



# Cleveland Clinic

## Mercy Hospital

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

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

### Cleveland Clinic Mercy Hospital School of Radiologic Technology Policies

**Cleveland Clinic Mission Statement:**

*Caring for life, researching for health, educating those who serve.*

**Mercy School of Radiologic Technology Mission Statement:**

*To cultivate lifelong learners who will continue to grow and meet the needs of their community as exceptional radiologic technologists with a student-centered approach to clinical and didactic education.*

**Diversity Statement:**

*The Center for Health Professions Education and Cleveland Clinic are committed to valuing all people throughout our organization, regardless of background or culture. A diverse and inclusive environment for students and staff and culturally appropriate care for our patients, are essential to fulfilling our vision to be the best place for care anywhere and the best place to work in healthcare. We welcome students from diverse backgrounds and cultures.*

**Radiologic Technology Program Goals:**

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

**Mercy Hospital School of Radiologic Technology Program Goals:**

- *The student will develop competence in clinical performance.*
- *The student will demonstrate professionalism and effective communication.*
- *The student will demonstrate effective critical thinking.*

## ***Student Learning Outcomes:***

*The graduate will:*

- *The student will demonstrate proper positioning skills to obtain optimal radiographic images.*
- *The student will demonstrate proficiency in equipment manipulation to obtain quality diagnostic images.*
- *The student will demonstrate proper safety and radiation protection principles for the patient, clinical staff, and themselves.*
- *The student will use effective written communication skills when dealing with clinical staff and patients.*
- *The student will develop professional verbal communication in the health care environment..*
- *The student will demonstrate professionalism in the clinical arena.*
- *The student will be able to modify routine procedures for non-routine patients.*
- *The student will effectively critique images to determine if corrective action is required.*
- *The student will acquire critical thinking skills and problem-solving abilities that enhance their clinical experience.*

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

Sponsorship

Sponsors' Responsibility

Technical Standards

Program Description

Program Organization

Student Capacity

Attrition Rate

JRCERT Compliance

Program Goals and Mission Statement Review

Program Policies

Program Surveys



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Sponsorship Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> 09/1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Sponsors' Responsibilities Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

***SPONSORS NON-DISCRIMINATION STATEMENT:***

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Technical Standards Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

1. Candidates must have good eyesight either naturally or through correction. They must be able to see the printed words in a radiographic textbook, evaluate radiographic images for quality, and be able to read and accurately interpret the numbers on a radiographic technique chart.
2. Candidates must have the ability to communicate and exchange accurate information with patients. They must be able to respond to requests by specific parties.
3. Candidates must be able to move or supervise the movement of a minimum of thirty (30) pounds.
4. Work in a stationary position for long periods. Precisely manipulate and operate radiology equipment.
5. Radiographers must instruct patients and be able to express concern and empathy for them. Candidates must possess good communications skills as evidenced from the application and interview process. Radiographers must perform data entry with dexterity and accuracy.
6. Candidates must be physically and mentally capable of fulfilling the objectives of the radiography program.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Description Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

The School of Radiologic Technology at Cleveland Clinic Mercy Hospital offers a 21-month certificate (diploma) program which qualifies the graduate, upon registration with the (ARRT) American Registry of Radiologic Technologists, to practice as a registered radiologic (x-ray) technologist.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

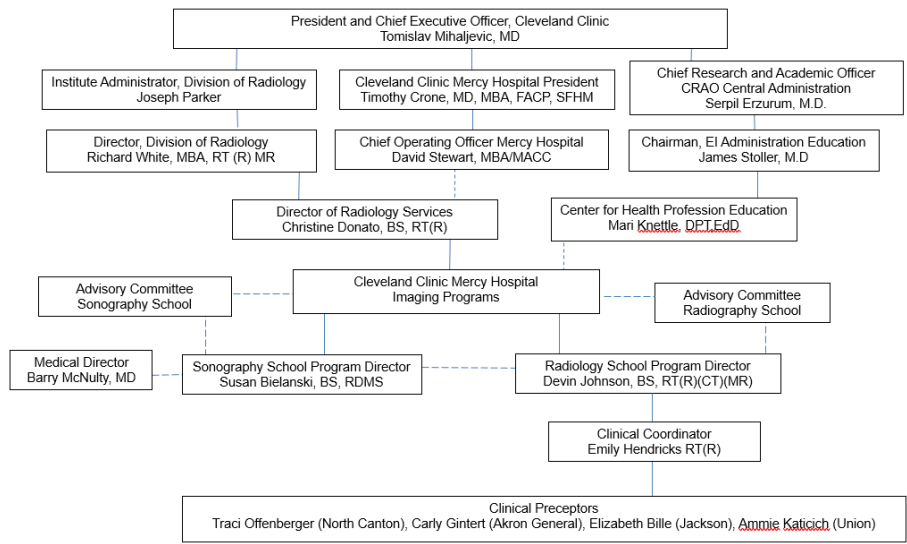
<b>Title/Description:</b> Program Organization Page 1 of 1	<b>Section Number</b> <b>#1</b>
Corresponding Policy:	
<b>Effective Date:</b>  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>

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

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

An Advisory Committee is organized for the purpose of establishing policies and giving general direction. The Advisory Committee ensures that all persons involved in and affected by the program are fairly represented in all major decisions.

**Cleveland Clinic Mercy Hospital School of Radiologic Technology and School of Diagnostic Sonography  
Programmatic Organizational Chart**



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Capacity Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The maximum number of at each location will not exceed the capacity listed below:

Cleveland Clinic Mercy Hospital:	8 students per day
Cleveland Clinic Akron General:	2 students per day
Cleveland Clinic Union Hospital:	2 students per day
Mercy Hospital Urgent and Outpatient Care, North Canton:	1 student per day
Mercy Hospital Urgent and Outpatient Care, Jackson:	1 student per day

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Attrition Rate Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> JRCERT Compliance Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2000  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

**Staff:** Each staff member of the Radiologic Technology Program has access to the JRCERT Standards. It is the responsibility of each staff member to ensure that the Standards are being closely observed. Any noncompliance 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 online at [www.jrcert.org](http://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.



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Goals and Mission Statement Review Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> <b>July 2002</b>	<b>Authorized By:</b> <b>Advisory Committee</b>	
<b>Last Revised Date:</b> <b>3/2024</b>	<b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	
<b>Last Reviewed Date:</b> <b>3/2024</b>		

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

**Mission Statement:**

*To cultivate lifelong learners who will continue to grow and meet the needs of their community as exceptional radiologic technologists with a student-centered approach to clinical and didactic education.*

**Radiologic Technology Program Goals:**

- *The student will develop competence in clinical performance.*
- *The student will demonstrate professionalism and effective communication.*
- *The student will demonstrate effective critical thinking.*

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Anti-Hazing Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

Cleveland Clinic has adopted a Student Anti-Hazing Policy which prohibits hazing, defined as, “doing any act or 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.” Incidents of hazing should be reported to your program leadership.

Reports of discrimination on the basis of sex, gender, sexual orientation, gender identity or gender expression may be made to the Title IX Coordinator at [TitleIX@ccf.org](mailto:TitleIX@ccf.org). Reports of discrimination on the basis of any other protected characteristic may be made to the Office of Educational Equity at [EduEquity@ccf.org](mailto:EduEquity@ccf.org).

Cleveland Clinic does not discriminate against qualified individuals with disabilities in regard to their application to, or participation in, educational programs or activities. Cleveland Clinic will make, upon the request of a qualified individual with a disability and under the conditions described herein, a reasonable accommodation to permit such individual to participate in an educational program or activity. Students needing a reasonable accommodation in order to apply to or participate in the program should contact the program director as early as possible.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Surveys Page 1 of 1		<b>Section Number</b> <b>#1</b>
		Corresponding Policy:
<b>Effective Date:</b> September 2020  <b>Revised Date:</b> 05/2021  <b>Reviewed Date:</b> 03/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The following graduate surveys will be sent to former students between 6 & 12-months upon completion of the program:

- Graduate Student Survey
- Graduate Employer Satisfaction Survey

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

## **Section #2 – Admission Policies**

Admission Criteria

Admission Pre-Requisites

Application Procedure

Acceptance Procedure

Pre-Entrance Program Requirements

Transfer Credit & Advanced Placement

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Admission Criteria Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date:</b> 1974  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The student must:

1. Be a high school graduate or equivalent.
2. Have taken college level courses prior to applying.  
 \*(These courses are offered at Kent State University, Stark Campus and other universities as well.)
3. Have received a grade of “C” or higher in all courses taken. Overall college GPA must be a minimum of 2.0.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Admission Pre-Requisites Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date:</b> 1974  <b>Last Revised Date:</b> 11/2023  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

**Pre-Requisite Courses:**

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Application Procedure Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date:</b> 1973  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

- Completed application form with all materials returned prior to February 1.
- Transcripts from all colleges attended (If transcripts are more than 5 years old, they will be evaluated by the Program Director.)
- Two letters of recommendation
- \$20.00 application fee; the application fee is non-refundable.

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

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

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

The admissions panel consists of:

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Acceptance Procedure Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date</b> <b>1949</b>	<b>Authorized By:</b> <b>Advisory Committee</b>	
<b>Last Revised Date:</b> <b>05/2021</b>	<b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	
<b>Last Reviewed Date:</b> <b>3/2024</b>		

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

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

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Pre-entrance Program Requirements Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1976  <b>Last Revised Date:</b> 01/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Transfer Credit & Advanced Placement Page 1 of 1		<b>Section Number</b> <b>#2</b>
		Corresponding Policy:
<b>Effective Date:</b> April 1983  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

## **Section #3 - Equipment & Facilities Policies**

Classroom, Library, & Offices

Clinical & Laboratory Facilities

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Classroom, Library, & Offices Page 1 of 1		<b>Section Number</b> <b>#3</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

There are no separate dedicated radiographic laboratory facilities for the Cleveland Clinic Mercy Hospital School of Radiologic Technology. General diagnostic rooms in the department of any of designated clinical facilities are used by students and faculty to conduct experiments, hold class demonstrations, and to practice radiographic procedures.

The Program Director and Clinical Coordinator share the same office.

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical & Laboratory Facilities Page 1 of 1		<b>Section Number</b> <b>#3</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

Included in the general rooms of the Cleveland Clinic Mercy & Cleveland Clinic Akron General Hospital’s Radiology Department are rooms equipped with fluoroscopy.

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

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

Offsite clinical rotations are available at Cleveland Clinic Mercy Hospital North Canton & Jackson Stat Cares, Cleveland Clinic Union Hospital, Dover Ohio, and Cleveland Clinic Akron General Hospital.

There are no separate dedicated radiographic laboratory facilities for the Cleveland Clinic Mercy Hospital School of Radiologic Technology. General diagnostic rooms in the department of any of designated clinical facilities are used by students and faculty to conduct experiments, hold class demonstrations, and to practice radiographic procedures.

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

## **Section #4 - Clinical Competency & Supervision Policies:**

Competency Based Criteria

Required Clinical Competencies

Proof of Competency in Performing Procedures

Overtime Compensation

Scheduling / Total Time Allowed

Extra Clinical Time

Clinical Rotation Schedule

Daily Shift Assignments

Holiday Observance

Distribution of Clinical Experience

Validation of Clinical Competency Requirements

Clinical Supervision

Clinical Coordinator Evaluation of Students

Clinical Preceptors Evaluation of Students

Computation of Clinical Grades

Clinical Summer Session

Weekend Switching

Demerit / Merit

Class Days vs. Clinical Days

Monday Clinical Schedule

Revoked Check Offs

Exam Practice Log

Exam Simulations

Clinical Rotations

Failed Competencies

Infection Control Policy

Student Health Policy

Flu Vaccine Policy

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Competency Based Criteria Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> March 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

QUANTITATIVE:

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

QUALITATIVE:

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Required Clinical Competencies Page 1 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> March 1981  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

During the 21-month training, the student must prove competence in some of the following procedures and have knowledge of the following equipment.

## **Procedures:**

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

## **C-arm Procedures:**

- Surgical:**
- Sterile Field
- Manipulation – 2 views
- Pain Management:**
- (1 or 2 view)

## **CCMH Equipment:**

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Required Clinical Competencies Page 2 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> March 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

**Procedures continued:**

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Proof of Competency in Performing Procedures Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Overtime Compensation Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1992  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

Attendance at the annual OSRT ‘Student and Educator Symposium’ is strictly voluntary, however, students who do attend and show documentation of lecture/quiz bowl participation will be granted overtime in accordance with the number of hours attended. Each documented lecture attended will warrant 1-hour of overtime granted to students. Participation in and/or attendance of the annual Quiz Bowl competition will warrant 8-hours of overtime granted to each student who completely attends the competition.

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Scheduling / Total Time Allowed Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1978  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Addition Clinical Time Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1978  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Rotation Schedule Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1974  <b>Last Revised Date:</b> 10/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Daily Shift Assignments Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Holiday Observance Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1992  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

Students will not be assigned to rotate on holidays.

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Distribution of Clinical Experience Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> November 1981	<b>Authorized By:</b> Advisory Committee	
<b>Last Revised Date:</b> 3/2024	<b>Reviewed By:</b> Devin Johnson, Program Director	
<b>Last Reviewed Date:</b> 3/2024		

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Validation of Clinical Competency Requirements Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 02/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The following criteria should be used in updating clinical requirements:

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

Department

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Supervision and Supervised Student Locations Page 1 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> February 2023  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Supervision and Supervised Student Locations Page 2 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> February 2023  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

**Student Assigned Locations:**

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Coordinator Evaluation of Students Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Preceptor Evaluation of Students Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> October 2020  <b>Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

\*When Preceptor Training is available

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Computation of Clinical Grades Page 1 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy: EDR006.230
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Computation of Clinical Grades Page 2 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Summer Session Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> June 2012  <b>Last Revised Date:</b> 11/2023  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

Summer Clinical Session will consist of 12 weeks of clinical and classroom experience.

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Weekend Switching Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> January 2001  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Demerit/Merit Program Page 1 of 4		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> April 2001  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Demerit/Merit Program Page 2 of 4		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> April 2001  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

1. Repeated or chronic infractions of hospital and/or school policies
2. Not having markers while in the clinical area
3. Not using markers on an exam while in the clinical area
4. Not turning in weekly log sheets or staff evaluations by the end of the following week. \* If the student is scheduled off the following week; the logs are due on the Monday following that scheduled week off.
5. Not turning in reports for specialty areas by the end of the rotation
6. Not having images checked by staff
7. Performing repeats without supervision or direction from staff
8. Having clinical competencies revoked
9. Not following professional standards or objectives
10. Performing exams without direct supervision before achieving a competency

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Demerit/Merit Program Page 3 of 4		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> April 2001  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

For the violations listed below, a **Final Written Warning or 3-day suspension** will be issued. If the policy is violated a second time, the student will be **dismissed** from the program.

1. Reporting to class or clinical experience under the influence of alcohol or drugs
2. Inappropriate treatment of a patient for any reason
3. Insubordination or refusal to perform a reasonable assignment after having been instructed to
4. Failure to conform to professional ethics
5. Clocking in and not reporting to your assigned area without permission or leaving your assigned area without permission
6. Any serious failure of good behavior or serious neglect of duty
7. Fighting or gambling on Cleveland Clinic premises

**Automatic dismissal** with no verbal warning upon 1<sup>st</sup> offense:

1. Possession, use, or sale of alcohol, narcotics or controlled substances on hospital
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. Possession of firearms or other weapons on school/hospital premises.
5. Sexual, racial or other harassment or verbal or physical threats against a fellow student, employee, visitor.
6. Unauthorized possession, use, copying or revealing of confidential information regarding patients, employees, students, or school/hospital activity including on social media sites.
7. Any conduct seriously detrimental to patient care, fellow, students, employees, or the school.
8. Any other serious failure of good behavior or gross neglect of duty.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Demerit/Merit Program Page 4 of 4		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> April 2001  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Class Days vs. Clinical Days Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2010  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

Schedules are subject to change due to unforeseen circumstances.

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Monday Clinical Schedule Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> August 2017  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

One to two students will be on opposite shifts for ‘Mentor Mondays’ in order to allow 1<sup>st</sup> year students to gain additional insight from their 2<sup>nd</sup> year peers.

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Revoked Check-Offs Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy: EDR005.410
<b>Effective Date:</b> September 2001  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Exam Practice Log Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> May 2002  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

A software application called Trajecsys will be used to log exams, complete competencies, perform evaluations and monitor time.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Exam Simulations Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2005  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

Simulations on exams will be permitted during the last six (6) weeks of the 4<sup>th</sup> semester, if an exam has not been available to meet requirements for the semester.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Rotations Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2005  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Failed Competencies Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> April 2008  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Infection Control Policy Page 1 of 1		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2015  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Students are provided educational 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 work-ups 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 coworkers 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.
- Students are to observe the prescribed dress code for the clinical and the operating room.
- Eating and drinking are prohibited in the Radiology 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.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Health Policy Page 1 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> October 2020  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The School of Radiologic Technology/Cleveland Clinic Mercy Hospital 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 Radiologic Technology. All students must complete annual TB testing and receive a seasonal flu vaccine. Students who do not comply will not be allowed to attend clinical.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Health Policy Page 2 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> October 2020  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

**During Clinical Assignments:**

- A. If a student becomes ill while on clinical assignment at the Cleveland Clinic Mercy Hospital, they should notify their instructor and should be either excused from duty or referred to the Emergency Department for acute, serious problems requiring urgent care.
  
- B. If student becomes injured (includes all exposures to contagion) while on clinical experience at Cleveland Clinic Mercy Hospital, they should:
  - 1. Report incident to their instructor and follow the school’s procedure.
    - a. If a needle stick or exposure to contagion occurs, follow the guidelines outlined in the Cleveland Clinic’s Infection Control Policy for blood exposure to non-employees and follow-up as outlined by the school.
    - b. If a serious injury/urgent problem, report to the Emergency Department
    - c. Contact the individual’s private physician.
  
- C. Follow-up care for work related conditions consists of notifying participant of particular type of follow-up care needed (if any). This follow-up is the responsibility of the participant who is responsible for any cost incurred for treatment.



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Immunization Policy Page 1 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> October 2020	<b>Authorized By:</b> Advisory Committee	
<b>Last Revised Date:</b> 05/2021	<b>Reviewed By:</b> Devin Johnson, Program Director	
<b>Last Reviewed Date:</b> 3/2024		

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

**A. Annual Influenza Immunization**

1. All students, regardless of age, and visiting preceptors, who are placed in the Cleveland Clinic health system (CChs) for more than 5 days and receive a Cleveland Clinic identification (ID) badge for a planned clinical or educational experience during the flu season are required to receive an influenza vaccination in accordance with this policy.
2. Any student or visiting preceptor who does not comply with this policy will not be allowed to participate in a clinical or educational experience within the CChs during flu season. However, if such a student or visiting preceptor meets all other health and background check requirements, they may be provided a clinical or educational experience outside of flu season if available.
3. Students or visiting preceptors placed in the health system before or after the flu season begins must obtain the annual flu vaccine when it becomes available from their primary care provider (PCP), public clinics, pharmacies, etc. and provide evidence of receiving the flu vaccine to their School, or directly to the CChs employee responsible for student placement.
4. Students or visiting preceptors placed in the health system during the flu season must show evidence of receiving the flu vaccine to their School or CChs employee responsible for student placement before they are on-boarded into CChs.
5. The program faculty will attest to student and visiting preceptor compliance with this policy.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Immunizations Page 2 of 2		<b>Section Number</b> <b>#4</b>
		Corresponding Policy:
<b>Effective Date:</b> October 2020  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

**A. Other Immunizations**

1. Every Cleveland Clinic educational program may establish requirements for additional immunizations based on the nature of a student’s or visiting preceptor’s clinical placement. These requirements will be communicated to Schools, or directly to students and visiting preceptors, as appropriate.
2. Any student or visiting preceptor who does not comply with these additional immunization requirements will not be allowed to participate in a clinical or educational experience within the CChs.

**B. Exemptions**

1. Medical - Exemption to immunization may be granted for medical contraindications.
2. Religious - Exemption to immunization may be granted for religious beliefs.

Exemption requests will be communicated by students, visiting preceptors or Schools to Cleveland Clinic’s education representative of the specific education program in which the student or visiting preceptor plans to participate. Generally, such requests will be granted if they would be granted for Cleveland Clinic caregivers.

**C. Payment for Immunizations**

1. Students and visiting preceptors are not eligible to participate in the Employee Cleveland Clinic Influenza Immunization Program and must obtain all vaccinations at their own expense.

## **Section #5 - Academic & Clinical Evaluation Policies:**

Didactic Curriculum

Class Attendance

Computation of Didactic Grades

Scholastic Standing

Course Failure

Academic or Clinical Probation

Anatomy and Positioning Re-Tests

Class Schedules

Graduation Requirements

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Didactic Curriculum Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1977  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

Curriculum will be assessed annually and changes in curriculum will be discussed with the Cleveland Clinic School of Diagnostic Imaging.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Class Attendance Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

All scheduled classes must be attended.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Computation of Didactic Grades Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> April 1983  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Scholastic Standing Page 1 of 1		<b>Section Number</b> <b>#5</b>
<b>Effective Date:</b> September 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Scholastic standing shall be defined by the following criteria:

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Course Failure Page 1 of 1		<b>Section Number</b> <b>#5</b>
<b>Effective Date:</b> September 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Academic or Clinical Probation Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1974  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

Any student receiving two (2) probations during the 2 years of training will be **automatically terminated**.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Anatomy & Positioning Re-Test Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2002  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

The failed test score will count as the recorded grade.

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

If the student fails the re-test they will receive additional instruction and will continue to re-test until they receive a 75% or higher. If the student fails to receive a grade of 75% or better after 2 attempts at the re-test they need to meet with the faculty and create a progress plan for the re-test. This will be considered an intervention and will remain in the students' permanent file.

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Class Schedules Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> 1972  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Graduation Requirements Page 1 of 1		<b>Section Number</b> <b>#5</b>
		Corresponding Policy:
<b>Effective Date:</b> 1972  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

- Satisfactorily complete all clinical requirements (Policy #EDR005.112)
- Have a satisfactory GPA clinically (Policy #EDR005.240)
- Have a satisfactory GPA didactically (Policy #EDR005.240)
- Be in “Good Standing”. (Policy #EDR005.230)
- Demonstrate appropriate use of verbal and written medical language
- Demonstrate knowledge of human anatomy and physiology
- Attend to a patients’ needs with concern and empathy
- Properly operate radiographic equipment and accessories
- Properly position the patient for radiographic procedures
- Adapt exposure factors for patient pathology
- Understand the use of technical factors to obtain a quality radiograph with minimal radiation exposure
- Process images properly
- All required college-level courses for degree completion must be completed and official transcript received by program director.
- Have paid all costs, books, and tuition due to the program

## **Section #6 - Budget & Advertising Policies:**

Budget Process

Budget - Faculty Requests

Assignment of Fees

Student Expenses

Collection of Book Fees and Tuition

Tuition Refund

Student Status vs. Employee Status

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Budget Process Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> 1949  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Assignment of Fees Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

- (a) Student fees shall not be excessive.
- (b) Student fees will not be used to generate total income for hospital operation.
- (c) Fees shall be fair and competitive with other area Radiologic Technology programs.

Student fees shall include the following:

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Expenses Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> <b>1949</b>  <b>Last Revised Date:</b> <b>May 1995</b>  <b>Last Reviewed Date:</b> <b>3/2024</b>	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

Students shall be responsible for paying for the following:

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Collection of Fees and Tuition Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1983  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

The collection of fees and tuition shall be as follows:

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

Total Estimated Radiography School Cost:	<b>\$16,050.00</b>
Application Fee	\$ 20.00
Clover Learning & Book Fee Estimate	\$500.00
Seminars (OSRT)	\$250.00
Uniforms & Shoes	\$120.00
Trajecsys due during first week of classes (deducted from tuition)	\$150.00
Castle Branch Fee (onboarding document tracker – deducted from tuition)	\$ 45.00
Program Tuition:	\$3,750.00 per semester (\$15,000.00)

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Tuition Refund Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

The balance of the 1<sup>st</sup> semester tuition is due prior to the end of that semester.

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Status vs Employee Status Page 1 of 1		<b>Section Number</b> <b>#6</b>
		Corresponding Policy:
<b>Effective Date:</b> November 1984  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Students will not be utilized as manpower in the daily functions of the Cleveland Clinic Mercy Hospital Department of Radiology if it is unrelated to their clinical education.

## **Section #7 - Faculty Qualifications and Advisory Committee Policies:**

Program Director Qualifications  
Program Director Responsibilities  
Change of Program Director  
Clinical Coordinator Qualifications  
Clinical Coordinator Responsibilities  
Faculty Qualifications  
Appointment, Review, & Evaluation of Faculty  
Faculty Responsibilities & Instructional Loads  
Advisory Committee Composition  
Appointment of Student Liaison  
Advisory Committee Functions  
Admissions Committee Composition

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Director – Qualifications Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

- Holds, at a minimum, a master’s degree; For master’s degree programs, a doctoral degree is preferred.
- Proficient in curriculum design, evaluation, instruction, program administration, and academic advising.
- Documents three years’ clinical experience in the professional discipline.
- Documents two years’ experience as an instructor in a JRCERT accredited program.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Director – Responsibilities Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> <b>July 1980</b>	<b>Authorized By:</b> <b>Advisory Committee</b>	
<b>Last Revised Date:</b> <b>05/2021</b>	<b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	
<b>Last Reviewed Date:</b> <b>3/2024</b>		

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Change of Program Director Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Coordinator – Qualifications Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

- Holds, at a minimum, a bachelor’s degree (or will have the degree complete within two years per JRCERT guidelines); For master’s degree programs, holds, at a minimum, a master’s degree.
- Proficient in curriculum design, evaluation, instruction, program administration, and academic advising.
- Documents two years’ clinical experience in the professional discipline.
- Documents one years’ experience as an instructor in a JRCERT accredited program.



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Coordinator – Responsibilities Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The job responsibilities may include any or all of the following

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Faculty Qualifications Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy: EDR008.440
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

Full-time Didactic Faculty will possess the following qualifications:

- Holds, at a minimum, a bachelor’s degree.
- Proficient in curriculum design, evaluation, instruction, program administration, and academic advising.
- Documents two years’ clinical experience in the professional discipline.
- Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent1, in radiography.

Adjunct Faculty will possess the following qualifications:

- Holds academic and/or professional credentials appropriate to the subject content area taught.
- Is knowledgeable of course development, instruction, evaluation, and academic advising.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Appointment, Review, & Evaluation of Faculty Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> <b>April 1983</b>  <b>Last Revised Date:</b> <b>05/2021</b>  <b>Last Reviewed Date:</b> <b>3/2024</b>	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Faculty Responsibilities & Instructional Loads Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Advisory Committee Composition Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

**Program representatives:**

- Program Director
- Clinical Coordinator
- Faculty Member

**Administrative representative:**

Administrative Director, Radiology Services or their designate

**Department of Radiology representatives:**

- Manager of the Radiology Department
- Staff Radiologic Technologists (1-3)

**Ex-officio members:**

- Second-Year Student Liaison

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Appointment of Student Liaisons Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Advisory Committee Functions Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Admissions Committee Composition Page 1 of 1		<b>Section Number</b> <b>#7</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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



## **Section #8 - Student Policies:**

Phone Usage & Other Electronic Devices  
Appeals & Grievance Policy  
Post-Graduation Employment  
Bereavement Policy  
Non-Discrimination Policy  
Program Withdrawal  
Readmission to the Program  
Probationary Period for New Students  
Radiation Monitoring  
Sexual Misconduct in Education  
Radiation Safety Instruction  
Declared Pregnancy  
Student Absence  
Personal Time  
Attendance and Tardiness  
Reporting an Absence  
Inclement Weather Policy  
Excessive Absence and Tardiness  
Earned Clinical Time  
Dress Code  
Accommodations for Students with Disabilities  
Timecards  
Leave of Absence  
Magnetic Resonance Imaging Safety  
Vacations  
Academic Counseling  
Personal Counseling  
Progressive Corrective Action

**Section #8 - Student Policies cont'd:**

Conduct and Infractions

Confidential Information

Professional Days

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Phone Usage and Other Electronic Devices Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 2006  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

If the student needs to use a phone during clinical time, the student is permitted to use the phone in the Radiology School office. The other phones in the radiology department are not to be used for personal use. Such calls, whether utilizing Cleveland Clinic telephone equipment or personal cell phones and relating to personal, non-emergency issues during work hours, are disruptive to the normal flow of business and should be strictly limited. When at all possible, personal calls during working hours should be limited to the use of personal cellular phones in authorized non-working areas during employee breaks or meal periods.

In the event of an emergency the student may leave the clinical floor to make a private call using their personal cell phone but only after they have informed the clinical preceptor where they are going and that they will return promptly. This policy is also intended to provide and maintain a quiet, healing environment, and to protect patient confidentiality.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Appeals and Grievance Policy Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

- A. The student shall contact the Program Director to file an official grievance. An informal grievance must be filed within five (5) days from the said action. A student may initiate a formal grievance review by submitting their grievance to the Center for Health Professions Education by email ([CHPEOnboarding@ccf.org](mailto:CHPEOnboarding@ccf.org)). The grievance should include the student’s name and program, the name(s) of the Cleveland Clinic employee(s) involved, the specific policy or procedure that may have been violated, and a brief description of the facts giving rise to the grievance. A formal grievance review must be initiated within fifteen (15) business days of the date on which the action giving rise to the grievance is known, whether or not an informal grievance resolution was attempted.
- B. The Program Director will notify the student within ten (10) days to schedule a meeting (via phone, web, or in-person) with the Advisory Committee to discuss the grievance.
- C. At the meeting of the Advisory Committee, the student will present his/her position and may call witnesses with direct knowledge of the incident in question. The student may be represented by another student at this meeting. The Advisory Committee will give a decision to the student within ten (10) days.
- D. If the student does not agree with the program director’s resolution, they may appeal the decision to the Health Professions’ Education Council’s Student Appeals Committee (SAC) by contacting the Center for Health Professions Education within three (3) working days of receipt of the program director’s decision. The SAC shall render its decision within ten (10) business days of receipt of the appeal. The SAC’s decision is final.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Post-Graduation Employment Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date</b> September 1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

The Medical Center employs only Registered Radiographers.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Bereavement Policy Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date</b> March 2001  <b>Last Revised Date:</b> 05/2021 <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Non-Discrimination Policy Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> July 1980  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Program Withdrawal Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Readmission to the Program Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

The following is the procedure for readmission:

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Probationary Period for New Students Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1995  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

POLICY:

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

PROCEDURE:

**NEW STUDENTS:**

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Radiation Monitoring Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY POLICY AND PROCEDURE

<b>Title/Description:</b> Sexual Misconduct in Education Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> August 2023  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized by:</b> <b>Advisory Committee</b>  <b>Reviewed by:</b> <b>Devin Johnson, Program Director</b>	

This policy expresses Cleveland Clinic’s commitment to equal opportunity in its educational programs and activities and establishes a procedure for addressing reports of sex discrimination, sexual harassment, sexual violence and retaliation in those programs and activities. This policy reflects Cleveland Clinic’s compliance with Title IX of the Education Amendments of 1972, as amended, and all other relevant laws and regulations.

In accordance with Title IX of the Education Amendments of 1972, as amended, the Violence Against Women Reauthorization Act of 2013 (VAWA) and other applicable statutes and regulations, Cleveland Clinic prohibits all forms of discrimination on the basis of sex, gender, sexual orientation, gender expression and gender identity in its educational programs and activities. Prohibited conduct under this policy includes sex discrimination, sexual harassment, sexual violence and retaliation, as those terms are defined herein.

All participants in, or applicants to, Cleveland Clinic’s educational programs and activities who believe that they have been subjected to sex discrimination, sexual harassment, sexual violence, or retaliation are strongly encouraged to make a report. Prompt reporting allows Cleveland Clinic to provide resources to the participant and facilitates an appropriate response. Reports may be made at any time, but delayed reports may limit the availability of evidence and witnesses and make it difficult for Cleveland Clinic to respond in an effective and fair matter.

Cleveland Clinic has a designated Title IX Coordinator with the responsibility to oversee Cleveland Clinic’s response to reports of sex discrimination, sexual harassment, sexual violence and retaliation and to identify and address any related patterns or systemic problems. Cleveland Clinic’s Title IX Coordinator may be reached at [TitleIX@ccf.org](mailto:TitleIX@ccf.org). Reports may be made to Cleveland Clinic’s Title IX Coordinator, to a confidential resource, through Cleveland Clinic’s anonymous reporting hotline, to law enforcement, or to a state or federal agency with jurisdiction over the relevant educational program or activity, including the U.S. Department of Education Office of Civil Rights.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Radiation Safety Instruction Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Declared Pregnancy Policy Page 1 of 3		<b>Section Number</b> <b>#8</b>
		Corresponding Policy: <b>EDR009.450</b>
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

- A. Cleveland Clinic Mercy Hospital has adopted the conservative policy of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 5mSv (500mrem). This dose limit can only be applied if Cleveland Clinic Mercy Hospital is informed of the pregnancy. A second individual monitoring device will be provided to a declared pregnant woman, if the individual participates in fluoroscopic procedures. The second monitoring device is to be worn under the protective apron at waist level.
  
- B. If you are assigned in an area where the anticipated dose is less than 5mSv (500mrem) to the fetus over the period of gestation, you are able to continue in this area with no restrictions and no modifications. Your clinical assignments will be under the direction of your Clinical Coordinator. However, the Radiation Safety Officer may make certain recommendations regarding your clinical assignments to further reduce the dose to the fetus.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Declared Pregnancy Policy Page 2 of 3		<b>Section Number #8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

- C. Based on past experience, no areas in Cleveland Clinic Mercy Hospital have been identified which would be considered likely to result in a dose to the fetus exceeding 5mSv (500mrem) if the established radiation safety procedures are practiced. If a situation is identified in which the anticipated dose to the fetus over the gestation period would be more than 5mSv (500mrem), the following two alternatives are possible:
1. You may be assigned to another area involving less exposure to ionizing radiation.
  2. You may continue your clinical rotations in the area with certain restrictions to limit exposure of the fetus to less than 5mSv (500mrem) (based on recommendations made by the Radiation Safety Officer). In nearly all cases, the clinical environment will require slight modifications to ensure that the dose to the fetus does not exceed 5mSv (500mrem).
- D. If you are unwilling to accept the increased risk to your unborn child due to your current level of radiation exposure, you may request reassignment to an area involving less exposure to ionizing radiation.
- E. Individuals who are pregnant are not prohibited from developing clinical skills in radiation areas. These individuals may also operate sources of ionizing radiation (e.g., diagnostic x-ray equipment including fluoroscopy and portable radiography.)
- F. During your pregnancy, you are expected to perform your assigned duties as a radiology student, unless the Radiation Safety Officer places certain restrictions upon you.
- G. During your pregnancy, you are encouraged to monitor your radiation exposure via the badge readings, which are made available to radiation workers. Contact the Radiation Safety Officer or Program Director if any unusual readings occur.
- H. The student has the option to withdraw declaration of pregnancy in writing at any time.
- I. As the student nears the end of their pregnancy, the student may apply for a partial Leave of Absence from clinical education or a full Leave of Absence from the program until after the child is born. See policy EDR009.450 – Leave of Absence.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Declared Pregnancy Policy Page 3 of 3	<b>Section Number #8</b>
	Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>

## WHAT THE RADIATION EXPERTS SAY ABOUT EXPOSURE TO IONIZING RADIATION

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

## IF YOU HAVE QUESTIONS OR WANT ADDITIONAL INFORMATION

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Student Absence Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Excused:

Any absence within the call-off procedure guidelines.

Absent with permission:

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

Suspensions:

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Personal Time Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

The student is allotted 80 hours of personal time per 21-month program.

- This time can be used for illness, personal appointments, doctor visits, etc.
- Any time used above 80 hours will be an automatic termination from the program. Any extenuating circumstances, such as pregnancy, LOA, or COVID-19, will be given special consideration by the Advisory Committee.
- Any disciplinary action(s) that would result in a student suspension would require that the student’s time off, due to that suspension, be taken from the student’s 80 hours of personal time.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Attendance and Tardiness Page 1 of 2		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 3/2024 <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

An absence of sixty (60) days or more during the twenty-one (21) month training period will disqualify the student from graduating with the class. The student will be asked to complete an additional two (2) months of training before the Program Director will sign for the registry application.

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

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Attendance and Tardiness Page 2 of 2		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b>  <b>Last Revised Date:</b> 01/2023 <b>Last Reviewed Date:</b> 1/2023	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

**Late call off:**

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

**Pre-approved time off:**

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

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

**Clocking in and out:**

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

**No Badge:**

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Reporting an Absence or Tardiness Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> February 2022  <b>Last Revised Date:</b> 02/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Inclement Weather Policy Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> February 2022  <b>Last Revised Date:</b> 02/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Excessive Absence and Tardiness Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2008  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Excessive absence and/or tardiness are grounds for disciplinary action following the ‘Progressive Corrective Action’ policy. Excessive absence is defined as three (3) or more incidents within 30 days or five (5) or more incidents within 90 days. Consecutive days missed for the same illness constitute one (1) incident. Each full or ½ incident will result in a deduction of 2-points from the student’s clinical grade.

<b>Number of Incidents</b>	<b>Reason</b>
½	Tardy
½	Not clocking in or out
1	Late without working at least 4 hours of shift
1	Call-off within procedure guidelines (No Points)
1 ½	Late call-off not within procedure guidelines
2	Failure to call-off or appear for shift

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Earned Clinical Time – Clinical Day Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> 9/2020  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

The 12 hours of clinical time may only be used in 2-hour increments and must be used or scheduled by the end of the following semester or the time will be lost. This time can be used during any scheduled clinical day with prior approval; prior approval requires that the clinical day be scheduled a minimum of 24 hours in advance. Students may not use this earned clinical time on any of their scheduled Saturday clinical shifts.



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Dress Code Page 1 of 3		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2022  <b>Last Revised Date:</b> 2/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

- Hair: Hair should be clean, well-groomed and shoulder length or pulled back so as not to fall on patients when students are in clinical assignments. Head bands may be no wider than 1” and must be neutral in color (white, brown, black, gray or navy). Hair does not need pulled back on class days but must still be clean and well-groomed.
- Make-up: Cosmetics must be soft or subdued colors; nail polish color must be neutral or moderate shades and not chipping – no neon colors, no glitters, and the same color needs to be on every nail. False nails are not permitted. Extremely long false eyelashes are not permitted. Violations will be determined by the program faculty.
- Beards: Beards or mustaches must be clean and trimmed. Male employees must be otherwise clean shaven.
- Scents: Cologne and scented products must be kept to a minimum. Excessive fragrance will not be permitted.
- Tattoos: Tattoos that convey messages that are inconsistent with Cleveland Clinic values must be covered at all times.
- Jewelry: Jewelry will be limited for the safety of the employee and the patient.
- Piercings: Earrings will be limited to two per ear. Hoop earrings larger than 3/4” are not permitted. Gauged earrings are not permitted. No visible body piercings other than earrings are permitted.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Dress Code Page 2 of 3		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2022  <b>Last Revised Date:</b> 2/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

Watches: A wristwatch may be worn. No smart watches will be permitted.

Rings: One ring may be worn on each hand.

Badges: Photo ID badges must be worn a above the waist at all times while on property owned or leased by Cleveland Clinic.

Cleveland Clinic Mercy Hospital logo apparel – May be worn on class days, Fridays, or spirit days. Logo apparel is not to be worn other days of the week. Shirts may be any solid color within reason.

**No Fluorescent, neon, or overly bright colored shirts will be permitted.**

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Dress Code Page 3 of 3		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2022  <b>Last Revised Date:</b> 2/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

**Uniforms:**

**All students**

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

**Undergarments:** Undergarments need to be conservative and fit appropriately.

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Accommodations for Students with Disabilities Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> June 2012  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

It is the policy of the School of Radiologic Technology 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.

**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 and any treatment undertaken for the disability (medications, therapy, etc.).
  - 3. 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.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Time Records Page 1 of 2		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> Sept. 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

## CLOCKING IN/CLOCKING OUT

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

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

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

## **EARLY CLOCKING OUT**

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

## **MISSED CLOCKING IN/CLOCKING OUT**

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Time Records Page 2 of 2		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> Sept. 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

## RECORDING OVERTIME

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

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

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

### Over Time (OT)

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Leave of Absence Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> <b>September 1980</b>  <b>Last Revised Date:</b> <b>05/2021</b> <b>Last Reviewed Date:</b> <b>3/2024</b>	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Magnetic Resonance Imaging Safety Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> August 2015  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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.

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.

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.

It is the policy of the Cleveland Clinic School of Diagnostic Imaging that all students, must have an MRI safety screening form on file at the school. Additionally, the Cleveland Clinic requires students who are doing a rotation in MRI to bring a copy of their safety screening form to the MRI department.



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Vacations Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

Students are given twelve (12) weeks of vacation time during the 21-month Radiologic Technology Program as scheduled by the Program Director.

The distribution will be as follows:

- One week during October of the first year (Fall Break)
- Two weeks during December/January of the first year (Holiday Break)
- One week during February/March of the first year (Spring Break)
- Two weeks during April/May of the first year (Semester Break)
- Two weeks during August of the second year (Summer Break)
- One week during October of the second year (Fall Break)
- Two weeks during December/January of the second year (Holiday Break)
- One week during February/March of the second year (Spring Break)

- Vacations may not be used to achieve early graduation.
- Scheduling of vacation is at the discretion of the Program Director and Clinical Coordinator.
- If the student has suffered a suspension and vacation time is to be reduced; per the policy #EDR009.410, the time will be taken from the Spring Break weeks first and all future vacation reductions due to policy infractions will be made at the discretion of the Program Director.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Academic Counseling Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Personal Counseling Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1980  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

Students are encouraged to discuss any problems affecting their performance in the Cleveland Clinic Mercy Hospital’s Radiologic Technology Program with the Program Director or other faculty personnel. The Cleveland Clinic Mercy Hospital’s Radiologic Technology Program personnel can only help if you reach out to them. All conversations are confidential. The health and wellness of students are key factors in ensuring a successful pathway to becoming future healthcare professionals while at Cleveland Clinic. As such, student may access many of the same services available to employees.

### **Caring for Caregivers**

The Caring for Caregivers program offers assistance and support for students in need of connecting with someone regarding mental health and personal safety concerns. Students enrolled in Cleveland Clinic internal health professions programs are eligible for 6 Employee Assistant Program (EAP) sessions.

Services available through Caring for Caregivers include (but are not limited to):

- Suicide Prevention or Self-harm
- Sexual Assault – Partner Violence
- Substance Abuse
- Anxiety Counselling
- Stress Relief Services

To learn more about these resources and discounted costs for students, contact the Caring for Caregivers office at 216-445-6970 or 1-800-989-8820 or visit [portals.ccf.org/caregivers](https://portals.ccf.org/caregivers).

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Progressive Corrective Action Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

The Progressive Corrective Action follows a four-step sequence:

- A. Verbal warning/Counseling Form Completed and placed in student file
- B. Written warning/ Anecdotal Form Completed and placed in student file
- C. Suspension or Final Written warning in lieu of suspension
- D. Dismissal/Termination

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

A student may be dismissed without any other steps for serious violations at the discretion of the Advisory Committee. The student has the right to appeal according to the Appeals and Grievance Policy #EDR008.070.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Conduct and Infractions Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1972  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

- a. Negligence or inconsiderate treatment of patients, visitors, or employees.
- b. Habitual absences or tardiness without cause.
- c. Absence of three (3) consecutive days without notification.
- d. Willful destruction of property.
- e. Insubordination.
- f. Possession or drinking of liquor or alcoholic beverages on Cleveland Clinic Mercy Hospital premises or while representing the Medical Center off site.
- g. Illegal use or possession of a controlled substance.
- h. Immoral, rude, or disorderly conduct.
- i. Sleeping or loitering while on duty.
- j. Willful violation of any Cleveland Clinic Mercy Hospital policy.
- k. Theft.
- l. Breach of confidential information.
- m. Other infractions not addressed by Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program policy but follow Cleveland Clinic Mercy Hospital policy.
- n. Chewing gum, eating, or drinking beverages in the patient contact area.
- o. Cheating and/or plagiarism.
- p. Use of any smoke-producing products (including but not limited to cigarettes, e-cigarettes, cigars, pipes and vaporizers (aka “vapes”)), or the usage of any tobacco products is prohibited on all Cleveland Clinic owned and leased properties and private property adjacent to the facilities.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Confidential Information Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1977  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

## **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.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Professional Days Page 1 of 1		<b>Section Number</b> <b>#8</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1993  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

These days are reserved for professional use only and will be governed by the rules set forth above. Professional days can be utilized for things such as resume writing or interviewing workshops, job shadowing, and education-related activities as determined by the Program Director.

## **Section #9 - Curriculum Policies:**

Content of Permanent File

Review of Student File

Curriculum Sequencing

Course Descriptions

Record of Curriculum - Maintenance

Record of Curriculum - Instructors' Duties

Policy Manual



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Content of Permanent Student File Page 1 of 1		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Review of Student File Page 1 of 2		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

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

A. You may inspect and/or review any of your official records and files.

**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.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Review of Student File Page 2 of 2		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> September 1981  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

B. No one may inspect your record.

**Exceptions:**

1. Faculty at the School of Diagnostic Imaging who have 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 the Joint Review Committee on Education in Radiologic Technology

The School of Radiologic Technology is not required to notify you that your records have been inspected as listed in exceptions under "B".

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Curriculum Sequencing (NOTE: The class of 2025 will follow the Page 1 of 2 curriculum outlined here: <a href="#">CCMH SORT Curriculum Class of 2023-2025.doc</a> )		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2020	<b>Authorized By:</b> <b>Advisory Committee</b>	
<b>Last Revised Date:</b> 07/2022	<b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	
<b>Last Reviewed Date:</b> 3/2024		

	Hours per Week	Number of Weeks	Total Hours
<b>1<sup>st</sup> Semester – FALL</b>			
RT101 Patient Care in Radiography	4	16	64
TECH101 Radiographic Technique I	4	16	64
POS101 Radiographic Positioning & Procedures I	4	16	64
POSL101 Radiographic Positioning Lab	5	16	64
		<b>DIDACTIC TOTAL</b>	<b>256</b>
CL101 Introductory Clinical Experience I	16	16	256
		<b>FALL SEMESTER TOTAL</b>	<b>512</b>
<b>2<sup>nd</sup> Semester – SPRING</b>			
	Hours per Week	Number of Weeks	Total Hours
PHY102 Principles of Radiation Physics	2	16	32
TECH102 Radiographic Technique II	2	16	32
POS102 Radiographic Positioning & Procedures II	2	16	32
POSL102 Radiographic Positioning II Lab	4.75	16	64
		<b>DIDACTIC TOTAL</b>	<b>160</b>
CL102 Introductory Clinical Experience II	16	16	256
		<b>SPRING SEMESTER TOTAL</b>	<b>416</b>
<b>3<sup>rd</sup> Semester – SUMMER</b>			
	Hours per Week	Number of Weeks	Total Hours
ETH101 Healthcare Ethics and Law	2	12	24
POS201 Advanced Radiographic Procedures	2	12	24
SP201 Special Procedures in Radiologic Technology	2	12	24
		<b>DIDACTIC TOTAL</b>	<b>72</b>
CL103 Intermediate Clinical Experience I	24	12	288
		<b>SUMMER SEMESTER TOTAL</b>	<b>360</b>

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Curriculum Sequencing (NOTE: The class of 2025 will follow the Page 2 of 2 curriculum outlined here: <a href="#">CCMH SORT Curriculum Class of 2023-2025.doc</a> )		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2020  <b>Last Revised Date:</b> 07/2022  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

4 <sup>th</sup> Semester – FALL	Hours per Week	Number of Weeks	Total Hours
BIO101 Radiation Biology & Protection	2	16	32
REG201 Registry Review I	2	16	32
		<b>DIDACTIC TOTAL</b>	<b>64</b>
CL201 Intermediate Clinical Experience II	32	16	512
		<b>FALL SEMESTER TOTAL</b>	<b>576</b>
5 <sup>th</sup> Semester – SPRING	Hours per Week	Number of Weeks	Total Hours
PHY102 Radiographic Analysis	2	16	32
PATH201 Radiographic Pathology	2	16	32
REG202 Registry Review II	2	16	32
		<b>DIDACTIC TOTAL</b>	<b>96</b>
CL202 Advanced Clinical Experience	24	16	384
		<b>SPRING SEMESTER TOTAL</b>	<b>480</b>

**Total Didactic Hours: 648**  
**Total Clinical Hours: 1696**

**TOTAL PROGRAM HOURS: 2344**

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Course Descriptions Page 1 of 6		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2020  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

## **RT 101      PATIENT CARE IN RADIOGRAPHY**

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

## **TECH 101    RADIOGRAPHIC TECHNIQUE I**

This course is designed to give the student a working knowledge of the exposure factors required to produce quality radiographs. The material presented will enable the student to vary factors to control density, contrast, visibility of detail, recorded detail, distortion, radiographic equipment, computed/digital radiography and the use of automatic exposure devices. Exposure compensation and technique calculations are emphasized.

## **POS 101      RADIOGRAPHIC POSITIONING AND PROCEDURES I**

### **POSL 101L   RADIOGRAPHIC LAB**

This course serves as an introduction to the basics of diagnostic radiography. The material presented will enable a student to interpret radiology requisitions; recognize the structure and organs visualized in a radiograph; and correctly position a patient for various radiologic examinations including pediatric and geriatric patients. A section on radiation protection will introduce the student to proper methods of protecting both the patient and themselves from ionizing radiation. Radiographic Positioning and Procedures I also includes the preliminary steps to taking a radiograph; general radiographic anatomy and positioning terminology; and anatomy and radiography of the thoracic viscera, upper extremities, lower extremities, shoulder girdle, bony thorax, urinary system, abdomen, pelvis, femur and hip. The student will participate in corresponding radiographic positioning labs.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Course Descriptions Page 2 of 6		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> July 2020  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

**CL 101      INTRODUCTORY CLINICAL EXPERIENCE I**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the thoracic viscera, upper extremities, lower extremities and shoulder girdle. Designed to give the student an introduction to the basics of diagnostic radiography in the clinical setting. Clinical experience in hospital environment for eight weeks, two and a half days a week.

**TECH 102    RADIOGRAPHIC TECHNIQUE II**

The course is designed to give an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital systems. Principles of digital quality assurance and maintenance are presented.

**POS 102      RADIOGRAPHIC POSITIONING AND PROCEDURES II**

**POSL 102L   RADIOGRAPHIC LAB**

This course advances and increases the student’s knowledge of diagnostic radiographic positioning. This course will cover the anatomy, positioning and radiography of the vertebral column, sacroiliac joints, digestive system, biliary system, skull, facial bones and paranasal sinuses. Trauma and surgical radiography will also be covered. The students will also participate in corresponding radiographic positioning labs.

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

## **PHY 102      PRINCIPLES OF RADIATION PHYSICS**

This course is designed to present the student with the fundamentals of electrical and radiation physics and the basic principles underlying the operation of X-ray equipment and the circuit and tube components. Topics will include the radiation concepts of matter, energy, electricity, electromagnetism and the properties of x-rays. This course will also present the nature and characteristics of radiation, X-ray production, units of measure and the fundamentals of photon interactions with matter. Mammographic, fluoroscopic and mobile equipment will be covered and tube rating charts and radiographic quality assurance and quality control will also be discussed.

## **CL 102      INTRODUCTORY CLINICAL EXPERIENCE II**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the vertebral column; scoliosis; spinal fusion; sacroiliac joints; bony thorax (sternum, sternoclavicular joints, ribs); digestive system; urinary system; biliary tract and gallbladder; abdomen; pelvis; femur; and hip radiography. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, four days a week.

## **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.



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

## **POS 201      ADVANCED RADIOGRAPHIC PROCEDURES**

Advanced Radiographic Procedures will include radiographic anatomy and positioning terminology that are relevant to the following: contrast arthrography, long bone measurement, and radiography of the mouth, salivary glands and anterior neck, reproductive systems, and mammography. Additional topics include radiation oncology, ultrasound, nuclear medicine, and bone densitometry.

## **BIO 101      RADIATION BIOLOGY AND PROTECTION**

This course provides the student with information on the fundamental principles of radiation protection and radiation biology. Knowledge provided in this course is essential to understanding the biological effects of ionizing radiation and radiation protection at a basic scientific level and will serve as a standard for radiographers to promote the safe use of medical ionizing radiation. The course includes the study of legal and ethical radiation protection responsibilities of radiation workers, personnel monitoring devices, public and occupational dose limits, theory and operation of radiation detection devices, and state regulations governing radiation protection practices. Additional topics include the study of radiation sources, units of measure, effective dose limits, and biologic effects of radiation.

## **CL 103      INTERMEDIATE CLINICAL EXPERIENCE I**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning with emphasis on the skull, facial bones, and paranasal sinuses. Students are required to successfully complete 15 clinical competency examinations supervised by a registered radiographer or clinical instructor.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Course Descriptions Page 5 of 6		<b>Section Number</b> <b>#9</b>
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**The following are the course descriptions for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.**

**SP 201      SPECIAL PROCEDURES**

This course is designed to advance the student’s knowledge of specialized procedures in the imaging department. The material presented will enable a student to recognize the structure and organs visualized in a radiograph, and to correctly position a patient for various advanced and special radiologic examinations. Special Procedures will include vascular; cardiac and interventional radiography; central nervous system; magnetic resonance imaging; and computed tomography.

**RAD 202      RADIOGRAPHIC ANALYSIS**

This course is designed to provide a basis for analyzing the radiographic quality of the following procedures: chest, abdomen, upper extremities, shoulder girdle, lower extremities, hip/pelvis, spine, skull, facial bones, gastrointestinal tract, and pediatric radiography. The students will demonstrate patient assessment, proper positioning, exposure factors, and radiation protection. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

**CL 201      INTERMEDIATE CLINICAL EXPERIENCE II**

Supervised sessions emphasizing development of medical imaging skills. Practical application of radiographic positioning. Students are required to successfully complete 20 clinical competency examinations supervised by a registered radiographer or clinical instructor. Clinical experience in hospital environment for 16 weeks, four days a week.

**REG 201      REGISTRY REVIEW I**

This course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Course Descriptions Page 6 of 6		<b>Section Number</b> <b>#9</b>
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**The following are the course descriptions for the Cleveland Clinic Mercy Hospital’s School of Radiologic Technology Program.**

## **PATH 201 RADIOGRAPHIC PATHOLOGY**

This course is designed to introduce concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. The material covered should enhance the students’ knowledge regarding interpretation of clinical information provided on the requisition and/or patient’s chart. Case studies and critical thinking exercises allow the student the opportunity to consider the relevance of radiographic procedures with regard to technical and patient considerations. The course also includes a written research paper on a chosen pathology with oral presentation.

## **CL 201 ADVANCED CLINICAL EXPERIENCE**

Supervised sessions emphasizing practical application of radiographic positioning with clinical experience. Emphasis on enhanced student knowledge of pathology and the relation to radiographic imaging quality. Students are required to successfully complete 20 clinical competency examinations supervised by a registered radiographer or clinical preceptor. Students are also required to successfully complete three (3) terminal competency examinations supervised by their clinical preceptor /supervisor. Clinical experience in hospital environment for 16 weeks, 4 days a week.

## **REG 202 REGISTRY REVIEW II**

This course is a continuum of Registry Review I in preparation for the ARRT Registry Examination. This course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examinations for radiographers. Topics include: image production and evaluation; radiographic procedures; anatomy, physiology, pathology, and terminology; equipment operation and quality control; radiation protection; and patient care and education.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Record of Curriculum – Maintenance Page 1 of 1		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Record of Curriculum – Instructor’s Duties Page 1 of 1		<b>Section Number</b> <b>#9</b>
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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

These items will be reviewed annually and updated as needed.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Policy Manual Page 1 of 1		<b>Section Number</b> #9
		Corresponding Policy:
<b>Effective Date:</b> May 1982  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

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

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

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

Relevant Cleveland Clinic policies can be found: <http://portals.ccf.org/alliedhealthed/Document-Library-Guidelines-and-Procedures#13529812190-miscellaneous>

## **Section #10 - Program Periodic Review Policies**

Periodic Program Evaluation  
Sponsor Obligations to Students

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Periodic Program Evaluation Page 1 of 1		<b>Section Number</b> <b>#10</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1987  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

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



# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Sponsor Obligations Page 1 of 2		<b>Section Number</b> <b>#10</b>
		Corresponding Policy:
<b>Effective Date:</b> February 1987  <b>Last Revised Date:</b> 05/2021  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> Advisory Committee  <b>Reviewed By:</b> Devin Johnson, Program Director	

**Cleveland Clinic Obligation to Students:**

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

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Sponsor Obligations Page 2 of 2		<b>Section Number</b> <b>#10</b>
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G. For any Student assigned to a qualified preceptor, clinical supervisor, or other professional at a Clinical Site, upon completion of that Student’s clinical experience and training at the Clinical Site, the Clinical Site will ensure that a written performance evaluation is completed for each Student in the form and within the reasonable time limits specified by the School.

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

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

Cleveland Clinic  
 Security Administrative Services  
 216.448.0082  
[nonemployeeonboarding@ccf.org](mailto:nonemployeeonboarding@ccf.org)

## **Section #11 – Repeat Program Policies**

Eligibility Requirements

Admission Requirements

Acceptance Procedure

Clinical Education Requirements

Didactic Education Requirements

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Eligibility Requirements Page 1 of 1		<b>Section Number</b> <b>#11</b>
		Corresponding Policy:
<b>Effective Date:</b> 03/31/2023  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

### Academic Degree Requirements:

- Eligibility requirements for ARRT certification in Radiography require candidates to have an associate or more advanced degree from an accrediting agency recognized by the ARRT. The degree does not need to be in the radiologic sciences, and it can be earned before entering or during the radiography program. Students will not be able to take ARRT certification exam until they complete all degree and radiography program requirements.
- Final Official Transcript from an Accredited Radiologic Technology Program
- Completion Certificate from the Accredited Radiologic Technology Program
- The student must have remained in good standing with the program Accredited Radiologic Technology Program attended.

### Post-Graduation Certification & Licensure:

- American Registry of Radiologic Technologists (ARRT) Examination
- Ohio Department of Health Radiologic Technology License
- Other states may or may not have licensure laws or specific requirements. Check with the ARRT at [www.arrt.org](http://www.arrt.org) for more information.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Application for Admission Materials – Repeat Program Page 1 of 1		<b>Section Number</b> <b>#11</b>
		Corresponding Policy:
<b>Effective Date:</b> 03/31/2023  <b>Last Revised Date:</b> 3/2024  <b>Last Reviewed Date:</b> 3/2024	<b>Authorized By:</b> <b>Advisory Committee</b>  <b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	

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

- Completed application form
- Copy of associate degree diploma
- Copy of Official Transcript from an Accredited Radiologic Technology Program
- Copy of diploma from the Accredited Radiologic Technology Program
- Two letters of recommendation
- \$20.00 application fee; the application fee is non-refundable.

NOTE: The Radiologic Technology Program does not accept advanced placement, transfer students, or transfer credits from any college or radiography program.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Acceptance Procedure Page 1 of 1		<b>Section Number</b> <b>#11</b>
		Corresponding Policy:
<b>Effective Date:</b> 03/31/2023	<b>Authorized By:</b> <b>Advisory Committee</b>	
<b>Last Revised Date:</b> 03/2023	<b>Reviewed By:</b> <b>Devin Johnson, Program Director</b>	
<b>Last Reviewed Date:</b> 3/2024		

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

All applicants not meeting admission requirements shall be notified by the Program Director via telephone or letter. Acceptance to repeat the radiography program will be fully at the Program Director & Clinical Coordinator’s discretion and must be unanimously approved. It must be discussed fully with the Advisory Committee before a vote is taken.

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

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Clinical Education Requirements Page 1 of 1		<b>Section Number</b> <b>#11</b>
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Repeat Program Students will perform the following clinical hours per semester:

- 16 hours per week as a 1<sup>st</sup> year: Fall I, and Spring I
- 20 hours per week as a second year: Fall II, and Spring II
- Summer I and Summer II will be 24 hours per week
  
- Repeat Program students will be scheduled in all specialty rotations and clinical sites.
  
- All Clinical Time policies will be enforced.
  
- Repeat Program students will be required to complete ALL clinical competencies required of program students.

# RADIOLOGY SCHOOL POLICY AND PROCEDURE

<b>Title/Description:</b> Didactic Education Requirements Page 1 of 1		<b>Section Number</b> <b>#11</b>
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To maintain the Program standards of excellence didactic learning is also repeated.

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

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