

BAPTIST HOSPITALS OF SOUTHEAST TEXAS,
SCHOOL OF RADIOLOGIC TECHNOLOGY

3030 Fannin Street Suite A
Beaumont, Texas 77704
409-212-5743

School Catalogue

**Associate of Applied Science in
Radiologic Science**

**Programatic Accreditation:
The Joint Review Committee on
Education in Radiologic Technology**

Institutional Accreditation
Submitted application on January 11, 2016 for Accrediation with the
**Accrediating Bureau of Health
Education Schools**

August 2016




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Welcome to Baptist Hospital School of Radiologic Technology.

Thank you for exploring your educational opportunities in Radiologic Science at Baptist Hospital. We are proud of our program and believe you will find excellence in what we have to offer our students. Let us show you the world of imaging.

**Programatic Accreditation:
The Joint Review Committee on
Education in Radiologic Technology**

20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300

Institutional Accreditation:

Submitted application on January 11, 2016 for Accrediation with the
**Accrediating Bureau of Health
Education Schools**

7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
703-917-9503

Radiology School Administrative Staff and Faculty

All faculty is recognized by the Joint Review Committee on Education in Radiologic Technology.

Program Director, Deborah Smith M.A.H.R., B.S.R.S., RT (R)
Ottawa University, Midwestern State University, BHSET Radiology School
Clinical Coordinator, Terre Breed, M.Ed., RT (R)
Ottawa University, BHSET Radiology School
Didactic Instructor, Robyn Whitney, M.Ed., RT (R)
Ottawa University, BHSET Radiology School
Per Diem Didactic Instructor, Jenni Beaumont, A.A.S., RT (R)
BHSET Radiology School
Full Time Clinical Instructor, Brandy Kiser, RT (R)
BHSET Radiology School

Baptist Hospital of Southeast Texas Administrative Team

David Parmer, Chief Executive Officer
Gary Troutman, Chief Financial Officer
Patrick Shannon, Chief Operations Officer

LOCATION

Baptist Hospital School of Radiologic Technology is located just off IH 10 approximately 90 miles east of Houston, 60 miles from Galveston and 25 miles from the Louisiana border. Our sponsoring institution is Baptist Hospitals of Southeast Texas located at 3080 College Street in Beaumont, Texas.

TEACHING FACILITIES

Student enrollment averages about thirty students per year. Classroom facilities are located at 3030 Fannin Ste. A in Beaumont, Texas. The school consists of one 3400 sq ft building containing two classrooms and a computer lab. The clinical assigned areas are within the Diagnostic Imaging Centers located at Baptist Hospital-Beaumont, Baptist Hospital-Orange and Southeast Texas Medical Associates. School facilities are available to students on most regular operating days between 8AM and 4:30PM; Monday through Friday.

FAIR PRACTICE STANDARDS

Baptist Hospitals of Southeast Texas School of Radiologic Technology, through its officials, faculty and staff, shall provide equal educational opportunity without regard to race, age, religion, national origin, gender or disability. In keeping with the spirit and intent of the various state and federal regulations regarding equal education opportunity, BHSET shall maintain an educational environment free of prejudice, racial bias, cultural bias, and any form of harassment, including sexual harassment.

HISTORY AND OWNERSHIP

Baptist Hospital of Southeast is owned and operated by Community Hospital Corporation. Operations began in Texas in 1951 and was incorporated in 2001. The Radiology School was established in 1951 and has been accredited by the Council on Medical Education and Hospitals, currently known as the Joint Review Committee on Education in Radiologic Technology since 1951.

MISSION STATEMENT

The provision of quality education within a Christian environment that prepares a graduate for a professional career as a Registered Radiographer.

PHILOSOPHY

Baptist Hospitals School of Radiologic Technology is designed to conform to requirements of the Hospital and the Joint Review Committee on Education in Radiologic Technology in order to create and provide one of the best possible radiologic technology educational programs.

The desired qualities of proper attitudes, well developed skills, good judgement, and a stable sense of responsibility are essential for the Radiologic Technologist to develop and cope with the changes, both within our changing society and the rapidly progressing diagnostic imaging field.

Since these features can only be achieved through education, we believe it mandatory that the student technologist shall be subjected only to the most capable and experienced faculty available as well as to a controlled and professional teaching environment. This, therefore, would ensure a process of learning derived by a combination of actual participation along with the proper guidance and supervision, which is constantly correlated with classroom theory.

It is believed that the curriculum is a reflection of the philosophy of this program, and that the outlined objectives shall be the means by which these aims shall be achieved. The end result, it is hoped, will be a graduate Radiologic Technologist, competent to meet the challenges in the exciting and ever-advancing field of Radiology, and become a significant contribution to the Health Care Team.

PROGRAM OBJECTIVES

To develop in each student a knowledge of the technical skills useful and applicable to Radiology and to teach skills and judgment that will enable students to function effectively and competently in the duties of a Radiologic Technologist.

To develop the full potential of each student as an effective citizen giving emphasis to both general and professional education.

To develop a philosophy of living which will enable students to function spiritually, mentally, and socially.

To create and stimulate within each student a desire for continued knowledge and research.

To prepare the student with a team spirit for gainful employment as a Radiologic Technologist.

To create a desire in each student to become active members in the professional society activities available to the Radiologic Technologist.

PROGRAM STANDARDS

Competencies developed by the program shall be supported by specific behavioral objectives documented throughout the didactic and clinical curriculum and shall include but not be limited to the following knowledge areas:

Safely administer ionizing radiation to humans for diagnostic purposes by correctly determining exposure factors to achieve optimal radiographic techniques.

Apply knowledge of anatomy, physiology, positioning, and radiographic technique to accurately demonstrate anatomical structures on imaging receptors.

Apply principles of radiation protection to patient, self, colleagues, and general public.
Evaluate radiographic images for image quality.

Provide patient care and comfort in a professional manner regardless of patient's personal attributes, nature of disease or illness, and without discrimination.

Recognize and respond to emergency patient conditions and initiate life-saving first aid and basic life-support procedures.

Evaluate performance of radiologic systems, identify the safe limits of equipment operation, and respond to malfunctions properly.

Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

Participate in quality assurance programs to maintain high levels of performance standards.

Communicate effectively in the medical environment and function as a team member in a radiology department.

Participate in professional activities and continuing education to obtain a feeling of pride in self and the profession.

Demonstrate an understanding of other imaging disciplines and advanced imaging modalities to facilitate professional growth and continue improvement of patient care.

STUDENT GOALS AND OUTCOMES

1. Student will use proper communication skills.

Student will use effective oral communication skills with clinical staff.

Student will use effective oral communication skills with Patients

Student will practice developing and presenting professional presentations

Student will develop appropriate history taking skills and be able to transfer that information in a professional manner.

2. Student will develop critical thinking and problem solving skills.

Student will be able to adapt to new procedures, technologies, and situations.

Students participate in quality assurance and safety procedures

Student will demonstrate self-confidence in making decisions in a crisis or busy situation.

3. Students and graduates will possess clinical knowledge and skills to perform competency.

Student will apply positioning skills

Student will practice radiation protection

Student will select appropriate technical factors

Student will pass exit/advancement competencies

4. Student will evaluate the importance of professional growth and development.

Student will demonstrate ethical behaviors

Student will be prepared for the employment interview

Student will be able to create professional networks

CODE OF CONDUCT

The Code of Conduct for the Baptist Hospitals of Southeast Texas School of Radiologic Technology will apply to all employees and students.

PROFESSIONALISM

The BHSET Radiology School expects its students to conduct themselves in such a way as to reflect positively upon the institution they represent. There are two basic standards of conduct required of all students: 1) they shall not violate any BHSET/BHSET Radiology School policy, or municipal, state, or federal law; 2) nor shall they interfere with or disrupt the orderly, professional, educational, or ethical process of the program or hospital.

Conduct expected of students: the BHSET Radiology School expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of honor in academic work, and to observe a standard of conduct appropriate for the radiology program and hospital. The school expects all students to conduct themselves in all circumstances in a responsible manner. This implies thoughtful consideration of radiology school and hospital property and members of the radiology school and

hospital community. Any student or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the radiology school or hospital, or who act in a manner not in the best interest of other students of the radiology school, shall be liable to disciplinary action according to Policy 0002.

Examples of behavior which may result in disciplinary action include, but are not limited to, the following:

- Violation of institutional or agency rules and/or policies.
- Repetitive infractions of the standards of conduct expected of a student.
- Deliberate or careless damage or misuse of materials or institutional property.
- Theft
- Conduct endangering or threatening life, safety or health of patients or others in the clinical area.
- Violation of the Radiography program policies or hospital policies.
- Suspicion of intoxication or being under the influence of illegal controlled substances while in clinical practicum or academic setting.
- Falsifying personal, institutional or agency records.
- If institution or agency refuses to allow a student to continue clinical practicum at their site.

RADIOLOGY TRANSFER STUDENT

All individuals interested in our program must submit an application and follow standard admission process. Official transcripts must be submitted for review.

APPLICATION DEADLINE

August 1 (subject to change). All documentation is required at this time, along with the Application Fee of \$40.00

ADMISSIONS

Students and faculty recruitment and student matriculation practices shall be non-discriminatory with respect to race, color, creed, sex, age, handicaps or national origin.

The Applicant must meet the following requirements:

1. High School diploma or completion of a standard equivalency test or certification recognized by the United States Office of Education. (High School diplomas other than U.S. must be evaluated to determine educational level equivalent to U.S. Educational standards)
2. **College Credit**
The American Registry of Radiologic Technologists requires that all applicants complete **15** hours college credit prior to taking the ARRT Board Examination.

To include:

English Composition 3 SCH

Algebra or Business Math 3 SCH

Remaining (Arts & Humanities, Social or Natural Sciences) 9 SCH

If an applicant has no college credit hours they will be required to submit ACT/SAT or equivalent scores. Once accepted into the program the student will be required to meet the required general education hours prior to graduation.

A student will not be allowed to graduate or take the American Registry of Radiologic Technologist Board Examination until completion of the required 15 college hours and all mandatory curriculums. Credit will not be given without submission of official transcripts.

3. Observation of 8 hours in a clinical radiology department.
4. Must be able to satisfy all "Technical Standards for Essential Job Functions" as listed below.
5. Must be 18 years of age by September 30th of enrollment year.
6. Must pass medical physical, mandatory substance testing and pre-check (back ground check).
7. Must attend admission orientation.
8. Must attend an interview for placement in the Baptist Hospitals of Southeast Texas School of Radiologic Technology.

The application must be completed in its entirety, with all required documentation. All documents will become permanent records of Baptist Hospitals of Southeast Texas School of Radiologic Technology and will not be returned.

The following are **Technical Standards for Essential Job Functions** for any Radiologic Technologist as compiled from observations of a wide variety of job experiences.

1. **VISUAL ACUITY:**
 - * Distinguish whether beam is perpendicular, horizontal or angled through center of anatomical area being x-rayed to center of image receptor.
 - * Perform necessary radiography procedures that involve placement of needles, catheters, etc. into proper anatomic structure of patient.
 - * Read protocol for radiography procedures in the department.
 - * Perform data entry tasks using digital and computer terminals.
2. **HEARING ACUITY:**
 - * Hearing must be sufficient to communicate with others.
 - * Distinguish phonetic sounds either mechanically transmitted or from conversation in order to perform image processing tasks and fluoroscopic procedures in light controlled areas.
 - * Hear and retain pertinent information to relay instructions.
 - * Hear and respond to patient questions and clinical history while processing a request.
3. **SPEAKING ABILITY:**
 - * Speak clearly and loudly enough to be understood by a person in the radiology department, in surgery or on the phone.
 - * Good communication skills are also necessary to maintain good interpersonal relationships with patients and peers.
4. **DIGITAL DEXTERITY:**
 - * Grasp and manipulate small objects required to perform job function.
 - * Operate a variety of x-ray equipment.
 - *Arms and hands or functional artificial limbs are essential to perform radiographic procedures and transfer patients.
 - * Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties and transport patients.
5. **PHYSICAL ABILITY:**
 - * Stand for the majority of a normal work day.

- *Maneuver through congested area(s) or unit(s) to perform positioning procedures and transport patients.
 - * Raise arm(s) while maintaining balance when positioning a patient, reaching over table, adjusting x-ray tube.
 - * Maneuver between different floors of an institution.
 - *Pull/Push medical equipment and adjust x-ray tubes to standard source to image receptor distance; transfer of patients to and from unit.
 - * Weight must allow free movement within small control booth, move quickly during patient emergencies; squeeze in small areas while performing portable radiography procedures.
6. **ADAPTIVE ABILITY:**
- * Complete tasks or job functions within deadlines.
 - * Complete required tasks/functions under stressful conditions.
 - * Track and complete multiple tasks at the same time.
 - * Perform independently with minimal supervision.
 - * Interact appropriately with diverse personalities.

APPLICATION PROCESS

1. Request an application form by calling or writing the school or obtain one on-line at www.BHSET.net, listed under Career Center.
2. Submit all required documentation. An original high school transcript, or equivalent, and original college transcript must be included. The transcript must have a raised embossed seal or be an official notarized copy. Transcripts can be mailed directly to the school or presented in person. If presented in person the envelope must be unopened and stamped by the institution.
3. SAT/ACT scores are required if official college transcripts are not available.
4. Enclose the required application fee of \$40.00. Remit payment to Baptist Radiology School.
5. Mandatory 8 hours of observation completed prior to interview.

ORIENTATION

MANDATORY: Applicants are required to attend a general orientation in order to be eligible for an interview. Orientation dates will be provided upon receipt of your application. Please contact the school for an appointment.

INTERVIEWS

Upon completion of the application process and orientation, applicants will be scheduled for an interview.

In the interview, the Committee will ask questions designed to establish:

- *Your understanding of the field of Radiologic Technology
- *How much thought has gone into your decision to pursue this career
- *Your self-image
- *How well suited you are for teamwork
- *Your attitude
- *Your ability to express yourself
- *Your adaptability

Applicants will be notified by letter whether accepted/not accepted and will have five days to inform the school in writing if accepting the position. Failure to notify within five days will result in being removed as an accepted applicant and the position being offered to an alternate.

APPLICATION EVALUATION

All applicants will be evaluated according to the following criteria:

1. High School GPA
2. College GPA and Quality Points Earned; SAT/ACT scores
3. Review of both high school and college transcripts
4. Results of personal interview
5. Observation hours

ADMISSION REQUIREMENTS FOR APPLICANTS OF FOREIGN INSTITUTIONS

Secondary Education

Completion of the equivalent of an American upper secondary school education (approximately twelve years of formal education beginning at age six) and have the appropriate diplomas or satisfactory results on leaving examinations. **Please follow the instructions in the section titled [Academic Records](#).**

1. Academic Preparation

A strong academic preparation or a U.S. equivalent grade point average of 2.5 on a 4.0 scale is advised.

2. English Proficiency

If English is not your first language, or if English is not the official language spoken in your country, the student must submit results of either the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL), the University of Cambridge Examinations Certificate of Proficiency in English (CPE), or Certificate of Advanced English (CAE). The minimum acceptable score for the IELTS is 6.5; and for the TOEFL is 520 on the paper test, 190 on the computerized version, or 68 on the internet-based test. The minimum score for the CPE or CAE is a C. Students who are academically admissible but whose IELTS, TOEFL, or Cambridge scores are less than the required minimums would be advised to enroll in an intensive English program offered through a University of your choosing. Baptist Hospitals of Southeast Texas School of Radiologic Technology does not offer English classes.

4. Academic Records

All academic transcripts and secondary school leaving certificates submitted must be official copies or certified copies bearing the original stamps, seals, and signatures of the issuing institution's designated officials. **Transcripts and test scores submitted to the Baptist Hospital of Southeast Texas School of Radiologic Technology for admission become the property of the School and will not be sent elsewhere or returned to the student.**

5. Application Fee

All applicants must pay a nonrefundable application fee of \$40.00 in U.S. currency. The fee, made payable to the Baptist Hospital of Southeast Texas School of Radiologic Technology, must be paid by International Postal Money Order or certified check drawn on a U.S. bank. Application fees cannot be waived nor transferred to future expenses or enrollment. Applications will not be reviewed until the fee is received.

We encourage you to visit [educationUSA](#) on the web for more information about studying abroad in the United States.

CRIMINAL CONVICTIONS

Self-disclosure of a criminal background is required of all candidates (students) prior to

entering the Baptist Hospitals of Southeast Texas School of Radiologic Technology. This is done to help:

1. Select the highest quality students to promote patient care and safety.
2. Prospective students determine if they will be eligible for ARRT certification upon graduation.

One issue addressed by the Rules of Ethics [ARRT] is conviction of a crime -- which includes felony, gross misdemeanor or misdemeanor, with the sole exceptions of speeding and parking violations. All alcohol and/or drug related violations are included.

"Conviction," as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered or a criminal proceeding where the individual enters a plea of guilty or nolo contendere." (current ARRT Radiography Certification Handbook)

To be eligible to attain and retain ARRT certification. Candidates must comply with the ARRT Rules and Standards of Ethics. The rules of ethics are intended to promote the protection, safety and comfort of patients. Anyone engaging in improper conduct or activities noted in the rules of ethics, or who permit the occurrence of said conduct or activities may have violated the rules of ethics and are subject to sanctions as described.

The ARRT alone will be responsible for ruling on eligibility.

Graduates applying for ARRT certification who have violated the rules of ethics must provide the ARRT with a written explanation including: court documentation of the charges, the nature of the conviction, the sentence imposed, and the current status of the sentence. If an ARRT applicant is convicted between the time of application and the exam administration date, it is the applicant's responsibility to inform the ARRT immediately and begin the review process.

A student may began a Pre-Application Review if he/she is concerned about whether a conviction record will affect ARRT eligibility. A form is downloadable from the "Ethics" section of the www.arrt.org web site or by phone from the ARRT (651) 687-0048.

LENGTH OF PROGRAM

The educational program shall consist of 40 clock hours per week. This includes clinical and classroom instruction. The length of the program is 94 weeks this includes approximately 3340 contact hours.. Absenteeism from the educational program shall be made up before the student will be eligible for the American Registry Board Examination.

CLASS/CLINICAL SCHEDULE

All instructional delivery is done on campus. The program does not offer a distance learning option.

Beginning semester II Students will work one mid shift a week 11:00am to 7:00pm and one Saturday shift 7:00am till 3:30pm every 4 to 6 weeks.

Schedule II and III will alternate for semesters 2, 3, 5 and 6.

There may be changes to schedule depending on activities involving the school: convention, field trips, special presentations, etc. Students will be notified prior to such changes.

Contact Hours is defined as a minimum of 50 minutes of supervised or directed instruction including allowable breaks.

Semester Credit Hours (SCH) is defined as credit awarded for classes on the basis of "seat time" which includes in class and out-of-class student work. The unit of credit is equal to a minimum of three hours of class work per week for a semester.

In addition to "seat hours" students will be required to complete assigned homework that may equal a minimum ratio of 8 hours per SCH. Example a 3 SCH course will require 24 hours of homework each semester.

SEMESTER ONE: September 1st to December 30th

COURSE	TITLE	DAYS	TIME
113	Patient Care & Management	M-T-TH-F	8:00 - 10:00 AM
142-1	Radiation Protection	M-T-TH-F	10:15 - 11:45 AM
133-1	Rad Procedures & Positioning	M-T-TH-F	12:45 - 2:15 PM
152-1	Equipment & Quality Control	M-T-TH-F	2:30 - 4:00 PM
133-1	Rad Procedures & Positioning	W	8:00 - 11:00
113	Patient Care & Management	W	12:00 - 1:00 PM
191	Clinical Lab	W	1:15 - 4:15 PM

SEMESTER TWO: January 1st to April 30th

COURSE	TITLE	DAYS	TIME
152-2	Equipment & Quality Control	TU-TH	8:00 - 9:30 AM
143-2	Radiation Protection	TU-TH	09:45 - 11:45 AM
133-2	Rad Procedures & Positioning	TU-TH	12:45 - 2:00 PM
	Rad Procedures & Positioning	TU-TH	2:15 - 3:45 PM
193-1	Clinical Practicum I	M-W-F	7:00 AM - 3:30 PM

SEMESTER THREE: May 1st through August 30th

COURSE	TITLE	DAYS	TIME
133-3	Radiographic Procedures & Positioning	M-W-F	8:00 - 10:00 AM
163-1	Image Acquisition & Evaluation	M-W-F	10:15 - 12:15 PM
152-3	Equipment Operation & Quality Control	M-W-F	1:15 - 2:45 PM
193-2	Clinical Practicum II	T-TH	7:00 AM - 3:30 PM
		3 Saturday/semester	

SEMESTER: FOURTH September 1st through December 31st

COURSE	TITLE	DAYS	TIME
294-1	Clinical Practicum III	M-T-W-Th-F	7:00 AM - 3:30 PM
		3 Saturday/semester	

SEMESTER THREE: January 1st through April 30th

COURSE	TITLE	DAYS	TIME
263-1	Image Acquisition & Evaluation	M-W-F	8:00 - 9:30 AM
233-1	Advanced Radiographic Procedures	M-W-F	9:45 - 11:15 AM
253-1	Equipment Operation & Quality Control	M-W-F	12:30 - 2:00 PM
293-2	Clinical Practicum IV	T-TH	7:00 AM - 3:30 PM
		3 Saturday/semester	

SEMESTER: SIXTH May 1st through July 31st

COURSE	TITLE	DAYS	TIME
232-2	Advanced Radiographic Procedures	T-TH	8:00 - 10:00 AM
252-2	Equipment Operation & Quality Control	T-TH	10:15 - 12:15 PM
272	Radiology Prep Seminar	T-TH	1:00 - 3:00 PM
292-3	Clinical Practicum V	M-W-F	7:00 AM - 3:30 PM

3 Saturday/semester

Calendar Break Periods and Holidays include the following:

New Year's Eve, New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day. Students are required to make up any missed clinical time therefore one week is provided at the end of Semester 2, 3, 4, 5 and 6 for students to make up missed time. Students having perfect clinical attendance at the end of the above listed semesters will have this week off.

ENROLLMENT DATE

First Monday of August (tentative): Enrollment Agreement must be signed prior to tuition payment. Student has 3 days after signing the enrollment agreement to withdraw from the program without financial penalty.

REGULATIONS ON CONTINUED ENROLLMENT

The School reserves the right at any time to dismiss a student who does not meet the requirements of academic, health, or professional conduct. Each eligible applicant will attend orientation prior to making a decision to enter the radiologic technology educational program. All applicants accepted as students into the program will sign an enrollment agreement stating that the student has received school policies. By signing this agreement, the student agrees to abide by the stated school policies. The student must maintain a 3.0 in all courses.

DROP PERIOD

All prescribed courses of study must be completed in order to satisfy graduation requirements and eligibility for the board examination given by the American Registry of Radiologic Technologists. If a student selects to drop a course, this will result in termination of enrollment within the School of Radiologic Technology. Student will receive an incomplete transcript indicating only those courses completed. Re-enrollment will depend upon student position availability after evaluation of transcript. Student placement can only be considered at the beginning of the first year or the beginning of the second year unless dropping for medical reasons re-enrollment will be at the discretion of the program director.

Student will be required to resubmit an application for enrollment before the application deadline.

TUITION AND EXPENSES

First Year

\$ 2000 First Semester

\$ 2000 Second Semester

\$ 2000 Third Semester

Second Year
\$ 2000 Fourth Semester
\$ 2000 Fifth Semester
\$ 2000 Sixth Semester

(Subject to change without notice)

Payments: **First payment is a matriculation fee and is not refundable.**

There are six total semesters; second through sixth semesters are paid per semester, monthly installments are available beginning the second semester.

All major credit cards are accepted for **tuition payments only**.

Refunds: The remainder of payments will be refunded if the student withdraws from the program within: **(does not apply to monthly payment plan, tuition paid monthly is not refundable)**

First (30) days	75% refund
First (60) days	50% refund
First (90) days	25% refund

NO REFUND AFTER THE THIRD WEEK OF EACH SEMESTER

Fees will be refunded only after all school and hospital property is returned to the Program Director.

Books/Lab materials, etc.....\$ 1600.00 – \$2100.00 (approx.) books are not refundable and can not be returned if student withdraws from the program for any reason.

ACCEPTED FINANCIAL ASSISTANCE

Veteran's Administration including the Post 911 GI Bill and Texas Rehab Commission. Scholarships from personal organizations accepted. *Title IV Funding is **not** accepted (this includes deferred student loans, federally funded grants, etc.)*

STUDENT SERVICES

- Scholastic counseling services are available upon student request or faculty determination. Faculty tutoring services are available upon request.
- Personnel counseling can be scheduled with the chaplain's office @ 409-212-5890.
- An affiliate agreement with the City of Beaumont's Public Library System located at 801 Pearl Street is available to supplement clinical and class education.
- A computer lab is available on campus and lonsome doc for student research.
- Scholarships are available through the Baptist Hospital's Auxiliary Volunteer Department and are awarded to selected students.
- Fundraising activities may be offered to aid in funding of the annual student/educator convention.
- Student will receive the Hepatitis B Vaccine, Tuberculosis screening, and influenza vaccination at no cost.
- Resume development, professional development and job placement assistance.
- A handicap ramp is available for students to enter the facility. The Technical Standards for Essential Job Functions (see page 8 of catalogue) must be met in order to meet the physical demands of the clinical setting.

HOUSING: None

MEALS: Student discounts available in the hospital cafeteria

STUDENT HEALTH

The student must have a medical examination and submit evidence of good health and vaccination prior to admission. The proper health forms will be mailed to all accepted students. Evidence of good health is pertinent to a student's ability to meet attendance requirements.

STUDENT HEALTH PROGRAM

Students with a serious injury/illness will be escorted to the Emergency Room. Their families will be contacted for the desired course of action. The student will be responsible for all cost incurred.

1. While at school, the student is required to report any illness or accident to school officials.
2. Consultation with the health nurse or a physician may be suggested.
3. The student will be required to consult with a physician if absenteeism prevents him/her from progressing toward school objectives.
4. The faculty reserves the right to suggest a medical leave of absence for extended illness. Eligibility for re-admittance will be determined based on the student's academic and clinical performance as determined by the clinical coordinator and program director. Program director will consult with didactic instructors prior to making decisions on the student's academic needs.
5. The student is encouraged to carry health insurance.
6. The student is financially responsible for his/her own medical expenses.

IMMUNIZATION POLICY

Vaccines Required: Students must have the all the following vaccinations before they may engage in the course activities of this program. All immunization records will be submitted and maintained according to the policies and procedures of the Baptist Hospitals of Southeast Texas. All questions and/or concerns should be discussed with the health nurse.

(1) Tetanus-diphtheria. One dose of a tetanus-diphtheria toxoid (Td) is required within the last ten years. The booster dose may be in the form of a tetanus-diphtheria-pertussis containing vaccine (Tdap).

(2) Measles, Mumps, and Rubella Vaccines.

(A) Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of a measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).

(B) Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of a mumps vaccine.

(C) Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.

(3) Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

(4) Varicella vaccine. Students are required to have received one dose of varicella (chickenpox) vaccine on or after the student's first birthday or, if the first dose was administered on or after the student's thirteenth birthday, two doses of varicella (chickenpox) vaccine are required.

(5) Flu Vaccine is provided annually to students.

Infection Control: In consideration of the welfare of patients, students, and personnel, all communicable diseases will be reported according to the policies and procedures of the Baptist Hospitals of Southeast Texas. A student who shows signs or symptoms of (or has questions about) contagious or infectious disease shall be referred to the health nurse.

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying the program director of any change of name, address, and/or telephone number. To prevent the sharing of directory information, students must complete a

Release of Information Form. The Release of Information Form will be provided prior to the start of class.

Change of name due to marriage or correction of name because of spelling errors may be made by contacting the program director. All name changes must be accompanied by a copy of the legal document making the name change official. Former student names will be displayed on all official transcripts.

Student Policy and Procedure Manual

THE COMPLETE STUDENT POLICY AND PROCEDURE MANUAL CAN BE REVIEWED UPON REQUEST OR AT THE HOSPITAL INTRANET "BHSET" REFERED TO AS "THE B-LINE" UNDER SYSTEM POLICIES AND PROCEDURES: RADIOLOGY SCHOOL.

REQUIRED PROGRAM BEHAVIORS & STUDENT RESPONSIBILITIES

Critical incidents may be cause for immediate failure of the course or for immediate dismissal from the program. Critical incidents may be behaviors which endanger the health, safety or welfare of a patient or behaviors which are not professional based on established standards of practice. All of the following behaviors must be established before meeting course objectives within the radiography program:

- Maintain institutional, agency and patient affairs confidential.
- Adhere to institutional and radiology school policies.
- Adhere to ethical and legal standards of the radiography profession and health care.
- Minimize or eliminate risks to patient's health, safety, and welfare.
- Perform psychomotor skills safely.
- Prepare for clinical assignments.
- Request supervision and guidance as needed.
- Keep commitments with coursework, clinical and faculty.
- Fulfill attendance requirements.
- Maintain academic integrity (Cheating will not be tolerated).

PERSONAL COMMUNICATION DEVICE POLICY

- 1) Cell phones, pagers or any other means of communication device is not allowed on your person while in the clinical setting. This includes the off site clinical rotations as well.
- 2) Students are NOT to receive personal phone calls during clinical training unless it is an emergency. You may give out the school's number and your site rotation for the month in case of emergencies and someone will locate you. You may make any needed phone calls on your break or lunch.
- 3) There are to be NO visitors during clinical training hours at any time and at any of the clinical sites. Any of the above may hinder the ability of the student to participate in procedures and provide adequate care to the patient.

If a student is not in compliance with the above policy, disciplinary action will be taken.

1st Occurrence, the student will be sent home for the day receiving an unexcused absence.

2nd Occurrence, the student will be suspended for three days receiving an unexcused absence for each day.

3rd Occurrence, the student will be terminated from the Radiology Program.

*Students are subject to be searched randomly by the clinical instructors/coordinator, and/or upon suspicion.

- 4) Cell phones must not be visible in the classroom or computer lab at anytime. Students must step out of these rooms prior to removing their phones from there stored location. This includes breaks.

HARASSMENT POLICY

Baptist Hospitals of Southeast Texas (BHST) believe that safety and quality of patient care is dependent on teamwork, communication, and a collaborative work environment. To promote a culture of quality and reinforce our established Behavioral Expectations, BHST must address intimidating/disruptive behaviors that threaten the performance of the health care team.

This policy emphasizes the need for all individuals, at all levels of the organization, working in BHST to behave in a professional, respectful manner to enhance a spirit of cooperation, mutual respect and trust among the patient care team. Students are expected to adhere to the Partners in Caring Philosophy and Behavioral Expectations as outlined upon hire in the student handbook and through orientation.

Behavior that generates a complaint by a coworker, a member of the medical staff, a radiology school student or any BHST student (patient complaints excluded) will be addressed according to this policy. Harassment and other intimidating/disruptive behaviors are not acceptable to BHST staff and will be disciplined and/or corrected as warranted by the inappropriate behavior. BHST will enforce a policy of "zero tolerance" for instances of disruptive behavior that involve physical assault, physical abuse or criminal acts.

Examples of intimidating/disruptive behavior include, but are not limited to, the following:

- ❖ Threatening or abusive language directed at hospital personnel, physicians, patients, visitors or others involved in patient care/treatment (e.g., belittling, berating or threatening)
- ❖ Degrading or demeaning comments regarding hospital personnel, patients, visitors, physicians or the hospital
- ❖ Profanity or similarly offensive language while in the hospital and/or while speaking with hospital personnel, physicians, patients or visitors
- ❖ Public derogatory comments about the quality of care being provided by hospital personnel or physicians
- ❖ Inappropriate physical contact with another individual that is threatening or intimidating.

Intimidating/disruptive behavior can only be addressed when it is reported. BHST encourages those that are impacted by or witness intimidating or disruptive behavior to report it to their Supervisor, Department Director or Administrator. Students may confidentially report inappropriate behavior by:

- ❖ Calling the compliance hotline at 800-212-1234
- ❖ The Human Resource staff is available to assist students in reporting and/or addressing disruptive behavior at any time.
- ❖ Students should be prepared to provide the following information:
 - ❖ A factual description of the questionable behavior, including dates and times if possible
 - ❖ Names of those involved and witnesses to the incident
 - ❖ The circumstances that led to the incident

Retaliation or attempted retaliation against any student making a complaint in good faith will not be tolerated under any circumstance.

All complaints will be reviewed, investigated and referred to the appropriate department for correction. Patient and/or visitor complaints will be referred immediately to the Patient Advocate for follow up. Student and physician issues will be referred to Human Resources and Administration as appropriate. Every effort will be made to remediate issues in a non-confrontational and rehabilitative manner through coaching, education, performance improvement plans and the Student Assistance Program, if applicable. The performance management process may start with a documented verbal warning about needed improvement and is generally followed by a written counseling, a final written counseling, and/or termination if performance remains unsatisfactory. The order of steps followed in this process will be determined by the appropriate organization leadership based upon the seriousness of the issue or incident(s). Incidents of a more serious nature may be addressed at an advanced stage of the performance management process including termination if appropriate.

If a student engages in an incident or behavior that is serious enough in nature to demand immediate removal from the premises, but not all of the facts surrounding the incident are known, the student may be placed on suspension pending an investigation. Suspension will initially be unexcused.

SEXUAL HARASSMENT POLICY

Baptist Hospitals of Southeast Texas (BHST) expects all student partners to treat everyone with dignity and respect, thereby maintaining a unique, productive and caring customer service and work environment. While all forms of harassment are prohibited, it is important to emphasize that sexual harassment of or by students, patients, medical staff, vendors or others is unacceptable behavior; that there is a mechanism for promptly investigating and addressing complaints of sexual harassment; and that anyone experiencing sexual harassment should immediately report the matter to his or her immediate supervisor, who is responsible for contacting Human Resources. As related to patients, BHSET is committed to providing a safe environment free from abuse and protecting the safety and welfare of our patients. Any inappropriate behavior toward patients by care giver must be reported immediately through the appropriate channels.

Sexual harassment occurs when:

- ❖ Submission to conduct such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of employment; or
- ❖ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All students are expected to:

- ❖ Avoid sexual flirtations, touching, advances or propositions.
- ❖ Avoid verbal abuse, especially of a sexual nature.
- ❖ Avoid graphic or suggestive comments about an individual's dress or body.
- ❖ Avoid using sexually degrading words to describe an individual.
- ❖ Never display sexually suggestive objects or pictures, including nude photographs.
- ❖ Confront those whose actions or words are offensive, unwelcome and/or inappropriate and to make it clear to them that what they have done or said is offensive and inappropriate.
- ❖ Never make false allegations of harassment.
- ❖ Never retaliate for anyone making a report of harassment, as retaliation is strictly prohibited.
- ❖ Immediately report to his/her manager or to Human Resources instances of sexual harassment against him/herself or another individual by a manager, co-worker, customer, supplier, or other person within our hospital. If for any reason the student is uncomfortable discussing the matter with either of the foregoing individuals, he or she may take up the matter with any manager at any level.

Sexual Abuse/Harassment of a Patient:

Students are expected to avoid the behaviors listed above with regard to patients and are prohibited from making any inappropriate advances to patients, including improper acts, or exploitation, of an elderly or disabled patient.

To assist with prevention of sexual abuse or harassment, patients will be protected and cared for in a safe environment as evidenced by the following mechanisms; the hiring process will include screening background for all applicants, BHST will provide an environment that is conducive to reporting suspected/actual cases of abuse/harassment/exploitation. Patients will be provided the opportunity to be placed in a no publicity status and to remain anonymous.

Disciplinary Action:

Any allegation of abuse to a patient will be investigated. During the investigation the alleged student will be suspended until the investigation is complete. Students will be subject to appropriate disciplinary action up to and including termination, depending on the outcome of the investigation. If the allegation is proven to be substantiated, the student will be automatically terminated.

Managers at all levels have additional responsibilities:

- ❖ No member of management shall threaten or suggest, either explicitly or implicitly, that submission to or refusal to submit to sexual conduct will in any way affect an individual's employment with Baptist Hospitals of Southeast Texas. Unwelcome conduct of a sexual nature from a party of the same or different sex, is strictly prohibited and will be grounds for corrective action. Unwelcome conduct includes the following but is not limited to:
 - Unwelcome sexual advances or requests for sexual favors;
 - Uninvited touching;
 - Sexually related comments, jokes or gestures;
 - Graphic comments about a person's dress or body.
 - Sexually degrading words used to describe an individual; and
 - Display of sexually suggestive, explicit or offensive objects or pictures.
 - ❖ Managers are responsible for ensuring that every report of sexual harassment is taken seriously, is promptly and thoroughly investigated in as confidential a manner as possible and that appropriate action is taken, based on the results of the investigation.
 - ❖ Each student of BHST has a right to expect a workplace free of such conduct, and no person's employment, advancement, salary, evaluation, duties, hours, or other conditions of employment will be affected because he or she refuses to submit to or tolerate such conduct.
 - ❖
- Consequences of non-compliance with this policy:
- ❖ Violations will be addressed in accordance with BHST Guidelines for Managing Performance and Work Behaviors.
 - ❖ Students who do not meet the expectations of this policy are subject to appropriate action, depending on the circumstances, up to and including the termination of employment.

STUDENT MISCONDUCT or BREACH of SCHOOL POLICY

Any alleged student misconduct or breach of school policy must be submitted in writing which will include all valid documentation and the signature of the person(s) submitting the report to the Program Director. This report must be submitted to the Program Director in a sealed envelope to maintain confidentiality. The Program Director shall investigate and gather evidence of reported student misconduct or breach of policy and evaluate the accuracy provided within the report.

After evaluation of the allegation of student misconduct of breach of school policy, the Program Director will within (5) class days:

1. Provide to the student, written notification of the alleged violation(s) brought against the student.
2. A meeting with the student will be scheduled (3) class days after the written notification. The meeting will be with the Program Director and one member of the faculty. The student will provide in writing, documentation, if he/she denies the allegations. Failure of the student to comply will result in dismissal from the program.
3. The Program Director will (within 5 class days) investigate the information provided from for accuracy. The student will receive written notification of the results.
4. The results of the investigation could result in dismissal of the allegation(s); or probation; or time suspension from program; or termination from program.
5. If the student does not agree with the decision, he/she can appeal the decision by submitting a written request to the Human Resource Department to schedule a meeting within (2) days after being informed of the decision presented from the Program Director.
6. The Human Resource Department will schedule a hearing within (5) class days upon receipt of the written appeal. The student may be accompanied by a representative.
7. Failure of the student to attend any scheduled hearing will result in dismissal from the educational program.
8. The student will receive in writing, the decision of the Human Resource Department student within (7) days after the conclusion of the hearing.

9. The decision from the Human Resource Department will be final.

STUDENT PARKING POLICY

Each student will receive a copy of the Hospital Parking Policy and is expected to follow these guidelines. Unauthorized parking will be handled as outlined in the policy and procedures of the hospital.

Students will park in the graveled area behind the Radiology School building.

STUDENTS ARE NEVER ALLOWED TO PARK IN ANY OTHER PARKING AREA ON HOSPITAL PROPERTY. Areas marked Student/Staff are designated to help with Lamar University student overflow and are not for Baptist Radiology School Students.

COMPUTER LAB POLICY

Each student will be assigned a user name and password. Each time a student logs onto a computer they must log on using their personal username and password. Students are not permitted to borrow or loan usernames or passwords. Student must log off of the computer at the end of each session. If you forget your username or password the instructors have a master list and will be able to assist you. The computers will be used for school related activities and school related research. I understand it is NOT acceptable to use the computers to access personal e-mail or any other information that is not directly related to class assignments or Radiology specific information. Each student will be assigned a hospital email address. This email is to be used strictly for school/hospital related reasons. DO NOT use this email to enroll in anything that is not directly related to school/hospital/professionally related organizations. I also understand that if IT reports any use of the computers that is inappropriate or that the computer is being used for anything other than the above mentioned activities I can be suspended or dismissed from the program. The student logged on to the computer will be responsible for all activity on that computer. Forgetting to log off after a session will not relieve the student from responsibility.

DRESS CODE POLICY

In order to create and maintain the best possible professional image, appropriate attention to grooming and dress is required. Personal Hygiene and cleanliness are important, regardless of the job, and they are vital if the job requires close contact with others. The nature of patient care service requires all students to convey a positive image through proper dress, personal appearance, cleanliness and neatness which assist in creating a safe, conservative and professional environment.

NAME BADGES

A name badge is part of a student's required attire. Name badges must be visible and facing toward the front at all times while attending school, this includes the classroom and clinical. No items (pins, stickers, etc.) shall be attached to the name tag.

UNIFORM

Uniforms must be purchased before classes begin. Uniform color and brands will be giving upon acceptance into the program. Lab Coat is optional but must be the same color as the uniforms. Sweaters, windbreakers, jackets are NOT permitted. Dresses or skirts shall be no shorter than three inches above the top of the knees and may not be tight fitting. Pants shall not be tight fitting; spandex, leggings, sweat suits NOT permitted. Shirts must be buttoned up to the second button. No denim of any kind is permitted. (no blue jeans) Revealing clothing is not permitted and proper undergarments shall be worn. Undergarments should not be visible when reaching overhead, leaning over, or squatting down.

SHOES

Nursing shoes and Leather tennis shoes are acceptable but must be ALL WHITE, clean and in good condition. Appropriate socks or hosiery must be worn. No open-heeled shoes or crocs are allowed.

MAKEUP

Makeup should be used to enhance a natural look and should not detract from a person's appearance. Extreme or excessive makeup will not be allowed.

HAIR

Hair shall be clean and neat with no styles that would, by reasonable standard, invite negative feedback from a customer.

Hair may not be dyed unnatural colors (one that a person could not be born with).

Females – hair fasteners shall be moderate and in good taste. **Shoulder length or longer hair must be pulled back while in the clinical setting. **

Males – hair should be short to moderate in length. Well-groomed, closely trimmed beards, sideburns and mustaches are allowed ONLY if they do not interfere with personal protective gear.

DAILY HYGIENE

Daily hygiene must include clean teeth, hair, clothes and body. This includes the use of deodorant. Uniforms are to be clean, ironed and in good condition.

NAILS

Artificial fingernails are NOT allowed (no exceptions).

Nails must be conservative in length (may not exceed ½ inch beyond the fingertip) and must be neatly manicured. (Long nails may scratch patients)

If polish is used, it must be light in color (may not be black, blue, green, purple or yellow shades).

All nails must be solid in color and the same color. No nail jewelry or nail art is allowed.

SCENTS

Men and women's scents are permitted if mild and not used to mask body odor. Please remember that many patients are allergic to perfumes and sometimes due to their illness may be sensitive to nausea.

JEWELRY

A wedding ring set and one other ring, watch and one chain necklace can be worn inside the collar for safety reasons.

Female: only small gold, silver, white or pearl stud earrings. No more than two piercing can be worn per ear.

Male: earrings are NOT permitted.

Body piercing is permitted in ears only, no other visible body piercing is permitted, including tongue rings.

OTHER

Sunglasses are to be worn indoors only if prescribed by a physician.

Pagers and Cell phones are NOT permitted in class or clinic.

Portable, personal audio equipment is NOT to be used while in class or clinic.

Hats shall not be worn as part of the uniform.

ALL tattoos shall be appropriately covered so as not to be visible.

Gum chewing is not allowed in clinical at anytime.

Students are required to wear uniforms to class and follow the dress code at all times.

Students dressed inappropriately WILL NOT be allowed to attend classes or hospital/school related functions. Students without appropriate name tags will be sent home.

ACADEMIC POLICY

The program does not award advanced placement or credit for experiential learning.

FIRST YEARS

The student must pass final academic and clinical competency evaluations with a score of 80 to advance to the second year level of the educational program. Failure to satisfy competencies will result in dismissal from the program.

SECOND YEARS

To graduate and be eligible to sit for the American Registry of Radiologic Technologist Board Examination and apply for Texas State Licensure to work as a Medical Registered Technologist, the second year student must complete satisfactorily all the clinical competencies as required by ARRT. The student must also satisfy the requirements of the school of radiologic technology by achieving an average score of 80 or above for both academic and clinical examinations.

REPORTING PROCEDURE

Students will be notified if failing any course. Transcripts will be issued to each student upon completion of all requirements at the conclusion of every semester.

GRADES

Scholastic and Clinical grades must be maintained at a minimum average of 80 for each course. Student will be dismissed from the program if this academic requirement cannot be maintained during the entire 94 weeks of education. Instructors will provide each student a copy of the grading policy for his/her course (s).

GRADING SCALE

95-100	A	4.00
90-94	A-	3.67
85-89	B+	3.33
80-84	B-	3.00
Below 80 is failing		

ACADEMIC PERFORMANCE and ADVISEMENT

Staff members are available to students Monday through Friday from 7:30am to 4:30pm. Combined the school staff is available for academic advising/tutoring for over 80 hours a week. Students are encouraged to make an appointment with an instructor if they are in need of additional assistance with academic or clinical courses.

If a student is having difficulty making appointments with an instructor please contact the program director for assistance.

Instructors may require advising/tutoring sessions as needed. Grades are reviewed on an average of 10 times per semester. Students are given mid-semester progress reports. Students progress through the program together, all courses start and end each semester according to a standard schedule.

MAKE UP EXAMS & HOMEWORK

Exams missed due to absenteeism must be made up the next school day. Failure to make exam up the next day will result in points being deducted from the starting grade.

Required homework is due the next day after absenteeism has occurred.

It is your responsibility to contact the instructor & make arrangements to take exam.

No exams or makeup work will be allowed for unexcused days. Student will automatically receive a "0"

Each instructor will issue a syllabus to students on the first day of class. Students are required to follow the syllabus as written and will be held responsible for all information contained in each syllabus.

ACADEMIC PROBATION

Academic probation will be applicable only one time during an academic year. Each course requires a grade of 80, grade point average of 3.0, to pass.

Academic probation will apply if:

- *Only one (1) course of study is not passed with the required grade point average.
- * The student will be allowed one attempt to pass the failed course and must enroll the following semester in order to repeat the course in question.
- *Failure to pass the repeated course will result in dismissal from the educational program.
- *Payment for the course is required in advance. The cost of the course is \$115.00 per credit hour and the cost is subject to change. The cost of the course is non-refundable.

Probation will not be applicable for failure to pass two (2) or more courses of study during any semester. Failure of two (2) or more courses during any semester will result in dismissal from the educational program.

CLINICAL PROBATION

During the course of clinical training the student must maintain an 80 average. If at any time a student falls below an 80 average he/she will be placed on clinical probation. The student will be given an Incomplete as their transcript grade.

The student will be given a period of time in which they will be expected to meet the program's clinical academic requirements. During this time, a student will be required to complete extra assignments with specific due dates.

The Clinical Coordinator as well as the Program Director will re-evaluate the student in their clinical performance after the stated amount of time, if there is no improvement in the student's clinical performance termination from the program will result. If failure is due to attendance, an incomplete will be given to the student as their clinical transcript grade until all time is made up and grade can be re-calculated based on Policy #0033

A student can only be placed on clinical probation once during his/her time in training. If there is a second occurrence, automatic termination will result.

UPON ACADEMIC or CLINICAL FAILURE

Student must resubmit an application and will be considered based upon student position availability after evaluation of transcript. If accepted student must start at the beginning of the academic year of failure. Students will not be re-admitted in the middle of the academic year. Re-admitted students must successfully complete the educational objectives within 150% of the total program length (3 yrs).

UPON DISMISSAL

Students who are dismissed from the program as a result of disciplinary action are not eligible to reapply.

DUE PROCESS POLICY

The due process policy is a procedural safeguard designed to protect the student from unfair impositions of serious penalties. The Program Director is responsible for interpreting and administering the policies of the School of Radiologic Technology.

Student Concern/Issue(s)

A student(s) may, on occasion, have an issue(s) while attending the Baptist Hospitals of Southeast Texas School of Radiologic Technology. The student(s) who feels that they have been treated unfairly is encouraged to discuss their concern(s) with their instructor or other person in a constructive manner in an effort to resolve any issue(s) or concerns as quickly as possible.

The following procedure will be followed if a resolution is not agreeable to the student(s) or the student(s) elects not to address their concern(s) as stated above:

Step One: Within (3) class days, the student(s) will in writing describe their problem/concern(s) with documentation to the Program Director.

Step Two: Within (5) class days, the Program Director or designated staff member will evaluate the concern(s) addressed in the written notification and will investigate student(s) stated concern(s) by obtaining written documentation and identify eye witnesses (if applicable). The student(s) will be scheduled to meet with the Program Director and one designated staff member to inform the student(s) of the results or actions taken in regards to the issue(s) submitted and provided written documentation.

Step Three: (if required)
If a satisfactory resolution(s) is not reached, the student within (3) class days after meeting with Program Director as stated above: may request in writing a meeting with the Human Resources describing their problem/concern(s). The Human Resources Department will schedule a meeting within (5) class days upon written request from student. Human Resources will contact, request written documentation from all parties involved. Human Resource manager or designated staff will evaluate the student(s) concern(s), interpret policy and facilitate communication in an effort to resolve the problem. Human Resources will provide written notification, within (3) class days, informing the student(s) and all involved parties of the decision(s) reached to resolve student(s) concern(s). The decision from Human Resources is final.

Throughout this process, each problem will be taken seriously and each person involved will be treated with dignity and respect.

GRADUATION

Student will receive an Associate of Applied Science in Radiologic Science Degree from Baptist Hospital of Southeast Texas School of Radiologic Technology, after completion of academic and clinical requirements are met, which includes 15 hours of college credit. (See admission requirements)

EMPLOYMENT OPPORTUNITIES

Varies with the local market and willingness to relocate. Successful completion of the program does not guarantee employment.

(CERTIFICATION) ARRT BOARD EXAMINATION

Administered by the American Registry of Radiologic Technologists. A score of 75 is required to pass. The graduate will be allowed to sit for the A.R.R.T. exam 3 times if necessary. ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to continue to hold the certification. The ARRT certification is renewed annually, see certification card for biennium timeline and expiration dates.

ARRT REQUIREMENTS for 2015

The ARRT regulation states candidates applying for certification beginning January 1, 2015, must have earned an associate, baccalaureate, or graduate degree from an institution accredited by a mechanism acceptable to the ARRT. The degree does not need to be in the radiologic sciences.

The degree may be earned before entering the professional education program, after graduation from the program, or be awarded by the program, but must be awarded prior to being granted eligibility to sit for the ARRT examination.

(LICENSING) TEXAS MEDICAL BOARD

As of January 2016 Senate Bill 202 transferred Medical Radiologic Technologist (MRT) occupational regulatory oversight to the Texas Medical Board (TMB). Senior students of our program apply for a temporary general certificate 28 days before graduation. Upon passing the ARRT examination, the student must apply with the Texas Medical Board to obtain their Medical Radiologic Technologist License. The TMB requires that the MRT license be renewed every two years. See license for expiration dates.

Each state is governed by its own licensing standards. If you intend to work outside The State of Texas please inform the program director for guidance.

CLASSROOM ATTENDANCE

These two qualities are of utmost importance. They measure responsibility and dependability, which are two of the most important personality traits future radiographers possess. Classroom Attendance plays a critical role in student success in all classes. Satisfactory progress is difficult without regular attendance.

You are expected to attend scheduled classes. Attendance and tardiness policy will be monitored per course/instructor.

If you are unable to attend class you must call the absentee line 409-212-5724. More than three absences per semester will result in a one point deduction from final average for each day missed thereafter.

Tardiness to class will be closely monitored on a **per class/course basis**. You will be counted absent after three tardies in one semester. If you are unable to make it to class on time you must call the absentee line or text your instructor. You are encouraged to attend the lecture even if you cannot make it on time (or if you are counted absent for that class). If you are unable to make it to one instructor's class you may still attend a later class that day. Absence from class cannot be made up and any arrangements to make up work because of absences/tardiness will be the sole responsibility of the student. Students are required to maintain an 80 average for all class work.

Classes will begin at the scheduled time. It is your responsibility to be in class on time and with all necessary books and supplies. Every instructor will issue a syllabus to students on the first day of class. Students are required to follow the syllabus as written and will be held responsible for all information contained in each syllabus. Students are encouraged to ask questions and/or request a meeting with the instructor if they have questions about the content or instructions of the syllabus.

Anything missed by a student is the student's responsibility and should be made up the **very first day** they return from the absence, even if it is a clinic day. If not made up within this time frame, a "0" will be given.

Students who leave class early or who fail to appear for the next class from class period, without notifying the instructor, will be assigned an unexcused absence.

Extraordinary circumstances will be looked at on a case-by-case basis.

CLINICAL ATTENDANCE POLICY

The Clinical components comprise a very large portion of the student's learning activities. Due to this fact, we feel it is necessary that all students do their best to comply with this attendance policy. Any

absences should be in the event of an illness or family emergency. We have found that punctuality, consistent attendance, and the student's diligence in participating with patient examinations are key factors to the successful completion of this program as well as securing employment. Absences affect the quality of achievement in theory and practical applications. Excessive or unexcused absences and/or tardiness and/or leaving early will NOT be tolerated. More than 5 clinical days missed, 10 tardies in a rolling 12 month period, leaving early more than 2 times per semester are considered excessive and will result in dismissal from the program.

***STUDENTS MUST CLOCK IN/OUT ON THE TIME CARD PROVIDED. ALL MISSED CLOCK INS WILL RESULT IN 3 POINTS BEING DEDUCTED FROM FINAL CLINICAL GRADE. LOST TIME CARDS WILL RESULT IN 10 POINTS BEING DEDUCTED FROM FINAL CLINICAL GRADE.**

a. All missed clinical days must be made up. Excused days will be made up at the end of each semester within a scheduled allotted time. Unexcused days will be made up after graduation during a schedule allotted time.

Excused absences include: Illness, Dr. Appointments, death in immediate family. (Immediate family includes spouse/ significant other, child, parent, sibling or grandparent). Each **excused absence would result in 1 pt. being deducted from final clinical grade.**

Unexcused absences would include: NCNS by proper protocols, **being sent home** or expelled from school, excessive tardiness. Each **unexcused absence would result in 3 pts being deducted from final clinical grade within the semester accrued.**

Excused/unexcused absences will be determined by the Clinical Coordinator or Program Director based on policies.

b. Students that leave their assigned clinical area without permission from the Program faculty will have the clinical assignment considered as abandoned. The student will be marked as having an unexcused absence and written discipline up to termination will result.

c. Any student absent for **5 unexcused days** within the 24 months will be dismissed from the program. Absence without notification for **two consecutive days** will also result in immediate dismissal from the program.

d. An absence **before or after a scheduled holiday or mandatory event** will be accessed as an **unexcused absence** without proper documentation of illness.

e. If the student fails to call in using proper protocol (**NCNS – No Call No Show**) an unexcused absence will be accessed. Refer to call in policy #0034

f. Extraordinary circumstances will be looked at on a case-by-case basis. An extended absence of one week or more will require written confirmation from a physician of ability to return to school. Extended absences due to severe illness, injury, pregnancy or family emergency will be looked at on an individual basis by the Program Director and make-up time may be allowed. Students may be advised to withdraw from the program and re-start the following semester or year. Time for extended absences, when determined to be excused, will have to be made up according to policy #0033.

PUNCTUALITY

Students will report to clinical practice ON TIME.

a. If a student is going to be **late** for clinical practice he/she must call in to the clinical coordinator **before** time to report to your clinical site. If you are at a clinical site other than the main hospital you must call the clinical coordinator and the clinical site.

- b. Students reporting late for clinical will remain in the clinical area for the amount of time they were tardy. Time must be made up the same day tardiness occurs. Time should be documented on your time card and turned into the Clinical Coordinator within 48 hours. No make-up time will be allowed during lunch breaks. If time is not made up it will be considered unexcused and 3 points **will be deducted** from final clinical grade.
- c. According to Accreditation guidelines, students may not work more than 10 hours per day.
- d. If unavoidable circumstances will result in the student being more than 2 hours late, they will be required to make up that amount of time during consecutive clinical days.
- e. If a student must leave clinic up to 2 hours early for a doctor's appointment etc. they are required to make up that amount of time the next clinical day. If time is not made up it will be considered unexcused and **3 pts will be deducted** from your final clinical grade.
- f. Only two tardies will be allowed in any clinical semester, for each additional tardy **3 pts will be deducted** from your final clinical grade.

Example: 4 tardies = 6 pt. deduction from final grade, if not made up according to policy 6 additional points will be deducted for a total of 12 pts being deducted as a result of having 2 tardies.

MAKE UP TIME for CLINICAL ABSENCES

Students will be given the total number of absences at the end of each semester. At that time, students will be informed of any days they are required to make up according to the absenteeism policy. The semester transcript for clinical will be marked with an incomplete (INC) until all time is made up and the final clinical grade can be calculated.

Students will have one week to complete their makeup time. If the student is unable to complete makeup time within this one week window (without substantiated reason) the remaining time will be considered unexcused and **3 points will be deducted** from the final clinical grade for each unexcused absence.

Unexcused days will be made up after graduation and will cause your graduation date to be extended.

Make up time **must** be scheduled on consecutive days starting on the Monday of the semester break. You will not be allowed to change/select make up days. Failure to show for your scheduled make up time will result in an unexcused absence.

The student will be placed on absenteeism probation if clinical failure is due to absences. Clinical failure of 2 (two) semesters due to any reason, which includes all point deductions due to missed makeup time will result in dismissal from the program.

If a student has accumulated missed days due to extraordinary circumstances (see attendance policy #0032 section I h) make up time will begin the semester of their return. All missed time from current semester will be made up according to this policy. Time missed due to extraordinary circumstances will be made up after current missed make up time is complete. *Example: Student returns after having missed 8 days for surgery. The student misses 2 additional days after returning. The student will make up the 2 additional days missed first; the three days remaining of the break will be used to make up 3 of the 8 days missed due to surgery. This will continue each semester until all time is made up. If there is not enough time available to make up all days prior to graduation the remainder of time will be made up after graduation.*

Make up time can only be scheduled Monday – Friday, 7AM – 3:30PM during the scheduled semester break. If student is required to make up a half of a day they will report to clinical at 7AM and work the balance of the time owed. Student will not be allowed to work more than 40 hours a week.

All make up time will be completed at the MAIN campus.

All make up time requires a grade out on an exam you performed. If a grade sheet is not turned in with the makeup time, 1 point will be deducted from the clinical grade.

A technologist must also sign you in and out during your shift.

Your signed make up time sheet and your grade sheet should be placed in the assignment basket outside the Clinical Coordinator's office.

It is suggested that you keep a copy for yourself in the case of any discrepancies.

Please refer to the Attendance Policy #0032.

CALL-IN POLICY to CLINICAL SITES

If a student is going to be absent from clinical practice he/she must call before time to report to your clinical site and leave a message on the absenteeism line with your name, date, and reason for absence. The student must also notify the clinical coordinator (you must get confirmation from the clinical coordinator before you consider her notified. If you do not hear back from her before time to report you may contact anyone else on the school staff). If the clinical rotation is at any clinical site other than the main you must also call the clinical site. (This equals 3 calls for offsite clinical rotations) If you do not call within one hour of your report time 3 points will be deducted from your clinical grade. If you fail to receive confirmation from the clinical coordinator regarding your absence 3 points will be deducted from your clinical grade. If a student is going to be late for clinical practice he/she must call in to the clinical coordinator before time to report to your clinical site. If you are at a clinical site other than the main hospital you must call the clinical coordinator and the clinical site. (This equals 2 calls for offsite clinical rotations). You will not be allowed to remain at clinical if you report more than 1 hour late.

BACHELOR DEGREE OPTIONS

Graduates will have the option to apply for a Bachelors Degree. All transcripts including Baptist Radiology School transcripts should be submitted to the university/college of your choice for consideration towards admission to a Bachelors Degree program. Eligibility requirements for Universities/Colleges may vary.

CURRICULUM

FIRST YEAR

SEMESTER 1

Course Number	Title
113	Patient Care & Management
133-1	Radiographic Procedures & Positioning
142-1	Radiation Protection
152-1	Equipment Operation & Quality Control
191	Clinical Lab

SEMESTER 2

Course Number	Title
133-2	Radiographic Procedures & Positioning
142-2	Radiation Protection

152-2 Equipment Operation & Quality Control
193-1 Clinical Practicum I

SEMESTER 3

Course Number	Title
133-3	Radiographic Procedures & Positioning
152-3	Equipment Operation & Quality Control
163-1	Image Acquisition & Evaluation
193-2	Clinical Practicum II

SEMESTER 4

Course Number	Title
294-1	Clinical Practicum III

SEMESTER 5

Course Number	Title
233-1	Advanced Radiographic Procedures
253-1	Equipment Operation & Quality Control
263-1	Image Acquisition & Evaluation
293-2	Clinical Practicum IV

SEMESTER 6

Course Number	Title
272	Radiology Prep Seminar
232-2	Advanced Radiographic Procedures
252-2	Equipment Operation & Quality Control
292-3	Clinical Practicum V

Description of Course Numbers

100 Numbers: Junior Level
200 Numbers: Senior Level
Second Number: Course Description
Third Number: Credit Hours

Clinical hours represent an 8:1 ratio (8 clock hours equals 1 SCH)
Class room hours represent a 2:1 ratio (2 clock hours equals 1 SCH)
Class room hours represent a 1.5:1 ratio (1.5 clock hours equals 1 SCH)
Clock hours to Semester Credit Hours vary per semester and per class, depending on the amount of homework/worksheet presented by the instructor.

ALL COURSES REQUIRE A SCORE OF 80

Upon completion of second year of study, the student must pass didactic and clinical competency evaluations with a minimum score of 80 to graduate and be eligible for the ARRT Board Exam.

COURSE DESCRIPTIONS

FIRST YEAR

SEMESTER 1

113 PATIENT CARE & MANAGEMENT

Content is designed to provide the basic concepts of medical terminology, patient care, and the medicolegal responsibilities of the student and technologist. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. Principles, practices and policies of the health care organization(s) will be examined and discussed in addition to the professional responsibilities of the radiographer. Content will introduce knowledge in the radiologic sciences related to image capture, display, storage and distribution.

133-I RADIOGRAPHIC PROCEDURES & POSITIONING

This course includes basic radiographic imaging and positioning principles. Positioning terminology and body architecture will be presented in order to familiarize the student with the technical language associated with diagnostic imaging. Skeletal function, bone physiology, Axial and appendicular skeleton as well as joint articulations will be taught. Positioning skills for Chest, Abdomen, and Upper Extremities will be taught. Pathology that is associated with each part of the anatomy will be included. Course will include discussion, demonstration and practice of radiographic positioning with the use of phantoms.

142-I RADIATION PROTECTION

Content is designed to explore the effects of radiation exposure on man with an emphasis on diagnostic x-rays. Course will include Radiation safety for the patient, self and others, as well as the diagnostic concepts of exposure dose limits, shielding, equipment, and personnel monitoring.

152-1 EQUIPMENT OPERATION AND QUALITY CONTROL

This course is designed to establish a basic knowledge of atomic structure and electromagnetic energy, the nature and characteristics of radiation and x-ray production.

191 CLINICAL LAB

The student will be introduced to clinical labs where instruction, demonstration, practice, and evaluation of competency will take place in order to prepare the student for Clinical Practicum I. Detailed labs and instruction will be given on required learning objectives. Students will be introduced to various examination rooms and equipment. Students will learn the basic manipulation of the x-ray tube as well as the exam table and other components of a radiology suite. Chest and Abdomen 3 view exams will be introduced where students will apply positioning skills learned through instruction, demonstration, and supervised practice labs. Students will then show competency in performing these exams prior to entering Semester 2 Clinical Practicum.

SEMESTER 2

133-2 RADIOGRAPHIC PROCEDURES & POSITIONING Prerequisite 133-I

This course will introduce the student to the structure of the shoulder girdle, lower extremities and pelvic girdle in detail with emphasis on radiographic positioning essential to diagnostic imaging. Discussion and demonstration of related radiographic procedures, positioning of the part to be radiographed and technique will be taught.

Students will practice radiographic positions of assigned parts with use of a phantom. Evaluation of images for proper demonstration of anatomy and related pathology will be included.

143-2 RADIATION PROTECTION Prerequisite 142-I

This course will include the study of human cell and function; the effects of ionizing radiation at the molecular, cellular, and tissue levels; short and long term effects of ionizing radiation; and genetic and somatic effects.

152-2 EQUIPMENT OPERATION AND QUALITY CONTROL Prerequisite 152-1

Content is designed to establish a basic knowledge of electromagnetism associated with voltage and current producing devices, rectification circuit, x-ray tube construction and operation, timer circuits with emphasis on automatic exposure control devices, dedicated imaging equipment such as mobile and tomography.

193 -1 CLINICAL PRACTICUM I Prerequisites 133-1, 113, 191

The clinical environment of the hospital and clinical affiliates will be introduced. Students will rotate through the different work centers to observe the imaging departments. Detailed labs and instruction will be given on required learning objectives. Students will have labs throughout the semester during clinical hours where instruction, demonstration, practice, and evaluation of competency will take place in order to prepare the student for Clinical Practicum II. Scenarios will be used to simulate actual patient situations. These labs will include upper and lower extremity exams where each exam will be evaluated for competency which allows the student perform exams under direct supervision of technologists on actual patients. This will include adult, pediatric, and trauma radiographic examinations. Students will also demonstrate communication skills and critical thinking skills while interacting with patients during various examinations. Students will then demonstrate positioning skills and technical knowledge with the evaluation of category competencies to be allowed to perform these exams under indirect supervision of registered technologists. Professional behavior and patient care skills will also be evaluated.

This course will also introduce the student to the methods that can be employed to correct technical and positioning errors; distinguish between an optimal and unacceptable radiographic image during clinical practicum. Students will be presented with films/images that are acceptable and those that have been rejected due to technical and/or positioning errors. They will be taught to recognize anatomy, various positioning error, possible mistakes, and pathology. Worksheets and exams from the textbooks will enhance learning. The Clinical Practicum is an unpaid external learning experience

SEMESTER 3

133-3 RADIOGRAPHIC PROCEDURES & POSITIONING Prerequisite 133-2

The student will learn the structure of the bony thorax, complete spine and cranium in detail with emphasis on the radiographic positioning of those aspects of human structure essential to diagnostic imaging. Discussion and demonstration of related radiographic procedures, positioning of the part to be radiographed, and technique will be taught. Students will practice radiographic positions of assigned parts with use of phantom. Evaluation of images for proper demonstration of anatomy and related pathology will be included.

152-3 EQUIPMENT OPERATION AND QUALITY CONTROL Prerequisite 152-2
This course is designed to establish knowledge in the physics of conventional and digital fluoroscopic equipment and the relationship of equipment components to the imaging process. Basic quality control will be included.

163-1 IMAGE ACQUISITION AND EVALUATION
This course is designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Conventional and digital imaging with related accessories will be included. Class demonstrations/labs are used to demonstrate application and theory.

193-2 CLINICAL PRACTICUM II Prerequisite 193-1
The clinical environment of the hospital and affiliates will continue to be utilized. Standard radiographs of the cervical, thoracic, lumbar spine, sacrum, and coccyx will be taught. Each exam will be evaluated for competency which allows the student to perform exams under direct supervision of technologists on actual patients. Fluoroscopic radiographic procedures (GI tract), surgery, and mobile radiography will be included. Diagnostic radiographic positioning will be taught applicable to these procedures, which includes adult, pediatric, and trauma radiographic examinations. Professional behavior and patient care skills will also be evaluated.

UPON COMPLETION OF FIRST YEAR OF STUDY:

The student must pass a written and performed clinical competency evaluation with a minimum score of 80 to advance into the second year of study.

SECOND YEAR

SEMESTER 4

294-1 CLINICAL PRACTICUM III Prerequisite 193-2
As a second year student advanced clinical experience in procedures will be emphasized from clinical practicum I & II. The clinical environment of the hospital and affiliates will continue to be utilized.

SEMESTER 5

233-1 ADVANCED RADIOGRAPHIC PROCEDURES Prerequisite 133-3
This course will place an emphasis on special radiographic and surgical procedures. The student will learn the physiological functions of the Digestive system to include the Stomach, Small Bowel, Large Bowel and the Biliary System. The student will also learn the structure of the human facial bones and sinuses. Advanced radiographic procedures of the Digestive system (UGI, BaE, ERCP), Biliary system, Urinary System (Cystography, Retrogrades), Respiratory system (anterior neck, oblique chest) and Circulatory System (Venography), along with cross-sectional images will be included. Discussion and demonstration of these related radiographic procedures, positioning of the part to be radiographed, proper manipulation of radiographic equipment and technique will be taught. Evaluation of images for proper demonstration of anatomy and related pathology will be included.

253-1 EQUIPMENT OPERATION AND QUALITY CONTROL Prerequisite 152-3
This course is designed to establish knowledge designed to establish a knowledge base in fluoroscopic equipment, magnification radiography, and electronic/digital imaging. Content will provide a basic knowledge of quality control.

263-1 **IMAGE ACQUISITION AND EVALUATION** Prerequisite 163-1
This course is a continuation of 163-1 and is designed to establish a knowledge base in factors that influence exposure factor manipulation for pathology, devices employed in limiting the production and control of scatter radiation and its impact on image quality. Conventional and digital applications will be included.

293-2 **CLINICAL PRACTICUM IV** Prerequisite 294-1
As a second year student advanced clinical experience in procedures will be emphasized from clinical practicum I, II, III. The student will continue to assist radiologists and registered technologists throughout the clinical practicum. The clinical environment of the hospital and affiliates will continue to be utilized. Advanced labs in fluoroscopic procedures (including some specialty and contrast studies), surgery, and mobile radiography will be included. This includes adult, pediatric and trauma radiographic examinations. The student will remain under direct supervision of a registered technologist for the advanced labs.
Students will use repeat radiographs from actual clinical cases to design a problem-solution presentation in a case study format. Student will present work in class using a lecture/discussion format.

SEMESTER 6

272 **RADIOLOGY PREP SEMINAR**
This is a capstone course designed to review the student for the National Registry and prepare them for professional employment and lifelong learning. Students will have an introduction to advanced degree and advanced modality training options.

232-2 **ADVANCED RADIOGRAPHIC PROCEDURES** Prerequisite 233-1
This course will introduce advanced diagnostic radiographic examinations of the Reproductive system (Hysterosalpingiogram), Nervous system (Myelography), and other specialty contrast procedures including arthrography. Content will also include Bone Density studies and Long Bone measurement studies. Patient preparations and contrast media's will be included. Basic cross sectional anatomy will be included in this course. The student will be taught the basic concepts of cross sectional anatomy that emphasize the physical relationship between internal structures. The course will encompass all the variations of viewing anatomy as a 2D slice taken from an arbitrary angle through the body while in the anatomic position. Content will introduce knowledge in basic components of the scanner and their relation to the computer generated images. Laboratory experience will be included to complement the classroom portion of this course. Discussion and demonstration of related radiographic procedures, positioning of the part to be radiographed, proper manipulation of radiographic equipment and technique will be taught. Evaluation of images for proper demonstration of anatomy and related pathology will be included.

252-2 **EQUIPMENT OPERATION AND QUALITY CONTROL** Prerequisite 253-1
The content of this course is designed to provide the student with an understanding of the factors that impact digital image acquisition display, archiving and retrieval (PACS). Basic principles of digital quality control and maintenance will be included.

292-3 **CLINICAL PRACTICUM V** Prerequisite(s) 293-2
The last phase of clinical practicum will allow the student to continue to perform routine examinations under indirect supervision of a registered technologist (assuring that all

competencies have been met). Development of management and supervisory skills are encouraged. Students should be able to adapt to various patients and situations and also work independently (when applicable) in all aspects of diagnostic radiography, including fluoroscopy, surgery and mobile exams. The student will also be allowed to observe other modalities of the imaging departments such as ultrasound, heart catheterization lab, mammography, computerized axial tomography (CT), nuclear medicine, radiation therapy, special procedures, positron emission tomography (PET), and magnetic resonance imaging (MRI) as part of their clinical training. This gives the student the opportunity to experience an area of imaging which interests them and perhaps will continue their education in the elected modality. Student will be presented with advanced level of images/films that have been rejected due to technical and positioning errors. They will be taught to recognize the problems and learn the correct procedures needed in order to obtain a quality radiograph. Students will be challenged with scenarios and situations to assist with development of advanced critical thinking and problem solving skills. Students will research additional views and do a class presentation.

STUDENT SAFETY

MONITORING STUDENT EXPOSURE TO IONIZING RADIATION

Requirement: Students enrolled in the school of radiologic technology shall satisfactorily complete all the educational requirements of Course 142-1 Radiation Protection before entering clinical rotations. Failure to complete this course will result in dismissal from the program.

The school will follow the recommendations in NCRP 116 & NCRP #32:

- ❖ Use of cumulative limit (age X 10 mSv); the numerical value of the individual student does not exceed the value of his/her age in years
- ❖ Emphasize the upper boundary nature of 50 mSv annual effective dose limit equivalents for routine x-ray procedures
- ❖ For students less than 18 years of age, exposure as part of their educational experience does not exceed 1 mSv (100 mrem) annually.
- ❖ Pregnant student upon declaration of pregnancy, fetal exposure dose limit is not to exceed 0.5 mSv (0.05 rem) monthly.

A single radiation dosimeter shall be worn at all times when there is a potential for the student to receive radiation exposure while attending radiologic technology school.

Pregnant student will receive a second radiation dosimeter to record fetal exposure upon declaration of pregnancy. Refer to Pregnancy Policy

Students will not be allowed to perform any x-ray examinations without their assigned radiation dosimeter. The student shall report a lost or damaged radiation dosimeter immediately to school official and submit the required form.

First Occurrence: Student will be assigned to a non-ionizing radiation clinical area until receipt of new radiation dosimeter.

Second Occurrence and thereafter: Student will not be allowed to attend clinical assigned rotation and all days missed will be unexcused and attendance policy will be administered.

A \$40 replacement fee will be charged to the student if radiation dosimeter badge is lost or stolen.

Radiation Dosimeter Reports (Quarterly)

The Program sponsor will ensure that appropriate radiation dosimeter monitoring records for all educationally related exposures are maintained.

Review of the student's record of exposure to ionizing radiation during their enrollment will be monitored by the Radiation Safety Officer and Program Director or other designated school officials.

Each student will review their radiation exposure report and will be required to initial the report and record exposure in their clinical record notebook. Confidentiality of student identification such as social security number, birth date, etc, will be maintained.

Any exposure exceeding 1mSV (100 mrem) in one month will be referred to the Radiation Safety Officer for review.

The radiation dosimeter issued by the school to the student will only be worn to monitor exposures received from ionizing radiation while attending scheduled educational class and clinical rotations.

Previous Exposure to Ionizing Radiation Before Entry Into Educational Program:

Students will be required to inform school officials if they were issued a radiation dosimeter device and have previous records of exposure from another organization. The records must be submitted to the school upon entry into the educational program.

PREGNANCY

*All female students, upon enrollment, will be provided with a copy of **NRC Regulatory Guide 8.13, *Instruction Concerning Prenatal Radiation Exposure***, which will include a form letter for declaring pregnancy.

A pregnant student has the option of deciding whether or not to inform program officials of her pregnancy. In the absence of the voluntary written disclosure, a student is not considered pregnant. If the student chooses to disclose her pregnancy, the following procedure is to be followed:

The student may voluntarily choose to declare any confirmed or suspected pregnancy to the Program Director, in writing. If she chooses to disclose her pregnancy, she is encouraged to report it as soon as possible.

- ❖ The student will be asked to complete a "Declaration of Pregnancy" form.
- ❖ The student will indicate the expected date of delivery
- ❖ The student will be asked to review Regulatory Guide 8.13 from the Nuclear Regulatory Commission (NRC).

The Program Director will review acceptable practices of radiation safety and protection with the pregnant student who decides to stay in the radiologic technology program during her pregnancy.

- ❖ A pregnant student will wear the fetal radiation dosimeter at the waist level and under the lead apron (when such a protective apron is worn). The fetal radiation dosimeter will be closely monitored to insure the pregnant student doesn't exceed the maximum exposure limits during her pregnancy (based on the date of conception/declaration).
- ❖ A lead apron must always be worn when performing mobile radiography, fluoroscopy, or when in the presence of ionizing radiation. Wrap-around aprons are available.
- ❖ The dose limit for the fetus during the entire period of gestation is 0.5 rem (5.0 mSv); monthly 0.05 rem (0.5 mSv). However, a much lower dose is expected. Every effort to keep the dose to the pregnant student and the fetus as low as reasonably achievable will be made.
- ❖ The pregnant student will be assigned to her regularly scheduled clinical rotations and assignments.

Upon declaration of pregnancy, the (school) will provide a fetal radiation dosimeter. In accordance with the **TRCR section 32.10**, the primary radiation dosimeter is to be worn at the collar outside the protective lead apron and the fetal radiation dosimeter is worn at the waist under the protective lead apron.

After confirmation of pregnancy by a physician, the student must confer with the Program Director. Options available to the student include:

- ❖ The student may continue in the program without modification or interruption.

- ❖ The student may resign from the program. The student will have one year after resigning from the program to re-enroll as a full-time student. All courses must be completed within the assigned semester in order to receive credit for that course.
- ❖ The student has the option to withdrawal declaration. Withdrawal of declaration must be in writing.

STUDENT REPEAT POLICY

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory images shall be repeated only in the presence of registered radiographer, regardless of the level of competency of the student.

Guidelines for the Student

If a registered technologist working within your assigned room (during exams in which you are qualified to perform with indirect supervision), is not present, you must notify the clinical instructor (or another registered technologist) that you have an image/film to repeat. Under no circumstances will you repeat a film/image without the presence of a registered radiographer.

STUDENT SUPERVISION

Guidelines for the Student

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of a qualified radiographer. The parameters of direct supervision are:

- ❖ A qualified radiographer reviews the request for examination in relation to the student's achievement
- ❖ A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
- ❖ A qualified radiographer is present during the conduct of the examination
- ❖ A qualified radiographer reviews and approves the radiograph

After demonstrating competency, students may perform procedures with indirect supervision.

INDIRECT SUPERVISION is defined as that supervision provided by a radiographer immediately available to assist students regardless of the level of student achievement.

IMMEDIATELY AVAILABLE is defined 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.

MRI SAFETY

All students will be required to complete a MRI screening form prior to clinical practice.

IV VENIPUNCTURE

Second Year Students will be allowed to perform Venipuncture for the purpose of introduction of contrast media being utilized in radiologic imaging studies only if the following criteria are strictly adhered to:

1. Successful completion of an approved IV Venipuncture Course.
2. Shall be supervised by: a physician; registered nurse or Registered Technologist that has successfully completed the IV Venipuncture Course.
3. Supervision encompasses:
 - ❖ written signature on consent form
 - ❖ administration of contrast media
 - ❖ any occurrence forms that may result from the procedure

Failure to comply with this policy will result in dismissal from the Program.

PROCEDURE and CONTRAST CONSENT FORMS

The Radiology School is required to be familiar with the Medical Imaging Department's procedure for witnessing the signing of consent forms. Students must get Registered Technologist to initial all consent forms.

COMMUNITY SERVICE

As part of the Program's HUMAN DIVERSITY AND PROFESSIONAL DEVELOPMENT requirements – students are REQUIRED to participate in community service projects in order to graduate from the program. The goal of the program is to teach students not only to be professional's but to also be a viable part of the community. Community Service Projects will be assigned point values- Students are required to achieve 10 points during their two years of training. Some projects are mandatory and all students participate, others are elective and students are able to choose from a variety of projects that will allow them to achieve their 10 point requirement.

MANDATORY PROJECTS for BOTH CLASSES:

Hospital Employee Picnic (annual event)	1 pt.
Major Fundraising Events (Exxon Mobil/Valero Co. Picnic)	1 pt.
The American Cancer Society's Relay for Life	1 pt.
Kids Fest Beaumont	1 pt.
Kids Fest Port Arthur	1 pt.

FIRST YEARS ONLY: MANDATORY PROJECT

Hospital Physician Christmas Party	1 pt.
La Soiree	1 pt.

OPTIONAL PROJECTS:

Buckner's Children's Christmas Party	1 pt.
March of Dimes Walk-a-thon	1 pt.
ACS- Cattle Barons Ball	1 pt.
Volunteer Recognition Dinner	1 pt.
(Other American Cancer Society projects)	1 pt.
Angel Tree for CPS children (1 per year)	1 pt.
Some other place – volunteer cook and serve	1 pt.

Other projects can be approved by the Program Director or Community Service Coordinator. Mandatory projects can be excused if documentation is given and discussed with Program Director or Community Service Coordinator at least 2 weeks prior to event. In the case of illnesses, doctor's excuse will be required; if an excuse is not provided it will be considered a class absence.

REPORTING NONCOMPLIANCE OF JRCERT STANDARDS

All students upon enrollment will receive a copy of the current JRCERT Standards and informed of the reporting mechanism to JRCERT if he/she feels that the educational program is in violation of any standard(s).

The school will provide all necessary information as requested from JRCERT within the time frame provided and will implement necessary policies and provisions to correct any proven and founded deficiencies.

The Texas Higher Education Coordinating Board has granted a Certificate of Authority of the Baptist Hospitals of Southeast Texas School of Radiologic Technology to award the degree listed below:

Associate of Applied Science in Radiologic Science

This certificate does not constitute accreditation; the issuance of this certificate attests only to the institution's having met the Board's standards established for nonexempt institutions.

Questions or complaints about this institution should be addressed to:

**Texas Higher Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711
512.427.6200**