BAPTIST HOSPITALS OF SOUTHEAST TEXAS,
SCHOOL OF RADIOLOGIC TECHNOLOGY
3030 Fannin Street Suite A
Beaumont, Texas 77701
409-212-5725
https://www.bhset.net/services/school-of-radiologic-technology/

School Catalog

Associate of Applied Science in Radiologic Science

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

**Institutional Accreditation:
Accrediting Bureau of Health Education Schools**

October 2026

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Welcome to Baptist Hospitals' 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.

Programmatic Accreditation: The Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
Valid through February 2028

Institutional Accreditation: Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
703-917-9503
Valid through February 28, 2032

Radiology School Administrative Staff and Faculty

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

Full Time Program Director, Terre Breed, M.Ed.,R.T.(R), Ottawa University, BHSET Radiology School
Full Time Clinical Coordinator, Erynne Dryden, BA.,R.T.(R) Ottawa University, BHSET Radiology School
Full Time Didactic Instructor, Robyn Whitney, M.Ed.,R.T.(R), Ottawa University, BHSET Radiology School

BAPTIST HOSPITAL OF SOUTHEAST TEXAS ADMINISTRATIVE TEAM

David LeMonte, Chief Executive Officer
Bryan Chandler, Chief Operating Officer
Glen Christensen, Chief Financial 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 departments located at Baptist Hospital-Beaumont, Baptist Hospital-Orange, Baptist Outpatient Imaging Center, Baptist Cancer Network, Beaumont Bone & Joint Institute & Riceland Imaging Center

(observation only) in Beaumont & Orange Texas. 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, consistent with Title IX of the Education Amendments of 1972, as amended; and will provide "reasonable accommodations to qualified applicants wishing to enroll in the program according to Title I of the Americans with Disabilities Act (ADA), enforced primarily by the U.S. Equal Employment Opportunity Commission (EEOC). 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 was accredited by the American Medical Association Council on Medical Education and Hospitals. The Program is currently accredited by the Joint Review Committee on Education in Radiologic Technology and the Accrediting Bureau of Health Education Schools.

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 a proper attitude, well developed skills, good judgment, and a stable sense of responsibility are essential for the Radiologic Technologist to develop and cope with our ever changing society and the rapidly progressing field of diagnostic imaging.

Since these features can only be achieved through education, we believe 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, ensures a process of learning derived by a combination of actual participation along with proper guidance and supervision, which is constantly correlated with classroom theory.

It is believed the curriculum is a reflection of the philosophy of this program, and the outlined objectives will 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 the 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 uses effective oral communication skills with clinical staff.
   Student uses effective oral communication skills with patients.
   Student is able to take appropriate histories and transfer that information in a professional manner.
   Student is able to create a professional presentation.

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

   Student is able to adapt to new procedures, technologies, and situations.
   Student participates in quality assurance and safety procedures.
   Student demonstrates 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 applies appropriate positioning skills.
   Student practices radiation protection.
   Student selects appropriate technical factors.
   Student is able to successfully complete exit & advancement competencies**.**

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

   Student demonstrates ethical behaviors.
   Student is prepared for the employment interview and career path.
   Student understands how to create a professional resume.

RADIOLOGY TRANSFER STUDENT

Due to the structure of our program, we do not routinely accept student transfers. All individuals interested in our program must submit an application and follow the standard admission process.
If extenuating circumstances exist, the following criteria will be reviewed for possible consideration of enrollment of a transfer student to the School of Radiologic Technology:

*Student position must be available
*Transfer must meet minimum entrance requirements according to the BHSET Radiology School admission criteria.
*Transcripts must be mailed directly to Baptist Hospitals of Southeast Texas School of Radiologic Technology from the educational institution the student has been previously enrolled.
*Transfer credits must be from a program accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) and the Joint Review Committee on Education in Radiologic Technology (JRCERT)
*A letter of recommendation must be submitted from both the Program Director and a Clinical Instructor employed by the institution the student is transferring from.
*The Program Director will make a decision following a review and recommendation from the Advisory Committee.

Once an applicant meets the above requirements:

The applicant must pass a written didactic final exam with a 70 or better
The applicant must pass a practical advancement clinical competency with an 80 or better

APPLICATION PROCESS

******Application and the admission process - (all transcripts & immunization records received, observation hours & applicant orientation) must be completed by July 20th.******

APPLICATION PROCESS

1. Request an application form by calling or E-mailing (terre.breed@bhset.net) or (robyn.whitney@bhset.net) the school or obtain one on-line at www.bhset.net listed under Services/School of Radiologic Technology.
2. Submit all required documentation. An official high school transcript, or equivalent, official college transcript, and childhood vaccination record must be included. Transcripts can be e-mailed, mailed directly to the school or presented in person. If presented in person the envelope must be sealed and stamped by the institution.
3. Application fee is **$60.00**. Remit payment to Baptist Radiology School by mail or in person.Credit/Debit card is accepted and can also be paid in person or by phone. Failure to pay the application fee will void application.
4. Mandatory 8 hours of observation – will be scheduled after receipt of application.
5. Mandatory applicant orientation - will be scheduled (usually 3 different dates in June - July).

ADMISSION REQUIREMENTS

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. Must have a high school diploma or completion of a standard equivalency test or certification recognized by the United States Department of Education. (High School diplomas other than U.S. must be evaluated to determine educational level equivalent to U.S. Educational standards) A High School transcript or equivalent is required to be submitted by the Accrediting Bureau of Health Education Schools.

2. The American Registry of Radiologic Technologists **requires** all applicants complete an AAS degree prior to taking the ARRT Certification Board Examination.The following core credit hours will be transferred from a university/college accredited by an agency recognized by the USDE or the CHEA. The BHSET opportunity for successful completion of the program, the BHSET School of Radiologic Technology does not teach/provide these courses.

   In order to meet ARRT eligibility requirements, a minimum of 15 SCH must be completed prior to application for the program.

   English and Math are required as described below.
   English Composition (Speech or Public Speaking)…… 3 SCH
   Math (the ARRT does not specify what type of math) ……..... 3 SCH

   In order to ensure the greatest opportunity for successful completion of the program, the BHSET School of Radiologic Technology requires the following courses:

   Anatomy and Physiology I……..... 3 SCH
   Medical Terminology (or equivalent) …… 3 SCH
   The final course can be **one** of the following:
   Anatomy and Physiology II
   Intro to Health Professions or Intro to Radiologic Science…….3SCH

*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”.
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 applicant orientation.
8. Interview

The application must be completed in its entirety, with all required documentation.

Academic Records
All academic transcripts and secondary school learning 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.

Application Fee
All applicants must pay a nonrefundable application fee of **$60.00** in U.S. currency. The fee, made payable to the Baptist Hospital of Southeast Texas School of Radiologic Technology. Cash, Check, Credit/Debit card. Application fees cannot be waived nor transferred to future expenses or enrollment. Applications will not be reviewed until the fee is received.

STUDENT HEALTH ADMISSION REQUIREMENTS

The student must have a medical examination and submit evidence of good health and vaccinations prior to admission. The proper health forms will be distributed to all accepted students. Evidence of good health is pertinent for a student to meet attendance requirements.

ORIENTATION

MANDATORY: Applicants are required to attend a general orientation in order to be eligible for acceptance (and possible interview). Orientation dates will be provided via email with confirmation of acceptance to attend required.

DEVELOPMENTAL/REMEDIAL DEFICIENCY COURSES

The Baptist Hospitals of Southeast Texas School of Radiologic Technology does not provide developmental/remedial courses.

TECHNICAL STANDARDS FOR ESSENTIAL JOB FUNCTIONS

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 the anatomical area being x-rayed to the center of the image receptor.
   Perform necessary radiography procedures that involve placement of needles, catheters, etc. into proper anatomic structure of the 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.
Operates 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 clinical 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 the unit.
Weight must allow free movement within a 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.

7. **BEHAVIORAL EMOTIONAL ABILITY:**
Possess the emotional health necessary to exercise judgment, complete patient care responsibilities, maintain effective relationships with others in classroom, laboratory and clinical settings.
Tolerate physically taxing workloads and to function effectively under stress.
Adapt to changing environments, display flexibility and function in the uncertainties inherent to the health care setting.
Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all important personal qualities.
Possess the ability to demonstrate professional behaviors.

INTERVIEWS

Upon completion of the application process and orientation, applicants *may* be scheduled for an interview. If interviews are conducted, all applicants will be notified and scheduled.
In the interview, a 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 communicate
*Your adaptability

APPLICATION EVALUATION

All applicants will be evaluated according to the following criteria:
1. Required 3.0 GPA. Overall GPA will count as a percentage of points.
2. Earned Hours and Quality Points Earned (ONLY on the 5 required courses) will count as a percentage of points.
3. Results of a personal interview will count as a percentage of points.
4. Observation hours will count as a percentage of points.
5. Allied Health Academic Assessment (completed at orientation) will count as a percentage of points.

NOTIFICATION OF ACCEPTANCE

Applicants will be notified by email and letter on August 1st. A letter will be sent USPS. Applicants will have five days to inform the school in writing/email of acceptance. Failure to notify within five days will result in being removed as an accepted applicant and the position will be offered to an alternate. Alternates and applicants not accepted will also be notified by email and a letter sent USPS.

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 - section 3 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.

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

LENGTH OF PROGRAM

The length of the program is 94 weeks (6-16 week semesters) which includes approximately 3100 contact hours. Plus 300 recognized outside hours; for a total of 3400 contact hours.This includes clinical and classroom instruction. Clinical absenteeism from the educational program shall be made up before the student will be eligible for the American Registry Board Examination.

DISTANCE LEARNING

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

CALENDAR AND HOLIDAYS

Recognized Holidays: 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 Semesters 2, 3, 5 and 6. Students having perfect clinical attendance at the end of the above listed semesters will have this week off. At the end of Semester 1 the first year students will have a two week break during the Christmas and New Year Holiday. At the end of Semester 4 the second year students will have a two week break. Up to 5 days will be designated for make up time.

CLASS/CLINICAL SCHEDULE

Class hours will vary each semester between the hours of 8am-4pm. Specific class schedules will be provided to enrolled students two weeks prior to the start of each semester.
In order to meet clinical competency requirements all students enrolled in the program must complete all scheduled clinical hours. Clinical hours will vary according to clinical site and available workload. Students may be scheduled for clinic *any time between* 6:00 am - 1:00 pm for the day shift and 1:00pm - 11:00pm for the evening and 6:00 am - 11:00 pm for the weekend rotation.
There may be changes to this schedule depending on activities involving the school: convention, field trips, special presentations, etc. Students will be notified prior to such changes.

SEMESTER CREDIT HOURS

Program: 72 SCH are awarded upon successful completion of the program. A total of 57 core credit hours will be earned. In addition, to meet eligibility requirements for graduation official transcripts verifying 15 hours of general education must be submitted, 3 SCH of English and 3 SCH of Math is required. The graduate will receive an Associates of Applied Science in Radiologic Science degree.

Program Contact Hours is defined as a **minimum** of 90 minutes of supervised or directed instruction including allowable breaks.

Program Semester Credit Hours (SCH) is defined as credit awarded for classes on the basis of lecture time which includes in-class and out-of-class student work.

The unit of program credit is equal to a **minimum** of 1.5 contact hours of class work per week for a semester.

Program Clinical Lab hours are defined as 3 contact hours per SCH.

In addition to lecture students may be required to complete assigned homework that may equal a minimum ratio of 7.5 hours per SCH. For example, a 3 SCH course may require 22.5 hours of homework each semester.

ENROLLMENT AND START DATE

The enrollment date is the third Monday of August. Students are required to attend orientation week the last week of August. Official start date is the first Tuesday in September: An *Enrollment Agreement* must be signed prior to tuition payment. The student has 3 business days after the official start date to withdraw from the program without financial penalty.

TUITION, OTHER FEES AND REFUNDS

TUITION COST

First Year
$2000 First Semester
$2000 Second Semester
$2000 Third Semester

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

First Tuition Payment: A minimum payment of $500.00 is due at time designated in acceptance paperwork. (Usually between the 10th & 20th of August)

Payment Options
OPTION 1: Full Semester Payments: Tuition paid per semester for six total semesters.
OPTION 2: Monthly Payments: Tuition paid per month for 24 total months.

All major credit cards accepted for tuition payments

Full Semester Payments: If full semester payments are preferred, a payment must be received on or before the 10th of the first month of each semester.

Monthly payments: If monthly payments are preferred, a minimum of $500 must be received by the 10th of each month.

The student will not be permitted to attend class/clinical after the 10th of each month without approval from the program director.

REFUNDS

The student may cancel enrollment within three business days of signing the enrollment agreement and will receive a full refund of all monies paid. Subsequent to this three-day cancellation period, the student is entitled to a refund of all monies paid less a registration fee of $100 if the student withdraws from the program prior to the start of class. The Program Director must receive notice of cancellation in writing.

Refunds apply to FULL semester payments ONLY (monthly payments are non-refundable). Payments will be refunded if the student withdraws from the program within:
First (30) days .....75% refund

First (60) days .....50% refund
First (90) days .....25% refund

Refunds will be made within **45 days** of withdrawal date. The withdrawal date will be documented as the last day the student attended academically related activities.

Full semester payments*: **NO REFUND*** will be given after the first 90 days of each semester.

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

All applicants will pay a **non-refundable** application fee: $40.00

All students are required to purchase Books/Supplies: $1,800.00 - $2,300.00 (approx.) Books are non-refundable and cannot be returned if a student withdraws from the program for any reason.

Uniforms: All students must purchase uniforms & shoes (lab coats are optional) before entering the program. The uniforms, shoes and lab coat must meet the program uniform policy. Information about specific uniform requirements will be given upon acceptance.

Transportation: Students are responsible for transportation to/from class & all clinical assignments. During the course of the two year program, students are required to rotate at different clinical sites. Clinical sites include Baptist Hospital 3080 College Street Beaumont, Baptist Outpatient Center 3282 College Street Beaumont, Baptist Cancer Network 3180 College Street Beaumont, Beaumont Bone & Joint Institute 3460 Dowlen Road, Riceland Imaging Center 390 N. 11th St. Beaumont, and 608 Strickland Drive Orange. Clinical rotations are 2 weeks to 1 month in length. Students may be scheduled at one or all of these locations several times each year. Students will work 8 to 10 hour shifts that vary with rotations. Eight or ten hour shifts will be scheduled between the hours of 6am-11pm. Students may be scheduled 1 Saturday each month. Consideration for Hardship Form is available upon request.

Other fees: ARRT examination application fee($225.00) and Texas state licensing application fee ($110.00). Fingerprints are required by Texas state licensing ($40.00). Cost may vary in other states. These fees will be required during the final semester in order for the student to graduate and work in the profession. These fees will be paid by the student to the certification/licensing boards.

Repeat Courses: Payment for the course is required in advance. If the entire semester is repeated the student will have the option to make monthly payments. The cost of the course is $250.00 per semester credit hour, not to exceed $2,000.00 per semester. Refunds for repeat courses are the same as above.

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 LoansomeDoc@docline.gov is available for student research. Students can order citations found in PubMed (http://pubmed.gov).
- First year students have an opportunity to apply for a scholarship through the Baptist Hospital's Auxiliary Volunteer Department. Once available the Director of Volunteer Services will provide enrolled students with scholarship applications. Scholarships are awarded to selected students based on predetermined criteria. The Baptist Radiology School does not participate in the selection process.
- Fundraising activities may be offered to aid in funding of the annual student/educator convention.
- Students will/can receive the Hepatitis B Vaccine, be fitted for N-95, 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 10 of catalog) must be met in order to meet the physical demands of the clinical setting.

HOUSING: None
MEALS: Student discounts available in the hospital cafeteria

IMMUNIZATIONS

Students are required to have the following immunizations before they engage in the course activities of this program. The childhood immunization record is submitted with the application. All immunization records will be maintained according to the policies and procedures of the Baptist Hospitals of Southeast Texas.

The following are typically found on your childhood vaccination records:
(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 vaccines 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 by the hospital.

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.

SATISFACTORY ACADEMIC PROGRESS

Regarding Student Advisement, Grading Scale, Rate of Progress, Drop/Withdrawal, Re-enrollment and Early Release

Regulations on Continued Enrollment

The Baptist Hospitals of Southeast Texas School of Radiologic Technology has the right to request at any time the withdrawal of any student whose health, conduct, scholastic or clinical competency make it inadvisable to remain in the program.
The program has established a standard curriculum and academic performance standard. The standard curriculum also establishes time allowed to complete each increment of the curriculum. The selective admission criteria of the program indicates normal progress expectations from admitted students. Regularly admitted and enrolled students are expected to achieve progress according the program standards. Students must maintain a cumulative grade point average of at least 3.0 (80%) as identified by the program's grading policy. If the GPA falls below 3.0 (80%), this is an indication of a failing course or courses. Failure to satisfy normal progress expectations will result in dismissal from the program.

Student Advisement

It is the responsibility of the Program Director as well as the instructional staff to provide timely and supportive academic, behavioral and advice to students individually or in groups depending on the content of an issue.
Students with identifiable problems, either in the classroom or in the clinical setting will be advised by a faculty member on an individual basis. Written documentation of all conferences will be kept in the student's file. The Program Director will attend all conferences for recurring issues.

Progress Report

Students will receive progress reports every 4 weeks in the first semester. Students will receive mid-semester progress reports for the second through sixth semester in consultation with the Program Director, Didactic Instructor and Clinical Coordinator. Students will be notified in writing if failing any course. Progress will be measured as soon as possible after the end of each semester.

Grading Scale

		GPA	GRADE POINTS
95-100	A	4.00	4
90-94	A-	3.67	3
85-89	B	3.33	2
80-84	B-	3.00	1

(IP) In progress (I) Incomplete (W) Withdrawn (TC) Transfer credit

Rate of Progress

All prescribed courses of study must be completed in order to satisfy graduation requirements and eligibility for the American Registry of Radiologic Technologists board examination.
The requirements for rate of progress are to ensure that the student is progressing at a rate in which they will complete the program within the maximum allowable time frame. Students are not eligible for completion beyond the maximum allowable time frame, which may not exceed 150% of the normal time frame. Baptist Radiology School measures program length based on a 24 month period; therefore, the maximum allowable time frame is 36 months.

In addition, if at any point a student cannot mathematically complete the program within the maximum allowable time frame, the student will be dismissed. Students dismissed for exceeding the maximum allowable time frame may appeal the dismissal. If the appeal is approved, the student will be allowed to return and make up for all missed work. The student will continue on the academic plan previously specified maximum time frame completion rate. Failure to progress at a pace to complete at or prior to the specified date or with the required GPA will result in dismissal.

The program does not teach remedial, non-punitive (pass/fail) or non-credit courses. Students who do not complete required coursework will receive an incomplete and will be dismissed from the program. If a student fails a repeated course the student will be dismissed from the program.

Appeal Process

If a student fails to meet Satisfactory Academic/Clinical progress they may go through an appeal process which follows:

1. 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 by the Program Director.
2. 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.
3. Failure of the student to attend any scheduled hearing will result in dismissal from the educational program.
4. The student will receive the decision of the Human Resource Department in writing within (7) days after the conclusion of the hearing.
5. The decision from the Human Resource Department will be final.

If the student is permitted to continue in the program, a medical examination and substance abuse testing will be required prior to re-enrollment.

Drop/Withdrawal

If a student has decided to drop from the program, the student will notify the Program Director in writing of this decision. If the student selects to drop a course, this will result in automatic termination. The last day of attendance is identified as the student's last day attending any academically related activity. The drop/withdrawal date will be determined according to the date the written notification was received by the Program Director. If notification is not provided, the last day of attending any academically related activity will serve as the drop/withdrawal date.

Termination

The Program Director will notify the student in writing of a decision to terminate enrollment. The Program Director will explain the decision in detail by presenting all relevant information leading up to the termination. The student will be allowed to ask questions. The student will be asked to sign termination documents stating they have been informed of the decision. The termination date will be documented as the date the student received notification. If the student does not agree with the decision, he/she can appeal the decision by following the appeal process above.

Re-enrollment/Re-admission

Student dismissal due to failure to meet didactic or clinical requirements will be considered for re-admission. A second failure will result in dismissal and will not be eligible to re-apply.

Student dismissal due to attendance will be considered for re-admission if missed days were due to extraordinary circumstances. Student dismissal a second time for attendance due to any reason will not be eligible for re-admission.

Student dismissal due to disciplinary issues will not be eligible for re-admission.

If the student is eligible, re-enrollment will depend upon position availability after evaluation of transcript and advancement competencies.

The student must notify the school before the August 1st deadline to activate the application for re-enrollment. All admission criteria must be met.

A student will be permitted to re-start the program in the semester dropped. However, in order to assess retention of previously passed curriculum, the student will be evaluated prior to each previously passed semester. The student will be given written competencies for all previously passed courses prior to each semester's start date.

Students will meet with the Program Director to discuss competency results.

Early Release

There will be no early release of students from the educational program due to the required semester clinical courses.

PERSONAL STUDENT INFORMATION AND EDUCATION RECORDS

The school shall respect the privacy of student education records. Upon admission, the student's physical location will be verified (i.e.state issued drivers license). Student education records shall be disclosed only to the student, to persons within the school with a legitimate interest, to persons authorized by the student to receive the student's education records, and to persons authorized to receive education records without the student's consent. 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 phone 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.

GRADUATION

Students 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) Graduation ceremonies are held in August.

EMPLOYMENT OPPORTUNITIES

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

CERTIFICATION AND LICENSING

ARRT Board Examination (Certification)

Administered by the American Registry of Radiologic Technologists. A score of 75 is required to pass. The graduate can test for the A.R.R.T. exam up to 3 times if necessary. ARRT certifications 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 Eligibility Requirements as of 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 for the ARRT examination.

Texas Medical Board (Licensing)

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 ask the program director for guidance.

Student - State Relocation

If a student relocates outside the state of Texas, the student must notify the program director of relocation. The program director must inform the student within 14 that the completion of this program may or may not meet licensing requirements in the respective state of relocation.

ADVANCED TRAINING and DEGREE OPTIONS

The program provides advanced training during clinical rotations in the second year. The program does not offer structured advanced training or advanced degree options. Graduates interested in pursuing advanced training, a Baccalaureate or post-graduate degree, may apply to the program of their choice. Eligibility requirements may vary.

***The Program does not provide advanced placement or credit for experiential learning.**

CODE OF CONDUCT

The Code of Conduct for the Baptist Hospitals of Southeast Texas School of Radiologic Technology will apply to all 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 a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law, show respect for properly constituted authority, 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.

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 an institution or agency refuses to allow a student to continue clinical practicum at their site.

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).

NOISE

It is necessary that our business is conducted in a quiet atmosphere to minimize disturbances of patients, visitors and other students. Loud talking or laughter should be avoided, as it is disruptive and unprofessional.

PHONES

Proper phone manners are vital.. The phone is to be answered in a pleasant manner by stating the department name and your name. It is always nice to make an additional effort to be pleasant. Remember, the attitude and compassion conveyed to the patients can help them maintain a caring image of the staff. Telephone business is to be conducted quickly. Lines should not be tied up in an attempt to secure information which may take too long to obtain by phone.

SOLICITATIONS

Solicitations are strictly prohibited. Outsiders (persons not employed or under the control of BHSET) may not solicit at any time, anywhere on hospital property for any reason unless such solicitation has been authorized by Hospital Administration, ie, The United Way Campaign. Should unauthorized solicitation occur, it should be reported immediately to security.

TIPS, GRATUITIES AND GIFTS

As a condition of enrollment, students of BHSET endeavor to provide our patients with the best care possible. Therefore, students' acceptance of tips, gifts or gratuities from patients or hospital suppliers is forbidden. Any offer of a gift should be respectfully refused by explaining the hospital's policy. The patient or supplier can be referred to Administration if they wish to make a gift to the BHSET.

SMOKING
To promote quality health care and a safe learning environment for all students, the hospital has a Non-Smoking policy and is a Non-Smoking Institution. Non-compliance with the hospital or any other clinical site's Non-Smoking policy may result in disciplinary action.

ACADEMIC INTEGRITY

Academic Integrity

- Academic integrity is the fraudulent or dishonest presentation of work. Cheating includes, but is not limited to:
    a. The use or attempted use of unauthorized aids during exams/quizzes.
    b. Copying another student's work.
    c. Unauthorized cooperation in completing assignments or during an exam.
    d. Unauthorized submission or sharing of the same work from another student, whether in their own class or a different class.
    e. Falsification of grades, whether your own or a classmate.
- Plagiarism/Cheating: You are required to do your own work; failure to comply will result in immediate disciplinary action and possible dismissal from the program.
- Cheating during exams will result in immediate disciplinary action and possible dismissal from the program and will include everyone involved.

CLINICAL

Radiologic Technology is a profession that requires responsible individuals. Promptness is extremely important and is a goal of this program to prepare the student for the responsibilities of the profession. The clinical components comprise a very large portion of the student's learning activities; due to this, we feel it is necessary that students do their best to comply with this attendance policy. Absences affect the quality of achievement in theory and practical applications. 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 in successful completion of this program as well as securing employment.

Excessive or unexcused absences, tardiness and leaving early will not be tolerated. The following are considered excessive and will result in dismissal from the program:
*More than five clinical days missed a semester
*Late more than 5 times a semester
*Leaving early more than 4 times a semester
*More than 4 unexcused absences in two years
*Absence without notification for two consecutive days
*Falsifying clinical attendance in any manner

Extenuating circumstances will be looked at on a case by case basis.

Process for calling in late, absence, or leaving early

If a student is going to be absent from clinical practice he/she must input the absence in Trajecsys - FIRST, then notify the Clinical Coordinator. Sending a text is acceptable, but you must receive a response. The response is confirmation staff was notified. Failure to put an absence in Trajecsys on the day of your absence will be considered an unexcused absence to be made up after graduation.
If a student is going to be tardy, notify the clinical coordinator before the scheduled time. A student can not be more than 2 hours tardy; if 2 hours is exceeded it will count as an absence.
If a student is leaving early (only up to 2 hours) you must notify the clinical coordinator prior to the day needing to leave early.
Contacts:
Mrs. Erynne Dryden – Clinical Coordinator - Cell: 936-641-7429 {FIRST CONTACT}

You may text-if you do not get a response (within 30 mins), the text was not received.

Mrs. Terre Breed -- Program Director - Cell: 409-626-2973 is the back up contact if you did not receive a confirmation. Again, if you do not get a response the text was not received.

**Extraordinary circumstances will be looked at case by case.

List of all clinical site and contact numbers:

Beaumont Campus:	409-212-5849
Orange Campus:	409-883-1275 or 409-883-1246
Baptist Outpatient Center	409-212-5490
Riceland Imaging Center	409-981-5500
Beaumont Bone & Joint Institute	409-838-0346

Excused clinical absences include:

- Illness, doctor appointments, death in the immediate family. (Immediate family includes spouse/ significant other, child, parent, sibling or grandparent).

Unexcused clinical absences include:

- Absences accrued because of the student being sent home or suspended for any reason.
- Students that leave their assigned clinical area without permission from the program faculty.
- Absence without notification (No Call No Show).
- Missing any scheduled make up days.

The Program Director and/or Clinical Coordinator will determine excused/unexcused absences based on policies.

Clinical Punctuality

a. Only two tardies will be allowed in any clinical semester without a penalty, for ***each additional tardy 3 pts will be deducted from your final clinical grade.***

b. Students reporting late for clinical for **the 1st and 2nd offense** will remain in the clinical area for the amount of time they were tardy. Time must be made up the **same day** tardiness occurs. 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 the final clinical grade. Students DO NOT make up time after the second tardy. A make-up time form must be turned in the next class day with one exam grade for every 30 minutes of time made up..

c. Students are allowed to leave clinic up to 2 hours early for a doctor's appointment etc. Students must notify a program staff prior to leaving the clinical site. Students are required to make up that amount of time the next clinical day. A make-up time form must be turned in the next class day with one exam grade for every 30 minutes of make-up time. If time is not made up, it will be considered unexcused and **3 pts will be deducted** from your final clinical grade.

d. According to accreditation guidelines, students may not attend clinic more than 10 hours per day. Therefore, if scheduling an appointment requires a student to leave more than 2 hours early the student must take the entire day off and make-up time will result.

*STUDENTS MUST CLOCK IN/OUT AS INSTRUCTED BY CLINICAL COORDINATOR
Students must be in complete uniform and ready to perform any task when clocking in or it will be counted as a tardy.

Missed clock-in or 'forgot to clock in' will be considered tardy.
Missed clock-outs or 'forgot to clock out' will result in a leave early.

Students are not allowed to clock in or out on any cellular device.

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

Showing up at incorrect site or incorrect clinical time
If a student arrives at the wrong clinical site they will not be allowed to stay, they must go to their scheduled site. A tardy will result in this instance.

If a student arrives for clinical day shift, and they are scheduled for clinical late shift they will be instructed to go home and return at the correct time.

If a student arrives for clinical late shift and they were scheduled for clinical day shift they will be instructed to return home and an absence will be accrued for their missed shift.

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 restart the following year. Time for extended absences, when determined to be excused, will have to be made up.

Clinical Make-Up Time

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. The semester transcript for clinical will be marked with an incomplete (I) until all time is made up and the final clinical grade will then be calculated. Students will have 5 days to complete their make-up time. If the student is unable to complete make-up time within the 5-day window (without substantial reason), the remaining absences will result in an unexcused – only 4 unexcused allowed in 2 years, 5th unexcused results in termination.
With the exception of Saturday absences, make up time will only be scheduled Monday through Friday, during the hours of 645AM – 9PM during the scheduled semester break. You will make up the shift you were absent from. Students are not allowed to make up more than 10 hours per day or 40 hours in a week.

All Saturday absences will be made up on a Saturday. The first absence will be scheduled the first Saturday of the semester break. If a second Saturday absence is accrued, it will be made up the second Saturday of the break. If a student accumulates a third Saturday absence it will be deemed unexcused.

If a student has accumulated missed days due to extraordinary circumstances make-up time will begin the semester of their return. All missed time from the 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 two additional days after returning. The student will make up the two additional days missed first; the three days remaining of the break will be used to make up three 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.
All make-up time is completed at the MAIN campus.
Each make-up day requires a minimum of five exam grades.
Once make-up time is complete all exam grades and the make-up time form must be placed in the assignment basket outside the Clinical Coordinator's office. 1 point will be deducted from the final clinical grade for each missing exam grade.
*We suggested you keep a copy for yourself in the case of any discrepancies.

AFFILIATION AGREEMENT

The program has affiliation agreements with Baptist Hospitals of Southeast Texas (includes Beaumont, Orange and Baptist Outpatient Center) & Beaumont Bone & Joint Institute.The program provides additional clinical sites for observation of surgery rotations to increase the students' exposure to procedures requiring the use of a c-arm.

CLASSROOM ATTENDANCE/PUNCTUALITY, MAKE UP EXAMS and HOMEWORK

Attendance and punctuality are two qualities of utmost importance. They measure responsibility and dependability, which are two of the most important personality traits future radiographers should 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.

Classroom Attendance and Punctuality Process

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. 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.

If you are unable to attend class you must contact the instructor for each class you will miss. See course syllabus for contact instructions.

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 courses.

Classes will begin at the scheduled time. It is your responsibility to be in class on time with all necessary books and supplies.

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

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

Classroom Expectations for Make-up exams/work

It is the responsibility of the student to find out what was missed due to an absence.

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

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

It is your responsibility to contact the instructor & make arrangements to take the exam.
No exams or makeup work will be allowed for unexcused absences.
Student will automatically receive a "0"

FAILURE TO COMPLY AND DUE PROCESS

Students will follow the policies of the Baptist Hospitals of Southeast Texas School of Radiologic Technology and the specific policies of Baptist Hospitals of Southeast Texas. Failure to comply with the policies will result in disciplinary action up to and including termination. 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.

Remember, you have requested the opportunity to be part of this educational program.

Discipline Process
At the discretion of the Program Director and depending on the severity of the offense, dismissal may be immediate. All students have the right to file a grievance (see Due Process).

FIRST OFFENSE - Written Warning
SECOND OFFENSE - Up to a three-day suspension
(Suspensions are consecutive days and will be handled based on assignment. Example: 1 clinical day and 2 class days = 1 make up day and 2 days of zeros. 2 clinical days and 1 class day = 2 make up days and 1 day of zeros.
*Instructors may require you to complete and submit work in order to remain up to date with course work; the student **will not** receive credit for work missed during suspension).*
THIRD OFFENSE - Dismissal from program

The following policies are covered in detail during applicant orientation, a second time in new student orientation and a third time during clinical orientation. The program has a zero tolerance regarding these policies and consider all students under a written warning. The first offense will result in suspension.

a. Communication device policy
b. Parking policy
c. Smoke free campus policy
d. Computer Lab policy

Student Misconduct or Breach of School Policy
Any alleged student misconduct or breach of school policy should 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 should 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 the student written notification of the alleged violation(s) brought against him/her.
2. A meeting with the student will be scheduled within (3) class days after the written notification. The Program Director and one faculty member will be present for the meeting. The student will provide documentation if he/she denies the allegations. Failure of the student to provide this document will result in dismissal from the program.
3. The Program Director will (within 5 class days) investigate the information provided 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), probation, 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 within (7) days after the conclusion of the hearing.
9. The decision of the Human Resource Department will be final.

Due Process

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 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 describe their concern(s) in writing and submit it 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 the student(s) stated concern(s) by obtaining written documentation and identifying 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).

Step Three (if required):

If a satisfactory resolution(s) is not reached, within (3) class days after meeting with the Program Director the student may request in writing a meeting with the Human Resource Department describing their problem/concern(s). The Human Resource Department will schedule a meeting within (5) class days of receiving written requests from the student. The Human Resource Department will contact and request written documentation from all parties involved. The 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. The Human Resource Department 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 by the Human Resource Department is final. Throughout this process, each concern will be taken seriously and each person involved will be treated with dignity and respect.

POLICIES AND PROCEDURES

COMMUNITY SERVICE

POLICY STATEMENT

As part of the program's human diversity and professional development requirements – students are required to participate in community service projects. The goal of the program is to teach students to be professionals who are a viable part of the community.

PROCESS
Students are required to participate in 10 community service events during their two years of training. Some projects are mandatory, others are elective. Dates for mandatory projects will be provided in advance. Students will not be required to work more than 10 hours on any one mandatory project. Mandatory projects will not require more than 10 total contact hours on a school day. Mandatory projects will not require students to participate in a school sponsored activity for more than 40 total contact hours each week.

MANDATORY PROJECTS for BOTH CLASSES
Baptist Hospital Employee Picnic
La Soiree Thursday Set up; based on clinical schedule
La Soiree Friday Set up; based on clinical schedule
La Soiree Saturday (Both classes)
Cantastick Sunday (Boys' Haven)
Buckner's Children's Christmas Party
Baptist Hospital's Physician's Christmas Party

OPTIONAL PROJECTS
Buckner's Children's Christmas Party (2nd years only)
Baptist Hospital's Physician's Christmas Party (2nd years only)
American Cancer Society- Cattle Baron's Ball (Volunteers – both classes)
Other various American Cancer Society events

Other projects outside of the above mentioned can be approved by the Program Director or Community Service Coordinator.

Mandatory projects can be excused if documentation is given and discussed with the Program Director or Community Service Coordinator at least 2 weeks prior to the event. In the case of illness, a doctor's excuse will be required.

If a student commits to a non-mandatory event and cancels prior to the event, an additional community service event will be added to the required. If a student leaves an event early an additional community service event will be added.

The above listed mandatory projects are subject to change based on need and events

PERSONAL COMMUNICATION DEVICE POLICY

Cell phones, smart watches, ear pods or any other means of communication device are not allowed on your person while in the clinical setting. This includes off-site clinical rotations.

PROCESS
1) 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 in case of emergencies and someone will locate you. You may make any needed phone calls on your break or lunch.

2) 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.

3) Cell phones, smart watches, ear pods or any other means of communication devices are not allowed in the computer lab at any time. Cell phone (storage) in the classroom is at the discretion of the instructor. Smart watches or other means of communication are not allowed in the classroom.

DRESS CODE

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 given 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. Uniforms are to be clean, ironed and in good condition.

SHOES
Tennis shoes or nursing shoes are required. The color can be from white to black but must be of solid color, in good condition and kept clean. 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.

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.
*"Artificial nails are substances or devices applied to natural nails except traditional nail polish and includes but is not limited to artificial tips, wraps, appliques, gels, powders or light contrast nails and shellac manicures".

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 stud earrings in the clinical setting. For safety reasons, no hoop or dangle earrings in the clinical setting. No more than two piercings per ear.
Male: earrings are NOT permitted.
Body piercings are permitted in ears and a single(smallest) nose stud; no other visible body piercing is permitted.

TATTOOS
Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, drug use, gender, race, religion, disability, or national origin and/or may be perceived to be gang related, shall be covered and/or not visible while on duty. In addition, tattoos deemed offensive by Human Resources will be required to be covered.
Tattoos must not cover more than 50% of the visible area of the body, i.e no full sleeve.

OTHER
Sunglasses are to be worn indoors only if prescribed by a physician.
Hats shall not be worn as part of the uniform.
Gum chewing is not allowed in clinical settings at any time.

*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 a name badge will be sent home.

SUBSTANCE ABUSE

It is the desire of Baptist Hospitals of Southeast Texas School of Radiologic Technology to provide a drug free, healthy and safe educational program. To promote this goal, students are required to report to school in appropriate mental and physical condition to perform their assigned class and clinical rotations in a safe and satisfactory manner.

While on the school's premises, which includes all clinical sites, or while conducting school-related activities off the hospital premises, no student may use, possess, distribute, sell or be under the influence of alcohol or engage in the unlawful distribution, manufacture, dispensing, possession or use of illegal drugs. Violations of this policy will lead to corrective action, up to and including immediate termination of enrollment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted only if it does not impair a student's ability to perform the essential functions of the assigned educational activities effectively and in a safe manner, and does not endanger other individuals in the educational setting which includes classroom and clinical site rotations.

In keeping with the goals established by this policy, students and applicants may be asked to provide body substance samples (e.g., blood, urine), hair/saliva (saliva screen with urine confirmation on positives), and/or Breath Alcohol Test to determine the illicit use of drugs. The hospital (school) will attempt to protect the confidentiality of all drug and alcohol test results. All body substance samples are to be observed.

Students, their possessions, and hospital-issued equipment and containers under student control are subject to search and surveillance at all times while on the hospital premises or while students are conducting hospital/school business. Students that are believed to be under the influence of drugs, narcotics or alcohol will be required to leave the premises.

PROCESS

Students

- Notify the Program Director of prescribed drugs or narcotics, which may affect class/clinical performance or behavior.
- Provide acceptable medical documentation.
- The Program Director will report this information to Employee Health.

Faculty/Supervisors

- Report to the Program Director any student demonstrating unusual behavior.
- The Program Director will contact the Human Resource Department.
- If the Program Director is unavailable, determine whether the student should be required to submit to a drug and/or alcohol test according to the procedures set forth below. If there are any questions, you may contact the Employee Health Department.

Human Resource Department

- Provide faculty/supervisors with training and/or guidelines in the recognition of symptoms of and behavior indicating drug and alcohol use.
- Review the facts of the situation and determine if student should be examined by Employee Health and/or tested for drugs and alcohol.
- Consult with appropriate facility medical personnel to determine if prescribed drug use will impact student's ability to perform required educational activities safely and properly.
- Arrange transportation for a student believed to be under the influence of drugs, narcotics or alcohol.
- Maintain confidentiality of all test results.

Employee Health

Drug tests may be conducted in any of the following situations:

- PRE-ENROLLMENT TESTING – As a pre-qualification to assuming any position, a prospective student is required to provide a body substance sample for drug screening. This occurs in connection with the pre-enrollment medical examination.
- POST-ACCIDENT TESTING – Any current student who is involved in an incident or accident while attending school, whether on or off the school's premises.
- FITNESS FOR DUTY OR REASONABLE SUSPICION/CAUSE TESTING – For the purpose of this policy, "reasonable cause suspicion" means a belief based on objective facts sufficient to lead a reasonably prudent person to suspect that a student is under the influence of drugs or alcohol so that the student's ability to perform the functions of the educational requirements is impaired, or the student's ability to perform his/her educational activities safely is reduced.

Observations which constitute a factual basis for determining reasonable cause may include, but not limited to: odor of alcohol beverage, erratic behavior, violent mood swings, excessive absenteeism including tardiness, a medical emergency that can be attributed to drug use (e.g. unaccounted narcotics, unaccounted medication of patients), physical on-the-assigned school site, evidence of drug use, documented deterioration in the student's educational requirement performance, or an accident which is caused by the apparent action or inaction of the student.

- RANDOM TESTING – All students are subject to random screening. The screening will be administered on a random selection and random date basis at an annualized rate of 15 percent of covered students which will include employees. The program will randomly select students/employees and screening dates from all covered students/employees and all possible test days. The names and dates of the scheduled screening will be held confidential by the Employee Health Department until the day of the actual screening.

Drug & Alcohol Testing

Fitness for Duty or Reasonable Suspicion Cause Testing

- Whenever a faculty/supervisor reasonably suspects a student is under the influence of drugs or alcohol and is unfit for school, the supervisor should contact the Program Director, Human Resource Department and/or Employee Health for further guidance. In the event the Program Director is not available, contact the Clinical Coordinator who will contact the Human Resource Department. The faculty/supervisor should contact the Director of Human Resources and Employee Health as well as document the surrounding circumstances and specific observable behaviors and characteristics of the student. The faculty/supervisor must normally obtain a second opinion by another faculty/supervisor regarding the student's outwardly observable behavior/performance. If both faculty/supervisors concur that a drug/alcohol test is appropriate, arrangements must be made to escort the student to the collection location. Following the test, arrangements should be made to transport the student home.
- The student should be told immediately by a faculty/supervisor that he/she is exhibiting behavior that is affecting or is interfering with the safety of the other student, supervisor or faculty. The faculty/supervisor should request any student believed to be under the influence of drugs or alcohol to leave the clinical assigned area immediately and arrange for the student to wait in a non-clinical area until a determination can be made as to whether the student is fit for educational activities or whether the student should be required to submit to a drug test according to the procedures set forth below.
- The student should be given the opportunity to explain his/her behavior.
- Alcohol or drug tests administered because there is reasonable suspicion and/or for cause will be performed at a company-designated medical facility at the hospital's expense.
- A student who is tested for reasonable suspicion/for cause may be withheld from class/clinical attendance until the company receives test results. The student 's attendance for such time away from school will not be counted against the student, unless the student's tests are confirmed positive.

Random Testing

- Upon the day of the actual screening, Employee Health will notify the Program Director, who will be responsible for contacting the involved student. All students selected will be required to report to the designated testing facility within two (2) hours to provide a body substance sample.
- Students who are on vacation, sick, or absent for other justifiable reasons, may be excused from the drug and alcohol screening procedure. The hospital/school may require an excused student to submit to a urine sample immediately upon such student's return to school. An excused student need not be notified of his/her selection or excuse from screening.

Refusal to Submit to Drug/Alcohol Test

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above is considered insubordination and will result in corrective termination of enrollment.

Positive Drug/Alcohol Test

- The Medical Review Officer will communicate results to the Employee Health Nurse.
- Employee Health is responsible for directly notifying the Program Director of the test results.
- If a student tests positive for alcohol, immediate dismissal from the educational program will result.
- If the student tests positive for illegal drugs, immediate dismissal from the educational program will result.
- If the student tests positive for other drugs the Program Director will contact Employee Health to schedule a second drug test for the student in question.
- After the second test is scheduled, the Program Director will notify the student in question of the positive results. The student will be required to report immediately to Employee Health for a second Drug Test. If the student refuses to comply with the second drug test, dismissal from the program will result. If the student agrees to take a second drug test, the student will not be allowed to attend any educational activities until results are obtained.
- If a second drug test is positive, the student will be immediately dismissed from the educational program.

Non Produced Body Sample

A student who does not produce a body sample within two (2) hours of request will be considered to have refused to submit to testing and will be immediately dismissed from the educational program.

Consequences of a Positive Drug/Alcohol Test

- Applicants: In the event of a confirmed positive test result for prohibited drug use during a pre-enrollment drug test, the applicant will not be considered further for enrollment.
- Current students: Before dismissal action is imposed, students will be given the opportunity to explain positive test results.
- A student's statement regarding drug or alcohol use should, whenever practical, be documented prior to initial testing.

STUDENT PROFESSIONAL LIABILITY COVERAGE

The students enrolled in the School of Radiologic Technology are provided professional liability coverage while performing their prescribed didactic and clinical educational requirements. The limits of coverage are specified by the hospital's general liability coverage.

STUDENT SAFETY

MONITORING STUDENT EXPOSURE TO IONIZING RADIATION

Students enrolled in the school of radiologic technology will satisfactorily complete all the educational requirements of Course 143-1 Radiation Protection I before entering clinical rotations. Failure to complete this course will result in dismissal from the program.

PROCESS

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 occupational exposure.
- Students under the age of 18 are not permitted to participate in clinical assignments in a radiation area. Therefore, are not permitted to participate in the clinical component of the program.

- Student's 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 (50 mrem) monthly.

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

A 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 will report a lost or damaged radiation dosimeter immediately to school officials and submit the required form.

First Occurrence: Students will be assigned to a non-ionizing radiation clinical area until receipt of a new radiation dosimeter.
Second Occurrence and thereafter: Students will not be allowed to attend clinical assigned rotation. All days missed will be handled according to the attendance policy.
A $40 replacement fee will be charged to the student if the 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 2 mSv (200 mrem) in one quarter will be referred to the Radiation Safety Officer and Program Director 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. The student is not to wear their school issued badge for activities that are not directly related to enrollment in the program.

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.

STUDENT RADIATION SAFETY

All Students shall use radiation protection practice: In personnel protection, the principles of time, distance, and shielding will be used.

PROCEDURE:

1. A copy of the Texas Regulations for Control of Radiation is maintained in the Operation Manager's office and in Nuclear Medicine, and will be made available to all personnel.

2. All Radiology Students will have a documented dose history. Dose histories are kept in the Program Director's office and are available upon request.
3. When making radiographic exposures students will remain behind protective barriers and when possible, and during fluoroscopic examinations.
4. All persons will wear lead aprons and thyroid shields during fluoroscopic procedures.
5. Students must wear lead aprons and thyroid shield when making exposures with portable x-ray equipment.
6. Before making exposure with a portable unit, the technologist must warn all employees working close to the patient. After all persons have moved a minimum distance of 6 feet from the collimator, an exposure will be made.
7. Radiation exposure on women in childbearing age optimally should be kept below .5 mSV (50 mrem) per quarter.
8. All doors to a room where radiographic or fluoroscopic procedures are being performed must be closed.
9. The student will **NOT** hold a patient or imaging receptor during radiographic exposure.
10. Only students deemed capable by the Clinical Coordinator and/or Program Director will make radiographic exposures.
11. No one under the age of 18 will be assigned a clinical rotation in a radiation area (excluding clerical workers).
12. Under no circumstances will persons under the age of 18 years be allowed to hold patients for X-Rays in this department including family and/or friends.
13. Under no circumstances will persons be allowed to remain in the exam room during exposure of the patient including family and/or friends.

RADIATION SAFETY COMMITTEE

A Radiation Safety and Isotope Committee will meet not less than quarterly for the purpose of formulating and reviewing Radiation Safety Regulations and Directives aimed at patients, personnel, and visitors to this hospital. The Radioisotope Committee will be incorporated into the general Radiation Safety Committee. This committee will review and formulate policies regarding the utilization of radionuclides within the facility. The committee shall work within the scope of the Texas State Department of Health's license for this facility when formulating policies. This committee shall be composed of staff physicians including some with expertise in the field of radiation specialties, and ancillary personnel working in the radiation field, and a representative from the hospital administration.

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.

PROCESS

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.

a. The student will be asked to complete a "Declaration of Pregnancy" form.
b. The student will indicate the expected date of delivery
c. 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. 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 ensure the pregnant student doesn't exceed the maximum exposure limit during her pregnancy (based on the date of conception/declaration).
b. 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.
c. The dose limit for the fetus during the entire period of gestation is 5 mSv (500 mrem); .5 mSv (50 mrem) monthly. 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.
d. The pregnant student will be assigned to her regularly scheduled clinical rotations and assignments.

Upon declaration of pregnancy, the radiology program 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 is encouraged to confer with the Program Director. Options available to the student include:

1. The student may continue in the program without modification or interruption.
2. 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.
3. The student has the option to withdraw the declaration. Withdrawal of declaration must be in writing.

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:

1. A qualified radiographer reviews the request for examination in relation to the student's achievement
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
3. A qualified radiographer is present during performance of the examination
4. A qualified radiographer reviews and approves the image

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

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.

STUDENT REPEAT POLICY

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory images will be repeated only in the presence of a 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.

MRI SAFETY

All Radiology School personnel and students will be instructed on the Medical Imaging Department's procedure for MRI Safety, provided by Baptist Hospitals of Southeast Texas School of Radiologic Technology. Students will complete an MRI screening form. The MRI supervisor will review and sign off on each form prior to the student beginning clinical rotations.

MEDICAL EVALUATION/TREATMENT FOR ON DUTY STUDENT INJURY

Medical evaluation/treatment for injuries incurred while performing their assigned duties within the parameters of their service guidelines. While at school, the student is required to report any illness or accident to school officials. The student is encouraged to carry health insurance.

In the event that a student is injured, exposed to a communicable disease or other related incident during training at any clinical site; the facility is to provide immediate medical evaluation and treatment which may include x-rays and diagnostic test, as determined medically necessary, at no cost to the student. Immediate medical evaluation and/or treatment are defined as medical care given immediately following the incident, provided by the facility.

If additional medical treatment is required the student can be brought to Baptist Hospital Beaumont's Emergency Department. A student may seek a second opinion/evaluation at his/her own expense. The student is financially responsible for his/her own medical expenses.

Beyond initial medical evaluation and treatment, there is no guarantee of reimbursement or payment for medical services for any injury. Each event is reviewed by Risk Management, investigated, analyzed and evaluated based on the facts and circumstances that resulted in the injury.

An Incident Report form MUST be completed at the time of the occurrence and forwarded to Quality Management within 24 hours. The form should be completed by the student with Instructor assistance.

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.

HARASSMENT

Baptist Hospitals of Southeast Texas (BHSET) believe safety and quality of patient care is dependent on teamwork, communication, and a collaborative learning environment. To promote a culture of quality and reinforce our established Behavioral Expectations, BHSET 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/learning in BHSET 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 BHSET Philosophy and Behavioral Expectations as outlined in the school catalog and orientation.

Behavior that generates a complaint by a coworker, a member of the medical staff, or a radiology school student (patient complaints excluded) will be addressed according to this policy. Harassment and other intimidating/disruptive behaviors are not acceptable and will be6 disciplined and/or corrected as warranted by the inappropriate behavior. BHSET will enforce a policy of "zero tolerance" for instances of disruptive behavior that involve physical assault, physical abuse or criminal acts.

PROCESS
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. BHSET encourages those impacted by or witness intimidating or disruptive behavior to report it to their Program Director or Human Resource Department. 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. The 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 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

Baptist Hospitals of Southeast Texas (BHSET) expects all student partners to treat everyone with dignity and respect, thereby maintaining a unique, productive and caring customer service and learning environment. While all forms of harassment are prohibited, it is important to emphasize sexual harassment of or by students, patients, medical staff, vendors or others is unacceptable behavior; there is a mechanism for promptly investigating and addressing complaints of sexual harassment; and anyone experiencing sexual harassment should immediately report the matter to his or her immediate supervisor, who is responsible for contacting the Human Resource Department. 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 a caregiver 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 performance or creating an intimidating, hostile or offensive learning environment.

PROCESS

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 make it clear to them 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 the Human Resource Department instances of sexual harassment against him/herself or another individual by a manager, co-worker, customer, supplier, student 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 the matter up 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 admission process will include screening background for all applicants, BHSET will provide an environment that is conducive to reporting suspected/actual cases of abuse/harassment/exploitation.

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/Educators 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 BHSET has a right to expect a clinical environment free of such conduct, and no person's employment, advancement, salary, evaluation, duties, hours, or other conditions of enrollment will be affected because he or she refuses to submit to or tolerate such conduct.
Consequences for Managers/Educators of non-compliance with this policy:
- Violations will be addressed in accordance with BHSET Guidelines for Managing Performance and Work Behaviors in addition to program specific policies.
- Managers/Educators 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.

CONSENSUAL RELATIONSHIPS

Baptist Hospitals of Southeast Texas School of Radiologic Technology is committed to maintaining learning and clinical environments as free as possible from conflicts of interest, exploitation, and favoritism.
Where a party uses a position of authority to induce another person to enter into a non-consensual relationship, the harm both to that person and to the institution is clear. Even where the relationship is consensual, there is significant potential for harm when there is an institutional power difference between the parties involved, as is the case, for example, between faculty and student. Such relationships may cast doubt on the objectivity of any supervision and evaluation provided.
Having a consensual relationship with a student is likely to interfere with the ability of a superior to act and make decisions fairly and without favoritism. Even if being biased is avoided, the other people in the learning environment are likely to see themselves as being less favored and as disadvantaged by the personal relationship. In addition, the damage can continue long beyond the actual time span of the relationship and can make people suspicious of any future professional interactions between the parties.

The student–teacher relationship represents a special case, because the integrity of this relationship is of such fundamental importance to the central mission of the radiology school. Students look to their instructors for guidance and depend upon them for assessment, advancement, and advice. Faculty–student consensual relationships create obvious dangers for abuse of authority and conflict of interest actual, potential, and apparent.
BHSET School of Radiologic Technology has adopted a consensual relationship policy for the following reasons: to avoid the types of problems outlined above, to protect people from the kind of injury that either a subordinate or superior party to such a relationship can suffer, and to provide information and guidance to members of the BHSET community. Most of all, this policy seeks to help ensure that each member of the BHSET community is treated with dignity and without regard to any factors that are not relevant to that person's learning environment.

FACULTY–STUDENT CONSENSUAL RELATIONSHIPS

A faculty member should not enter into a consensual relationship with a student under that faculty member's authority. Situations of authority include, but are not limited to, teaching, formal mentoring, supervision of research, exercising substantial responsibility for grades, honors, or degrees, and considering disciplinary action involving the student.

Students and faculty should be aware that entering into a consensual relationship will limit the faculty member's ability to teach, direct work and promote the career of the student involved with him or her in a consensual relationship.

If nevertheless a consensual relationship exists or develops between a student and a faculty member and involves any situation of authority, that situation must be terminated. Termination includes, but is not limited to, the student withdrawing from the school and the faculty member no longer being employed by BHSET School of Radiologic Technology.
The faculty and students will conduct themselves responsibly and honorably in all activities as a member of the BHSET School of Radiologic Technology.

GENERAL SAFETY

Severe weather, fire safety, unauthorized access, bomb threats, active shooter

It is the policy of Baptist Hospitals of Southeast Texas to ensure the safety of patients, visitors, students and staff through vigilance and robust preparation with regard to severe weather. Southeast Texas is especially vulnerable to inclement weather in the form of hurricanes due to their frequency in this part of the world. Conversely, ice storms and hard freezes pose a threat to the area as they are relatively rare and individuals and organizations are not practiced in preparing for or dealing with them.
The radiology school will follow the safety guidelines of BHSET. The program director will communicate with the students regarding school closings via email/text. Students will be dismissed pending inclement weather.
In the event of a fire students will evacuate the building and report to a predetermined location for a head count. Specific fire safety instructions will be provided.
For the safety of all students and staff the school is locked down at all times. A school badge is required for entry into the building. Students are required to inform a school staff member prior to admitting anyone into the building.
If a student receives a threatening phone call, they are to notify school staff. The staff member will notify the House Supervisor, The Administrator on call, Security, Police Department, and the Fire Department.
In the event of an active shooter, if possible the students will block all entrances to the classroom, turn off lights and remain still and quiet in the building until further instructions are provided by school staff.
All safety policies of BHSET will be followed. Students can find all policies on the Baptist Hub.
In-services will be provided during new student orientation.

STUDENT PARKING

The Hospital Parking Policy is available on the Baptist Hub. Students are 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 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.
Students are advised to walk in groups to their vehicles after dark. Students can call security at 212-5086 for an escort to the parking lot.

IV VENIPUNCTURE

Second year students will be allowed to perform venipuncture only for the purpose of safe practices during the introduction of contrast media utilized in radiologic imaging studies when the following criteria are strictly adhered to:

PROCESS

1. Successful completion of an approved IV Venipuncture Course.
2. Will be supervised by:
   - a physician
   - registered nurse or
   - Registered radiographer 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

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 have a Registered Technologist initial all consent forms.

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 username and password. Students are not permitted to borrow or loan usernames or passwords. Students 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. 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.

PROCESS
If Information Technology reports any use of the computers that is inappropriate or the computer is being used for anything other than the above mentioned activities will result in disciplinary action up to termination. 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.

ADVISORY COMMITTEE

The Advisory Committee is composed of in-field specialists, currently in the practices of Radiologic Technology who represent the community. The board serves as a source of advice and counsel to the Radiology School in fulfilling stated educational objectives.

CURRICULUM

SEMESTER 1 (14 SCH)

Course Number	Title
113	Patient Care & Management
122	Medical Terminology
133-1	Radiographic Procedures & Positioning I
143-1	Radiation Protection I
152-1	Equipment Operation & Quality Control I
191	Clinical Lab

SEMESTER 2 (11 SCH)

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

SEMESTER 3 (11 SCH)

Course Number	Title
133-3	Radiographic Procedures & Positioning III
152-3	Equipment Operation & Quality Control III
184-1	Digital Imaging & Equipment
192-2	Clinical Practicum II

SEMESTER 4 (5 SCH)

Course Number	Title
295-1	Clinical Practicum III

SEMESTER 5 (8 SCH)

Course Number	Title
233-1	Advanced Radiographic Procedures I
243-1	Radiation Protection & Radiobiology
292-2	Clinical Practicum IV

SEMESTER 6 (8 SCH)

Course Number	Title
272	Radiology Prep Seminar
232-2	Advanced Radiographic Procedures II
252-1	Equipment Operation & Quality Control I
292-3	Clinical Practicum V

Description of Course Numbers

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

ALL COURSES REQUIRE A SCORE OF 80

In order to meet program requirements for graduation and eligibility requirements to sit for the ARRT board exam, the student must have demonstrated and completed all clinical competency activities by the end of the sixth semester.

Course Descriptions

SEMESTER 1

113 PATIENT CARE & MANAGEMENT Prerequisite none

Content is designed to provide the basic concepts of 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. SCH 3 Clock Hrs 90

122 MEDICAL TERMINOLOGY Prerequisite none

Content is designed to provide the basic concepts of medical terminology. Radiographic 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 the digestive and Respiratory System and associated terminology will be taught. Pathology that is associated with each part of the anatomy will be included. SCH 2 Clock Hrs 60

133-I RADIOGRAPHIC PROCEDURES & POSITIONING I Prerequisite none

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. Positioning skills for Chest, Abdomen, and Upper Extremities will be taught. Pathology that is associated with each part of the anatomy will be included. The course will include discussion, demonstration and practice of radiographic positioning with the use of phantoms. SCH 3 Clock Hrs 90

143-I RADIATION PROTECTION I Prerequisite none

Content introduces ionizing radiation and the way imaging professionals learn to minimize the radiation dose to patients and personnel. The course will provide knowledge of radiation units and fundamentals encompassing radiation safety for the patient, personnel and general population. Additionally, the basic methods of patient and personnel protection, protective devices will be learned along with the necessity of shielding, equipment design, ALARA, and special considerations for patient and personnel monitoring. SCH 3 Clock Hrs 90

152-1 EQUIPMENT OPERATION AND QUALITY CONTROL I Prerequisite none

The course explores fundamental math operations, basic unit conversions, and radiation-unit specific conversions. The course provides knowledge of the basic atomic structure of matter, principles of electricity, magnetism, and electromagnetism. The course advances from basic principles of mathematics and physics to radiologic specific criteria. The characteristics of the fundamental properties of x-rays. SCH 2 Clock Hrs 60

191 CLINICAL LAB Prerequisite none
Introduction to the clinical lab for the student 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 to be given on required learning objectives. Introduction 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. Students will also learn proper patient transfer and have practice labs. Students will apply positioning skills for chest and abdomen exams learned through instruction and demonstration during supervised clinical labs. Evaluations of the student's exam performance and the ability to communicate and transfer history into a written form will better prepare the student prior to entering Semester 2 Clinical Practicum I. Individuals will reach the objectives of this course through completion of reading, writing, testing, active participation in discussion and other assignments.
SCH 1 Clock Hrs 90

SEMESTER 2

133-2 RADIOGRAPHIC PROCEDURES & POSITIONING II Prerequisite 133-I
This course will review the structure of the shoulder girdle, lower extremities and pelvic girdle 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. SCH 3 Clock Hrs 90

152-2 EQUIPMENT OPERATION AND QUALITY CONTROL II Prerequisite 152-1
The course is a continuation of 152-1. Course content establishes knowledge of the production of x-rays within the tube and the needed components to create the photons, i.e. generator and circuitry. The high-voltage and filament transformers will be taught along with rectification. An in-depth look at the two types of target interactions, Bremsstrahlung & Characteristic interactions will be taught. SCH 2 Clock Hrs 60

163-1 IMAGE ACQUISITION AND EVALUATION I Prerequisite none
The content is designed to impart an understanding of the factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system are discussed. IR exposure, contrast, resolution and distortion is learned. Terminology is identified for digital imaging in order to better understand digital pre and post processing operations. SCH 3 Clock Hrs 90

193-1 CLINICAL PRACTICUM I Prerequisites 133-1, 113, 191, 143-1, 122
Content and clinical experiences for sequential development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures continues. Through structured sequential, competency-based assignments in a clinical setting, this course addresses, examines, and evaluates the concepts of team practice, patient-centered clinical practice, and professional development. Clinical practice experiences will continue to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall

continue to ensure the well-being of the patient preparatory to, during, and following radiologic procedure.
The student will be required to complete competency on Chest, Abdomen, and all upper extremity to include shoulder girdle by the end of this semester. SCH 3 Clock Hrs 375

SEMESTER 3

133-3 RADIOGRAPHIC PROCEDURES & POSITIONING III Prerequisite 133-2
The student will review the structure of the bony thorax, complete spine, cranium and facial bones 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. SCH 3 Clock Hrs 90

152-3 EQUIPMENT OPERATION AND QUALITY CONTROL III Prerequisite 152-2
This course is designed to provide the student with a knowledge base in accessories utilized in conventional, CR, and DR imaging. Composition and comparison of grids, image receptors, computed radiography and digital receptors will be the basis of this course. The content will also provide knowledge of the fluoroscopic unit, image intensifier, flat-panel fluoro and its components along with knowledge of AECs and the backup time and minimum response time. SCH 2 Clock Hrs 60

184-1 DIGITAL IMAGING AND EQUIPMENT Prerequisites 152-2, 163-1
This course combines the digital imaging component with the equipment utilized in digital imaging. This provides the student with a knowledge base in digital radiographic and fluoroscopic equipment requirements and design. It will impart an understanding of the equipment components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that affect image acquisition, display, archiving and retrieval are included, along with some basic PACS and Quality Control. In combination, it will also provide a review of image acquisition factors. Image processing and display is included to understand how an image is created and the various steps it goes through before it reaches the display monitor for viewing. Post processing variables are discussed. A review of basic exposure formulas in order to establish a knowledge base in factors that govern and influence the production and recording of radiologic images.
SCH 4 Clock Hrs 120

192-2 CLINICAL PRACTICUM II Prerequisite 193-1
Content and clinical experiences for development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures continues. Concepts of team practice, patient-centered clinical practice, and professional development shall be discussed, examined, and evaluated.
Clinical practice experiences will continue to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall continue to ensure the well-being of the patient preparatory to, during, and following radiologic procedure.
The student will be required to complete competency on all required Lower extremity exams to include pelvis/hip girdle by the end of this semester
An advancement competency will be performed to ensure knowledge and ability. The clinical coordinator and clinical instructor will assess the student's competency on various exams at the end of this semester. SCH 2 Clock Hrs 250

SEMESTER 4

295-1 CLINICAL PRACTICUM III Prerequisite 192-2

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.

Content and clinical experiences for development, application, critical analysis, integration, synthesis, and evaluation of concepts and theories in the performance of radiologic procedures continues. Concepts of team practice, patient-centered clinical practice, and professional development will continue to be discussed, examined, and evaluated.

Students will be able to utilize their skills and demonstrate what they have learned. This semester allows them to create sequences, perform clinical assignments with more independence to build confidence as they perform exams. Levels of competency and outcomes measurement shall continue to ensure the well-being of the patient preparatory to, during, and following radiologic procedure. The student will also be allowed to observe other modalities of the imaging departments such as ultrasound, heart catheterization lab, 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. The student will be required to complete competency on all required Spine examinations to include bony thorax.

Students will be allowed to rotate in an advanced modality with approval of the clinical coordinator. SCH 5 Clock Hrs 625

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, Urinary System and Circulatory System. Advanced radiographic procedures of the Digestive system (UGI, SBS, BaE), Biliary system (ERCP), Urinary System (Cystography, Retrogrades), and Circulatory System (Venography, Arteriography), 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. SCH 3 Clock Hrs 90

243-1 RADIATION PROTECTION & RADIOBIOLOGY Prerequisite 143-I

This course will include the types of interactions that occur with matter when using ionizing radiation. Course study will also include human cell biology, structure, function, and division along with the effects of ionizing radiation at the molecular, cellular, and tissue levels. Short and long term effects of ionizing radiation will also be incorporated along with the genetic and somatic effects caused by ionizing radiation. Additionally, course provides the learner with knowledge of exposure dose limit values, reasoning for establishment and enforcement of the exposure dose limiting system, and knowledge of radiation exposure and monitoring (NCRP#116), dosimeters, and units of measure. SCH 3 Clock Hrs 90

292-2 CLINICAL PRACTICUM IV Prerequisite 295-1

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 be able to utilize their skills and demonstrate what they have learned. This semester allows them to continue to create sequence, perform with more independence to build confidence as they perform exams. Levels of competency and outcomes measurement shall continue to ensure the well-being of the patient preparatory to, during, and following radiologic procedure.
The student will be required to complete competency on all required Skull examinations. Students will use repeat radiographs from actual clinical cases to design a problem-solution presentation in a case study format. Students will present work in class using a lecture/discussion format. SCH 2 Clock Hrs 250

SEMESTER 6

272 RADIOLOGY PREP SEMINAR

This is a capstone course designed to review the students for the National Registry (ARRT exam) and prepare them for professional employment and lifelong learning. Mock registries are given, graded and reviewed. Students are required to research questions answered incorrectly and submit the results with the test to the Program Director for review. Instructors are consulted as needed in regards to the content being tested. The program director advises each student on how to proceed for the remainder of the course. SCH 2 Clock Hrs 60

232-2 ADVANCED RADIOGRAPHIC PROCEDURES II Prerequisite 233-1

This course will introduce advanced diagnostic radiographic examinations of the Reproductive system (Hysterosalpingogram), 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 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. 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. SCH 2 Clock Hrs 60

252-1 EQUIPMENT OPERATION AND QUALITY CONTROL I Prerequisite 184-1

Content is designed to impart an even better understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Review of principles of digital system quality assurance, quality control and maintenance are presented. Learn the basics of digital fluoroscopy as compared to regular fluoroscopy. Discuss image appearance with conditions that cause artifacts, quantum mottle and other abnormalities. Review PACS and associated electronics including monitor QC. SCH 2 Clock Hrs 60

292-3 CLINICAL PRACTICUM V Prerequisite(s) 292-2

The last phase of clinical practicum will allow the student to continue to perform routine examinations under indirect supervision of a registered technologist (assuring 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 perform 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. Students will be presented with advanced levels of images 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 image. 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. Students will perform an Exit Competency with direct supervision of the clinical coordinator/instructor. The Exit Competency must be of 2nd year or graduate level in order to perform. The competency will be on an actual patient and graded from the student/patient encounter until the end of exam. This competency will also incorporate image analysis as well as critical thinking while the exam is in progress. Students will continue to rotate in an advanced modality with approval of the clinical coordinator. SCH 2 Clock Hrs 250

Student Policy and Procedure Access

The complete student policy and procedure manual can be reviewed upon request or enrolled students can go to the hospital intranet "bhset" referred to as "the HUB"
By following these steps:

a. Go to the Baptist HUB
b. Select the Policy Portal icon
c. Open BAPTIST OF SOUTHEAST TEXAS folder
d. Open RADIOLOGY SCHOOL folder

REPORTING NONCOMPLIANCE OF JRCERT STANDARDS

The Joint Review Committee on Education in Radiologic Technology has granted Programmatic Accreditation of the Baptist Hospitals of Southeast Texas School of Radiologic Technology
Questions or complaints about this institution should be submitted to:

https://www.jrcert.org/students/process-for-reporting-allegations/

REPORTING NONCOMPLIANCE OF ABHES STANDARDS

The Accrediting Bureau of Health Education Schools has granted Institutional Accreditation of the Baptist Hospitals of Southeast Texas School of Radiologic Technology:
Questions or complaints about this institution should be submitted to:

https://www.abhes.org/filingagrievance

The Texas Higher Education Coordinating Board

THECB has granted a *Certificate of Authority* to 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 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
www.thecb.state.tx.us/studentcomplaints