



**ST. JOHN'S MERCY
MEDICAL CENTER**

School of Radiologic Technology

Student Handbook



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I. INTRODUCTION

a. *The Field of Radiography*

A radiologic technologist, also known as radiographer, is a professional in the medical field specifically trained to produce various types of diagnostic radiographic images. The radiographer renders an important service to the medical profession and contributes to the welfare of humanity by providing personal services to the community.

A radiograph, commonly labeled an “x-ray,” is the ultimate product of the radiographer’s work. The radiograph serves as a diagnostic tool for the physician. Accuracy and quality are imperative in attaining an optimum diagnostic study.

As with every health care professional, the radiographer’s main objective is to provide excellent patient care and to maintain high standards of quality. Such an individual must be personable, flexible to change, physically agile, understanding, compassionate, and ever mindful of his/her purpose- patient care.

b. *St. John’s Mercy Medical Center*

St. John’s Mercy Medical Center, a member of St. John’s Mercy Health Care, is a 979-bed non-profit, Level I trauma center. The Medical Center sponsors a two-year program for radiographers. The school is accredited by the Joint Review Committee on Education in Radiologic Technology which is recognized by the United States Department of Education as an independent accrediting agency.

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c. *The profession*

The profession of radiography requires the ability to provide appropriate health care services. Radiographers are highly skilled professionals qualified by education to perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. The radiographer is able to:

- Apply knowledge of anatomy, physiology, positioning and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.

- Apply the principles of radiation protection to the patient, self and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Detect equipment malfunctions, report same to proper authority, and know the safe limits of equipment operation.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in radiographic quality assurance programs.
- Provide patient/public education related to radiologic procedures and radiation safety/protection.

II. SCHOOL OF RADIOLOGIC TECHNOLOGY

a. *Goals*

The goal of the Program is to develop a radiographer who:

- Understands and practices the Art of Science of Radiography
- Produces radiographs with maximum information obtained with exacting exposure techniques.
- Exercises radiation protection practices toward the patient and the health care team.
- Contributes to the physical and psychological comfort of the patient.
- Engages in promoting professional values and life long learning to improve radiologic health care in the community.

b. *Admission*

It is the policy of St. John's Mercy Medical Center School of Radiologic Technology to recruit applicants for admission without regard to race, color, creed, national origin, religion, gender, age, or disability except where such condition is a bona fide occupational qualification for the field of Radiologic Technology.

Applicants must be a graduate of an accredited high school or equivalent, maintained a 2.5 or better grade point average, and achieved a composite score on the ACT of 18 or better.

Prerequisite courses: 15 credit hours of post-secondary general education coursework with a C or better average for each course.

- Mathematics/ Logical reasoning- minimum 3 credit hours**
 - College level algebra or higher
- Communication- minimum 3 credit hours**
 - English composition, or
 - Interpersonal communication, or
 - Public speaking

- c. **Information Systems**
 - Computer course (3 credit hours)
- d. **Social/ Behavioral Sciences**
 - Psychology
 - Sociology
- e. **Natural Sciences**
 - Human Anatomy & Physiology
 - Biology
 - Physics

Should the applicant be accepted to enter the School of Radiologic Technology, the student must pass the routine physical and drug testing given by Unity Health. The student must be able to perform all required technical and physical standards of a student in the Radiologic Technology Program.

c. *Enrollment*

From July through March, completed applications, transcripts, personal or professional references will be accepted for enrollment in the class beginning the following July.

Each applicant will be required to take an entrance exam. The top applicants will be eligible for interviews based on transcripts, applications and entrance exam scores. After interviews have been completed, the Admission Committee will again review each applicant's file. Letters of acceptance or denial will then be mailed.

Because of limited enrollment capacity, the Program must realistically offer few student positions. Therefore, should an applicant decide to accept student position or terminate consideration of the application, he/she is expected to notify the School of Radiologic Technology in writing of such action immediately.

d. *Tuition and fees*

Tuition is \$2,500.00 per year and is payable by year, semester, quarter or month. Should the student resign or be dismissed from the program, tuition paid for a semester which has not yet begun will be refunded. Upon notification of acceptance into the program, a \$100.00 deposit of tuition becomes due. This will be credited toward tuition upon entry. If the application is not withdrawn before June 1, no refund will be made.

The cost of textbooks varies slightly, however approximately \$850.00 will cover these costs for the two-year program.

Each student is responsible for the purchase and upkeep of his/her duty apparel.

A \$35.00 application fee (non-refundable) is due upon receipt of application at the School of Radiologic Technology. A miscellaneous fee (non-refundable) of \$100.00 is due upon entry into the school to cover the cost of markers and materials utilized by students during the training program.

e. *Student Services*

The following services are provided by St. John's Mercy Medical Center free of charge or at discounted rates, and are offered to enrolled students in the Radiography Program:

- Parking
- Physical-required for admittance
- Criminal background check
- Employee Assistance Program
- Access to Wellness Center
- Discount for Cafeteria
- Discount for Life Uniform shops
- Flu Shots
- Beverage mug with free refills

f. *General Information*

Students are provided with 7 weeks off for personal time during the 24-month program. This includes 4 weeks of vacation, 8 personal days and 7 sick/absent days. Students will also be scheduled off for 6 national holidays each year.

Prospective students will receive the program's student handbook. The manual will be given to each student sitting for the entrance exam.

Students must complete program orientation prior to rotation in clinical area and have CPR certification.

Students must complete Radiation Protection in-service program prior to clinical rotations.

Students must complete the Medical Center orientation within the first month of the program.

Should any medical treatment be warranted while on the Medical Center premises, the student will assume responsibility for the cost. Therefore, he/she must provide the school with evidence of medical insurance in the form of a policy number, certificate number, or written statement verifying responsibility for costs accrued.

The cost of uniforms, books, housing and transportation are also assumed by the student.

Diplomas and school pins are awarded each July at a graduation ceremony provided by the Medical Center. Registry examinations are scheduled by the students following their program completion.

g. *Didactic Curriculum*

Semester I **July- December**

Medical Terminology
Patient Care Management
Anatomy and Physiology
Radiation Protection
Principles of Radiographic Exposure-mathematics
Radiographic Procedures- Skeletal/Visceral
Introduction to Radiologic Technology

Semester II **January-May**

Anatomy and Physiology
Medical Terminology
Patient Care and Management
Radiation Biology
Principles of Exposure
Radiographic Positioning-Skeletal/Visceral

Semester III **July-December**

Anatomy and Physiology
Patient Care Management
Radiation Physics
Principles of Exposure
Radiographic Positioning-Skeletal/Visceral
Special Procedures
Radiographic Film Evaluation

Semester IV **January-May**

Anatomy and Physiology
Radiation Physics
Principles of Exposure
Radiographic Pathology
Special Procedures
Radiographic Positioning-Skull
Introduction to Computer Literacy
Quality Assurance/Departmental Administration
Medical Ethics

h. *Clinical Education*

Clinical education for the radiology student consists of applying what has been learned in the classroom to the clinical setting, adhering to the competency based standards. To be successful in clinical education, a student must have been successful (85% or better) in previous academic or clinical efforts. Additionally in any medical service assignment, it is imperative that providers at all levels be proficient in basic life-saving techniques. Principles of body mechanics are also very important to the individual student in his/her clinical practice in order to avoid injury.

Assignment of students to active clinical education areas are made by the school office. These assignments provide students the volume and variety of clinical experiences to successfully progress through the program. Daily assignments will be posted, with a minimum of 30 hours/week in clinical education areas.

III. STUDENT RESPONSIBILITIES

a. *Clinical Duty*

- Report promptly at assigned time of duty
- Report fit for clinical assignments
- Report in proper attire
- Report promptly to area of clinical assignment
- Remain in assigned area during all procedures
- Attend and assist clinical staff with each procedure; remain until procedure is complete
- Forfeit all activities in the provision of excellent patient care
- Perform procedures which have been practically demonstrated in class as assigned/requested under direct supervision of qualified staff.
- Attend to patients at all time while on examination table.
- Demonstrate adequate respect for patients, physicians, staff, peers
- Maintain at least an 85% average in clinical and competency evaluation
- Report all complaints to school official on a timely basis

b. *Class*

- Report for class at assigned time
- Report in proper attire
- Report prepared and attentive for class (written/reading) assignments
- Perform written/reading assignments at proper time/place
- Maintain at least an C average or 2.0 GPA
- Pass semester comprehensive final examinations with > 75%

c. *Educational Performance*

The student Radiographer's clinical grade is based on the following areas. The clinical grade will also include the percent worth of that area.

Attendance	10%
Dress Code	10%
Room Rotation Objectives	10% (semester I)
Evaluation of clinical performance	20%
Staff technologists evaluation	10%
Competency-based evaluations	40%

d. *Clinical Procedure Performance Objectives*

In order for the student to perform clinical practice with an acceptable degree of proficiency, the student must be able to perform each of the items under the following headings:

Clinical Performance Skills

- Patient care
- Identification/ Evaluation of the requisition
- Positioning
- Physical facilities readiness
- Equipment manipulation
- Exposure factors
- Film
- Radiation protection
- Injectable media and procedures
- Image evaluation
- Darkroom procedures
- Fluoroscopic skills
- Portable and surgery skills

Professional Behavior Traits

- Compassion
- Interest and preparation
- Cooperation
- Motivation
- Dependability
- Poise and self-discipline
- Maturity and judgment
- Appearance

e. *Clinical Evaluation for Student Radiographers*

Ten evaluations are required to be turned in by each quarter deadline. For each evaluation not turned in, one point will be deducted from the clinical grade.

The student radiographer is responsible for submitting ten evaluations, each from a different staff technologist that can effectively and fully evaluate the student radiographer.

Each evaluation must be signed and dated by the evaluating staff technologist and the student technologist and the student radiographer. The completed evaluations will be kept on file in the school office.

The clinical evaluations will be 20% of the clinical grade.

f. *Competency Based Evaluation System*

The student radiographer must complete the following sequence of events, in order, before achieving Final Clearance in any specific exam.

Step 1: Didactic instruction and demonstration in the energized lab (observation)

Step 2: Observation of procedures by a staff technologist in the clinical area (observation)

Step 3: Laboratory test on a mock patient

Step 4: Performance of the required number of exams under the direct supervision and instruction of the clinical instructor or technologist within specified semester (direct supervision)

Step 5: Exhibition of one set of films from each exam (done under direct supervision) by a clinical instructor or staff technologist and is evaluated by the clinical instructor. A grade of 85% or above must be achieved on the image evaluation to perform under indirect supervision. If grade is below an 85%, the student must remain under direct supervision for that procedure until competency has been achieved. If the student has not achieved passing score on the next attempt, the student must return to step 1.

Step 6: Performance of the required number of exams under indirect supervision.

Step 7: Re-competency evaluations at a rate of ten per quarter by staff technologist or clinical instructor(s).

Each phase of the Evaluation system must be completed at semester end:

Phase I- Semester I

July- December

1. Chest routine-M
2. Chest decubitus-E
3. Abdomen/KUB-M
4. Obstruction series-M
5. Thumb/Finger-M
6. Hand-M
7. Wrist-M
8. Forearm-M
9. Elbow-M
10. Humerus-M
11. Shoulder-M
12. A-C joints-E
13. Toe -E
14. Foot-M
15. Calcaneous-E
16. Ankle-M
17. Lower leg-M

Phase II- Semester II

January- July

1. Gallbladder-E
2. IVP-E
3. UGI-M
4. Barium Swallow-E
5. Clavicle-E
6. Scapula-E
7. Knee-M
8. Femur-M
9. Hip-M
10. Pelvis-M
11. Patella-E
12. Trauma extremity U/L-M
13. Trauma shoulder-M
14. Trauma hip-M
15. WC/Stretcher chest-M
16. Cystogram-E
17. Small bowel Series-E

Phase III- Semester III

July- December

1. Barium Enema-M
2. BE with air -M
3. Skull-M
4. Unilateral ribs-M
5. Sternum-E
6. Cervical spine-M
7. Thoracic spine-M
8. Lumbar spine-M
9. Sacrum/Coccyx-E
10. Soft-tissue neck-E
11. Nasal bones-E
12. Orbits-E
13. Facial-E
14. Zygomatic Arches-E
15. SI joints-E
16. Scoliosis series-E

Phase IV- Semester IV

January- July

1. Sinuses-M
2. Mandible-E
3. OR extremity
4. Myelogram-E
5. Sialogram-E
6. Arthrogram-E
7. Pediatric chest-M
8. Pediatric Fluoro-E
9. Pediatric extremity-E
10. Mobile Pediatric-E
11. C-arm-E
12. ERCP-E
13. Trauma c-spine-M
14. Port Chest-M
15. Port Abdomen-M
16. Port extremity-M

g. *Program Completion*

After successful completion of the 24 months of didactic and clinical education, the student will be awarded a certificate and school pin.

The following criteria must be met prior to graduation:

- Certification in CPR
- Terminal competencies/evaluation
- Required clinical competencies
- Didactic and clinical courses
- Clinical rotations and objectives
- Minimum number of clock hours
- Required program evaluations
- Tuition/fees paid in full
- Returned all property belonging to the program or Medical Center

An award will be presented to the student who achieved excellence in academic education and clinical education.

IV. ADMINISTRATIVE POLICIES

a. *Rules and Regulations*

Students are subject to all rules and regulations of the Medical Center, both institutional and departmental. Failure to follow all rules and regulations could result in disciplinary action including discharge from the program.

A technical/medical request to remove a student mandates a faculty review of that student's total performance. If such review is not favorable for the student, the program director shall recommend to the medical director that the student be dismissed from the program. If it is deemed necessary, the student may follow the grievance policy.

b. *Student Conduct*

Students selected for the program have demonstrated the ability to conduct themselves well and have maintained a high academic performance. It is expected that this degree of quality will be maintained throughout the student's two years at St. John's Mercy Medical Center, according to generally accepted Medical Center and business principles and standards. This applies to dress, behavior, attitude and personal fitness for duty. Students should report for duty in a clean, neat and well-groomed manner, ready and able to carry out assigned tasks.

c. *Attendance*

As an allied health professional you will be expected to be dependable in your job and assignments. Your sick days are recorded to make you aware of your strengths or weakness in this area as well as to provide an overall recommendation to future employers a record of your attendance in the program.

It is mandatory that the student notify the school office and the assigned clinical area of any absence or tardy at least 30 minutes prior to the scheduled shift.

Each student is allowed 56 hours sick/absent time for the 24 months whether it be excused or unexcused absence. These hours are part of the PTO bank, and will be deducted accordingly. Hours exceeding this must be made up in the areas missed to complete graduation requirements of 2860 clinical hours.

Should the student be absent from class time, a doctor's excuse must be presented to make up any test or classroom assignment to avoid a 20 percent deduction.

Excessive absences from class or clinical rotations will lead to disciplinary counseling up to and including discharge from the program.

d. Dress Code

All students are expected to present a professional appearance as appropriate. It is expected that students will follow the dress code policy whenever they are on the Medical Center campus or on Medical Center business. This also includes an expectation of demonstrating good judgment coming to and going from clinical assignments, as well as during class hours.

The overall appearance is expected to be functional, conservative, and conducive to safety in the performance of clinical objectives.

A visible Hospital Identification badge is mandatory. This must be worn above waist level.

The use of personal communication devices such as beepers, cell phones, recording devices, etc., are considered a violation of this policy if their use is not pre-approved by the program director as operationally necessary.

e. Confidentiality

It is a policy of the Medical Center that all students must safeguard information regarding patients, employees and students. No medical information, including the fact that a person has been treated in a Mercy facility (or elsewhere), may be released except by authorized persons as appropriate. Any information available to students about Mercy Health patients, including employees and students who are patients, must be kept confidential and not discussed with others, including other student and employees, as needed for medical treatment or to comply with legal processes or legal requirements.

Students will sign a confidentiality statement when enrolled in the program and will be kept in the students file.

f. *Health and Safety*

Verification of medical insurance must be on file in the school office. Students who are injured during program hours are sent to the Unity Corporate Health Services during the hours of 0700 and 1700, Monday through Friday. If the student becomes ill during program hours, the program director or clinical instructor will determine whether the student should be seen by a physician immediately.

Any incident involving exposure to blood/body fluids will be managed through the Exposure hotline at 569-6101. Students must report to Unity Corporate Health services immediately after exposure. If the student receives a serious injury, the student will be sent immediately to the Emergency Department.

g. *Pregnant Student Policy*

It is the policy of St. John's Mercy Medical Center School of Radiologic Technology to provide students with an environment safe from harmful effects of ionizing radiation. This policy addresses specific conditions arising in the event of a radiology student's pregnancy and the resultant exposure of the embryo/fetus due to the exposure of the mother.

Students are encouraged to advise their Program Director or the Radiation Safety Officer as soon as pregnancy is suspected or confirmed.

h. *Personal Leave*

A student who decides to take a personal leave from the program must submit a request in writing to the program director within one week of the personal leave date. Failure to do so may result in a resignation/termination from the program.

Students who decide to take a personal leave may return at the beginning of the didactic semester in which the student had left the program. If the student does not return within one year from the date of the leave, the student would need to re-apply to re-enter the program. Re-entrance into the program would follow the program's admission policy.

i. *Student Transfer*

This program does not accept transfer students from other radiologic technology programs.

Southwest Missouri State University and the University of Missouri Columbia will accept transfer of credit from this program to compete a baccalaureate degree in radiography. The maximum number of credit hours that will transfer is 64 credit hours.

Other colleges and/or universities may accept transfer credit up to 62 hours.

j. Radiation monitoring

Radiation monitoring badges must be worn at the collar at all times while in the Department of Imaging Services. Radiation monitoring badges must be changed by the 5th day of every month. Exposure reports will be available to the students each month and students will receive an annual report. All exposure reports will be maintained by the program director and by the Radiation Safety Officer. The student must initial exposure reading on a monthly basis.

k. Repeat Exposures

All unsatisfactory radiographs that are repeated by a student must be under the direct supervision of a qualified radiographer regardless of the level of achievement.

l. Student Supervision

Direct supervision of student radiographers refers to a qualified Radiographer (A radiographer possessing American Registry of Radiologic Technologists certification and active registration in the pertinent discipline) must:

- review the procedure in relation to the student's achievement
- evaluate the condition of the patient in relation to the student's knowledge
- be present during the conduct of the procedure
- review and approve the procedure

Indirect supervision

Supervision provided by a qualified radiographer immediately available to assist student regardless of the level of achievement. Immediately is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. All radiographs will be evaluated by a qualified radiographer.

If you require further information about our program or any of the contents of this handbook, please feel free to contact the school office at the following number:

314-251-6933 x21923

You are welcome to view the master handbook, which has more detailed descriptions of the program's policies and procedures.