



**HUNTSVILLE  
HOSPITAL**

---

**School of Radiologic  
Technology**

***Student Handbook***

**July 2023 – June 2024**

**101 Sivley Road  
Huntsville, AL 35801  
Phone: (256) 265-8928  
Fax: (256)-265-1997**

***The Huntsville Hospital School of Radiologic Technology reserves the right to alter, change, amend or modify any part of this catalog, at any time, for justifiable reasons.***

## Table of Contents

<b>Introduction</b>		<b>Academics</b>	
<b>Radiography</b>	3	<b>General Course Policies</b>	19-20
<b>Program History</b>	3	<b>Academic Honesty</b>	20
<b>Campus Map</b>	4	<b>Grades</b>	20
<b>Accreditation</b>	5	<b>Grade Reports</b>	20
<b>JRCERT Non-Compliance</b>	5	<b>Calculation of GPA</b>	20
<b>JRCERT Contact Information</b>	5	<b>Student Counseling</b>	20
<b>Program Effectiveness</b>	6	<b>Advisement Policy/Dismissal</b>	21
<b>Mission Statement &amp; Goals</b>	7	<b>Academic Probation</b>	22
<b>Student Learning Outcomes</b>	7	<b>Grievance Procedure</b>	22
<b>Program Philosophy</b>	8		
<b>General Information</b>	8	<b>Course Descriptions</b>	23-28
<b>Program Officials</b>	8	<b>Class/Clinic Schedule</b>	28
<b>Advisory Committee</b>	9	<b>Clinical Sites</b>	28-29
<b>Textbooks</b>	9	<b>Clinical Rotations</b>	29
<b>Academic Calendar</b>	10	<b>Learning Disabled Student</b>	29
		<b>Temporary Disability</b>	29
<b>Admissions</b>		<b>Student Injuries</b>	29
<b>Admission Requirements</b>	11	<b>Student Records</b>	30
<b>Technical &amp; Physical Requirements</b>	12	<b>Attendance/Holidays</b>	30
<b>Applicants with Disabilities</b>	12	<b>Personal Time Off</b>	31
<b>Foreign Transcripts</b>	12	<b>Student Badges</b>	31
<b>Credit by Examination (CLEP)</b>	12	<b>Make Up Time/Tests</b>	31
<b>Admission Procedures</b>	12	<b>Leave of Absence</b>	32
<b>Non-Discrimination Statement</b>	13	<b>Inclement Weather</b>	32
<b>Applicants Under the Age of 18</b>	13	<b>Attendance Exceptions</b>	32
<b>Expenses/Tuition</b>	13	<b>Dress Code</b>	32-33
<b>Refund Policy</b>	14	<b>Radiation Protection Practices</b>	33-34
<b>Financial Aid</b>	14	<b>Pregnancy Policy</b>	35
<b>Thomas and Sharon Bell Scholarship</b>	14		
<b>Transfer Students</b>	14	<b>Faculty</b>	35
<b>Advanced Placement</b>	14	<b>Continuing Education</b>	35
<b>Re-Admittance</b>	14	<b>Workplace Hazards</b>	36
<b>Transfer of Credit</b>	14	<b>Harassment</b>	36
<b>Bachelor of Science Degree Option</b>	15	<b>Infectious/Communicable Disease</b>	36
<b>Student Services</b>		<b>Suggestions/Complaints</b>	37
<b>Student Counseling (EAP)</b>	16	<b>Student Professional Development</b>	37
		<b>Professional Organizations/State Meeting</b>	38
<b>Parking</b>	16	<b>Policy Notifications</b>	39
<b>Health Services</b>	16-17	<b>Employed Students</b>	39
<b>Child Care Center Discount</b>	17	<b>Smoking &amp; Tobacco Products</b>	39
<b>Tutoring</b>	17	<b>Graduation Requirements</b>	39
<b>Cafeteria Discount</b>	17	<b>Graduate References</b>	40
<b>Fitness Center Discount</b>	17	<b>Job Placement</b>	40
<b>E-mail &amp; Internet Services</b>	17	<b>National Certification Exam</b>	40
<b>Internet Policies</b>	18	<b>Award Academic Excellence</b>	40
<b>Social Networking</b>	18	<b>Award Clinical Excellence</b>	40
<b>Learning Resources</b>		<b>Terminal Award</b>	40
<b>Classroom</b>	18	<b>Policy/Handbook Disclaimer</b>	40-41
<b>Computer Resources</b>	18		
<b>Non-Energized Radiography Lab Room</b>	19		
<b>Corporate University</b>	19		
<b>NetLearning</b>	19		

## **What is Radiography?**

Radiography is the art and science of using radiation to provide images of tissues, organs, bones, systems, and vessels that comprise the human body.

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

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

## **Program History**

The HHSRT was established in 1969 by a combined effort of the Huntsville Hospital Authority Board, the Administration of the Huntsville Hospital and Radiology Associates. The rationale for a School was a basic need for qualified Radiologic Technologists in the Huntsville area. Prior to the School, technologists were recruited from either Birmingham, AL or Nashville, TN.

The first class graduated in the summer of 1971 with 8 total graduates. To date, the School's graduates number in the hundreds.

The primary facility utilized by the school is housed in the Dowdle Center across the street from Huntsville Hospital Main. There is a large classroom, a non-energized lab, student computers, and faculty offices. Student clinical rotations include Huntsville Hospital Main, Huntsville Hospital Outpatient Imaging Center, the Women and Children's Hospital, Madison Hospital, Athens Limestone Hospital, Decatur Morgan Hospital, Decatur Morgan Parkway Hospital, and Lincoln County Hospital.

Technological advances and employer expectations demand critical-thinking skills. The HHSRT will strive for continued development and assessment of those skills to assist students in acquiring skills such as information literacy, self-reflection, scientific inquiry, and collaboration,

Post-secondary general education courses are required as part of the radiography curriculum. As the technology evolves, graduates of tomorrow will master digital radiography, increase knowledge in quality assurance methods along with increasingly sophisticated equipment and procedures.

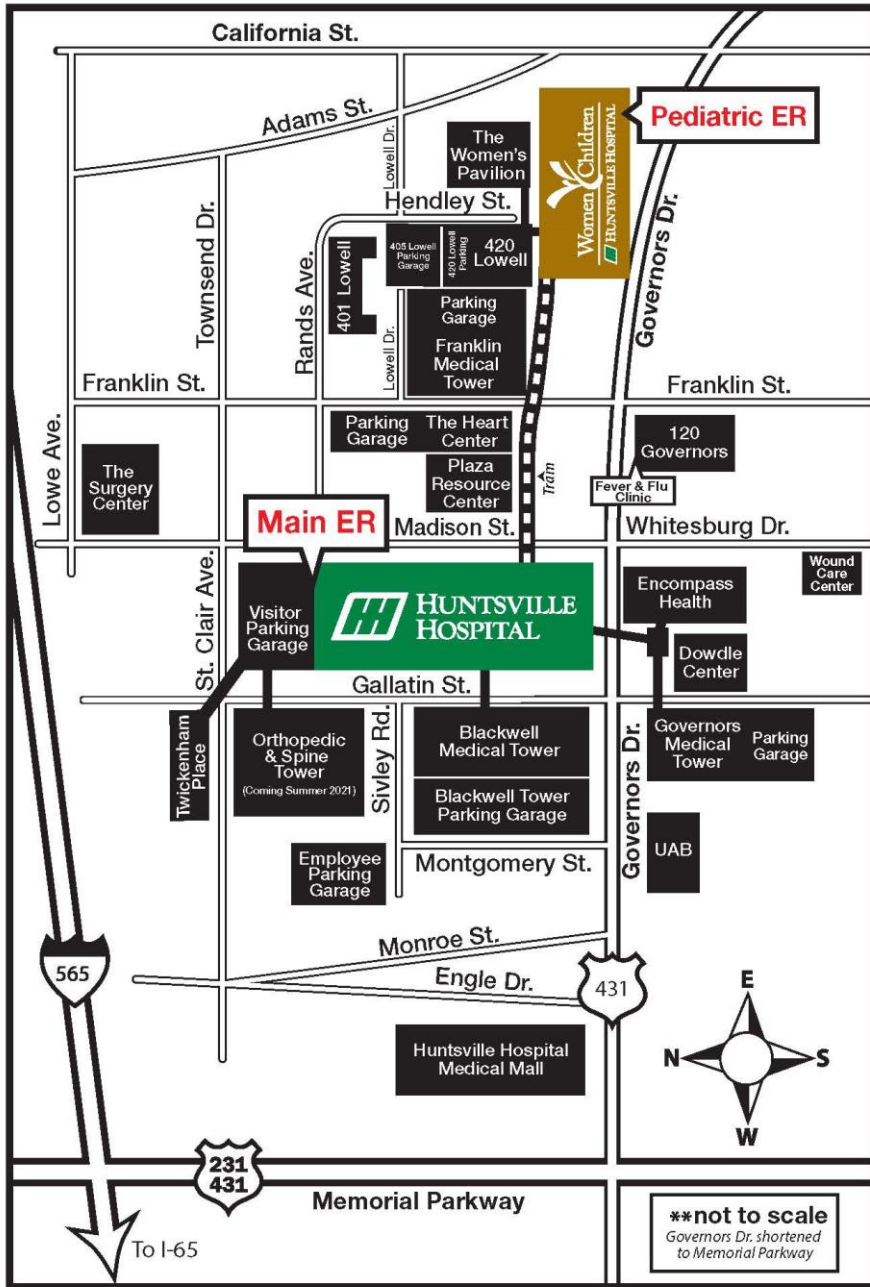
As long as the Huntsville Hospital and the changing healthcare system in America requires competent, professional, highly skilled, and highly motivated individuals, the HHSRT will strive to provide graduates capable of meeting and exceeding those standards.

## **About Huntsville Hospital**

Huntsville Hospital is an 881-bed hospital that serves as the regional referral center for North Alabama and southern Tennessee. Huntsville Hospital is governed by the [Health Care Authority of the City of Huntsville](#) and is the second-largest hospital in Alabama. In recent years, the hospital has expanded its services throughout the region with the development of [Huntsville Hospital Health System](#), which includes hospitals in Huntsville, Madison, Athens, Decatur, Boaz, Guntersville, Moulton, Red Bay, Sheffield and Scottsboro, Ala. The Health System includes more than 2,300 patient beds and 16,000 employees.

## Campus Map

### HUNTSVILLE HOSPITAL / Medical District



## **Accreditation**

### **Sponsoring Institution Accreditation**

The HHSRT is sponsored solely by Huntsville Hospital. Huntsville Hospital maintains voluntary accreditation from The Joint Commission (TJC).

### **State of Alabama Department of Postsecondary Education**

The program holds a Private School Certificate of Exemption from the State of Alabama Department of Postsecondary Education.

### **Programmatic Accreditation**

The Huntsville Hospital School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone (312) 704-5300  
E-Mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The program was awarded the maximum accreditation of 8 years in 2019.

The Joint Review Committee on Education in Radiologic Technology ( JRCERT) sets standards for the education for professionals in the radiologic sciences. The Standards for an Accredited Educational Program in Radiologic Science describes the requirement for a radiography program to maintain accreditation.

The JRCERT *Standards* are accessible on the students E-value homepage. Students and applicants may access the *Standards* by visiting the JRCERT website at [www.jrcert.org](http://www.jrcert.org)

### **JRCERT Non-Compliance**

Students questioning whether the program is compliant with the standards should direct their inquiries to the Program Director. Allegations of non-compliance should be submitted in writing as a formal complaint with supported documentation. The School will respond in writing to the complaint in a timely manner.

If the student is not satisfied with the program's response he/she may utilize the program's grievance procedure. If the allegation of non-compliance is not resolved through the grievance procedure, then the student should address the allegation to the JRCERT at the address listed above.

No student will be subject to harassment or reprimand as a result of an initiation of a complaint. The program will maintain a record of complaints and their resolutions.

## **Mission Statement - Huntsville Hospital**

Provide high quality care and coordinated services that improve the health of our communities.

### **Mission Statement: Huntsville Hospital School of Radiologic Technology**

“The Huntsville Hospital School of Radiologic Technology is dedicated to the pursuit of excellence in the field of Radiologic Technology Education accomplished through a structured, but diverse didactic and clinical experience.”

### **Program Goals**

**1. To provide the profession with clinically competent radiographers.**

*Student Learning Outcomes:*

- Students will apply accurate positioning skills
- Students will demonstrate knowledge of radiation protection.
- Employer and Graduate surveys will indicate the program prepared the graduate to be competent entry level technologists.

**2. Students will communicate effectively in the healthcare setting.**

*Student Learning Outcomes:*

- Students will demonstrate effective written communication skills in the healthcare environment.
- Students will demonstrate effective oral communication skills in the healthcare environment.
- Employer and Graduate surveys will indicate the program prepared the graduate to communicate effectively in the health care setting.

**3. Students will demonstrate problem solving and critical thinking skills.**

*Student Learning Outcomes:*

- Students will determine the appropriate changes in technical factors.
- Students will be able to adapt to positioning for trauma patients.
- Employer and Graduate surveys will indicate the program prepared the graduate to be proficient in problem solving and critical thinking skills.

**4. Students will develop professionally.**

*Student Learning Outcomes:*

- Student will demonstrate professional work ethics.
- Employer and Graduate surveys will indicate the program prepared the graduate to conduct themselves in an ethical and professional manner.

**Program Effectiveness Outcomes**  
**2018-2022**

<b>ARRT Credentialing Examination Pass Rate (1<sup>st</sup> Attempt)</b>			
<b>Class of:</b>	<b>Examinees</b>	<b>Passed</b>	<b>Pass Rate:</b>
2018	10	10	100%
2019	9	9	100%
2020	9	8	89%
2021	9	9	100%
2022	10	9	90%
<b>5 Yr Average</b>	<b>47</b>	<b>45</b>	<b>95.7%</b>

<b>Program Completion Rates</b>			
<b>Class of:</b>	<b>Enrolled</b>	<b>Graduated</b>	<b>Program Completion Rate</b>
2018	11	10	91%
2019	9	9	100%
2020	9	9	100%
2021	10	9	100%
2022	10	10	100%

<b>Job Placement Within Twelve Months of Graduation</b>				
<b>Class of:</b>	<b># of graduates that actively sought employment</b>	<b># of graduates that found employment</b>	<b>Employment Rate</b>	<b>*Did not actively seek employment</b>
2018	10	10	100%	
2019	8	8	100%	1
2020	9	9	100%	
2021	8	8	100%	1
2022	10	10	100%	
<b>5 Yr Average</b>	<b>45</b>	<b>45</b>	<b>100%</b>	

**\* Did not actively seek employment:**

1. Graduate failed
2. to communicate with program regarding employment status after multiple attempts **OR**
3. Graduate was unwilling to seek employment that requires relocation **OR**
4. Graduate was unwilling to accept employment due to salary or hours **OR**
5. Graduate is on active military duty **OR**
6. Graduate is continuing education **OR**
7. Graduate did not seek employment

The program's credentialing exam pass rate, program completion and job placement rate is available on the Joint Review Committee on Education in Radiologic Technology website at [www.jrcert.org](http://www.jrcert.org).

## **Philosophy of the School**

The pursuit of technical knowledge today must go beyond the acquiring of mere facts. The program at the Huntsville Hospital School of Radiologic Technology aims at the formation of the technical person with respect to his/her goals and the good of society.

The School will offer the student opportunities for his/her development in the ever-changing field of Radiologic Technology by maintaining modern equipment and up-to-date methods of procedures and qualified faculty.

In keeping with this philosophy, the HHSRT endeavors to provide the students with the opportunity to:

1. Conduct themselves in a manner compatible with the dignity of their profession;
2. Provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem;
3. Make every effort to protect all patients from unnecessary radiation;
4. Accept responsibility and judiciously protect the patients' right to privacy and maintain all patient information in the strictest confidence;
5. Continually strive to improve their knowledge and skills by participating in educational and professional activities and share the benefits of their attainments with their colleagues;
6. Prepare students for the American Registry of Radiologic Technologists (ARRT) examination

## **General Information**

1. The program operates Monday – Friday, 8:00 AM-4:00 PM for 24 continuous months
2. Students do not attend class or clinic more than 32 hours per week.
3. There are no night, holiday, or weekend clinical assignments.
4. Tuition is \$550 dollars per quarter, for 8 total quarters.
5. There is a \$60.00 dollar student Professional Activity fee per quarter.
6. There is a \$250 annual technology fee
7. The Huntsville Hospital School of Radiologic Technology does not participate in Title IV Federal Financial Aid programs.
8. Upon completion of the program, the graduate earns an Associate Degree in Occupational Technology, which entitles them to apply to take the American Registry of Radiologic Technologists (ARRT) examination to become a Registered Radiologic Technologist.
9. Students are covered under Huntsville Hospital's Liability policy.

## **Program Officials**

Jeff Samz, MBA	Huntsville Hospital CEO
Timothy MacFall, M.D.	Medical Advisor
Rhonda Atchley, R.T. (R)	Director, Imaging Services
Cheryl Dutton Walton, M.A.Ed, R.T. (R)	Program Director
Michelle Falcon, M.B.A, R.T. (R)	Clinical Coordinator
Kenneth Streeter, B.S, R.T. (R)	Didactic Instructor
Alexis Hill R.T. (R)	Clinical Preceptor- Huntsville Hospital



### **Required Textbooks**

Introduction to Radiologic and Imaging Science and Patient Care, 8<sup>th</sup> Ed.  
Merrill's Atlas of Radiographic Positioning, 3 Volume Set 15<sup>th</sup> ed.  
Merrill's Atlas of Radiographic Positioning Workbook Set, 15<sup>th</sup> ed.  
Radiologic Science for Technologists, 12<sup>th</sup> ed.  
Medical Terminology "A Short Course" 8<sup>th</sup> ed  
Comprehensive Radiographic Pathology 7<sup>th</sup> ed.  
Radiographic Imaging & Exposure, 6<sup>th</sup> ed.  
RadTech Bootcamp 24 month subscription.  
RadReviewEasy.com 4 month subscription

\*Textbooks may change at the discretion of the instructor.

\* Students may be required to purchase additional books/subscriptions.

### **Advisory Committee**

The main governing body of the HHSRT is the Advisory Committee. This Committee shall be representative of the communities of interest involved in or affected by the School and should include at least one student, a recent graduate, administrative and professional personnel from the sponsoring institution and clinical affiliates.

The Committee may:

1. participate in the selection of new students.
2. review both didactic and clinical performance of students and make recommendations if necessary
3. review program curriculum and make recommendations
4. review the student and clinical handbooks and make recommendations.
5. establish all School fees
6. establish clinical sites as necessary.
7. determine appropriate student capacity.
8. participate in the enforcement of School policy if necessary.
9. allow for student appeal.
10. periodically reviews all aspects of the School for effectiveness

**Huntsville Hospital  
School of Radiologic Technology  
Calendar  
(2023 - 2024)**

***Summer Quarter 2023***

Summer Quarter Begins  
Holiday-Labor Day  
Quarter Ends  
Fall Break

***12 weeks***

July 10, 2023  
September 4, 2023  
September 29, 2023  
October 2 – 6, 2023

***Fall Quarter 2023***

Fall Quarter Begins  
Holiday- Thanksgiving  
Quarter Ends  
Winter Break

***11 weeks***

October 9, 2023  
November 22-24, 2023  
December 22, 2023  
December 25, 2023- January 5, 2024

***Winter Quarter 2024***

Winter Quarter Begins  
Quarter Ends  
Spring Break

***11 weeks***

January 8, 2024  
March 22, 2024  
March 25-29, 2024

***Spring Quarter 2024***

Spring Quarter Begins  
Holiday- Memorial Day  
Quarter Ends (Second Year Students)  
Graduation  
Quarter Ends (First Year Students)  
Summer Break

***12 weeks***

April 1, 2024  
May 27, 2024  
June 13, 2024  
June 13, 2024  
June 21, 2024  
June 24 – July 5, 2024

\* Any of the above dates could change dependent upon the best operation of the School of Radiology and/or the Huntsville Hospital

**Admission Requirements:**

\*The following general education college courses must be completed by May 31<sup>st</sup> prior to the July start date with a minimum of a “C” average prior to the July enrollment:

**Communication** 3 hrs

- English Composition 101

**Natural Science**

- Anatomy & Physiology I 4 hrs
- Anatomy & Physiology II 4 hrs

*\*Anatomy & Physiology I & II must have been completed within the past 7 years*

**Mathematics**

- Math 100 Intermediate College Algebra or higher 3 hrs

**Humanities, Fine Arts,**

- Must complete one course 3 hrs  
in humanities or fine arts

*\*See recommended courses below*

**History, Social, and/or Behavioral Sciences** 3 hrs

- Must complete one course.  
*\*See recommended courses below*

**Humanities/Fine Arts**

- Art
- Foreign language
- Music
- Philosophy
- Religion
- Theatre
- Literature

**History/Social/or Behavioral Sciences**

- Anthropology
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

**Total General Education Hours 20 hrs**

*\*Students who have completed 2 semester hours of college level Medical Terminology within the past 7 years with a minimum of a “C” average may transfer those credits into the program.*

\* All applicants must have a valid social security number and/or be eligible to work in the United States.

- The school is not authorized to enroll F or M nonimmigrant students.
- Submit ACT Composite Score (minimum of 18). If the composite score is less than 18 :
  - Overall college GPA of at least a 3.0
  - Applicants with a BS degree must have a GPA of at least a 2.5
- Radiology Career Essay
- Official high school and college transcripts from all schools attended.

*\* Completion of all minimum admission requirements does not guarantee admission.*

## **Foreign Transcripts & Degrees**

All foreign transcripts and degrees must be evaluated and translated into equivalent college hours of credit including grade point average (GPA). This evaluation must be submitted with the application in a sealed envelope or sent directly from the credential evaluation service. The credential evaluation service must be a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluation, Inc. (AICE).

## **Technical and Physical Requirements**

Must have sufficient strength, motor coordination and manual dexterity to:

- Transport and move at least 50 pounds, and lift at least 35 pounds. Transfer patients from a wheelchair or stretcher to an x-ray table or patient bed.
- Move, adjust, and manipulate a variety of radiographic equipment.
- Stand or walk six to eight hours per day.

Must have:

- Sufficient critical thinking skills for sound clinical judgment.
- Communication abilities in English sufficient for appropriate interaction with others in written and verbal form.
- Visual ability sufficient for observation and assessment necessary in patient care and accurate color discrimination.
- Auditory ability sufficient to monitor and access, or document patient information.
- The mental capability to calculate and select proper technical exposure factors.
- The mental capability to review and evaluated recorded images.

Must be able to:

- Handle stressful situations related to technical and procedural standards and patient care situations.
- Provide physical and emotional support to the patients during the radiographic procedures, and be able to respond to situations requiring first aid and emergency care.

## **Applicants with Disabilities**

Applicants unable to meet the above technical and physical requirements are responsible for discussing the possibility of reasonable accommodations with the Program Director. The applicant will be responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the requirements. The applicant must be able to perform in a reasonably independent manner with or without accommodations. The program will try to satisfy requests for reasonable accommodations; however the program cannot guarantee admission.

## **Credit by Examination**

The program recognizes the College Level Examination Program (CLEP) for college credit. Passing scores recommended by the American Council of Education (ACE) are accepted.

## **Admission Procedures**

1. Submit a completed application package
2. Applications are posted online at [www.hhsys.org/radschool](http://www.hhsys.org/radschool) January – February.
3. Completion of all admission requirements does not guarantee admission into the program.
4. Submit a \$30.00 nonrefundable application fee
5. Have official high school and college transcripts sent directly to the School of Radiologic Technology by the issuing institutions.
6. Program officials will review the ACT Score, all official transcripts, and completed application.
7. A minimum of an 18 ACT composite score is required. Exceptions include an overall college GPA of 3.0 or a B.S. degree with an overall all GPA of 2.5.
8. Once the applicant has progressed through the academic evaluation, a 12 hour clinical observation will be scheduled. Applicants are scored and selected based on the academic evaluation , personal references, career essay, and interview assessments. Grade points for prerequisites: A= 5 points, B=4 points, C=3 points.
9. There is a \$20 badge fee required to observe within the Huntsville Hospital System.
10. Applicants will be notified of acceptance status in May.
11. Final acceptance is contingent upon successful completion of a drug screen, physical examination, and criminal background check provided by Huntsville Hospital.

**Non-Discrimination Statement**

The Huntsville Hospital School of Radiologic Technology does not discriminate in regard to age, race, sex, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity, or any other status prohibited by state and federal statutes, executive orders, and regulations.

**Applicants under the Age of Eighteen**

Applicants under the age of eighteen will be considered for admission to the program with the stipulation that they will turn eighteen by the first day of class.

**Estimated Expenses and Tuition Payment Dates**

- Application Fee \$30.00 At time of application
- Criminal Background Check and Drug Screening \$25.00 At time of initial acceptance
- Tuition per Quarter (8) \$550.00 Due first day of each quarter
- Professional Activity Fee \$60.00 Due first day of each quarter
- Late fee \$75.00 If paid after seventh day of quarter
- Technology Fee \$250.00 Annual fee (1st & 5th quarter)
- Estimated Book/Subscription Cost \$1000.00 Total two years
- Uniform Cost \$300.00 Estimated
- Shoulder Patches \$5.00 Each
- Student ID Badges \$20.00 Each
- Lead Markers (set) \$10.00 Replacement
- ALSRT Membership \$10.00 Included in Prof Assoc Fee
- ASRT Membership Fee \$35.00 Included in Prof Assoc Fee
- Graduation Cap & Gown \$35.00 Approximate Cost
- Book costs will vary due to the amount of each text book required.
- Uniform costs depend on student preference. Students must wear solid royal blue scrubs. Shoes must be in good condition and coordinate with the uniform.
- Shoulder patches must be visible on all uniforms at all times. The cost is \$5.00 each for the patches.
- Student ID badges must be worn above the waist and on at all times. The cost for replacement badges is \$20.00
- Students failing to pay tuition prior to the fifteenth day of the quarter may be released from the program.
- Students unable to pay tuition payments on time should meet with the program director to discuss the reason for non-payment and discuss possible payment options.
- Membership in the Alabama Society of Radiologic Technologists (ALSRT) is approximately \$10.00 per year.
- Membership in the American Society of Radiologic Technologist (ASRT) is \$35 per year.
- The ALSRT Annual Meeting expenses will vary due to location, hotel costs, meals, etc. and will the responsibility of the student.
- Should the school decide to attend the ALSRT Annual Meeting, senior students choosing to attend will receive the remaining balance of the Professional Activity fee to help cover the cost of the meeting.

@ Any time the costs stated in above document may be changed, dependent on the best operation of the Huntsville Hospital School of Radiologic Technology.

### **Refund Policy**

If a student withdraws from the program after only 1 week into a quarter, a full refund of that quarter's tuition will be made. Between the 2<sup>nd</sup> to 4<sup>th</sup> weeks of the quarter, if a student withdraws, a 50% refund will be made. No refunds will be made after the 4<sup>th</sup> week of a quarter. No refunds will be given to a dismissed student regardless of their time in the program.

### **Financial Aid**

The program does not participate in Title IV Federal Financial Aid programs.

### **The Dr. Thomas and Sharon Bell Radiology Education Scholarship**

Depending upon availability, funding may be available for scholarships for a second year student(s) of the radiography program to include tuition and technology fees. The student must maintain a 3.0 GPA. The scholarship is paid directly to the school.

### **Transfer Students**

The program does not accept transfer students from other radiography programs. Students who have 2 semester hours of college level Medical Terminology within the past 7 years with a minimum of a "C" average may transfer those credits into the program.

### **Advanced Placement**

The program does not accept applicants seeking advanced placement.

### **Re-Admittance**

Students dismissed from the program may re-apply one time if dismissed due to poor academic or clinical performance, or a long-term illness may apply for re-admission by meeting the following criteria:

- Complete an application form
- Provide a written statement describing what changes in the areas of performance deficiency will be made to enable the student to be successful.
- If applicable, provide a written statement from a physician that you are capable of returning to the program.

If a vacancy exists, the Selections Committee will interview the student and will determine if the student demonstrates sufficient improvement in the areas of deficiency or health for re-admission.

The re-admitted student will enroll at the beginning of the year in which the dismissal occurred. If a student has been out of the program for longer than one year, they must complete both academic years again.

Students dismissed a second time may not apply for readmission with the exception of a documented health problem.

### **HHSRT Transfer of Credit to Other Programs**

Through a partnership agreement with Athens State University in Athens, Alabama, graduates of the Huntsville Hospital School of Radiologic Technology are eligible to pursue a BS degree in Management of Technology with a minor Health Care Management option. \**See Bachelor of Science Degree Option.*

The HHSRT operates on a "clock" hour system. Example: If a class meets 2 hours per week in a twelve week quarter, the class would earn 24 clock hours of credit.

A student that wishes to transfer from our program to another radiography program must abide by that program's transfer policy.

The HHSRT grants graduates an Associate Degree in Occupational Technology with a major in radiography, which entitles the graduate to apply to take the American Registry of Radiologic Technologists (ARRT); however, colleges and/or universities may or may not accept the degree for their particular type of credit.

### **Bachelor of Science Degree Option**

Through a partnership agreement with Athens State University in Athens, Alabama (ASU), graduates from the HHSRT certified by and in good standing with the American Registry of Radiologic Technologists (ARRT) are eligible to pursue a BS in Management of Technology with a recommend minor in Health Care Management. This program provides an excellent opportunity for successful graduates of the HHSRT to prepare for career advancement. Course work may be completed on-line through Athens State University Distance Learning Program.

ASU will award 21 semester hours of block credit to HHSRT graduates in good standing with the ARRT.

### **ASU Transfer Requirements**

The following General Education courses must be completed before transferring to Athens State University.

<b>Area I:</b>		Semester Hours
Written Composition		6
English 101	3 hours	
English 102	3 hours	
<b>Area II</b>		
Humanities & Fine Arts		12
Art, Literature, Music, Religion, Philosophy, Speech		
<b>Area III</b>		
Natural Science & Mathematics		11
Finite Math, Pre Calculus, Calculus	3 hours	
Natural Sciences (lab-based)	8 hours	
<b>Area IV</b>		12
History, Social, & Behavioral Sciences:		
(to include 6 semester hours of Economics. Students are encouraged to take at least one History course and one Behavioral Science Course.		
<b>Total</b>		<b>41</b>
<b>Area V</b>		
<b>Pre-Professional Courses:</b>		
Principles of Accounting I & II		6
Business Statistics I & II		6
Legal Environment of Business		3
Window Computer Applications		3
Elective		3
<b>Total</b>		<b>21</b>
<b>Professional Courses</b>		
Management of Technology Core Courses:		27
Minor concentration		18
<b>Total Minimum Hours for Graduation</b>		<b>124-128</b>

## **Student Services**

The following services are available to any enrolled student:

- Counseling
- Mentoring
- Tutoring
- Free parking
- Cafeteria discount
- Employee Health Services
- Fitness Center Discount
- Child Care Center Discount
- Internet access for scholarly/ research purposes
- Student E-mail Account

### **Student Counseling (EAP)**

The program director, clinical coordinator, and didactic instructor are available for academic counseling. For other personal matters, the students may utilize the services provided by the Employee Assistance Program (EAP). Free confidential counseling and referral service is available. The purpose of the program is to help people identify the problem and obtain professional assistance to resolve the problem.

Problems may include but are not limited to:

- Relationships and Marital Problems
- Family Conflicts
- Alcohol and Drug Abuse
- Emotional Distress
- Personal Adjustment
- Stress Management

The telephone number for the EAP is 256-265-5062.

### **Parking**

Students are required to park in the designated parking areas identified for students during clinical and didactic hours. Parking violations will result in disciplinary action.

### **Health Services**

The Employee Health Office is available for the health needs of students while enrolled and provides a variety of services unique to the health care provider. Services include the following:

- Pre-Admission Drug Screening
- Pre-Admission Health Physical
- TB screening and management
- Immunization programs
- Blood and body fluid exposure risk assessment and management
- Physician services on-site for acute care of minor injuries and illnesses.
- Tracking of contagious illness among employees/students
- Latex sensitization assessment

All new students are screened for tuberculosis (TB) using the blood draw T-Spot method. The Employee Health Office will manage any student who develops a positive TB skin test at no cost to the student. The hospital has a protocol for employees/students who are exposed to patients with active TB.

While working in the health care setting, students may be exposed to infectious diseases that are vaccine-preventable. In an effort to reduce the spread of these diseases among students, employees, patients, and



the community at large, these vaccines are available to all students through the Employee Health Office. The office is responsible for maintaining records of all students/employees. Unless otherwise noted, the following immunizations are available through the Employee Health Office at no charge.

### **Hepatitis B vaccine**

This vaccine is voluntary but highly recommended for all students who will be exposed to the handling of blood or body fluids. It is a series of three injections, and it is recommended that the students return to confirm the presence of antibodies, which confirms immunity to Hepatitis B.

### **• Measles, mumps, and rubella (MMR)**

Immunity to rubeola (measles), rubella, varicella, and mumps is required of all students. New students are screened for immunity to these infections. Any student determined to be non-immune to these infections will be given the appropriate vaccine unless medically contraindicated.

### **• Influenza**

This vaccine is offered annually to all students.

### **Child Care Center Discount**

Huntsville Hospital operates a licensed Child Development Center, which provides day care for healthy children from two months to five years. Students are eligible to receive services if space is available. Students would need to call the Child Development Center for more information or contact the Program Director.

### **Tutoring**

Students that need additional help in any subject should contact the Program Director. Arrangements will be made to provide tutorial assistance.

### **Cafeteria Discount**

Students receive a discount on food purchases made while on duty. The student ID badge must be worn to receive a discount.

### **Fitness Center Discount**

Students can purchase a membership to the Huntsville Hospital Wellness Centers at an employee discounted rate. Each center has 25,000 square foot, indoor, exercise and rehabilitation complexes with three convenient locations:

- Medical Mall - corner of Governors Drive and Memorial Parkway
- Jones Valley - 1345 4 Mile Post Road, Huntsville, Alabama 35802
- Madison - 8391 Hwy 72 W, Madison, Alabama 35758

### **E-Mail and Internet Access Guidelines**

Students of the program are granted internet access and e-mail accounts. Students must follow the Huntsville Hospital e-mail and internet access guidelines. The hospital is committed to providing an environment that encourages the use of computers and electronic information as essential tools for supporting the hospital's business and the mission and goals of the program. It is the responsibility of each employee/student to ensure that this technology is used for proper business/educational purposes only and in a manner that does not compromise the confidentiality of health care proprietary or other sensitive information. All workers/students accessing materials on the Internet shall comply with all laws applicable to copyrights, patents, and trademarks. Participation in discussion groups, chat rooms, blogs, and other public Internet forums is restricted to hospital related business and workers who have been authorized by management to do so.

All uses of the Internet through the Huntsville Hospital firewall are logged and reviewed to ensure compliance with Huntsville Hospital policies.

## **Huntsville Hospital's Internet policies and procedures**

Internet access, including e-mail capability, is for the express use of the registered and approved user. It should not be shared or made accessible to others. Employees/students may not leave a terminal unattended while an Internet session remains active. All information released via the Internet from Huntsville Hospital must follow the same process as is in place for other information in paper or fax form. Employees/students will only use authorized hardware and software. Employees/students are not permitted to install or use any personally-owned hardware, software, shareware, or public domain software on a Huntsville Hospital-owned system without approval from the Information Technology Department. The Huntsville Hospital network will not be used for commercial or financial gain or illegal activities. Each workstation or laptop is the property of Huntsville Hospital and is provided for official and authorized use only. This equipment, along with any other equipment connected to the Huntsville Hospital network, is subject to security monitoring. In addition to the foregoing, all employees/students using computers at Huntsville Hospital must comply with Administration Internet Policy 764, which is located on the Huntsville Hospital Intranet.

## **Social Networking**

Students of the program must follow the policies of Huntsville Hospital including its policy on social networking. This policy states that Huntsville Hospital takes no position on employees'/students' decision to post information on social networking sites, blogs, web sites, and chat rooms. However, it is the right and duty of Huntsville Hospital to protect itself from unauthorized disclosure of information. Huntsville Hospital's No Harassment Policy, Code of Conduct, Confidential Information Policy, Standards of Behavior and The Health Insurance Portability and Accountability Act (HIPAA) apply to our employee's /student's behavior while on the internet. Violations of these policies while on the Internet carry the same consequences as they would if the violations occurred in the workplace.

## **General Provisions**

Unless specifically authorized by Huntsville Hospital, employees/students are not permitted to blog or use other forms of social media or technology on the Internet during working hours or at any time on company computers or other company-supplied devices. Blogging or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of social networking sites that is not affiliated with Huntsville hospital

## **Learning Resources**

### **Classroom**

The classroom is located across the street from Huntsville Hospital Main on the 2<sup>nd</sup> floor of the Dowdle Center. A/V equipment is available for instructor and student presentations. The classroom has access to the Picture Archiving Communication System (PAC's) and Internet access.

### **Computer Resources**

There are computers in the classroom and others in close proximity for student use. Students are granted internet access for educational/ research purposes. Students must abide by the Huntsville Hospital Internet Usage policy. Students are encouraged to utilize the computers during class hours and if necessary during their assigned weekday off when the classroom is open. Students requesting access to the computers after school hours should contact the program director to make arrangements.

### **Non-Energized Radiography lab.**

A non-energized lab is utilized for radiographic positioning lab and is accessible to students to use for independent positioning practice. The lab is open Monday – Friday 8:00 am- 4:00 pm. Students requiring

additional practice are encourage to utilize the lab during their assigned weekday off when the lab is open. Students requesting access to the lab after school hours should contact the program director or clinical coordinator to make arrangements. When an energized lab in required with the course instructor, the program may schedule a radiographic room at Huntsville Hospital.

### **Corporate University**

Professional Development classes are offered to students and employees of Huntsville Hospital through Corporate University free of charge.

### **NetLearning**

Net Learning is an online education resource provided by Huntsville Hospital that allows students to enroll in classes and take online tests. Professional Development classes and Computer Based Learning (CBL) modules are assigned to the students through out the entire program.

## **Academic Policies**

### **Course Policies**

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

The course policies for the HHSRT are as follows:

1. All tests must be made-up the day the student returns to class. Tests not made-up may be recorded as a (0). **It is the responsibility of the student to schedule all make-up tests.**
2. If a student is absent from class, he/she is responsible for any material covered and for any class assignments given.
3. Should a student be absent from class time, a doctor's excuse must be presented to make up any test or classroom assignment to avoid a 20% reduction unless otherwise approved by the program director.
4. Each student is responsible for being prompt to class.
5. If a student is absent from class when an unannounced quiz is given, the instructor has the latitude as to what can and shall be done in place of the quiz. (Also refer to policy # 1)
6. Any student who displays academic dishonesty may be dismissed from the School.
7. If a student misses more than 3 scheduled classes during a 20-day (4 school weeks) period he/she will be required to meet with the program director. If the absences are deemed unexcused or unnecessary, the student may be dismissed from the School.
8. A 75% average is required throughout all courses (***unless noted in the specific syllabus***). An overall average of 75% is also required.
9. Students are not allowed to sleep, lay their head down, read different material other than the course being taught or disrupt the class in any way during a given lecture or any class presentation. This behavior is disrespectful to an instructor as well as disruptive to other students within the class.
10. Students are responsible for bringing their own textbook to class. Sharing a textbook is at the discretion of the instructor.
11. Eating during any class lecture or presentation is not allowed unless approved by the instructor.
12. Cell phones are not to be used in the classroom or clinic rotations. Cell phones may be used during authorized breaks. This includes text messaging.

### **Academic Honesty**

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

Academic dishonesty is defined as:

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

### **Grades**

A - Excellent	(90-100)	4 Quality Points
B - Good	(80-89)	3 Quality Points
C - Average	(75-79)	2 Quality Points
F - Failure	(Below 75)	0 Quality Points
P- Pass	$\geq 75$	0 Quality Points
W-Withdrew		0 Quality Points
I- Incomplete		0 Quality Points
IP- In Progress		0 Quality Points

If a student fails a course, a course comprehensive may be given at the discretion of the program director. Only two course comprehensives may be allowed throughout the duration of the program; however 2 course comprehensives will not be allowed within the same quarter. The comprehensive exam will include all material from the course and the grade will stand alone for the final average. If a student fails a comprehensive, the student will be dismissed from the program

### **Grade Reports:**

Grade reports (progress reports) are issued at the end of each quarter. Students should record all test scores to check for instructor inaccuracies.

### **Calculation of Grade Point Average (GPA)**

The GPA is calculated on a weighted scale, using course hours and quality points based upon the final course grade. The GPA is the calculated average of the course grades for the entire program of study to date. A student must maintain a GPA of 2.00 or a C to be considered making satisfactory progress.

Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in the course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, if a "B" is earned for a 24 hour course, the total number of quality points awarded would be 24 multiplied by 3 for a total of 72 quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

### **Student Quarterly Counseling**

Student counseling is performed with the program director and clinical coordinator at the end of each quarter as part of each student's educational process. Clinical preceptors complete rotation evaluations for

each student in the E-Value electronic clinical tracking system. The program director or clinical coordinator reviews and releases each evaluation for the student to review. Student review is documented in the E-Value system. Didactic and clinical progress is discussed.

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

### **Advisement Procedures**

Student misconduct should be reported to the Program Director, Clinical Coordinator, Clinical Preceptors, Director of Imaging, Clinical Operations Manager, or a Tech in Charge.

If a student is reported for misconduct and disciplinary action is required, the Program Director will utilize the following procedure in an attempt to correct the problem:

**Counseling:** A documented verbal discussion will occur when it is felt that a student's conduct does not meet the school or hospital's standards and expectations. Notification will be given to the student specifying the allegations and corrective action required. A grade adjustment may be made.

**Progressive Discipline:** If unsatisfactory conduct continues, a progressive disciplinary procedure will follow to inform the student of performance deficiencies.

- Written Warning
- If problem doesn't improve, a 3 day suspension may be issued. It will be the decision of the Program Director whether the student shall remain in the academic portion of the program during a suspension.
- If the problem doesn't improve, the student will be dismissed from the program. Dismissal is the final step in the procedure.

**Dismissal:** A student may be dismissed from the school without prior warning for actions identified below:

### **Grounds for Dismissal**

The Advisory Committee reserves the right to dismiss a student at any time for any action listed below. The list below is not entirely inclusive of all actions that might warrant dismissal.

1. Failure (below a 75%) of any required class
2. Failure to achieve at least 80% of the required number of clinical competencies for the specific time frame.
3. Acquiring clinical competencies while clocked in as an employee.
4. Excessive absences
5. Patient abuse
6. Invasion of privacy
7. Theft
8. Unprofessional conduct
9. Reporting to school under the influence of drugs or alcohol
10. Possession of a weapon
11. Academic Dishonesty
12. Fighting or provoking a fight
13. Unexcused absence
14. Insubordination
15. Conviction of a felony or equivalent charge
16. Immoral conduct
17. Indecency
18. Falsification of personnel or other records

19. Clocking in or out prior to approved time
20. Clocking in or out of another student
21. Turning in make-up time accrued when working as HH Employee
22. Improper use of any Hospital system or School computer system
23. Failure to maintain a hygienic and clean appearance at all times
24. Failure to report to school for 2 consecutive days without notification
25. Violation of HIPAA regulations
26. Selling or possession of illegal drugs
27. Academic probation for 2 consecutive quarters.
28. Failure to follow the Direct/Indirect Supervision Policy

### **Academic Probation**

Academic probation results when a student:

1. fails to achieve 100% of required number of clinical competencies but has completed at least 80% for the required time frame.
2. has received any School action that required a written warning.
3. has been suspended for any reason.

Any student on academic probation for 2 consecutive quarters, **for any reason**, may be dismissed from the School.

### **Grievance Procedure**

Only students enrolled or previously enrolled students in the program, (not applicants or other interested parties) are allowed to appeal any action affecting them they believe to be unjust or inequitable. The student can appeal to the Advisory Committee for review and consideration without fear of retaliation. Appeals must be made in writing to the program director no later than 5 days after the initial decision was rendered. The Advisory Committee will then review the request and render a decision within 2 weeks.

After the appeal process has been utilized, if a student still feels the Advisory Committee decision is not just or fair, he/she may utilize the Grievance Committee. The request for such a committee must be made, in writing, within 5 days receipt of the Advisory Committee decision, to the Program Director. The Grievance Committee is only implemented when necessary. This committee is composed of at least 3 but no more than 6 members who have no direct relationship to the School of Radiologic Technology. This committee may be composed of the following:

- a. a Human Resources representative
- b. a Registered Nurse
- c. an ancillary person
- d. an Administrator/Dept Head
- e. a staff Physician

Due to the diversity of the grievance committee, a minimum of 2 weeks will be allowed for the Committee to organize, review data, interview all parties (if necessary), and make a decision. Once the grievance committee makes a majority decision, the decision is final.

### **Grievance Procedure Timeline**

- Student makes an appeal for an Advisory Committee review to Program Director in writing within 5 days of initial decision.
- Advisory Committee renders decision within 2 weeks.
- If student desires to utilize the Grievance Committee, a request in writing to the Program Director must be made within 5 days of the Advisory Committee decision.
- Grievance Committee decision will be rendered within 2 weeks.
- Grievance Committee decision is final

## **Course Descriptions**

**\*Course content follows the ASRT 2022 Radiography Curriculum**

## 1<sup>st</sup> Quarter

### Orientation

32 Hrs

*Prerequisite:* Acceptance into program

The rules and regulations as well as the policies and procedures of the Huntsville Hospital School of Radiologic Technology and Huntsville Hospital is presented. Students attend the hospital's formal orientation and HealthCare Provider course to become CPR certified. Students are Oriented to the imaging department and to radiation safety practices.

### Introduction to Radiologic Technology

33 hrs

*Prerequisite:* Acceptance into program

*Co-requisites:* As required by program

Content is designed to provide an overview of the foundations in radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of the health care organization(s) are discussed. In addition, the professional, ethical, and legal responsibilities of the radiographer will be presented.

### Patient Care

33 hrs

*Prerequisite:* Acceptance into program

*Co-requisites:* As required by program

Content is designed to provide the basic concepts of patient care, infection control procedures, and standard precautions. Students will be instructed in but not limited to proper lifting techniques, patient handling, isolation, vital signs, oxygen administration, venipuncture, pharmacology, drug administration and sterile technique.

### Radiographic Procedures I

44 hrs

*Prerequisite:* Acceptance into program

*Co-requisites:* As required by program

Content is designed to provide an introduction to radiographic positioning, equipment manipulation, basic medical terminology and pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures of the Thoracic Viscera, Abdomen, & Upper Extremities.

### Clinical Education I

220 hrs

*Prerequisite:* Acceptance into program

*Co-requisites:* As required by program

This clinical course introduces the student to the Imaging Department. Students begin correlation of instruction with application. Under the direct supervision of a qualified radiographer, the student will rotate through scheduled clinical areas. A transport rotation is included. Procedural competency testing is performed. A minimum number of competencies as required by the program are due at the end of this course.

## 2<sup>nd</sup> Quarter

## **Radiation Protection & Biology**

**33 hrs**

*Prerequisite:* *Successful completion of previous quarter courses*

*Co-requisites:* *As required by program*

Content is designed to present the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organization are incorporated. The effects of radiation on biologic tissue will be presented.

## **Medical Terminology**

**22 hrs**

*Prerequisite:* *Acceptance into program*

*Co-requisites:* *As required by program*

Content is designed to provide an introduction to the origins of medical terminology. The word building system will be introduced and abbreviations and symbols will be presented. Related body systems are presented.

## **Radiographic Procedures II**

**44 hrs**

*Prerequisite:* *Successful completion of previous quarter courses*

*Co-requisites:* *As required by program*

Content is designed to provide instruction in radiographic position, equipment manipulation, basic medical terminology and pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures of the humerus, shoulder girdle, lower extremity and pelvis.

## **Clinical Education II**

**220 hrs**

*Prerequisite:* *Successful completion of previous quarter courses*

*Co-requisites:* *As required by program*

This clinical course allows the student to correlate previous instruction with application. Clinical assignments continue throughout the different areas in the Imaging Department. Students will work under the direct supervision of a qualified technologist and continue to demonstrate competency in procedures presented thus far. A minimum number of competencies as required by the program are due at the end of this course.

## **3<sup>rd</sup> Quarter**

### **Exposure Principles**

**44 hrs**

*Prerequisite:* *Successful completion of previous quarter courses*

*Co-requisites:* *As required by program*

Content is designed to establish a knowledge base in factors that govern the process of image production. X-ray production, image characteristics, quality control, brightness, image contrast/grayscale, detail/spatial resolution, distortion, exposure techniques, automatic exposure controls, and scatter control are presented. Operation principles of digital imaging acquisition are presented.

### **Image Analysis I**

**11 Hrs**

*Prerequisite:* *Successful completion of previous quarter courses*

*Co-requisites:* *As required by program*

Content is designed to provide a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Etiology, pathophysiologic responses and clinical manifestations will



be discussed. Throughout this course series, students will evaluate radiographic imaging standards, identify radiographic pathology, and demonstrate problem-solving and critical thinking skills.

### **Radiographic Procedures III**

**44 hrs**

Content is designed to provide instruction in radiographic position, equipment manipulation, basic medical terminology and pathology. Lecture and laboratory exercises will cover anatomy application of critical thinking, positioning, and procedures of the entire vertebral column and anterior portion of the neck.

### **Clinical Education III**

**220 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Students continue rotational assignments in the Imaging Department. Rotational assignments in the specialized areas begin. Student continues to correlate previous instruction with application. Students will work under the direct supervision of a qualified technologist and continue to demonstrate competency. A minimum number of competencies as required by the program are due at the end of this course.

## **4<sup>th</sup> Quarter**

### **Digital Imaging and Acquisition**

**36 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to impart an understanding of components, principles and operation of digital imaging systems, and fluoroscopic equipment. Factors that impact image acquisition, technique selection, processing, display, criteria for image evaluation, archiving/storing, and retrieval are discussed. Principles of digital systems quality and maintenance are presented.

### **Advanced Imaging Modalities**

**36 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to provide the student with the basic knowledge and understanding of MRI, Surgery, Ultrasound, Nuclear Medicine, Radiation Oncology, Angiography, Ultrasound, Mammography, Bone Density and Cardiac Cath Lab. Technologists from these areas introduce the uniqueness of each modality and how they compliment diagnostic radiography. Content includes but is not limited to: education and certification, patient preparation, common procedures, and patient risk factors.

### **Radiographic Procedures IV**

**48 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to provide instruction in radiographic positioning, equipment manipulation, basic medical terminology, pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures and of the bony thorax and trauma radiography. Content will also include a comprehensive review of the laboratory exercises of Radiographic Procedures I-IV. Upon completion students will demonstrate knowledge of the comprehensive positioning skills previously reviewed in a laboratory setting.

### **Clinical Education IV**

**240 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Students continue rotational assignments in the Imaging Department and specialized areas. Students will correlate previous instruction with application. Students will continue to demonstrate competency under the direct supervision of a qualified technologist. A minimum number of competencies as required by the program are due at the end of this course.

## 5<sup>th</sup> Quarter

### **Radiologic Physics & Instrumentation**

**33 Hrs**

*Prerequisite:* **Successful completion of previous quarter courses**

*Co-requisites:* **As required by program**

This course establishes a basic knowledge of atomic structure and types of radiation. The nature and characteristics of radiation, x-ray production, units of measurements, fundamentals of photon interactions, x-ray circuit and tube, and various types of radiographic equipment. The elements and operation of radiographic, fluoroscopic, and mobile equipment will be presented. Upon completion students will demonstrate knowledge of radiologic physics, basic equipment and quality control.

### **Radiographic Procedures V**

**44 Hrs**

*Prerequisite:* **Successful completion of previous quarter courses**

*Co-requisites:* **As required by program**

Content is designed to provide instruction in radiographic position, equipment manipulation, basic medical terminology, pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures and of the digestive system (alimentary canal), urinary system, reproductive system. Content also includes the following contrast procedures: diagnostic & therapeutic enemas, upper gastrointestinal exams, intravenous urograms, cystograms, & hysterosalpingograms.

### **Image Analysis II**

**11 Hrs**

*Prerequisite:* **Successful completion of previous quarter courses**

*Co-requisites:* **As required by program**

Content is designed to provide a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Etiology, pathophysiologic responses and clinical manifestations will be discussed. Throughout this course series, students will evaluate radiographic imaging standards, identify radiographic pathology, and demonstrate problem-solving and critical thinking skills.

### **Clinical Education V**

**220 Hrs**

*Prerequisite:* **Successful completion of previous quarter courses**

*Co-requisites:* **As required by program**

Students continue rotational assignments in the Imaging Department and specialized areas. Students will correlate previous instruction with application. Students will continue to demonstrate competency under the direct supervision of a qualified technologist. A minimum number of competencies as required by the program are due at the end of this course.

## 6<sup>th</sup> Quarter

### **Radiographic Pathology**

**33 Hrs**

*Prerequisite:* **Successful completion of previous quarter courses**

*Co-requisites:* **As required by program**

Content is designed to introduce theories of disease causation and the pathophysiologic disorders that comprise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in the body systems will be discussed.

### **Introduction to Cross Sectional Anatomy**

**22 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

This course is designed to instruct the student with entry- level principles related to sectional anatomy of the head, neck, thorax, and abdomen. Students will be able to identify major anatomic structures located in the areas.

### **Image Analysis III**

**11 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to provide a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Etiology, pathophysiologic responses and clinical manifestations will be discussed. Throughout this course series, students will evaluate radiographic imaging standards, identify radiographic pathology, and demonstrate problem-solving and critical thinking skills.

### **Radiographic Procedures VI**

**44 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to provide instruction in radiographic position, equipment manipulation, basic medical terminology, pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures and of the digestive system (accessory organs), mouth & salivary glands, central nervous system. Content also includes the following contrast procedures: myelograms, sialograms, biliary exams.

### **Clinical Education VI**

**220 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Students continue rotational assignments in the Imaging Department and specialized areas. Students will correlate previous instruction with application. Students will continue to demonstrate competency under the direct supervision of a qualified technologist. A minimum number of competencies as required by the program are due at the end of this course.

## **7th Quarter**

### **Review Seminar I**

**44 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

This is the first course in a 2 course series designed to prepare the student for the ARRT radiography certification examination. Review and testing sessions focus on radiation protection, radiation biology, and patient care. This is a pass/fail course.

### **Radiographic Procedures VII**

**44 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Content is designed to provide instruction in radiographic position, equipment manipulation, basic medical terminology, pathology. Lecture and laboratory exercises will cover anatomy, application of critical thinking, positioning, and procedures and of the entire cranium, facial bones and sinuses.

### **Clinical Education VII**

**220 Hrs**

**Prerequisite:** *Successful completion of previous quarter courses*

**Co-requisites:** *As required by program*

Students continue rotational assignments in the Imaging Department and specialized areas. Students will correlate previous instruction with application. Students will continue to demonstrate competency under the

direct supervision of a qualified technologist. A minimum number of competencies as required by the program are due at the end of this course.

## 8<sup>th</sup> Quarter

### Review Seminar II

44 Hrs

*Prerequisite:* Successful completion of previous quarter courses

*Co-requisites:* As required by program

This is the second course in a 2 part series designed to prepare the student for the ARRT radiography certification examination. Review sessions for each section of the ARRT exam are focused upon and students are given assigned section specific exams to identify weak areas. This is a pass/fail course. Upon completion the student will pass the final mock/exit exam with a score of  $\geq 75\%$ .

### Radiographic Procedures Capstone

44 Hrs

*Prerequisite:* Successful completion of previous quarter courses

*Co-requisites:* As required by program

In preparation for the ARRT certification exam, this capstone course focuses on a comprehensive review of the content previously presented in Radiographic Procedures I-VII. This course also provides a comprehensive practical review in a laboratory setting. Students will re-demonstrate competencies as requested by the instructor. Students will also demonstrate proficiency in clinical competency exams not previously achieved on patients.

### Clinical Education VIII

220 Hrs

*Prerequisite:* Successful completion of previous quarter courses

*Co-requisites:* As required by program

Students continue rotational assignments in the Imaging Department and specialized areas. Students will correlate previous instruction with application. Students will continue to demonstrate competency under the direct supervision of a qualified technologist. All competencies and simulations are due at the end of this course.

### Total Program Clock Hours

Hours 2614

### Class/Clinic Schedule

- 1st year students attend class/clinic Tuesday - Friday 8:00 am – no later than 4:00 pm depending upon class schedule.
- 2nd year students attend class/clinic Monday – Thursday 8:00 am – no later than 4:00 pm, depending upon class schedule
- All classes are held at the Huntsville Hospital's Dowdle Center.
- There are no night, holiday, or weekend clinical assignments.
- Any hours exceeding 40 in a one week period will be voluntary on the student's part.
- Students making up time will not exceed 10 hours in any one day.

### Clinical Sites

The Huntsville Hospital System offers a variety of imaging and therapeutic services. Students may rotate to the following clinical sites:

Huntsville Hospital Main  
Huntsville Hospital Women & Children's Hospital  
The Huntsville Hospital Imaging Center (0.5 miles)

Madison Hospital (15 miles)  
Russell Brown Medical Park, Hampton Cove (7 miles)  
Madison General X-Ray – (9 miles)  
Athens Limestone Hospital (23 miles)  
Decatur Morgan Hospital (24 miles)  
Decatur Parkway Hospital (27 miles)  
Lincoln County Hospital- Fayetteville, TN (30 miles)

Clinical observations sites may be utilized in the event a clinical experience is not possible within the Huntsville Hospital System. If a student rotates through a non-affiliate observation site, the student cannot participate in any direct patient care.

### **Clinical Rotations**

Students enrolled in the school will do primary rotations in diagnostic imaging, but may also do rotations in MRI, Nuclear Medicine, Radiation Therapy, Cardiac Catheterization Lab, Surgery, Angiography, Computed Tomography, Ultrasound, Pain Clinic, Mammography, and Radiology Nursing. Students are covered under Huntsville Hospital's Liability Policy.

### **Learning Disabled Students**

Students claiming a learning disability must submit a written statement from a physician or counselor to request accommodations. The program director and faculty will work with the student to investigate reasonable accommodations and assist the student in successfully completing the program.

### **Students with Temporary Disabilities**

Students with temporary disabilities must submit a written statement from their physician stating the student's limitations/restrictions and their projected duration. The program director and clinical coordinator will meet with the student and if possible develop a written plan for temporary alternate clinical assignments. The school is not obligated to alter the objectives to accommodate a student with temporary disabilities. The program director will make the final decision regarding permission of the student to complete an alternate clinical assignment. If extended limitations prevent a student from completing the program's clinical requirements, the student may need to withdraw. A letter of medical clearance must be submitted to the program director prior to resuming clinical rotations.

### **Student Injuries and Illnesses**

The Employee Accident Report is to provide a standardized means of reporting employee and student illnesses or injuries that may be deemed compensable under worker's compensation. The report is used to monitor, evaluate, and improve the quality and safety, and health of students and employees of the HH Health System. An occurrence is defined as any event that happens to a student while attending school. This includes all injuries or accidents where there is a potential for injury, exposure to hazardous substances, or exposure to infectious diseases. Blood and body fluid exposures without injury should be reported to a Program Official and the Employee Health Office.

Students must report any school related accident or injury immediately to Comp One by calling 256-532-2777. Delays in reporting may jeopardize the right to compensation benefits. If a student is involved in an occurrence, they should report it to a program official as soon as possible. The student and program official will complete the Employee Accident Report, located on the hospital intranet's site, and scan it to Comp One at [accidentreport@compone.org](mailto:accidentreport@compone.org). All school related accidents/incidents reported that involve equipment, a vehicle, or require direct medical treatment will require a post-accident drug screen.

For minor injuries occurring while in student status and require minor first aid and do not need the care of a physician, students should report to a program official, complete the accident report and go to the Employee Health Office. For more extensive injuries, the student must call Comp One so that the injury can be assessed and referred to the appropriate treatment center.

Students are not eligible for monetary workers compensation or for any loss of hours but will be covered for treatment under the hospital's employee compensation policy. Illness or injuries not related to school or that occurs during an extracurricular activity, i.e. student outings or conferences, are not eligible for worker's compensation and is the responsibility of the student.

### **Student Records**

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

**Definition of Student:** A "student" is defined as "an individual currently or previously enrolled in any course(s) offered by the Huntsville Hospital School of Radiologic Technology.

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

**Records Security:** All paper student records are secured in "locked" filing cabinets located in the school. Electronic records are password protected.

#### **Disclosure of Records to the Student:**

- The student has the right to inspect and review
- The student has the right to request and amend education records.
- The student has the right to limit disclosure of personal information.

**Providing Student Records to Third Parties:** With the exception of those contained in the General Policy. The school does not release any student information to parents or any agency without a signed release of information from the student or a court subpoena for the information. Student records will only be released with the written approval of the student. The established service fee for such records will be assessed.

Academic transcripts will be maintained permanently.

### **Attendance / Vacation & Holidays**

- School hours are Monday through Friday, 8 AM to 4 PM.
- Students attend the program no more than 32 hours per week.
- The School calendar is as accurate as possible concerning vacation, holiday, and break time, but occasionally modifications may be made.
- Students will be granted a 1 week break between the summer/fall and winter/spring quarters. Students are granted a 2 week break between the spring/summer and fall/winter quarters
- Specific dates are determined annually
- The six national holidays are observed.

If a student calls out sick before or after a scheduled vacation or holiday, he she will be required to provide a doctors excuse.

### **Personal Time Off (PTO)**

- Students will receive 5 days of PTO each year (40 Hrs). Personal time should be scheduled and approved at least 24 hours in advance by the Program Director.
- No more than 2 personal days may be approved at one time. Documented illnesses and emergencies will be addressed on a case by case basis.

- Students are required to notify the program director and assigned clinical area of any unscheduled absence prior to 8:00 A.M.
- If a student calls out sick before or after a scheduled vacation or holiday, he/she will be required to provide a doctor's excuse.
- Students who are absent 3 or more consecutive days will be required to notify the Employee Health Office.
- Each day a student is absent, he/she must notify the Program Director unless duration of the absence is known.
- Students exceeding the 5 days (40 hrs) of PTO per year may be subject to a 5 pt deduction per unexcused absence from their professional/work ethic portion of their clinical grade.

### **Arriving Late and Leaving Early**

- Time missed for arriving late 15 minutes or more will be deducted from personal time and will count toward a tardy.
- A tardy is considered 7 minutes past 8:00AM.
- Students must notify the Program Director and assigned clinical area if tardy more than 15 minutes.
- Time missed for leaving early will count towards personal time off. The student must notify the program instructor prior to leaving.
- Three unexcused tardies will be permitted per quarter on the fourth unexcused tardy the student will receive a reduction of 1 PTO day.
- After the 4th tardy, a 5 point deduction will be given for each additional occurrence.

### **Utilization of Badge System**

- Students must clock in and out each day (E-value during clinic & badge reader for class) at their designated assignment.
- If a student fails to clock in, it will be considered a tardy unless a manager or supervisor sends documentation to the Program Director that the student arrived prior to 6 minutes past scheduled time. The student may receive a 5 point reduction in their professional/work ethic portion of their clinical grade.
- If a student fails to clock out, written documentation from a manager or supervisor verifying the student's time out must be submitted to the Program Director. The student may receive a 5 point reduction in their professional/work ethic portion of their clinical grade.
- Students who report to clinical rotations without their name badges must notify the program director, clinical coordinator, or clinical preceptor immediately. Students may be required to leave their clinical rotation. Personal time may be deducted. The student may receive a 5 point reduction from the professional/work ethic portion of their clinical grade.

### **Make Up Time/Test**

- All make up time will be made up in the clinical area missed during school hours within 30 days unless approved by the Program Director.
- All make up time must be made up by the last day of each quarter.
- Students making up time will not exceed 10 hours in any one day.
- Make-up time will not be scheduled on holidays. Holidays are defined as Memorial day, July 4th, Labor day, Thanksgiving, Christmas, and New Years day.
- Make-up time will be scheduled at the discretion of the program director or clinical coordinator.
- Should a student be absent from class time, a doctor's excuse must be presented to make up any test or classroom assignment to avoid a 20% reduction unless otherwise approved by the program director.
- Tests missed during an absence will be made up immediately upon return. Test not made up may be recorded as a "0". It is the responsibility of the student to schedule all make up tests.

### **Leave of Absence**

- Any enrolled student may petition the Advisory Committee for a leave of absence. A leave of absence is normally granted for a period not in excess of one year. This allows the student to enter

the school at the same point they exited. Leaves are only granted for extreme circumstances, service members, reservists, or the pregnant student. Any failure to abide by any terms of leave will automatically terminate the leave and the student will be dismissed from school.

### **Inclement Weather**

- In the event of inclement weather or adverse driving conditions, the program director will contact the students advising them of school closure or delay. Should a student be unable to get to school during times of inclement weather he/she can take a personal day or absent weather day. There will be no penalty, but if the student chooses not to use personal time, the weather day will be made up before the end of the quarter.

### **Attendance Exceptions**

- Three days bereavement will be granted due to death in the immediate family. Immediate family is defined as spouse, parent or legal guardian, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, children, grandparent, grandchildren, and step parents.
- Jury Duty
- Military Duty

### **Dress Code**

All HHSRT students will abide by the following dress code:

1. Uniforms will be solid royal blue
2. Solid white, black, or royal blue long sleeve T-shirts may be worn underneath.
3. Scrub jackets will be royal blue with a School patch sewn on the Lt Shoulder 1”inferior to sleeve seam.
4. Shoes should be clean and in good repair and should match or compliment your uniform.
5. Clothing must fit, be clean and pressed, be appropriate for your size, and not drag the floor.
6. School Identification badges must be worn by the student at all times when in school. The badge picture and name on the badge must be visible and readable at all times. Wearing the badge at or below the waist is not permitted. Students are not permitted to attach anything to the badge itself, including stickers, lead markers, decals, pins, or similar items, unless the items are HH Health System hospital-issued, issued by the school, or approved by Human Resources.
7. Personnel radiation monitoring devices will be worn properly.
8. Earrings must not be larger than 1 inch in diameter.
9. Students that have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, co-workers, classmates, faculty, or management must have it covered at all times while on health system property. Students/employees must cover a tattoo if a patient complains about a tattoo while they are being cared for. Extreme body altering and branding must not be visible.
10. Visible piercings (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, noticeable spacers/large holes in the ear lobe, noticeable nose piercing and any other piercing that may be deemed distracting. One small nose piercing is acceptable on the outside area of the nose.
11. Mustaches, beards and goatees are permitted but must be neatly trimmed, clean and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.
12. Fingernails are to be kept clean and cannot exceed 1/4 inch from the tip of the finger. Nail polish must not be chipped or cracked. Extreme colors and nail art are not permitted. Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, shellac polish/nails, crackles and any nail or polish that requires “curing” under a



light and/or if the polish/nail product cannot be removed within 30seconds with acetone (30 seconds per finger), and nail strengthener or hardener that is not removable by acetone) are not permitted

13. Perfume, aftershave, lotions- No strong heavy scents and fragrances. Fragrances are discouraged.
14. Personal hygiene is very important. Showering and the use of antiperspirant or deodorants are required. Strong perfume or fragrances of any kind are not permitted. Students who use tobacco products must take measures to eliminate smoke odor from clothing, skin, and breath while at school.
15. Hair is to be clean and contained in such a manner that it does not come in contact with patients or visitors or interfere with patient care. The program has the authority to ask the student to change their hairstyle if it is felt the style is offensive or overly distracting.
16. Make-Up- Should be subtle and modest to create natural appearance
17. Hosiery- Socks or hose must be worn at all times.

\*Failure to abide by the dress code may result in a 5 point reduction per occurrence in their clinical grade. The student may be sent home.

*If the Huntsville Hospital dress code is changed, modified or altered in any way, the School's dress code may be changed to reflect the policy for Huntsville Hospital.*

## **Radiation Protection Practices**

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

**The school follows Huntsville Hospital's Radiation Dosimeter policy (Ref Number PCS.NUR.187.08).**

Students will always:

1. wear personal radiation monitors in the clinical areas.
2. wear lead aprons/gloves/thyroid shields when necessary.
3. wear lead aprons during mobile radiography, maintain maximum distance from the source, and never direct the primary beam towards others.
4. step back from the table during fluoroscopy if assistance is not required and use protective shielding.
5. practice the principles of time, distance and shielding.
6. stand behind the control booth during radiography and never direct the primary beam towards the control booth.
7. Students shall NOT hold patients or image receptors while exposures are being made.
8. Students who are employed by Huntsville Hospital and receive occupational exposure will receive a separate occupational radiation dosimeter.

Students will be closely monitored for occupational radiation exposure. The cumulative whole body absorbed dose shall not exceed 5 REM (5000 millirems) per year. In the event this dose is exceeded, the student will be counseled by the Program Director and the Radiation Safety Officer and every attempt will be made to discover the cause of exposure.

The Huntsville Hospital System and Radiation Safety Committee has establish a reasonable set of cautionary alert levels to warn and educate persons who wear dosimetry devices of recorded doses that are

below the above regulated limits. ALARA warnings are triggered when these levels are achieved and are reviewed by the Radiation Safety Officer and Radiation Safety Committee.

The first level is called the **Level I Investigation** and is established at ten percent of the State of Alabama regulated dose. The second level is called a **Level II Investigation** and is established at 30 percent of the State of Alabama regulated dose.

The Radiation Safety Officer will notify the program and the individual. An investigation will take place and steps will be taken to reduce their exposure. These steps may include additional training and or/providing additional shielding. The student may have clinical rotations modified to lessen future exposure values.

### **Level I Investigation**

Whole Body Deep Dose Equivalent (DDE)	125 millirems per quarter
Lens of the Eye Dose Equivalent (LDE)	375 millirems per quarter
Hands and Forearms	1250 millirems per quarter
Declared Pregnant Dose Equivalent	30 millirems/month in pregnancy

### **Level II Investigation**

Whole Body Deep Dose Equivalent (DDE)	375 millirems per quarter
Lens of the Eye Dose Equivalent (LDE)	1125 millirems per quarter
Shallow Dose Equivalent (SDE)	3750 millirems per quarter
Declared Pregnant Dose Equivalent	40 millirems/month in pregnancy

### **Exposure limits for radiation workers in Alabama are:**

Whole Body Deep Dose Equivalent (DDE)	5,000 millirems per year
Lens of the Eye Dose Equivalent (LDE)	15,000 millirems per year
Shallow Dose Equivalent (SDE)	50,000 millirems per year
Declared Pregnant Dose Equivalent	500 millirems per year

If a personal radiation monitoring device is misplaced, lost or damaged, it must be reported to the Clinical Coordinator or Program Director immediately in order for a replacement badge to be assigned.

A copy of the radiation monitor report will be made available and each student. Students are required to initial/date their report.

*\*Students must complete the Radiation Protection Orientation and CBL prior to assignment in a clinical area.*

### **Pregnancy**

A gravid (pregnant) student of the HHSRT has the option to:

- Not declare her pregnancy
- Submit in writing a formal declaration of pregnancy, including the estimated date of conception.
- Submit in writing a formal withdrawal of declaration of pregnancy

If a student declares her pregnancy she will be issued a fetal dosimeter to be worn at the waist under the lead apron. She will be counseled on basic safety principles of the ALARA safety program such as; limiting exposure time, keeping a safe distance, and making full use of proper shielding.

The dose equivalent to the embryo/fetus during the entire pregnancy will not be allowed to exceed 500 millirems or 50 millirems during any one month. If a pregnant student does not declare her pregnancy, her dose equivalent will remain at 5 rems per year. If a student withdraws her declaration of pregnancy the lower dose limit will no longer apply and the monthly fetal dose monitor will be discontinued.

At no time during her pregnancy will a student be required to withdraw from the program; however, her clinical schedule may be modified (if she so chooses) which may result in changes in her graduation date, ARRT examination date and other dates seen or unforeseen related to the program. The student also has the option to request a leave of absence.

### **Faculty**

The HHSRT employs a full-time program director, clinical coordinator, didactic instructor, and clinical preceptor that meet JRCERT *Standards*. A board certified radiologist serves as the medical advisor. The Huntsville Imaging Center, Madison Hospital, Russell Brown Medical Park, Madison General X-Ray, Lincoln Health Hospital, Decatur Morgan & Parkway Hospitals, and Athens Limestone Hospital have JRCERT recognized clinical preceptors on site.

In addition, staff technologists, PAC's administrators, the medical physicist, and registered nurses may *lend* their expertise as guest speakers or instructors. Only qualified radiologic technologists are allowed to supervise students in the clinical setting.

### **Continuing Education/Professional Development**

Faculty and staff of the Huntsville Hospital School of Radiologic Technology are encouraged to improve their proficiency through participation in continuing education activities.

All Registered Radiologic Technologists employed by the Huntsville Hospital are required to document a minimum of 24 hours CEU as required by the ARRT to maintain certification.

Program faculty is encouraged to participate in professional development activities which are related to but not limited to:

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

### **Opportunities for continuing education and professional development are available but not limited to:**

1. Huntsville Hospital Corporate University
2. Continuing Education Seminars
3. State Radiologic Technology Meetings
4. National Radiologic Technology Meetings
5. Huntsville Hospital NetLearning
6. Elsevier's Master Teacher Online
7. ASRT Clinical Instructor Academy
8. Huntsville Hospital Tuition Reimbursement Program

## **Workplace Hazards**

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

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

Several specific areas (hazardous materials, adverse weather, security measures, etc.) are addressed during hospital orientation and student orientation.

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

## **No-Harassment**

Huntsville Hospital and the Huntsville Hospital School of Radiologic Technology are committed to maintaining an environment that is free from unlawful discrimination and harassment, either intentional or unintentional, has no place in the School environment. Accordingly, it is and shall be the policy of the HHSRT that its students shall be free from all forms of unlawful harassment and intimidation. Unlawful harassment can include but is not limited to slurs, epithets, threats, derogatory comments and unwelcome jokes which would make a person uncomfortable. Unlawful harassment can also include verbal and physical contact of a sexual nature, requests for sexual favors or sexually-related comments that create an intimidating, hostile or offensive environment.

The HHSRT cannot resolve matters that are not brought to its attention. Therefore, every student will be held accountable for accomplishing our goal of a harassment-free School. Any student who believes they are being subjected to unlawful harassment should report such incidents to a School faculty member. If the student feels uncomfortable with reporting the incident to the School, the student may use the Human Resources Department, or the Vice-President of Human Resources.

The HHSRT will conduct prompt and thorough investigation of the complaint or observation of possible unlawful harassment or discrimination. Officials will meet with the student(s) to discuss the results of the investigation and where appropriate, review the proposed resolution of the matter. Since allegations of this nature are serious matters, discretion will be used. Information will be kept confidential and will be released only on the need to know basis. In addition, the School will not tolerate any retaliation against a student for making a good faith harassment complaint or for cooperating in a harassment investigation. Violations of this policy will not be permitted and will result in discipline up to and discharge of the guilty individual(s).

Finally, if a student feels the HHSRT has not met its obligations under this policy he/she should contact the Vice-President of Human Resources. An effective policy depends on all of us working together to address this subject.

## ***Infectious /Communicable Diseases***

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

If a student is suspected of having an infectious condition, that student will be sent to Employee Health. The Employee Health Physician/Nurse will determine if the student is in fact infectious. If the student is determined to be infectious, he/she will be sent home for the period determined. Time missed will be deducted from the student’s personal time.

If a student receives a blood or body fluid exposure the program will follow the Huntsville Hospital Body Fluid Exposure EOH policy-Procedure. Reference Number: EOH.015.02. Any student exposed to blood or body fluid must notify the department supervisor, clinical coordinator, or program director immediately.

## **Suggestions/Complaints**

The HHSRT is open to all suggestions for improvement. We encourage feedback from students, faculty, radiologists, graduates employers, institutions, organizations, groups and/or individuals interested in educational activities in radiologic sciences.

The program operates under the accreditation of the JRCERT and the sponsorship of Huntsville Hospital and therefore has an obligation to the profession and the community to act accordingly.

*Suggestions/Complaints can be made in writing and sent to the address in this handbook. If expressed, the outcome will be sent to the interested parties with an explanation of the discussion and resolution of the suggestion/complaint.*

## **Student Professional Development**

As a student of the HHSRT the professional development aspect of the educational process is vital to the success of the student's quest to become a radiologic technologist. The program director may periodically enroll the students in Professional Development classes/CBL's offered through Corporate University to assist them in their professional development.

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

Students should develop the following professional traits:

### Compassion:

To demonstrate this trait, the student will:

- Assist patients.
- Make patients comfortable.
- Never leave a patient alone.
- Talk professionally with the patient.
- Check on patient's needs
- Practice cultural sensitivity

### Preparation:

To demonstrate this trait, the student will:

- Be able to perform the examination ordered.
- Possess and uses items required for the examination (lead markers, pen/pencil, etc.)
- Understand alternative methods to perform the examination.

### Cooperation:

To demonstrate this trait, the student will:

- Respect the patient's privacy and dignity.
- Establish rapport with all members of the healthcare team.
- Accept guidance, suggestions and constructive criticism without overt resentment.
- Follow the rules and regulations of the clinical facility and the school.

### Dependability:

To demonstrate this trait, the student will:

- Be prompt in arriving to school and all clinical assignments.
- Be honest and truthful.
- Show flexibility in class schedules, lunch times and breaks.

### Poise and Self-Discipline:

To demonstrate this trait, the student will:

- Be pleasant, even in adverse conditions.
- Maintain composure in all situations.
- Exhibit adaptability in new and unusual situations.
- Follow rules.

Maturity and Judgment:

To demonstrate this trait, the student will:

- Treat all patients and others with kindness and respect.
- Practice confidentiality.
- Exhibit dependability.

Appearance:

To demonstrate this trait, the student will:

- Present a professional appearance at all times.
- Follow the guidelines of the dress code.
- Practice good personal hygiene.

**Professional Organizations**

All students enrolled in the HHSRT are required to be a member of the Alabama Society of Radiologic Technologists (ALSRT) and the American Society of Radiologic Technologists (ASRT). Annual membership dues are paid from the Professional Activity fee.

**ALSRT Annual Meeting**

HHSRT students may submit a student paper for pre-judging for the ALSRT Student Paper Essay competition. If a junior student's paper is selected for presentation at the annual meeting, the student may receive a maximum of \$200 from the hospital to assist with general expenses

Students are encouraged to participate in the student paper, student bowl, and scientific exhibit competitions.

Students who attend educational seminars and/or meetings shall abide by the following guidelines and policies:

1. While on student time and/or School expense, attendance to all relevant educational sessions is mandatory.
2. If a student fails to attend a session, he/she forfeits any future chance of seminar/meeting attendance on student time and/or School expense.
3. Students under the age of 21 are responsible for observing and obeying state laws regarding consumption of alcoholic beverages.
4. Any illegal acts are the responsibility of the student.
5. Students are responsible for any damages incurred at a seminar/meeting which are the result of the student's actions.
6. Huntsville Hospital and/or any of its employees are not liable for any physical or personal damages or injuries incurred during or en route to or from a seminar/meeting.
7. If the Huntsville Hospital is paying for hotel accommodations, the room(s) designated for attending student(s) shall be used only for that/those student(s) designated to stay in those accommodations.
8. Students choosing to bring a guest to the ALSRT state meeting will be responsible for all lodging costs.
9. If a student chooses not to attend the state meeting, he/she will attend school during normal hours.

**Policy Notifications**

Students enrolled in the Huntsville Hospital School of Radiologic Technology are required to obey all policies of the Huntsville Hospital System and the Imaging Services Department. Students will attend the Huntsville Hospital's orientation and will complete the Imaging Services Orientation online CBL prior to clinical assignment

Any policy change related to school will be discussed in a student meeting, sent to the student's e-mail account or made as an announcement in class. Any updates to the student handbook or clinical handbook will be posted on the students E-value home page. If necessary the program will document the student's acknowledgement of the policy. It is the responsibility of the affected individuals to check their e-mails.

Any Hospital policy changes are addressed in the same manner. New policies and/or revisions will be either be posted in the clinical area, on Pulse (hospital intranet), addressed in the weekly "Huddle" or sent to the student's e-mail account. It is the responsibility of the affected individuals to read and if necessary document their acknowledgement of the policy.

### **Students Employed by the Huntsville Hospital System**

Students that call out sick for School are responsible for notifying their Imaging Department if they are going to call out for work also. It is not the responsibility of the school to inform any other interested party pertaining to a student's employment.

### **Smoking and Tobacco Products**

HH Health System is committed to providing a safe and healthy workplace and promoting the health and well-being of its students, employees, patients and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. It is also acknowledged to be a fire hazard and a detriment to productivity. For safety and health reasons, HH Health System will maintain a non-smoking environment and will give preferential hiring consideration to non-tobacco users.

All employees and students are prohibited from smoking or using any tobacco products (including tobacco-less electronic cigarettes) everywhere within and on the grounds of any hospital owned campuses and facilities to include the Plaza Resource Center, Medical Mall, Heart Center, Inc., Corporate University, parking decks, and all hospital owned physician practices and hospital owned outlying buildings. The use of any tobacco products is also prohibited in any hospital owned or leased vehicles, any vehicles on campus, any vehicles in hospital owned parking decks. HH System employees and students must eliminate smoke odor on clothing, hands or breathe while on duty. Tobacco use is strongly discouraged on all public or private property adjacent to the grounds of any hospital facility due to fire and personal safety issues. If a student is caught smoking on hospital property disciplinary action up to dismissal will occur.

### **Graduation Requirements**

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

1. All academic requirements satisfied.
2. All clinical requirements satisfied.
3. All financial obligations satisfied.
4. All make-up time completed.
5. All obligations to either the Huntsville Hospital and/or the Huntsville Hospital School of Radiologic Technology are satisfied.

### **Graduate References**

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

1. Clinical performance
2. Attendance
3. Personal traits
4. Character traits
5. Motivation
6. Dependability
7. Composure
8. Adaptability

9. Acceptance of responsibility
10. Quality of work

### **Job Placement**

The HHSRT will make every effort to assist the graduates in obtaining suitable positions but does not guarantee placement upon graduation. Graduation references will be provided consistent with the student's performance.

### **National Certification Exam**

Graduates of the program are eligible to apply to take the American Registry of Radiologic Technologists (ARRT) certification examination in radiography. The exam application fee is \$225. It is the responsibility of each student to meet the deadline for the completion of the ARRT application. To maintain certification radiologic technologists must complete at least twenty-four hours of continuing education in a biennium and must complete the ARRT Continuing Qualifications Requirements (CQR) every 10 years.

***Note:** The American Registry of Radiologic Technologists (ARRT) requires disclosure of all misdemeanor and felony convictions for all applicants applying for certification after graduating from a radiography program. Applicants considering enrollment into the school should contact the ARRT prior to applying to learn if a previous conviction will prevent certification. Please refer to the ARRT website at [www.arrt.org](http://www.arrt.org)*

### **Robert T. Smith, MD Award for Academic Excellence- Highest GPA**

The award for academic excellence is presented to the graduate with the highest academic achievement as measured by the cumulative grade average. This student is recognized at graduation.

### **Robert T. Smith Award for Clinical Excellence- Clinically Outstanding Student**

The award for Clinical Excellence is awarded to the graduate who has shown the greatest initiative, technical excellence, patient care skills, patient empathy, professional work ethic, and attitude. Technologists vote for the students they feel exemplify these attributes. Selection is based on the overall voting and the overall performance of the candidate. This student is recognized at graduation.

### **Terminal Award**

Students graduate with an Associate Degree in Occupational Technology with a major in radiography.

### **Policy and Handbook Disclaimer**

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

The Huntsville Hospital School of Radiologic Technology reserves the right to exercise prudent, impartial, and fair judgment in any and all aspects of any and all aspects of any written or implied part of the handbook.