveland Clinic, students are responsible for following that facility's parking policy.

Statistics concerning the occurrence of criminal offenses **on campus** reported to Cleveland Clinic security authorities.

Campus Security Statistics

Statistics concerning the total number of criminal offenses reported to have occurred **on campus**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	1	1	1
Burglary	0	0	0
Motor vehicle theft	0	0	4
Arson	0	0	0

Statistics concerning the total number of criminal offenses reported to have occurred **on public property**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0

Burglary	0	0	0
Motor vehicle theft	0	0	4
Arson	0	0	0

Campus Crime Statistics

Statistics concerning the total number of criminal offenses reported to have occurred on **Campus** broken down by category of bias (e.g., race, religion). **Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2022**

Criminal Offense	2022 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning “Hate Crimes” (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) reported to have occurred on **Campus**.

Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2021

Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0

Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Campus Crime Statistics

Statistics concerning “Hate Crimes” reported to have occurred on **Campus** broken down by category of bias (e.g., race, religion). **Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020**

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning “Hate Crimes” (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) reported to have occurred on **Public Property**.

Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2022

Criminal Offense	2022 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0

Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Campus Crime Statistics

Statistics concerning “Hate Crimes” reported to have occurred on **Public Property** broken down by category of bias (e.g., race, religion). **Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2021**

Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning “Hate Crimes” (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) reported to have occurred on **Public Property**.

Occurrences of Hate Crimes – Category of Bias for Crimes Reported in 2020

Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0

Fondling	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0

Statistics concerning the number of VAWA (Violence Against Women Act) offenses reported to have occurred on **Campus**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Domestic violence.	0	0	0
Dating violations	0	0	0
Stalking	0	0	0

Statistics concerning the number of VAWA (Violence Against Women Act) offenses reported to have occurred on **Public Property**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Domestic violence.	0	0	0
Dating violations	0	0	0
Stalking	0	0	0

Statistics concerning the number of arrests for the following crimes on **Campus**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Weapons: carrying, possession, etc.	0	0	2
Drug abuse violations	6	6	0
Liquor law violations	0	0	0

Statistics concerning the number of arrests for the following crimes on **Public Property**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Statistics concerning the number of persons referred for disciplinary action for the following law violations occurring on **Campus**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Statistics concerning the number of persons referred for disciplinary action for the following law violations occurring on the **Public Property**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Weapons: carrying, possession, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Statistics concerning the number of unfounded crimes **On Campus** or on **Non campus Property** or on **Public Property**.

Criminal Offense	Number of Offenses in 2020	Number of Offenses in 2021	Number of Offenses in 2022
Total unfounded crimes	0	0	0

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY NAME: Smoking
DATE: February 28, 2023

PAGE: 1 of 1 August 14, 2023
LAST REVIEWED:

The School of Diagnostic Imaging is committed to creating a safe and healthy environment for students, faculty, patients, and visitors, and as such, follows the Cleveland Clinic policy on smoking. Violation of the smoking policy will result in initiation of a disciplinary action starting with a documented counseling and increasing in severity with repeated smoking policy infractions.

In order to be consistent with this commitment, smoking and the usage of any tobacco products (such as cigarettes, cigars, chewing tobacco, pipe, and e-cigarettes) is strictly prohibited on all Cleveland Clinic owned property which includes sidewalks and streets within the boundaries identified on campus maps. Smoking is also prohibited in automobiles, while on CCHS properties and in CCHS parking facilities. Students must leave the hospital grounds to smoke and must not loiter or litter the property adjacent to the hospital.

Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to a student's attention.

Smoking cessation resources will be available to students. E-Cigarettes are viewed as a fire risk due to the heating element and the lithium battery.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Substance Abuse
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

PHILOSOPHY:

The School of Diagnostic Imaging must ensure that students provide safe, high quality radiology services while engaged in official school/educational activities. The school also strives to promote student health and well-being. Student use of abuse of dangerous drugs or alcohol is potentially harmful to self and others. The School of Diagnostic Imaging believes chemical dependency to be a treatable disease and will be supportive of impaired students while ensuring a safe environment.

POLICY – PROHIBITED CONDUCT:

The School of Diagnostic Imaging students are prohibited while on Cleveland Clinic property to engage in official school educational activities from being under the influence of or possessing, using, or distributing alcohol or illicit drugs. This prohibition includes time in class and clinical areas, field trips and clinical preparation time on any site. Illicit drugs include controlled substances, habit-forming drugs, chemical substances which impair ability to function, and any potentially dangerous drug used not in accordance with a legal, valid prescription.

Corrective actions up to or including dismissal from school, and referral for prosecution will be imposed for individuals engaging in this prohibited conduct.

PROCEDURES:

A student will be removed from class or clinical area by the instructor when the student's behavior indicates there is impairment.

A. SUSPECTED CHEMICAL USE REQUIRING IMMEDIATE ACTION:

- Detection of alcohol on the breath or the odor of a mood-altering substance (sufficient reason to believe a person is under the influence of a chemical).
- The instructor will notify the School of Diagnostic Imaging or designee.
- The student will be accompanied by the instructor, program director or designee to the Emergency Department for screening and evaluation. This evaluation may include collection of urine and/or blood samples, and a physical exam. The results of the evaluation will be documented and made available to the program director or designee.
- If the results of the evaluation indicate chemical use, the director or designee will notify Caring for Caregivers (EAP at 216-445-6970 or 800-989-8820. The student will be informed of this action, and that readmission to class and clinical will determined by program officials.
- If a student refuses the evaluation in the Emergency Department or is at a clinical site outside of the Cleveland Clinic or where drug testing is not possible, he/she will be dismissed for the remainder of the school activity that day. The school will attempt reasonable means to ensure safe transport home. The incident will be documented by the involved school representative. The student must see the director or designee prior to attending class or clinical. At that time, the student will be informed that Caring for Caregivers has been contacted and that readmission to class or clinical will determined by program officials.
- Suspicion of chemical dependency or abuse, (excluding being under the influence during school activities).

- The instructor will document observed behaviors that might indicate a chemical abuse problem.
- Any concerned individual (e.g., fellow student) may discuss suspicions of drug abuse with the instructor or director of the school. Confidentiality will be maintained.
- The instructor will review documentation and evidence with the director.
- If warranted by evidence, the director will notify Caring for Caregivers.
- Further action will depend upon the recommendations of Caring for Caregivers and faculty input. If a treatment plan is recommended, the student will be granted a medical LOA. Student failure to comply with the agreed upon treatment plan will result in a corrective action up to or including dismissal from the school. Such failure may also lead to notification of the ARRT which may refuse to allow the student to take the licensure exam.

B. SELF-REFERRAL FOR CHEMICAL ABUSE:

Students with chemical dependency problems are encouraged to seek appropriate help. Students may call Caring for Caregivers to arrange for treatment and after-care support. (Call 216-445-6970 or 800-989-8820 to contact Caring for Caregivers.

Other sources for additional information or assistance include:

Alateen & Alanon	216-621-1381	Drug & Alcohol Hotline	800-821-4357
(Hotline)	216-523-8739	Free Clinic	216-721-4010
Alcoholic Anonymous	216-241-7387	Narcotic Anonymous	888-438-4673
Focus on Recovery Helplines	800-234-0420		
	800-888-9383		

CONTESTABILITY: A student who receives a positive confirmed drug test result may contest or explain the result to CC-ER within five (5) working days after written notification of the positive test results. If the student’s explanation or challenge is unsatisfactory to CC-ER, the test subject may contest the drug test result as provided in the “Remedies” section of the CC-ER drug test policy.

RIGHT TO CONSULT LABORATORY:

Every student has a right to consult the testing laboratory for technical information regarding prescription and non-prescription medication. If you wish to discuss any aspect of this policy or should you wish to view the complete Cleveland Clinic drug test policy, please contact the School of Diagnostic Imaging.

FEDERAL REGULATIONS:

In compliance with federal regulations relating to the issuance and dissemination of the Drug and Alcohol Abuse Prevention Policy, the following information is distributed annually to all students via the Policy Manual.

THE DANGERS OF DRUG AND ALCOHOL ABUSE IN THE WORKPLACE AND ON CAMPUS:

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs and alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Supervision of Students
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 1
LAST REVIEWED: August 14, 2023

1. Students will not take the responsibility or the place of qualified staff. Until students successfully complete a competency evaluation in each procedure, all clinical assignments must be carried out under the direct supervision of qualified technologists.
 - A qualified technologist reviews the request and orders for examination in relation to the student's achievement.
 - A qualified technologist evaluates the condition of the patient in relation to the student's achievement.
 - A qualified technologist is present during the performance of the examination.
 - A qualified technologist reviews and approves the images.

2. After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision is defined as that of supervision provided by a qualified technologist immediately available to assist regardless of the level of student achievement. The following are the parameters of indirect supervision:
 - A qualified technologist reviews the request and orders for examination in relation to the student's achievement; the student is also required to review the patient orders for accuracy.
 - A qualified technologist evaluates the condition of the patient in relation to the student's achievement.
 - A qualified technologist is present in an area adjacent to the student.
 - A qualified technologist reviews and approves the images.

3. The number of students assigned to the clinical site must not exceed the number of clinical staff assigned to the MRI department. The student to technologist clinical staff ratio must be 1:1, in addition students are never allowed to work together. However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures. In the event there are not enough technologists to maintain the 1:1 ratio, students may be reassigned to a different area to maintain proper supervision requirements.

4. Unsatisfactory scans must be repeated only in the presence of a qualified technologist.

5. Students must not perform any MRI examination without direct supervision until they have completed a competency evaluation with a score of 3 (out of 5) or better for each aspect of the exam listed on the competency form.

Program clinical preceptors are assigned in each of the clinical facilities. If the program clinical preceptors are unavailable because of illness, time off, schedule, etc., the positions will be covered by department clinical preceptors. These individuals will be the supervisors or their designee. This assures that students have a clinical preceptor at all times to provide instruction and assistance.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Textbook Information &
Educational Supplies

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

The program textbook list is distributed to the students prior to the beginning of the program each year. Any revisions to the textbook list will be communicated to the students as necessary. All assigned textbooks are mandatory, and students must purchase the current edition as technology changes rapidly in the healthcare field. Students must purchase the assigned textbook for a course no later than the first week of the class. If the student does not have their textbook by the first week of class, they will not be allowed to participate in class until they are compliant. Textbooks can be purchased at college bookstores, online, or directly from the publisher.

The School of Diagnostic Imaging maintains a learning management system for the students. This system provides on-line learning resources and access to course information throughout the entire program. The students are required to have an email address and to check their email routinely for pertinent school information.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Tuition, Fees, Refunds and Withdrawal
ORIGINAL DATE: February 28, 2023

PAGE: 1 of 2
LAST REVIEWED: August 14, 2023

Tuition and Fees:

Acceptance Fee:	\$300.00 (Non-refundable) (Applicable toward first semester tuition)
Semester Tuition:	\$3,340.00 per semester
Total Program Tuition & Fees:	\$13,360.00

Estimated Additional Expenses:

Textbooks	\$1,400.00
Uniforms	\$200.00
National Registry Exam Fee	\$225.00
Application Fee	\$20.00

There is no charge for parking, liability/malpractice insurance, or background screening.

Tuition and fees for courses taken at School of Diagnostic Imaging are payable by check or credit card. Payments must be made on or before the due date. A fee will be assessed if checks are returned for insufficient funds. If a check is returned due to insufficient funds, the student must pay by credit card from that point on.

The tuition and fees are subject to change upon due notice to the student.

The School of Diagnostic Imaging has the right to deny access to grades, transcripts, letters of recommendation, actions on appeals or grievances, class, clinical experience, exams and ARRT notification of completion, if a student fails to meet the financial obligations of this policy.

Students who are delinquent on any payments while using the IPP agreement described below will be denied future use of the payment plan.

PAYMENT OPTIONS:

1. Payment in full.
2. Semester payments: Due before the start of the first day of classes.
3. If payment is received after due date, a \$25.00 late fee will be assessed for each overdue payment.
4. Installment Payment Plan.

INSTALLMENT PAYMENT PLAN (IPP)

The School of Diagnostic Imaging offers an Installment Payment Plan (IPP) for students who desire this option. The plan allows the student to pay the semester tuition and fees in monthly payments beginning on the tuition due date. The cost of this service is \$25.00. There will be no other fee or interest charges for the service unless the student fails to meet payment deadlines. If a student fails to meet a pre-arranged payment due date, a \$25.00 late fee will be assessed to each overdue payment.

The Installment Payment Plan (IPP) can be arranged by submitting the IPP form to the School of Diagnostic Imaging. The form must include the student's signature and authorizing signature of the Program Director, and the form will be kept in the student's file. A copy of the agreement will be given to the student. If payment is not received by the date specified in the deferred payment plan agreement form, a \$25 late fee will be assessed. If a student withdraws from the program, and is using the installment payment plan, the student is responsible for paying the balance of the tuition.

PROGRAM WITHDRAWAL PROCEDURE:

Students must submit written documentation in the form of a letter or e-mail of the intent to withdraw from the program.

A "W" will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that class. Students who stop attending a course without submitting written documentation with their intent to withdraw will receive a "WF" (failing) grade on their transcript. The tuition refund procedure for student withdrawal is as follows.

REFUND POLICY:

Regardless of enrollment in the installment plan the following refund policy will be followed. Full refund of paid class tuition at the School of Diagnostic Imaging will be granted if a student officially withdraws prior to the first day of the semester; minus the non-refundable \$100.00 acceptance fee. There are no refunds of fees for the clinical course. Acceptance fees may not be carried over to the next year's class. Partial refunds of tuition only will be granted if a student officially withdraws during the refund period.

- During the first week of the semester.90% refund of full semester tuition
- During the second week of the semester. 70% refund of full semester tuition
- During the third week of the semester. 50% refund of full semester tuition
- During the fourth week of the semester25% refund of full semester tuition
- During the fifth week of the semester and afterward.no refund

No refunds will be issued if a student is dismissed or has financial obligations.

School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program

POLICY TITLE: Tuition Financial Assistance

PAGE: 1 of 1

ORIGINAL DATE: February 28, 2023

LAST REVIEWED: August 14, 2023

The program does not participate in federal government funded financial aid programs including Pell Grants and Stafford Loans. The program does participate in the Post 911 GI Bill®. Please contact the United States Department of Veteran Affairs for current information. Information can also be found online at www.us-gibillschools.com. Students receiving VA benefits: the program director will evaluate official transcripts and documentation of previous education and training to determine if appropriate credit may be given.

The School of Diagnostic Imaging will assess no penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31** or **Chapter 33** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Students can obtain information regarding the federal governments' American Opportunity Tax Credit at www.irs.gov. In addition, students can search the Cleveland Foundation website to see if they meet the eligibility requirements of the various scholarships at www.clevelandfoundation.org. And Cleveland Scholarship Program information is available at www.cspohio.org.

Students may be eligible for an American Society of Radiologic Technologists (ASRT) scholarship. Information on the ASRT scholarship is available online at www.asrt.org and will also be distributed to the students as it becomes available to the program.

Other programs students may wish to look in to include:

- Navient Student Loan Service – <https://navient.com/>
- Post 911 GI Bill – <https://www.va.gov/education/how-to-apply/>
- Robert Kruse Scholarship through Health Professions Education yearly in March
- Sallie Mae - <https://www.salliemae.com/>

Payment plans are also available for tuition payments. Please see the Tuition, Fees, and Refunds Policy for information.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

POLICY TITLE: Veterans Benefits and Transition Act of 2018 – Veterans Active-Duty Guidelines **PAGE:** 1 of 1

ORIGINAL DATE: February 28, 2023 **LAST REVIEWED:** August 14, 2023

To ensure that the School of Diagnostic Imaging – CCHS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits.

A covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- The date on payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the COE.

ACTIVE-DUTY GUIDELINES:

- VA students will not be penalized in the program if they are called up to active duty.
- Any schoolwork that a VA student misses within a semester can be made up upon their return to school.
- The student will be given the amount of time that they were away to complete the required schoolwork.
- If the student is absent for an entire semester, the student can request placement into the next cohort.

Academic Calendar 2023 - 2024
Primary MRI Program

Date	Calendar Description
Monday, August 21, 2023	Fall Semester Begins
Monday, September 4, 2023	Labor Day – No Class or Clinical
Monday, October 16 – Friday, October 20, 2023	Fall Break – No Class or Clinical
Monday, October 23, 2023	First Day at Clinical for New Students
November 5 – 11, 2023	National Radiologic Technology Week
Thursday, Nov. 23 – Friday, Nov. 24, 2023	Thanksgiving Break - No Class or Clinical
Monday, Dec. 11 – Friday, Dec. 15, 2023	Final Exam Week
Monday, Dec. 18 – Monday Jan. 1, 2024	Semester Break - No Class or Clinical
Monday, January 1, 2024	New Year’s Day – No Class or Clinical
Tuesday, January 2, 2024	Spring Semester Begins
Monday, February 26 - Friday, March 1, 2024	Spring Break - No Class or Clinical
Monday, April 22 – Friday, April 26, 2024	Final Exam Week
Friday, April 26, 2024	Graduation
Monday, April 29 – Friday, May 10, 2024	Semester Break – No Class or Clinical
Monday, May 13, 2024	Summer Semester Begins
Monday, May 27, 2024	Memorial Day - No Class or Clinical
Thursday, July 4, 2024	Independence Day Holiday – No Class or Clinical
Monday, July 29 – Friday August 2, 2024	Final Exam Week
Monday, August 5 – Friday, August 16, 2024	Semester Break - No Class or Clinical
Monday, August 19, 2024	Fall Semester Begins

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

Position Descriptions

The following position descriptions define the group of duties and responsibilities of the School of Diagnostic Imaging-CT/MRI staff. Each position description describes the permanent duties and responsibilities that are assigned and performed. These are not intended to cover every kind of work assignment a position may have, rather they cover those work assignments which are predominant, permanent and recurring. Faculty teach between six to eight hours per week each semester. The faculty are full-time exempt employees of the Cleveland Clinic.

PROGRAM DIRECTOR:

- Administers and manages the Radiology, Magnetic Resonance Imaging, Computed Tomography, and Diagnostic Medical Sonography Programs for the School of Diagnostic Imaging.
- Responsible for developing curriculum, school objectives, course sequencing, student recruitment and tactical planning.
- Assures that graduates are competent and possess the knowledge, skills, and attributes to provide safe, high quality patient care.
- Coordinates administration of student financial aid, including federal Title IV programs.
- Manages all student tuition payments and maintains all student tuition files.
- Responsible for developing, adhering to, and controlling the departmental budget to meet the programmatic objectives.
- Ensures educational effectiveness by conducting evaluative studies of students, graduates, employers and ARRT Registry Exam data to improve school outcomes.
- Ensures accreditation status by Joint Review Committee on Education in Radiologic Technology and applicable regulations.
- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Completes IPEDS reports quarterly to ensure ongoing student financial aid.
- Facilitates Advisory Committee meetings yearly and clinical preceptor meetings each semester.
- Facilitates monthly department meetings.

PRIMARY MRI PROGRAM COORDINATOR:

- Contributes to ongoing development of curriculum including course objectives, course sequence, and course content.
- Plans, implements, and evaluates didactic teaching strategies to promote student achievement of course objectives.
- Contributes to the development of Primary MRI Program guidelines that promote the Cleveland Clinic philosophy of mission, vision & values, and the Cleveland Clinic School of Diagnostic Imaging mission and vision statements as well as the Primary MRI Program philosophy.
- Performs classroom instruction for RT/CT/MRI students.
- Develops clinical schedules to ensure clinical implementation according to established curriculum.
- Collaborates with clinical preceptors from each clinical site to ensure that the curriculum meets the needs of the students, school faculty, and staff of clinical sites.
- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Reviews student clinical evaluations and counsels students as needed.
- Performs clinical site visits to ensure that student's clinical education needs are being met.

- Responsible for ensuring student and clinical site observance of clinical rotation schedules.
- Reviews and manages the student attendance.
- Collectively responsible with all faculty for educational effectiveness and participates in evaluation studies to improve school outcomes.
- Assists with completion of JRCERT Self-Study and site visit to obtain/maintain school accreditation.
- Assists in the preparation and updating of the program policies and enforcement of program, hospital, and health system policies.
- Participates in community activities and encourages student and peer participation.
- Participates in clinical preceptor meetings to share student progress and discuss issues and concerns.

PRIMARY MRI PROGRAM INSTRUCTOR:

- Plans, implements and evaluates didactic teaching strategies to promote student achievement of course objectives.
- Provides tutorial sessions.
- Performs classroom instruction for RT/CT/MRI students.
- Evaluates and assures clinical education effectiveness through regularly scheduled visits of clinical facilities.
- Assists with student competency and performance evaluation programs.
- Participates in clinical preceptor meetings to share student progress and discuss issues and concerns.
- Contributes to ongoing development of curriculum including course objectives, course sequence, and course content.
- Maintains statistical records of student achievement and assists with completion of JRCERT self-study and site visits to obtain/maintain school accreditation.
- Assists in the preparation and updating of program policies.
- Assists in the management of the student attendance.

**School of Diagnostic Imaging
Cleveland Clinic
Primary MRI Program**

ARRT - MRI Certification – Primary Pathway

To earn the Magnetic Resonance Imaging credential, candidates must pass the ARRT Primary Exam for Magnetic Resonance Imaging.

Log on to the ARRT website; www.arrt.org and click the following link to reach important MRI primary certification documents.

Earn ARRT Credentials → Credentials/Primary → Magnetic Resonance Imaging → Primary Requirements

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/primary-requirements>