The Crestwood Medical Center School of Radiology prohibits any form of unlawful discrimination on the basis of race, color, religion, sex, age, disability, status as a Vietnam-era or special disabled veteran or any other characteristic protected by state, federal or local law.

The Crestwood Medical Center School of Radiology reserves the right to alter, change, amend or modify any part of this Handbook, at any time, for justifiable reasons.

Reviewed by: ___RAM____________________
Revised : 4/04, 10/04, 1/05, 6/05, 12/06, 7/07, 1/08, 12/09, 1/11, 1/12, 2/12, 12/12, 1/14, 4/14, 1/16, 1/17
What is a Radiologic Technologist?

A Radiologic Technologist, sometimes referred to a Radiographer, is a healthcare professional who is educated in the area of Medical Radiology. Technologists perform routine diagnostic, fluoroscopic, surgical and portable radiological examinations.

Technologists are responsible for the mental well-being and physical comfort of patients during radiographic examinations. A technologist must work with all ages and types of patients as well as various different types of radiographic (x-ray) equipment.

What is Radiography?

Radiography is the art and science of using radiation to provide images of tissues, organs, bones, systems, and vessels that comprise the human body. These images may be recorded on film, recorded digitally or displayed on a video monitor. Sometimes, motion picture film, videotape or even compact discs are used.

Radiologists (not to be confused with Radiologic Technologists) are physicians who have been educated to interpret x-ray images. It is not the role of the technologist to interpret films, but produce the most diagnostic images possible.

Accurate diagnosis and/or possible treatment of a patient depends on the accurate and precise production of a quality x-ray image, which is one of the major goals of a Radiologic Technologist.

No matter what, the patient comes first. A skilled Radiologic Technologist must provide optimum patient care no matter the situation. All patients are different, and the Radiologic Technologist must have the skill to adapt to any and all circumstances.

Beyond Tomorrow

Plans for the future include preparing graduates for the increased “computer-applications” utilized in many radiology departments. Patient care skills will continue to increase as our population continues to age. As the technology evolves, graduates of tomorrow will master “film-less” radiography, increased knowledge in quality assurance methods along with increasingly sophisticated equipment and procedures.

As long as the Crestwood Medical Center and the changing healthcare system in America requires competent, professional, highly skilled, and highly motivated individuals, the Crestwood Medical Center School of Radiology will try and provide graduates capable of meeting and exceeding those standards.

Mission Statement – Crestwood Medical Center
“It is our Mission to serve our Community by providing the highest level of quality patient care and service excellence for all patients and their families who choose our hospital. We are committed to providing and continuously improving our facilities and expertise to provide those services. We will improve the health of our Community in an environment that is attractive, state of the art, safe, efficient, cost effective, team oriented, respectful, and compassionate.

To accomplish our Mission, we focus on three objectives:

- Recruit, value, develop, and celebrate an outstanding team of Employees who possess targeted skills and expertise, and, above all, possess the core value of caring for others.
- Develop and maintain strong Physician partnerships centered on patient care, open communications, and mutually accountable performances.
- Continuously review and serve the unique healthcare needs of our Community, and proactively support economic development as a participative corporate citizen.

Mission Statement – Crestwood Medical Center School of Radiology

“The Crestwood Medical Center School of Radiology strives to provide a quality educational experience, both clinically and didactically, to its enrolled students. The program is designed to develop the students’ cognitive, psychomotor and affective domains as well as critical thinking and problem solving skills. The end result should be entry level technologists who have developed professional and ethical behaviors and the understanding that growth requires life-long learning.”

Goals - Crestwood Medical Center School of Radiology

The goals of the Crestwood Medical Center School of Radiology are:

1. “Students will be clinically competent.”
2. “Students will communicate effectively.”
3. “Students will develop and use critical thinking skills.”
4. “Students will develop and use ethical and professional habits.”

Student Learning Outcomes

- Students will position patients accurately to obtain diagnostic images.
• Students will accomplish all required ARRT competencies on actual patients.
• Students will demonstrate appropriate radiation protection principles.
• Students will apply effective oral communication.
• Students will apply effective written communication.
• Students will demonstrate didactic and clinical knowledge on non-routine radiographic procedures (trauma, mobile, pediatric, etc.).
• Students will be able to evaluate radiographic images.
• Students will maintain a professional appearance in all clinical settings.
• Students will demonstrate dependability during the educational process.

**ARRT Examination**

The American Registry of Radiologic Technologists (ARRT), requires all examinees to disclose any prior felony or misdemeanor conviction. If this applies to you, we suggest you contact the ARRT directly at (651) 687-0048 to discuss your specific situation.

The Crestwood Medical Center School of Radiology has fulfilled its obligation to the applicant, student, graduate and profession by informing them of this requirement.

Graduation from the program does not automatically assure the graduate of ARRT eligibility.

**Accreditation**

The Crestwood Medical Center School of Radiology is accredited by:

**The Joint Review Committee on Education is Radiologic Technology**
20 N. Wacker Drive, Suite 2850
Chicago, IL  60606-3182
312-704-5300
mail@jrcert.org

The “Standards” for program accreditation can be viewed at [www.jrcert.org](http://www.jrcert.org)
The Crestwood Medical Center School of Radiology “Program Effectiveness Data” can be viewed at [www.jrcert.org](http://www.jrcert.org)
The process for reporting allegations of non-compliance with any JRCERT Standard can be found at the JRCERT web-site under the Student section.

**Sponsorship / Ownership**

The Crestwood Medical Center School of Radiology is solely sponsored by the Crestwood Medical Center which is a part of Community Health Systems.

**Governing Body**

Chief Executive Officer  
Pam Hudson, M.D.

Chief Operating Officer  
Bobby Ginn, MS
**Program Director**
Ron Murphree, M.S., R.T. (R)

**Medical Advisor**
Greg Gumm, M.D.

**Director of Imaging**
Mary Reid, CNMT, ARRT (R)

**History**

The Crestwood Medical Center School of Radiology was founded in 2003 under the guidance of then Chief Operating Officer, Pam Hudson, M.D., and Imaging Director, LaMar Chenault, R.T. Ron Murphree was hired as the first Program Director. The first official class began in January 2004 and accreditation from the Joint Review Committee on Education in Radiologic Technology was achieved in November of 2005.

The 2017 class will be the 14th class thus far. Graduates cover the Tennessee valley and represent Crestwood Medical Center well.

As with anything in life there will challenges. The success of our program is our students, and you, as one of the elite few that was selected should be proud of your accomplishment and be ready for the challenges that lie ahead.

**License**

The Crestwood Medical Center School of Radiology is licensed in the State of Alabama as a private school.

**Admission Requirements / General Information**

1. All applicants should attend a group interview session in September or October.

2. The School **must** receive the following paperwork no later than November 15:
a) Application form and questionnaire,
b) Official high school or equivalent transcript,
c) ACT, SAT, or equivalent transcript/copy,
d) Copy of high school or equivalent diploma/certificate,
e) Applicants must have at minimum an Associate Degree* 
f) College/University transcripts/diploma must be included,
g) Proof of physical exam (within the last year/signed by a physician),
h) Letter of interest,
i) At least 4 letters of recommendation,
j) Documentation of prior medical/healthcare experience (if applicable),
k) A drug screening / background check will be performed by Crestwood Medical Center,
l) $25 application fee.

* Persons that do not have an Associate degree may apply if they are very close to completion of their degree. Applicants that do not have a degree apply with the complete understanding that they will not be eligible for the ARRT Examination without an Associate degree.

3. All applicants must be at least eighteen years of age by the first official day of class.

4. Applicants will be evaluated according to their application folder (GPA, courses taken, attendance, neatness, past experience, etc.) and some applicants may be asked to attend a personal and/or panel interview.

5. Interviewed applicants will be evaluated according to their responses to standard interview methods.

6. All applicant information received will be used as selection criteria; i.e., transcripts, interest letter, ACT/SAT scores, interviews, etc.

7. Applicants must be able to comply with the Physical Standards required by the school.

8. Final approval of applicants requires a drug screen/background check by the Crestwood Medical Center.

9. No paperwork will be processed until the $25 application fee is received.

10. The program operates Monday through Friday, day and evening hours, for 24 continuous months.

11. Tuition is $2500 per year for the Program. Upon formal acceptance into the Program, $500 and an acceptance letter must be sent. The remaining $2000 plus the full books amount must be paid the first day of class. The full $2500 must be paid the first day of class as a second-year student.

12. Books, uniforms, malpractice insurance, lead markers, etc. are extra.

13. The Crestwood Medical Center School of Radiology does not participate in Title IV programs.

14. Currently, no financial Aid is available.

15. Book costs will not be refunded at any time.

16. Upon completion of the entire program, the graduate earns a Certificate in Radiologic Technology from the Crestwood Medical Center.
physical standards (revised 1/17)

To perform the duties of a radiologic technologist, applicants should be capable of meeting the following physical requirements*:

• Able to stand for long periods time.
• Able to lift and carry objects.
• Possess sufficient manual dexterity to set controls on a x-ray unit.
• Able to verbally communicate with others.
• Able to read radiographic requests.
• Able to visually select correct machine settings.
• Able to visibly position the radiographic tube, patient and cassette to achieve a properly positioned radiograph.
• Able to wear leaded radiation protective apparel for long periods of time.
• Able to push and/or pull objects.
• Able to hear a patient or staff call for help.
• Able to write a clinical history and technique on the radiographic request.

*The physical standards are not inclusive of all physical encounters a radiologic technologist might expect. The intent of this list is to make applicants aware that radiologic technology requires a broad array of many physical skills.

If an applicant feels he/she cannot meet one or more of the physical standards, a full written explanation must be included (HR Form 6- located in Crestwood Human Resources Department) with the application. Reasonable accommodation will be considered.

Instructional Information and General Regulations

Grades

A - Excellent (90-100) I - Incomplete
B - Good (80-89) FA - Failure due to excessive absences
A student may be dismissed at any time from the program if he/she fails to maintain at least a 75% average in any required course.

**Clinical grades and grading are explained in the Clinical Education portion of this Handbook**

**Orientation Period**

The first 6 months of enrollment is an orientation period. This is a time of adjustment for each new student. If the academic, clinical, moral or emotional capabilities of the student are in doubt, the School reserves the right to dismiss that student immediately.

**Attendance / Vacation & Holidays**

School hours are Monday through Friday, 8 AM to 4:30 PM., or possibly, 12 PM to 8:30 PM. The School calendar is as accurate as possible concerning vacation, holiday, and break time, but occasionally modifications will be made.

No student will receive vacation/holiday time if make-up time is owed. The program director will schedule dates and times for make-up time. If a student does not make-up time prior to taking vacation/holiday time he/she may risk dismissal from the program.

**Tardies**

Tardiness will not be tolerated. Students must report to class / clinical no later than 8AM unless otherwise noted. If the classroom / clinical setting door is locked, the session will begin when a faculty / clinical instructor arrives. Students must call the Program Director and the assigned clinical site as soon as possible, prior to the assigned time, for the tardy to be excused. Please give the date, time and reason for the tardy when calling in.

Excessive tardiness (more than 3 per quarter) will result in ½ day absence. Tardies greater than 5 (for an entire year) may result in dismissal of the student.

**Absences**

Students will be allowed 1 day per quarter for sick/personal time without penalty. Sick/personal time cannot be taken in ½ days. Students must schedule personal time in advance, and for sickness they must call the Program Director and clinical site, at most one hour after School begins for the absence to be excused. Please give the date, time and reason for the absence when calling in. If a student calls in after the one-hour grace period, it is the discretion of the Program Director to record the absence as excused or unexcused. Three unexcused absences may result in student dismissal.

In the event, for extreme health reasons, a student is unable to attend school for an extended period of time, his/her case will be reviewed by the Advisory Committee to ensure fair treatment of the student regarding continuation, voluntary withdrawal or dismissal from the program. If continuation is granted, the student will be responsible for all missed tests, quizzes, assignments, papers, readings and clinical competencies missed.

**Daily Sheets**
Students will be required to document all clinical experiences. The daily sheet must be signed in and out and then initialed by a qualified representative of each clinical site. Failure to do so may result in suspension and/or dismissal from the program.

Daily sheets should be turned in on the first day of class, following the rotation. Failure to turn in a daily sheet will result in an investigation by the Program Director and clinical representative. If evidence indicates fault by the site, a ‘make-up’ daily sheet will be required. If the student is at fault, suspension and/or dismissal from the program may occur.

Only ‘official’ daily sheets will be accepted. “Homemade” sheets will not be accepted. Junior students must use only Junior sheets and Senior students must use only Senior sheets.

Funeral Leave

Students will be allowed 3 days of funeral leave (not to exceed 2 occurrences per year without approval from the Program Director). Funeral leave is for relatives only. For School purposes, relatives are considered to be the following:
- By blood: parent, child, grandparent, grandchild, brother, sister, half-brother/sister.
- By legal adoption or guardianship: child, parent.
- Any other relative of the student or his/her spouse living in the student’s home.

Attendance / Tardy Exceptions

1. Death in the immediate family.
2. Hospitalization or admittance with a minimum of 23 hour stays.
3. Inclement Weather
   a. If Huntsville City Schools are declared closed – the Crestwood Medical Center School of Radiology is officially closed.
   b. If Huntsville City Schools begin late – the Crestwood Medical Center School of Radiology will officially open when HCS open.
   c. Students arriving late due to inclement weather will not be counted as tardy.

Make-up Time

1. Students will be required to make-up all missed School time over the allowed amount.
2. No student will be granted vacation time, holiday time, or quarter break time, if make-up time is owed.
3. Make-up time will be in a minimum of 4 hour increments and may be scheduled on evenings, on weekends, during quarter breaks, during vacation time, with prior approval of the Program Director as long as 40 hours in a week is not exceeded.
4. A student may volunteer for total school time in excess of 40 hours with the approval by the Program Director.
5. In the event of inclement weather (see below), students may voluntarily report to their assigned clinical site, and that time will be counted as make-up time as long as a qualified technologist is available.
6. If a student fails to make-up time before entering each new quarter, he/she must meet with the Program Director and Medical Advisor for a full explanation. Two options are possible. If the student has made a concerted effort to make-up his/her time, a well-defined plan will be established for the satisfactory completion of make-up time. If the student cannot justify why his/her make-up time is not complete then the Advisory Committee will be notified. Judgements by the Advisory Committee will be enforced.

Inclement Weather
The Crestwood Medical Center is a 7-day a week, 24-hour a day facility and circumstances of inclement weather only make healthcare needs more critical. The School is officially closed when Huntsville City Schools are closed due to inclement weather. If a student does attend school on a “closed” day, that time will be counted as make-up / compensatory time as long as a qualified technologist is available.

Grade Reports

Grade reports are normally issued at the end of each quarter. Students should record all test scores returned to them to check for instructor accuracy.

Transfer of Credit or Request for Advanced Status (Revised 1/11)

The Crestwood Medical Center School of Radiology does not accept transfer of credit or grant advanced status.

Crestwood Medical Center School of Radiology Student/Graduate Transfer of Credit

The Crestwood Medical Center School of Radiology is not affiliated with any other educational program or system in Alabama or any other state. The School operates on a “clock” hour system. Example: If a class meets 1-hour for 2 - 12 week quarters, the class would earn 24 “clock” hours of credit. A student that wishes to transfer from our program to another radiography program must abide by that program’s transfer policy.

The School grants a graduate a Certificate Degree, however colleges and/or universities may or may not accept our certificate degree for their particular type of credit.

Faculty

The Crestwood Medical Center School of Radiology has a full-time Program Director. A board certified Radiologist serves as Medical Director. Other faculty may serve due to their qualifications as recognized by the Advisory Committee. All Crestwood Medical Center and clinical affiliates qualified technologists are considered clinical faculty. The role of each faculty member is to provide the students with knowledge and/or training related to diagnostic radiologic technology. Each faculty member has demonstrated by education, experience or both, special skills necessary to allow them function in the role of an educator.

Continuing Education/Professional Development

Faculty and staff of the Crestwood Medical Center School of Radiology and its’ clinical affiliates are encouraged to improve their proficiency through participation in continuing education activities. The School budget will reflect available funds for professional development.

All Registered Radiologic Technologists employed by the Crestwood Medical Center and its clinical affiliates are required to document a minimum of 12 hours CEU as required by the ARRT. Program faculty are encouraged to participate in professional development activities which are related to but not limited to:

1. Curriculum development
2. Testing and measurement
3. Adult education
4. Educational psychology
5. Audiovisual instruction
6. Computer science
7. Cultural Diversity

Opportunities for continuing education and professional development are available through:

1. ASRT direct readings
2. On-Line services
3. State Radiologic Technology meetings
4. National Radiologic Technology meetings

Learning Resources

The Crestwood Medical Center School of Radiology is designed to provide a quality education through an assortment of learning resources. First and foremost is a dedicated faculty. The Crestwood Medical Center supports a full-time program director, along with adjunct faculty. Each clinical affiliate site has a designated Clinical Instructor. All qualified radiographers are utilized as clinical faculty.

Though no longer required by JRCERT Standards, the Program still utilizes a Radiologist Medical Advisor.

The School has a classroom that is conducive for study and is also located in close proximity to the radiology department.

Instructional methods include conventional use of lectures, discussions, written testing, outside research, audiovisual, and film presentations, as well as new teaching techniques such as:

✔ Brainstorming – during all clinical courses
✔ Conferencing – during all film critiques
✔ Role Play – during all sessions
✔ Peer Teaching – during all film critiques
✔ Simulation – during all lab sessions
✔ Critical Thinking – during all clinical courses, film critique and labs
✔ Problem Solving – during all clinical courses, film critique and labs

Student Services

The Crestwood Medical Center School of Radiology is dedicated to helping students become successful not only as future radiographers but as valued members of the healthcare team.

Students can monitor their academic progress through quarterly reports as well as their clinical performance following the prescribed clinical competency plan.

Some student services are also designed to ease the financial burden, such as cafeteria discounts and free parking at most clinical sites.

TB skin testing as well as Hepatitis B vaccination is available at no or a small cost to the students.

To complete the circle, students are offered advisement, counseling, mentoring and tutoring when the student, instructor or both, deem it necessary.

The following services are available to any enrolled student:

• Advisement
• Counseling
• Mentoring
• Tutoring
• Free parking
• Cafeteria discount
• TB skin tests (PPD)
• Hepatitis B vaccination (at cost)
• Basic First Aid
• Resume Critique
Clinical Sites

Clinical sites shall be utilized by the Crestwood Medical Center School of Radiology for the sole purpose of providing educational experiences that may not be readily available at the sponsoring institution. All clinical sites will have an affiliation agreement that defines the parameters for student involvement, liability and possible dissolution of the agreement.

Rotations

Students enrolled in the School will do primary rotations in diagnostic radiology, but may also do rotations in the areas mentioned above and others such as Radiation Therapy and Cardiac Catheterization Lab, which are not part of Imaging Services proper.

Rotations and electives are thoroughly explained in the Clinical Rotation portion of this Handbook.

Advisory Committee

The main governing body of the Crestwood Medical Center School of Radiology is the Advisory Committee. This Committee should be representative of the communities of interest involved in or affected by the School and should include administrative and professional personnel from the Sponsoring Institution and clinical sites if necessary.

The Committee shall:

1. Make selection of new students.
2. Review both didactic and clinical performance of students and make recommendations.
3. Review both the didactic and clinical master plans and make recommendations.
4. Establish all School fees.
5. Establish clinical sites as necessary.
6. Determine appropriate student capacity.
7. Enforce School policy.
8. Allow for student appeal.
9. Make decisions as to transfer of credit.
10. Periodically review all aspects of the School for effectiveness.

Due Process (revised 7/07)

The purpose of this procedure is to provide fair and equitable treatment for all students. If a student feels he/she has been treated unfairly or that some problem needs resolution, he/she should follow the steps listed below:

1. Eliminate the possibility of misunderstanding by discussion of the problem with the parties involved. *(This should be done within 1 week.)* If the problem is not solved within a reasonable length of time *(normally 1-2 days)*, move to step # 2.
2. Discuss your problem with the Program Director, Imaging Director or Human Resources Director. (This should be done within 1 week.) He/she will talk to the parties involved and attempt to solve the problem. This will be done within 1 week. If satisfactory settlement is not reached, the student should put the concern in writing – step 3.

3. The written concern will be given to the Advisory Committee within 48 hours. The Advisory Committee will address the issue and recommend an equitable solution. The Advisory Committee will have up to 2 weeks to make a decision. If the student(s) feel the Advisory Committee decision is unfair, an appeal can be made. The request for an appeal must be made in writing to the Program Director within 48 hours of the Advisory Committee decision.

4. The Advisory Committee will review the appeal request and render a decision within 2 weeks.

5. If after the 2nd Advisory Committee decision, the student(s) still feel the decision is not fair or just, they may utilize the Grievance Committee. The request for a Grievance Committee must be made in writing to the Program Director within 48 hours of the Advisory Committee decision.

6. The Grievance Committee is only implemented when necessary. This committee is composed of at least 3 but no more than 5 members who have no direct relationship to the School of Radiology. This committee may be composed of the following:

- Human Resources representative(s)
- Registered Nurse(s)
- Ancillary person(s)

Due to the diversity of the Grievance Committee, up to 3 weeks will be allowed for the committee to organize, review data, interview all parties (if necessary), and make a decision. Once the Grievance Committee makes a majority decision, the decision is final.

**Workplace Hazards**

Crestwood Medical Center is a large and complex organization with hazards and dangers obvious and hidden. No policy and/or procedure can define every possible hazardous or dangerous situation or scenario that might arise.

Students should use common sense and prudent judgement when a situation is encountered that seems hazardous or dangerous. Students should report all situations that are “unusual” to any School official or Hospital supervisor.

Several specific areas (hazardous materials, adverse weather, security measures, etc.) are addressed during Student Orientation.

Students should never risk his/her safety for any situation that might arise.

**Harassment**

The term “harassment”, for the purposes of this policy, includes, but is not limited to, any conduct that would constitute unlawful harassment within the meaning of any federal, state or local law. However, it is emphasized that this policy goes beyond merely prohibiting unlawful conduct. The conduct prohibited by this policy includes conduct that would not necessarily be unlawful, but might be construed or perceived as based on an individuals’ race, color, sex, sexual preference, religion, national origin, citizenship, age, marital status, disability, or any other characteristic or status protected by federal, state, or local law.

Prohibited sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on these circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individuals body, sexual prowess or sexual deficiencies, leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.
Harassment on the basis of any other protected status or characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability or any characteristic protected by law or that of his/her relatives, friends or associates.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; belittling jokes; and written or graphic materials that belittle or show hostility or aversion toward an individual or group.

This School encourages reporting of all perceived incidents of discrimination or harassment regardless of the offenders’ identity or position. Individuals who believe that they have been the victims of such conduct should discuss their concerns with at least one of the following individuals:

- Program Director
- Clinical Instructor
- Imaging Director
- Medical Director
- Human Resources Director

All reported allegations will be investigated promptly. The investigation may include individual interviews with the parties involved. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against any individual(s) who in good faith reports discrimination or harassment or participates in an investigation of such reports is prohibited.

**Infectious/Communicable Diseases**

It is vital that students be aware of the importance of preventing the spread of infectious diseases. Students come in contact with patients that will either be a carrier of an infectious disease or be susceptible to acquiring an infectious disease. The student must keep in mind that our goal is to help the patient, not complicate their illness.

If a student is suspected of having an infectious condition, that student will be sent to Employee Health. The Employee Health Nurse will determine if the student is in fact infectious. If the student is determined to be infectious, he/she will be sent home for the period determined.

**Substance Abuse**

If a student reports to school or clinic under the apparent influence of non-prescribed or illegal drugs or alcohol, the student will be sent to the Lab for a drug/alcohol screen. If the student refuses and or fails the screen, he/she may be dismissed from the program.

**Student/Faculty Assistance**

Free confidential counseling and referral service is available to students/faculty of the School who are experiencing personal or emotional difficulties that may be affecting their school/job performance. The purpose of the program is to help people identify the problem and obtain professional assistance to resolve the problem. Educational classes are also offered.

Problems may include but are not limited to:

- Relationships & Marital Problems
- Family Conflicts
- Alcohol & Drug Abuse
- Emotional Distress
- Personal Adjustment
- Stress Management
**Student Records**

**General Policy:** No information from records, files or electric data directly related to a student, other than public information, will be disclosed to individuals, or agencies outside the School without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by law. Information contained in such records may be shared within the School or School committee (selection committee, credentials committee, grievance committee, etc).

**Definition of Student:** A “student” is defined as “an individual currently or previously enrolled in any course(s) offered by the Crestwood Medical Center School of Radiology.

**Definition of Educational Records:** Student educational records are defined as those records, files, documents, electronic data, and other materials which might contain information directly related to a student and or a student’s actions and are secured by the School or a person acting on behalf of the School.

**Records Security:** All student records are secured in “locked” filing cabinets located with the School.

**Disclosure of Records to the Student:** The student has the right to inspect, in the presence of a School official, his or her records directly related to them. This request must be made in writing with a rational reason as to the request. The right of inspection does not include any “unsigned” evaluation forms, personal notes or other documents that may be considered “for documentation only” within the student’s files.

**Providing Student Records to Third Parties:** With the exceptions of those contained in the General Policy, student records will only be released with the written approval of the student. The established service fee for such records will be assessed.

**Suggestions**

The Crestwood Medical Center School of Radiology is open to all suggestions for improvement. We encourage feedback from students, faculty, and radiologists, institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

The Program operates under the sponsorship of the Crestwood Medical Center and therefore has an obligation to the profession and the community to act accordingly.

Suggestions should be made in writing and sent to the address in this Handbook. If expressed, the suggestion outcome will be sent to the interested parties with an explanation of the discussion and ultimate resolution of the suggestion.

**Cell Phones/Pagers**

All Crestwood Medical Center School of Radiology students will follow the policy of the institution/site they are assigned to with respect to cell phones/pagers. During didactic sessions, all cell phones/pagers must be on the silent mode. If disruption occurs, the student(s) will be required not to have a cell phone/pager on School property. Cell phones cannot substitute for calculators. Any student caught using a cell phone to access internet for possible use on any examination will risk immediate dismissal.

**Parking**

Students will be required to park in assigned areas. If a student is parking in an unassigned area, he/she will be warned the first time, suspended the second time and possibly dismissed on the third offense.
Sponsoring Institution

The Crestwood Medical Center School of Radiology is sponsored solely by the Crestwood Medical Center. Crestwood Medical Center maintains voluntary accreditation from the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO).

Policy and Handbook Disclaimer

The policies, procedures, guidelines, rules, regulations, requirements, etc. contained within this Handbook are not intended to be an inflexible mandatory plan and should not be a substitute for independent judgement with respect to the care and treatment of any individual.

The Crestwood Medical Center School of Radiology reserves the right to exercise prudent, impartial and fair judgement in any and all aspects of any written or implied part of this Handbook including, but not limited to the selection, educational processes, counsel, discipline, policy interpretation, dismissal or graduation satisfaction of any or all persons involved with the School.

The opinions, values, beliefs, comments or actions expressed or taken by anyone associated with the School of Radiology are not necessarily the same as the Crestwood Medical Center. The educational content of the School of Radiology follows accepted guidelines expressed by the American Society of Radiologic Technologists, the American Registry of Radiologic Technologists and the Joint Review Committee on Education in Radiologic Technology.

Student Responsibilities

Conduct Expectations

The Crestwood Medical Center School of Radiology assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accord with this belief.

Dress Code*
All Crestwood Medical Center School of Radiology students will abide by the following dress code:

1. All students will wear ceil colored scrubs (tops and pants).
2. A white lab jacket/coat may be worn.
3. A name tag and film badge must be worn.
4. Some clinical sites may require their specific nametag to be worn.
5. Shoes should be of the all white, athletic type.
6. Excessive jewelry, make-up or strong scents will not be permitted.
7. Earrings are limited to no more than 3 per ear.
8. No visible tattoos or body piercing are allowed.
9. Hair should be neat and clean.
10. Fingernails should be clean and neatly trimmed
11. Fingernail polish is clear only.

Any student who cannot adhere to the dress code may be dismissed from the program immediately.

*If the Crestwood Medical Center dress code is changed, modified or altered in any way, the School’s dress code may be changed to reflect what becomes policy for the Crestwood Medical Center. Students will be required to obey the dress code of each clinical site also.

Academic Honesty (Revised 1/14)

All Crestwood Medical Center School of Radiology students must maintain academic honesty in all aspects of their training. Academic honesty is actions and conditions that encourage scholarship, subject mastery, intellectual growth and development.

Academic dishonesty is defined as:

1. Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes the use of unauthorized aids; copying from another student’s work; soliciting, giving, and/or receiving unauthorized aid orally or in writing; or any similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme or other material submitted to meet course requirements. Plagiarism is the act of using in one’s own work the work of another without indicating that source.
3. Use of texts of papers prepared by commercial or noncommercial agents and submitted as a student’s own work.
4. Using electronic media to acquire test / quiz answers.

Cell Phones / I phones / I pads/ Texting (New Policy 1/14)

Due to the explosion in electronic media access to the Internet has made the retrieval of data almost instantaneous. Because of this, students can retrieve most any type of information by pressing a few keys. Sadly, some students use the Internet as a source of information to commit academic dishonesty. Because of this, no electronic media may be used while a test / quiz / or any function that a grade is given is being performed.
Texting during any lecture is not allowed. Special consideration will be given for emergency situations. All electric devices should be turned off during all lectures.

The grade of “F” will be given to any student found guilty of academic dishonesty.

Repeat Radiographs (Repeated Images) Revised 1/17

All radiologic technology students are in the process of learning skills that come as second nature to a qualified practitioner. The student technologist, however competent, may still run across a “first”. As we all realize each new patient brings new demands and challenges for the qualified practitioner and especially the student technologist.

For this reason and others, “all repeated radiographs (images) shall be made under direct supervision of a qualified radiographer” no matter what the status (Junior or Senior) of the student. Students will document the radiographer who supervised the repeat on the student daily sheet.

The direct supervision requirement will be enforced and monitored by each qualified radiographer and enrolled student and failure to adhere to this policy will result in written warnings and possible reduction in annual raises for staff (this requirement is part of every technologists annual review) and written warnings and possible dismissal for enrolled students.

Student Counseling

Formal student counseling is performed periodically as part of each student’s educational process. Formal counseling sessions are documented and signed by the student and program director.

Informal student counseling is performed when either the student and/or an instructor deem it necessary. Informal counseling may or may not be documented as to the specific situation.

Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations of Non-Compliance

The Crestwood Medical Center School of Radiology is fully accredited by the JRCERT. How to access the JRCERT Standards are included in each School Handbook printed.

Enrolled students are made aware of all School policies as written in the School Handbook as well as the JRCERT Standards.

Each enrolled student has the right to petition the School as to a complaint of non-compliance to any JRCERT Standard. The School will respond, either verbally or in writing, as to the complaint in a timely manner.

If the student is not satisfied with the Schools response, he/she has the right to contact the JRCERT directly. The addresses and telephone number of the JRCERT is printed in this handbook.

All complaints and their resolution will be kept on file in the School office.

Fees

At present the Crestwood Medical Center School of Radiology operates on a 24-month school term. The 24 months constitute 2 academic years. The yearly tuition is $2500. After initial acceptance, $500 is due with a letter of acceptance into the program, the remaining $2000 plus the book amount is due the 1st day of school. The second year tuition is due the 1st day of that academic year. Students are required to show documented proof of tuition payment. Students will not be allowed to attend class or clinic until tuition is paid. Any missed time must be made-up.

Books are ordered before classes begin and books are approximately $1000 (for the entire School term).

Uniforms - shirts, skirts, pants, shoes, and lab jackets will be approximately $250 per year.
All miscellaneous expenses such as parking, meals, travel, malpractice insurance, seminars, etc. are the responsibility of the student.

Refund Policy (Revised 12/12)

In order for a student to receive any refunds of any type he/she must ‘officially withdraw’ from the program. Official withdrawal requires a written statement as to the reason/s for the withdrawal and it must be signed by the student. Refunds will be made on tuition only. Books, uniforms, etc. are not eligible for refunds.

- Withdrawal prior to first official day of class 100% refund*
- Withdrawal during the first week of classes 75% of tuition*
- Withdrawal during the second week of classes 50% of tuition*
- Withdrawal during the third week of classes 25% of tuition *
- Withdrawal after the third week of classes no refund

*All official withdrawal refund requires a 10% administrative fee.

No refunds are made to any student dismissed from the program for any reason.

Application for American Registry of Radiologic Technologist (ARRT) examination

It is the responsibility of each student to meet the deadline for the completion of the ARRT application. Students missing the application deadline must follow ARRT rules as to when the next examination may be taken. All fees, postage, photographs, etc. are the responsibility of the student.

Student Professional Development

As a student of the Crestwood Medical Center School of Radiology the professional development aspect of the educational process is vital to the success of the students quest to become a Radiologic Technologist. Professional development cannot be mandated, however it can be strongly encouraged.

Students must acquire professional skills (psychomotor), professional knowledge (cognitive) and professional attitudes (affective) in order to serve the profession.

Students should develop the following professional traits:

Compassion:

To demonstrate this trait, the student will:
- Assist patients.
- Make patients comfortable.
- Talk professionally with the patient.
- Check on patient’s needs.

Preparation:

To demonstrate this trait, the student will:
- Be able to perform the examination ordered.
• Possess and use items required for the examination (lead markers, pen/pencil, etc.)
• Understand alternative methods to perform the examination.

Cooperation:

To demonstrate this trait, the student will:
• Respect the patient’s privacy and dignity.
• Establish rapport with all members of the healthcare team.
• Accept guidance, suggestions and constructive criticism without overt resentment.
• Follow the rules and regulations of the Hospital and School.

Dependability:

To demonstrate this trait, the student will:
• Be prompt in arriving to school and all clinical assignments.
• Be honest and truthful.
• Show flexibility in class schedules, lunch times and breaks.

Poise and Self-Discipline:

To demonstrate this trait, the student will:
• Be pleasant, even in adverse conditions.
• Maintain composure in all situations.
• Exhibit adaptability in new and unusual situations.
• Follow rules.

Maturity and Judgement:

To demonstrate this trait, the student will:
• Treat all patients and others with kindness and respect.
• Practice confidentiality.
• Exhibit dependability.

Appearance:

To demonstrate this trait, the student will:
• Present a professional appearance at all times.
• Follow the guidelines of the dress code.
• Practice good personal hygiene.

Alabama Society of Radiologic Technologists (ALSRT)

All students enrolled in the Crestwood Medical Center School of Radiology are encouraged to be a member of the Alabama Society of Radiologic Technologists (ALSRT). Annual membership dues are the responsibility of the student.

Course Policies
Each instructor is allowed latitude in as much as they can utilize their own individual method or style in the presentation, demonstration, distribution, scoring, and outcome satisfaction for their respective course(s). It is also up to the individual instructor to interpret when, if and the severity to which a course policy is maintained or not.

The general course policies for the Crestwood Medical Center School of Radiology are as follows:

1. All tests should be made-up the day the student returns to class or at the discretion of the instructor. Tests not made-up will be recorded as a (0). **It is the responsibility of the student to schedule all make-up tests.**
2. If a student is absent from class, he/she is responsible for any material covered and for any class assignments given.
3. Each student is responsible for being prompt to class.
4. If a student is absent from class when an unannounced quiz is given, the instructor has the latitude as to what can and shall be done in place of the quiz. (Also refer to policy # 1)
5. Any student who displays academic dishonesty shall be dismissed from the School.
6. If a student misses more than 3 scheduled classes during a 20-day (4 school weeks) period he/she will be required to meet with the Program Director. If the absences are deemed unexcused or unnecessary, the student may be dismissed from the School.
7. A 75% average is required throughout all courses (*unless noted in the specific syllabus*), and dismissal may occur at any time if this average is not maintained.
8. Students are not allowed to sleep, lay their head down, read different material than the course being taught or disrupt the class in any way during a given lecture or any class presentation.
9. Students are responsible for bringing their own textbook to class. Sharing a textbook is the discretion of the instructor.
10. Eating during any class lecture or presentation is not allowed.
11. All tests, quizzes, exams, etc. will be taken in pencil, or blue or black ink only.

**General Policies, School/Hospital**

Any School policy change related to faculty, staff and/or students will be posted in the classroom. It is the responsibility of the affected individuals to read the policy and if necessary document their acknowledgement of the policy.

Any Hospital policy change(s) are addressed in the same manner. New policies and/or revisions will be posted in the work-hall and it is the responsibility of the affected individuals to read and if necessary document their acknowledgement of the policy.

**Policy Changes**

Students enrolled in the Crestwood Medical Center School of Radiology are required to obey all policies of the Crestwood Medical Center School and its’ clinical affiliates. It is the responsibility of the student to read each new policy and/or policy change when they occur.

**Textbooks**

Students are required to purchase the following textbooks:

1. Textbook of Radiographic Positioning and Related Anatomy (Bontrager)
2. Radiologic Science for Technologists (Bushong)
3. The Language of Medicine (Chabner)
4. Radiation Protection in Medical Radiography (Sherer)
5. Structure and Function of the Human Body (Memmler)
6. Introduction to Radiologic Technology (Gurley)
7. Patient Care in Imaging Technology (Torres)
8. Kaplan Radiography Exam (Kaplan)

*Textbooks may change at the discretion of the instructor. Students may be required to purchase additional books as needed.

**Pregnancy (Revised 4/17)**

A gravid (pregnant) student of the Crestwood Medical Center School of Radiology has the option as whether to declare or not her pregnancy. If a student declares her pregnancy, her Effective Absorbed Dose Equivalent Limit (EADEL) will be monitored to remain below 500 mR for the entire gestational period. She will be issued a fetal monitor so as to monitor the fetal dose to remain below 50 mR per month. Counseling will be provided also. If a gravid student does not declare her pregnancy, her EADEL will remain at 5000 mR per year.

At no time during her pregnancy will a student be required to withdraw from the program; however, her schedule may be modified (if she so chooses) that may result in changes in her graduation date, ARRT examination date and other dates seen or unforeseen related to the program.

The student may:
1. voluntarily declare her pregnancy with a written notice.
2. choose not to modify her schedule at all, and proceed through the program as a non-gravid student.
3. withdraw her written declaration. Withdrawal must be in writing and signed by the student.

**Grounds for Dismissal**

The Advisory Committee of the Crestwood Medical Center School of Radiology reserves the right to dismiss any student at any time for any action listed below. The list below is not entirely inclusive of all actions that might warrant dismissal. Actions less than dismissal is an option in certain extenuating cases; however, it is the sole discretion of the Advisory Committee to even consider options less than dismissal.

1. Failure (below a 75%) of any required class
2. Failure to meet required number of clinical competencies for assigned time-frame
3. Dismissal from returning to a clinical site
4. Acquiring check-offs while working as an employee
5. Patient abuse
6. Invasion of privacy
7. Theft
8. Unprofessional conduct
9. Reporting to school under the influence of drugs or alcohol
10. Possession of a weapon
11. Fighting or provoking a fight
12. Unexcused absences
13. Excessive tardiness
14. Insubordination
15. Conviction of a felony or equivalent charge
16. Immoral conduct
17. Indecency
18. Falsification of personnel or other records
19. Turning in make-up time accrued when working as Employee
20. Improper use of any Hospital, School or clinical affiliate computer system
21. Failure to maintain a hygienic and clean appearance at all times

**Smoking**
Crestwood Medical Center is a “smoke-free” facility meaning no smoking is allowed inside any of the buildings. Smoking is allowed only in the designated areas. If a student is smoking in an undesignated area, he/she may be dismissed from the School.

Radiation Safety (Revised 1/17)

**Students are required to practice proper radiation safety practices at all times.**

Students will always:
1. Wear personal radiation monitors in the clinical areas.
2. Wear lead aprons/gloves when necessary.
3. Remove personal radiation monitors when not in a clinical area.
4. Practice the principles of time, distance and shielding.
5. Under no circumstances hold a patient.

If a personal radiation-monitoring device is misplaced or lost, a “spare” badge must be received from the designated technologist and worn.

It is the responsibility of the student to locate his/her monthly personal radiation monitor report and keep a record of such report. The master record is kept in the designated technologist’s office.

Under current radiation protection guidelines, occupationally exposed workers (which includes students {over the age of 18}) are allowed 5rems or 5000mR of radiation annually.

In keeping with the ALARA concept, student dose limits will always be kept ‘as low as reasonably achievable’. Student dose limits will now have a Level I amount of 42 (41.67)mR/month or 500mR/annually as well as a Level II amount of 125mR/monthly or 1500mR/annually. ALARA notifications are only required quarterly therefore the amounts stated should be tripled.

Any student who reaches either a Level I or Level II amount will be required to meet with program director immediately and determine if the amount was actually received by the student or if some other event such as leaving the monitor in closed car on a hot sunny day, or if the monitor was left on a lead apron during multiple fluoroscopic procedures, or was placed in a clothes dryer, etc. had occurred.

In any event the exposure will be documented and the student will be counseled.

MRI Safety (Revised 1/14)

Students are required to have viewed the MRI Safety presentation and take the MRI Safety quiz prior to their rotation.

**Leave of Absence**

Any enrolled student may petition the Advisory Committee for a leave of absence. A leave of absence is normally granted for a period not in excess of one year. This allows the student to enter the School at the same point they exited. Leaves are only granted for extreme circumstances and they must be followed to the letter. Any failure to abide by any of the terms of a leave will automatically terminate the leave and the student will be dismissed from the School.

**Graduation Requirements (Revised 1/14)**

A student who has completed the following requirements shall be eligible to graduate:

1. Successful completion of the required exit examination.
   a. The exit exam is required of all senior level students.
   b. Successful completion of the exit exam on the first attempt makes the student eligible for graduation – as long as the other requirements listed below are met.
c. Students who fail the exit examination on the first attempt may take another examination within 10 school days.
d. Students who fail to take the second exit examination within the 10 day period may be dismissed from the program.
e. If a student fails the second exit examination, he/she may petition the Advisory Committee for a third attempt. If granted, the student/s may be required to attend a recognized review session and then pass a third exit examination administered by the School.
f. If a student fails the exit examination on the third attempt, he/she is released from the program.

2. All other academic requirements satisfied.
3. All clinical requirements satisfied.
4. All financial obligations satisfied.
5. All make-up time completed.
6. All obligations to either the Crestwood Medical Center or the Crestwood Medical Center School of Radiology are satisfied.

**Graduate References**

The following may be used as criteria for preparing graduate references:

1. Academic Grade Point Average (GPA)
2. Clinical performance
3. Attendance
4. Personal traits
5. Character traits
6. Motivation
7. Dependability
8. Composure
9. Adaptability
10. Acceptance of responsibility
11. Quality of work

**ARRT Eligibility**

The American Registry of Radiologic Technologists requires all examinees to disclose any prior felony or misdemeanor conviction. If this applies to you, we suggest you contact the ARRT directly at (651) 687-0048 to discuss your specific situation.

The Crestwood Medical Center School of Radiology has fulfilled its obligation to the applicant, student, graduate and profession by informing them of this requirement.

Graduation from the program does not automatically assure the graduate of ARRT eligibility.

**Placement**

The Crestwood Medical Center School of Radiology will make every effort to assist the graduates in obtaining suitable positions but does not guarantee placement upon graduation. Graduation references will be provided consistent with the student’s performance.