

# **STUDENT HANDBOOK**

## **2025 – 2026**

### **CHI St. Vincent Infirmary**

### **School of Radiologic Technology**



2 St. Vincent Circle, Little Rock, Arkansas 72205  
St. Vincent Infirmary  
School of Radiologic Technology  
Student Handbook  
2025-2026

# Table of Contents

INTRODUCTION.....	5
CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY .....	5
CHI ST. VINCENT MISSION STATEMENT .....	5
VALUES AND STANDARD.....	6
EQUAL EMPLOYMENT OPPORTUNITY .....	6
Employment Responsibilities .....	7
Admission and Retention Responsibilities .....	7
SCHOOL OF RADIOLOGIC TECHNOLOGY Mission Statement .....	7
Programmatic Accreditation .....	7
Ethical Standards .....	7
School of Radiologic Technology Goals .....	8
Professional Development .....	9
Learning Opportunities and Resources .....	10
SCHOOL FACILITIES.....	10
STUDENT SERVICES .....	12
STUDENT INSURANCE- PERSONAL & LIABILITY .....	13
SCHOLARSHIPS .....	13
Scholarships for School of Radiologic Technology .....	13
SCHOOL OF RADIOLOGIC TECHNOLOGY POLICIES .....	14
GENERAL POLICIES.....	15
Advertisement and Posting of Information Policy 1.0 .....	15
Background Check and Drug Screen 1.1.....	16
Confidentiality Policy 1.2a.....	17
Confidentiality Policy: Student Records 1.2b .....	18
Computer Laboratories 1.3.....	19
Electronic Devices /Social Media 1.4.....	20
Inclement Weather Policy 1.5 .....	21
Library Policies 1.6.....	22
Non-compliance with JRCERT 1.7 .....	23
Parking Policy 1.8.....	25
Professional Dress Code 1.9 .....	26
Publication Policy 1.10 .....	28
Special Accommodations Policy 1.11 .....	29
Transient Credit 1.12 .....	31
Readmission Procedure 1.13 .....	32
CHI ST. VINCENT INFIRMARY Transcript 1.14 .....	33
Graduation Requirements 1.15.....	34
Catastrophic Contingency Plan 1.16.....	35
DISCIPLINARY POLICYAPPEALS/GRIEVANCE .....	36
Academic Integrity 2.0 .....	37
Disciplinary Policy 2.1.....	40
Disruptive Behavior/Incivility 2.2 .....	44
DISCIPLINARY/GRIEVANCE POLICY-	
APPEALS FOR INSTRUCTOR IMPOSED ACADEMIC SANCTIONS .....	47

DISCIPLINARY/GRIEVANCE POLICY-	
APPEALS FOR DISCIPLINARY SANCTIONS OR GRIEVANCE .....	49
HEALTH AND SAFETY RELATED POLICIES .....	51
Drug Free Environment Policy 3.0 .....	52
Statement of Understanding Regarding Drug and Alcohol Policy .....	58
Harassment Policy 3.1 .....	59
Student Health Policies 3.2 .....	60
Health Services (St. Vincent Infirmary campus) 3.3 .....	62
Exposure to Blood and/or Body Fluids 3.4 .....	63
Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.5 .....	64
Hepatitis B Vaccine 3.6 .....	65
Latex (Rubber) Allergy/Sensitivity Policy 3.7 .....	66
CPR 3.8 .....	67
Exposure to infectious disease policy and waiver 3.9.....	68
Student Release of Liability Form .....	69
Waiver and Understanding .....	70
Fire, Safety and Physical Premises 3.10 .....	71
ACADEMIC POLICY AND PROCEDURE .....	73
Admission Policy 4.0a .....	74
Admission Policy 4.0b International Students.....	76
Admission Score Sheet .....	77
Admission Policy 4.0b International Students.....	78
Advisory Policy 4.1 .....	79
Attendance Policy 4.2 .....	80
Grading Policy 4.3.....	82
Incomplete Grade Policy 4.4.....	83
Pregnancy Policy 4.5 .....	84
Pregnancy Policy Acknowledgement Form.....	86
Declaration of Pregnancy.....	87
Progression Policy 4.6 .....	88
Progression Policy 4.6b Remediation.....	89
Transfer of Imaging Coursework Credit 4.7.....	90
Tuition Payment and Installment Plan 4.8.....	91
Tuition Refund Policy 4.9 .....	92
Withdrawal Policy 4.10.....	93
Examination Protocol 4.11.....	94
CLINICAL POLICY AND PROCEDURES .....	95
Clinical Assignments 5.0 .....	96
Time Clock Policy 5.1 .....	98
Clinical Infraction Policy 5.2.....	99
Overtime Policy 5.3 .....	100
Clinical Conduct Policy 5.4.....	101
Change in Clinical Assignment Policy 5.5.....	103
Direct and Indirect Supervision Policy 5.6.....	104
Lunch Policy 5.7.....	106
Marker Policy 5.8.....	107
Potentially Pregnant Patients 5.9.....	108
Radiation Protection Policy 5.10.....	109
Repeat Radiograph Policy 5.11 .....	111
Clinical Competency Policy 5.12 .....	112

Energized Lab Policy 5.13 .....	114
MRI Safety 5.14.....	115
Clinical Time Make Up Policy 5.15 .....	116

# INTRODUCTION

## ***CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY***

CHI St. Vincent Infirmary is the sole owner of the St. Vincent Infirmary School of Radiologic Technology. It is a hospital based program that operates independently of all collegiate affiliates.

The policies outlined in this handbook are for guidance to the students. Nothing contained in this handbook creates any contractual right, whether expressed or implied, between CHI ST. VINCENT INFIRMARY and/or the School of Radiologic Technology and any student. CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's primary concern is for the development of students who will deliver patient care consistent with CHI ST. VINCENT INFIRMARY core values. Attendance at the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY is a privilege, and the school has the right to screen and evaluate students to determine whether those students meet the school's standards, whether students should continue in the program and when the students should graduate. Further, the policies in this handbook are subject to amendment, modification, or dismissal by CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY at the school's sole discretion, with or without any advance notice to any student.

### ***The Establishment and History of St. Vincent Infirmary***

In the late 1870's, Mr. and Mrs. Alexander Hager, a prominent local couple, made a vow to God that if Little Rock was spared from a yellow fever epidemic raging nearby, they would leave their estate to build a hospital. Little Rock was spared, and then years later the Hager bequest was used to start a charity hospital located in a residence on Second Street. Bishop Fitzgerald of the Catholic Diocese of Little Rock issued a call for help. Five Sisters of Charity of Nazareth, Kentucky answered the call. The hospital relocated in the early 1900's to High Street and was the home of St. Vincent Infirmary for 54 years, growing over those years to a 212-bed capacity.

In 1954, showing the same pioneering spirit that brought them to Little Rock, the Sisters spearheaded the city's westward expansion by building a modern 312-bed hospital at the present location at the corner of Markham and University.

### ***CHI ST. VINCENT MISSION STATEMENT***

The mission of St. Vincent Health System and Catholic Health Initiatives is to nurture the healing ministry of the church by bringing it new life, energy and viability in the 21st century. Fidelity to the Gospel urges us to emphasize human dignity and social justice as we move toward the creation of healthier communities.

Catholic Health Initiatives, sponsored by a lay-religious partnership, calls other Catholic sponsors and systems to unite to ensure the future of Catholic Healthcare. To fulfill this mission, St. Vincent Health System and Catholic Health Initiatives, as values-based organizations and in partnership with laity and others, will:

- Assure the integrity of the ministry in both current and development organizations and activities.

- Research and develop new ministries that integrate health, education, pastoral, and social services. Promote leadership development throughout the entire organization.
- Advocate for systemic changes with specific concern for person who are poor, alienated, and underserved.
- Steward resources by general oversight of the entire organization.

## ***VALUES AND STANDARDS***

Our core values and standards of conduct are the principles that guide us in navigating the complexity of providing health care. At a minimum, we are expected to follow all laws related to our responsibilities. However, beyond that, our values call us to live by an ethical standard.

### **Reverence**

Create a workplace that fosters community and respects the inherent dignity of every person. Create a workplace that promotes employee participation and ensures safety and wellbeing. **Integrity**

Exercise good faith and honesty in all dealings and transactions.

Avoid conflicts of interest and/or the appearance of conflicts of interest.

Provide accurate and truthful information in all transactions.

### **Compassion**

Exercise responsible stewardship of both human and financial resources.

Maintain and protect the confidentiality of patient, employee and organizational information **Excellence**

Maintain a high level of knowledge and skill among all that serve in order to provide a high quality of care.

## ***EQUAL EMPLOYMENT OPPORTUNITY***

### **Purpose**

Common Spirit/Catholic Health Initiatives and its facilities are Equal Opportunity Employers. We respect the dignity, diversity and religious expression of every employee. We also recognize the value of diversity and strive to employ a workforce that is as diverse as the communities and people we serve. **Coverage/Eligibility**

This policy applies to all employees and applicants for employment, and to all terms and conditions of employment including hiring evaluation, promotion, training, transfer, compensation, benefits, demotion, displacement, separation and re-employment. Our organization:

- Complies with all applicable federal, state and local laws relating to employment as a matter of policy and practice. Our policy has been to hire and promote individuals solely based on merit and their ability to perform, and to comply in this respect with all applicable laws. The organization will not discriminate in any employment practice based on race, color, religion, age, sex, national origin, sexual orientation, veteran status, disability or any other legally protected status.
- Designated an EEO officer responsible for compliance with federal, state and local laws, including the monitoring, auditing and reporting of EEO practices.

## ***Employment Responsibilities:***

Become familiar with these EEO guidelines, support EEO and diversity programs and report alleged policy violations to their managers or human resources.

## ***Admission and Retention Responsibilities:***

Refer to Policy of Essential Functions. "All applicants/students accepted into the Radiography Program are expected to meet the Essential Functions for admission and retention in order to participate in the program." "The equal employment opportunity policy is observed and followed for admission into the Radiography Program. Individuals are accepted on the basis of academic merit, interview, their ability to perform, and to comply in this respect with all applicable laws. The organization will not discriminate in any practice on the basis of race, color, religion, age, sex, national origin, sexual orientation, veteran status, disability or any other legally protected status."

## ***SCHOOL OF RADIOLOGIC TECHNOLOGY Mission Statement***

In alliance with the Common Spirit Health Organization Mission Statement, the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will produce competent, entry-level radiographers to meet the needs of the community we serve.

## ***Programmatic Accreditation***

Candidates pursuing primary pathway certification in Medical Imaging must have, within the preceding three years, successfully completed an educational program that is accredited by a mechanism acceptable to the ARRT. The SCHOOL OF RADIOLOGIC TECHNOLOGY is accredited by the Joint Committee on Education in Radiologic Technology (JRCERT) .

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures by completing competency requirements established for the discipline in which they are seeking certification.

## ***Ethical Standards***

Every candidate for certification must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the [ARRT Rules and Regulations](#) and the [ARRT Standards of Ethics](#) which investigates all potential violations in order to determine eligibility. Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martial as described below: Felony, Misdemeanor.

Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion. Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified through the primary pathway may complete a [pre-application](#) to determine their ethics eligibility prior to enrolling in or during their educational program.

The appropriate financial aid offices at the affiliate college/university will be notified if a student is dismissed from the program or voluntarily withdraws. The student should contact the Financial Aid office and the College directly to determine any related penalty or sanctions that may occur.

### ***School of Radiologic Technology Goals***

To assure that St. Vincent's Infirmary School of Radiologic Technology is effective in providing the highest quality educational opportunities to students as set forth in the Standards of an Educational Program in Radiography by the Joint Review Committee on Education in Radiography, the SCHOOL OF RADIOLOGIC TECHNOLOGY has developed an Assessment Plan based on the following goals. The Assessment Plan and goals are evaluated on an annual basis and are published in an annual report to the Advisory Committee members. Students interested in reviewing the program's Assessment Plan or Annual Report should contact the Program Director.

#### **PROGRAM GOALS and STUDENT LEARNING OUTCOMES (SLO) 2025-2026**

##### **Goal 1. Students will be clinically competent**

SLO 1.1 Students will competently perform radiographic exams with the appropriate level of supervision.

SLO 1.2 Students will practice standardized radiation safety and protection policies and procedures for self, patients and others

SLO 1.3 Student displays sensitivity and responsiveness to patient's culture, age, gender and disabilities

##### **Goal 2. Students will be effective communicators**

SLO 2.1 Uses effective listening, non-verbal, explanatory and interviewing skills to elicit and provide information

SLO 2.2 Students will exhibit clear and concise written communication skills

##### **Goal 3. Students will apply critical thinking skills in real-world scenarios**

SLO 3.1 Students will demonstrate critical evaluation of images and suggest modifications needed for diagnostic quality.

SLO 3.2 Students will critically evaluate evidence based practice in medical imaging. SLO 3.3 Students will demonstrate emotional resilience and stability, adaptability and flexibility.

Revised: 2/9/25



## ***Professional Development***

The American Registry of Radiologic Technologists (ARRT) requires that certified the radiographer document continued education (CE) on a biennial basis. Student professional development includes information on the ARRT rules and regulations and various means of acquiring CE credits. In addition, during the spring semester, imaging professionals will speak during the scheduled seminar on professional growth and opportunities.

Radiography Students are encouraged to become members of the American Society of Radiologic Technologists (ASRT) and the Arkansas Society for Radiologic Technologists (ARSRT) to begin the pathway to professional development. Students are also encouraged to apply as an intern for the annual ASRT meeting in June. This is an excellent opportunity to become involved on a national level and make valuable professional contacts.

## ***Learning Opportunities and Resources***

### **Clinical Practicum**

In addition to the knowledge required to become an entry-level imaging professional, students at CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY are accorded the opportunity to experience advanced imaging modalities in radiography, and radiation oncology as electives during the second year.

Second year students may apply to the State of Arkansas for a limited license and seek employment in an imaging department.

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY is affiliated with several medical facilities in order to provide a broad range of learning opportunity and exposure to the most modern medical imaging technologies in the region.

### **FACULTY AND ADMINISTRATION**

Steven Nixon, MBA RT (R )(MR) ARRT Dean and Director Imaging Services  
Rita Fisher, PhD, RT (R) (CV) (CT), ARRT SCHOOL OF RADIOLOGIC TECHNOLOGY, Director

Katherine Jackson, BSRT (M), ARRT Clinical Coordinator

Heather Riddle, BSRT (R) ARRT Didactic Faculty

Nell Rainbolt Imaging Services

Jodi Barboza, MD, Radiation Safety Officer

Ken Holman, BSRT R Radiation Safety Supervisor

## ***SCHOOL FACILITIES***

### **PROGRAM DIRECTOR SCHOOL OF MEDICAL IMAGING OFFICE –**

The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

### **FACULTY OFFICES**

You should arrange an appointment in advance, whenever possible.

### **COMPUTER LABS –**

No food or drink is allowed in any computer lab. Computer labs are for the use of students and personnel only. Copy righted software is not allowed out of the lab and flash drives or other removable media are not allowed.

**LIBRARY –** Textbooks and other materials will be placed on reserve in the Program Director's office. Materials may be checked out for a period of two weeks.

### **ENERGIZED LABORATORY –**

The program does not have a dedicated energized, but uses patient care x-ray rooms. See the energized lab policy.

**STUDENT LOUNGE –** The lounge is available for students to relax and/or dine. There is a refrigerator and microwaves.

**LOCKERS –** Each student is assigned a locker. The student is expected to provide their own lock. SCHOOL OF RADIOLOGIC TECHNOLOGY

personnel do have the right to inspect a locker if it is deemed necessary to do so.

**PHONES/ELECTRONIC DEVICES** – No electronic device is to be used in any classroom and/or lab unless the faculty member has instructed the student(s) to utilize the device for a class assignment. Phones are to be turned off during classes/labs. No phones, tablets, smart watches (Apple Watch, FitBit, etc.) etc. are permitted in any class/lab during test review. All electronic devices are to be placed in the student's assigned locker. Electronic devices with the camera function in the "on" position and smart watches (Apple Watch, FitBit, etc.) are forbidden in the clinical areas. Watches are not permitted during exams as clocks are provided in each room.

**BULLETIN BOARDS** – Bulletin boards are located outside the faculty offices. Check the boards as advised by faculty.

**ELECTRONIC MESSAGES** – Check email on-line daily.

**THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN PROPERTY**

Revised: 2/11/2025

## ***STUDENT SERVICES***

### **Academic Support**

How to succeed in the program will be discussed with applicants during the interview. This is to make applicants aware of the time commitment and intensity of the program. Faculty keep office hours to be used to assist students who are struggling with course content on an individual basis. Instructors may offer remediation options or additional resources including YouTube videos or other appropriate resources. Remediation is not intended to raise exam or course grades, but to ensure that the student understands critical content before moving on to subsequent course work. The program will conduct a four-week intensive board review in May. Commercial reviews may be offered as well to prepare the student for the ARRT exam. Students with special accommodations requests will be granted as much as possible. See Special Accommodations Policy 1.1

### **Counseling.**

The St. Vincent Chaplaincy Department is available for counseling at no charge to the student. Counseling offers students confidential help to manage the demands of work, home, and life in general. A student can obtain assistance with various issues such as depression, stress, marital counseling and substance abuse. If a student should need counseling, then depending upon the status, they may be referred to a mental health specialist or counselor and medical coverage will take over, if applicable. This can be arranged by contacting the Program Director of the St. Vincent School of Radiologic Technology. If preferred, call the Chaplaincy Department at 501-552-8111. St. Vincent also offers the Employee Assistance Program (EAP) for confidential counseling- 877-679-3819

### **Computer Laboratory**

The St. Vincent School of Radiologic Technology periodically schedules didactic classes in the computer laboratory. If the computer laboratory is not scheduled for a class or hospital instruction, the students are allowed to use the facility for educational purposes only

### **Library**

The St. Vincent Infirmary library is located on the main campus of St. Vincent Infirmary at Two St. Vincent Circle. Library hours are 7:00 - 4:30. The library consists of medical texts and nursing journals. The school maintains a small library of radiologic science reference books and periodicals available on the third-floor lounge/study area. In addition, literature searches are available via computers to the student in the computer labs.

### **Student Lounge/Library**

The school maintains a small library of radiologic science reference books and periodicals available on the third-floor lounge/study area. The student lounge is available to students during school hours. This area can also be used for relaxing or studying. The third-floor kitchen has a refrigerator and a microwave for student use. An eating area with multiple tables are supplied for student eating and gathering purposes.

## **Chapel**

The chapel is open during school hours and can be utilized for quiet reflection.

## **Grounds**

There are multiple scenic grounds and seating areas located outside of the facility and accessible outside alcoves within the facility that are available to the students, weather permitting. These areas can be utilized for studying or relaxing.

## **Parking**

Students are to park in designated employee parking areas. If using the parking deck, students are required to park on the 3rd and 4th levels. Levels 1 and 2 are for patient and family parking.

## ***STUDENT INSURANCE- PERSONAL & LIABILITY***

Health Insurance is not provided by St. Vincent School of Radiologic Technology to any student. Report any student injury immediately to your instructor. If emergency treatment is required, the student will be escorted or transported to the ER.

St. Vincent School of Radiologic Technology students are covered under the CHI ST. VINCENT INFIRMARY liability insurance at CHI ST. VINCENT INFIRMARY and at clinical sites. Insurance does not apply unless a supervisor is present at off campus clinical sites.

## ***SCHOLARSHIPS***

### ***Scholarships for School of Radiologic Technology.***

The American Society of Radiologic Technology offers a number of scholarships for imaging students. See the website for details. [www.asrt.org](http://www.asrt.org)

The national chapter of Lambda Nu offers scholarships. See the website for details. [www.lambdanu.org](http://www.lambdanu.org)

The Arkansas Society of Radiologic Technology offers an annual scholarship. See the website for details. [www.arsrt.org](http://www.arsrt.org)

Created 2/11/2025

# **SCHOOL OF RADIOLOGIC TECHNOLOGY POLICIES**

# GENERAL POLICIES

## *Advertisement and Posting of Information Policy 1.0*

Section: General Policies	Title: Advertisement and Posting of Information Policy	Policy #: SHB 1.0
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

**POLICY:** All signs or information posted on the St. Vincent's campus must be approved by the appropriate administrative personnel.

**DEFINITIONS:**

**PROCEDURE:**

1. Bulletin boards are located throughout the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY. Any signage to be posted by students and other non-CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY personnel must be reviewed and approved by the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or authorized designee prior to posting.
2. Students wishing to post signage in the St. Vincent's Infirmary must: receive approval from the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, and receive approval of hospital Administration and/or Marketing 3. All signage should be removed within twenty-four (24) hours after the event is completed.

Formulated: 10/02

Revised: 2/2025

Reviewed:

### ***Background Check and Drug Screen 1.1***

Section: General Policy	Title: Academic Integrity	Policy #: SHB 1.1
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: Background checks are completed on every applicant selected for enrollment. Students will be ineligible to attend the St. Vincent School of Radiologic Technology if designated ineligible by Human Resources. In addition, new students are required to pass an Arkansas State Police criminal background check before they are allowed to enroll.

- Applicants will be ineligible for admission if convicted of a prior felony.
- A prospective student refusing the background check will not be enrolled.
- Drug Testing (see smoke and drug free environment policy) New students accepted into the program must pass a drug screening before allowed to enroll. The drug screening will be performed during the health screening provided by the school through the Hospital Employee Health Service.
- Failure to pass the health or drug screening will result in withdrawal from the program.
- Up-to-date vaccination records are required.

Formulated prior to 2/2025  
Revised 2/2025



### ***Confidentiality Policy 1.2a***

Section: General Policies	Title: Patient Confidentiality Policy	Policy #: SHB 1.2
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: All patient information obtained in the process of completing the program of study in any health care education course will remain confidential.

DEFINITIONS:

PROCEDURE:

1. Every patient has a right to privacy, which is defined and guaranteed by federal and state law and which begins upon admission and continues indefinitely.
2. Unauthorized and prohibited disclosure of information includes discussion with anyone NOT DIRECTLY INVOLVED IN RENDERING CARE TO A PATIENT. (For example, students should not discuss patient information in elevators, hallways, restrooms, cafeterias, and other public areas.)
3. Copying or making a printout of any portion of the patient's medical record is not permitted for any reason.
4. Students will be required to sign an agency confidentiality form prior to beginning clinical experiences.
5. Students may be required to sign additional confidentiality statements upon agency request.

Formulated: 2/25

Revised:

Reviewed:

### ***Confidentiality Policy: Student Records 1.2b***

Section: General Policies	Title: Student Confidentiality Policy	Policy #: SHB 1.2
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

Purpose: Student privacy and confidentiality.

Even though the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY does not receive funding from the US. Dept of Education, we maintain compliance with FERPA regulations. Current student records are maintained in a locked cabinet in the Clinical Coordinators office. Former student records are maintained in a locked storage room. Student dosimeter records are maintained in the clinical coordinator office and are available upon request.

Student information is private, and as all students are aged 18 or older, are not shared with other students, parents or clinical facilities. Parents who request a meeting with a faculty member will be granted only if the student is present and agrees to the meeting.

Stakeholders at UCA or UAPCT will be notified in the event that a student is dismissed or withdrawn from the program. Grades are submitted to the university/college only and are not sent to parents or other parties.

Formulated 2/2025

### ***Computer Laboratories 1.3***

Section: General Policies	Title: Computer Laboratories	Policy #: SHB 1.3
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

**POLICY:** All students have access to the computer laboratories and will follow specified guidelines when using the laboratories.

**DEFINITIONS:**

**PROCEDURE:**

1. The Computer Labs are for the use of the CHI ST. VINCENT INFIRMARY students and employees.
2. The copying of copyrighted computer programs is strictly prohibited. Copying copyrighted programs is illegal and could result in severe penalties both to the user and to the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, and thus, will not be permitted at any time. Violators of this policy will be subject to sanctions imposed by the Program Director
3. The laboratories are open during the hours the building is open. As class schedules change each semester, the hours the labs are open may vary.
4. Reservations for computer time are recommended. Faculty who plan to use computers for student group activities must reserve time. Contact the Clinical Coordinator for reservations. All other users will be accommodated on a “first come, first serve” basis, but will be expected to yield to faculty planned student group reservations.
5. The computer labs are for computer use only. Students seeking a place to study should use the, student lounge or library.
6. Students are not permitted to place any software programs on our computers. Please do not bring flash drives or other external devices to the computer labs or library
7. Students are expected to contact SCHOOL OF RADIOLOGIC TECHNOLOGY personnel if they encounter difficulty with a computer or printer.
8. NO FOOD OR DRINKS ARE PERMITTED IN THE LAB OR CLASSROOM AT ANY TIME.

Formulated: 2/25

Revised:

Reviewed:

## ***Electronic Devices /Social Media 1.4***

Section: General Policies	Title: Electronic Devices/Social Media	Policy#: SHB 1.4
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty/Staff	Date Last Reviewed/Revised: 02/2025

### **POLICY:**

To ensure that electronic devices, including cell phones, PDAs, etc. are used appropriately by students.

### **DEFINITIONS:**

Electronic devices includes, but not limited to: pagers, smart phones, mobile/cell phones, CD players, PDAs, Palm pilots, laptops, MPs, i-Pads, etc.

Social media is interactive dialog using electronic devices and the web and includes but is not limited to: Facebook, Instagram, TikTok e-mail, blog, Twitter, Topix, instant messaging, etc.

### **PROCEDURE:**

1. Electronic devices are not to be used in any clinical facility by students unless the student is given permission to do so by the program director.
2. Any student found to be using an electronic device in the clinical area for any reasons (other than the required reference software), will have the final grade lowered by one letter per event.
3. Social media sites are not to be accessed while the student is engaged in course activities.
4. If a student does access a social media site outside of course activities, the student is not allowed to mention the name of any clinical facility nor any information related to patients.
5. When a student does access social media sites, it is highly recommended that the student be very cautious of making any negative comment about other persons.

**NOTE:** Failure to comply with this policy may result in dismissal from the SCHOOL OF RADIOLOGIC TECHNOLOGY.

### **DOCUMENTATION:**

All course syllabi will include a statement related to the appropriate utilization of electronic devices, including social media.

Formed: 8/12/11  
Revised: 02/2025  
Reviewed:

### ***Inclement Weather Policy 1.5***

Section: General Policies	Title: Inclement Weather Policy	Policy #: SHB 1.5
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 02/2025

POLICY: Guidance in the event of inclement weather is provided in this policy.

DEFINITIONS:

1. CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will follow UAPTC and/or UCA in regard to closing the campus.
2. See attendance policy regarding make up of missed class or clinic.
3. If school is not cancelled, but there are some surrounding communities wherein travel may be hazardous, the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY Program Director may implement what is called “Code Weather”..
4. If a student under “Code Weather” determines that inclement weather poses a potential hazard to safety, he or she must notify the clinical coordinator and the clinical unit if it is a clinical day.
5. If this occurs for a campus lab or clinical experience under “Code Weather” the campus lab or clinical experience must be made up at a time deemed appropriate by faculty.

JUDGEMENT REGARDING SAFETY AND RESPONSIBILITIES IS ALWAYS THAT OF THE INDIVIDUAL. INSTITUTIONAL POLICY SERVES ONLY TO ESTABLISH GUIDELINES

Formed: 11/15

Reviewed:

Revised: 02/2025

## ***Library Policies 1.6***

Section: General Policies	Title: Library Policies	Policy #: SHB 1.6
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

**POLICY:** The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will provide a library to facilitate achievement of the educational objectives of the program.

**DEFINITIONS:**

**PROCEDURE:**

1. **Library Hours:** The library is open from 8:00 am until 4:30 pm, Monday through Friday. Note there is no librarian on duty and the library may be reserved for meetings and thus not available.
2. There is a small library in the student lounge outside program faculty offices
3. **Circulating Materials:** Books located in the student lounge are available for review. Copies of current textbooks and other materials are located in the Program Director's office on reserve. Students may check out these materials for a period of two weeks. See a faculty member to request access.
4. **Copyright Law and Photocopies:** Copyright law restricts what may be photocopied and the number of pages of published material that may be duplicated. Speak with an instructor regarding copyrighted materials
5. **Atmosphere:** No food or beverages are to be brought into the hospital library. A quiet, dignified atmosphere must be maintained at all times for the benefit of those who wish to study.
6. **Restricted Use:** Use of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY Library by individuals other than nursing faculty, CHI ST. VINCENT INFIRMARY physicians and employees, and students is permitted only under special circumstances and after the proper permission has been obtained.
7. **University of Central Arkansas and University of Arkansas Pulaski Technical College Libraries:** Contact the library for information regarding their use.

Formulated: 2/25

Revised:

Reviewed:

### ***Non-compliance with JRCERT 1.7***

Section: General Policy	Title: Non-compliance with JRCERT	Policy #: SHB 1.7
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY –	Approved by: Academic Committee	Date last reviewed/revised: 02/2025

POLICY: To provide a mechanism for students to file complaints regarding noncompliance with JRCERT mandated Standards.

#### PROCEDURE:

CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT provides peer review and establishes Standards for programs in Radiography, Radiation Oncology and other educational programs. Applicants or Students can find current Standards for Radiography programs at [www.jrcert.org](http://www.jrcert.org). Students may file a complaint with the Program Director and the JRCERT if they feel the program is in violation of any Standard.

#### Guidelines:

- Students should identify in writing the Standard reflecting program non-compliance.
- Students should provide the Program Director with a copy of the complaint identifying the Standard in question.
- The Program Director will make every attempt to explain the Program's policy and answer any questions the student may raise.
- If the Program Director concurs that a policy or procedure does seem to be in noncompliance, the policy procedure will be remedied to more accurately reflect JRCERT Standards. The Program Director will contact JRCERT in order to ascertain the appropriate measures to be taken.
- If the Program Director does not concur with the student and/or the student is not satisfied with the response; Students may forward a copy of the complaint to JRCERT.

JRCERT can be contacted by mail, phone, fax, email or via the internet. Addresses are:

JRCERT Phone: 312-704-5300  
20 N. Wacker Dr. Fax: 312-704-5304  
Suite 2850 email: [mail@jrcert.org](mailto:mail@jrcert.org)  
Chicago, IL 60606-3182 web: [www.jrcert.org](http://www.jrcert.org)

The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY program reference number is: 3403. This number should appear on all correspondence with the JRCERT. The student is assured that there will be no retaliatory action by the Program for any complaint filed with the JRCERT.

Formed: 3/04

Reviewed: 7/09, 7/10, 7/12, 5/13, 7/14, 7/15, 7/16, 8/17, 6/19, 6/20, 02/2025

Revised:



### ***Parking Policy 1.8***

Section: General Policies	Title: Parking Policy	Policy #: SHB 1,8
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: Students are required to inform the school administration of the type of car they will be driving and to park in designated areas.

DEFINITIONS:

PROCEDURE:

1. Students may park in CHI ST. VINCENT INFIRMARY employee parking lots.
2. When parking in the parking garage, students may park on level 3 or 4. The lower levels are reserved for patients and families.
3. Neither the St. Vincent Infirmary nor the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will assume any responsibility for damage to or theft of cars parked on their respective property.
4. Students should comply with parking regulations specific to any clinical affiliate

Formulated: Prior to 5/02

Revised: 2/2025

Reviewed:

## ***Professional Dress Code 1.9***

Section: General Policies		Title: Professional Dress Code	Policy #: SHB 1.9
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY		Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: All students are responsible for professional dress while involved in class or laboratory experiences during the completion of all programs.

DEFINITIONS:

PROCEDURE:

Purpose: In order to promote a professional image and to assure the safety of patients and personnel, students must adhere to the following rules of dress and grooming. Failure to abide by these rules will result in disciplinary action in accordance to the Clinical Disciplinary Policy. Understand, what is allowable at one clinic site (jewelry and tattoos) may not be at another. Students always default to the specific clinical site

Guidelines:

1. Approved uniform colors are teal tops and teal scrub pants.
2. Styles are selected by the school staff and must conform to the style and brand selected.
3. The official school patch must be sewn on the left sleeve of all tops and lab coats.
4. White T-shirts are acceptable under scrub tops, as long as the T-shirt sleeves do not extend below the smock sleeves.
5. Black turtlenecks or mock turtleneck tops are the only long sleeve shirts that may be worn under scrub tops.
6. White Lab coats styles will be selected by the school staff.
7. Hoodies or sweaters are not acceptable in the clinic. The lab coat is the only acceptable wear if you are cold.
8. Black leather shoes with no flashy colors or logos. Clog style shoes are acceptable as long as there are no openings on top of sides of shoe. Shoes must be entirely closed toe and sides for safety purposes.
9. Only black socks can be worn. Underwear must be full coverage (no thong or bikini style) under the pants.
10. Uniforms and shoes are to be kept clean and neat. This is the student's responsibility.
11. Make-up is to be kept to a minimum.
12. Photo ID: Must be worn on uniform or lab coat. Official IDs are obtained through Human Resources Office of the hospital. The ID must have St. Vincent Infirmary logo, student name, photo, and title of student. When a student leaves the program, the photo ID must be returned.
13. Hair: Clean, dry, neatly styled. Loose hair **must** be contained. Long hair **must** be pulled back at the neck and secured with a plain fastener. Hair **cannot** be allowed to fall forward. This is an infection control priority.
14. Beard/Mustaches: Neatly styled and closely trimmed. Students with full beards may be required to wear a mask when interacting with a patient and facial hair must be covered by the mask. This is an infection control priority.

15. Fingernails: Clean and short – should not extend beyond fingertips. Nail polish may be clear or pale pink tones only. **No artificial nails are to be worn.** This is an infection control priority.
16. Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.
17. Jewelry:
  - a. Rings – only wedding band and/or engagement ring. **Rings, with stones, should be removed and pinned into the pocket while administering patient care.**
  - b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
  - c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety's sake, no dangling earrings or necklaces are to be worn in the clinical setting. Ear gauges are discouraged, but if present cannot exceed 10 mm in diameter.
  - d. One small nasal stud is allowed.
18. Body Piercing and Tattooing: In order to maintain a professional image, the School of Radiologic Technology follows the hospital policy for employees. Each clinical facility determines policy with regard to covering tatoos. In such a case, the tattoo must be covered with long sleeves.
19. Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Vincent ID badge. Shirts and shoes must be worn.
20. Surgical scrubs and surgical jackets are to be **worn only when a student is assigned to portables or surgery, evenings or if the student's uniform becomes soiled.** No street clothes are to be worn under surgical scrubs. Surgical jackets are not to be worn with regular uniforms (students may wear acceptable warm-up jackets if he/she becomes chilled). All surgical scrubs and jackets are to be placed in the hospital laundry bins after the student completes the shift. Surgical scrubs are **NEVER** to be worn outside of the clinical setting. This is tantamount to theft of CHI ST. VINCENT INFIRMARY (or other clinical affiliate) property. Students caught wearing hospital owned scrubs will be disciplined.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:

- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Midriff must not be exposed
- **ID badges are to be worn at all times in CHI ST. VINCENT INFIRMARY or any clinical affiliate**

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

### ***Publication Policy 1.10***

Section: General Policies	Title: Publication Policy	Policy #: SHB 1.10
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: Student policies for CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY are published in one or more appropriate institutional publications, i.e., student catalog, student handbook, brochure, and/or course syllabi.

DEFINITIONS:

PROCEDURE:

1. All policies are written or approved by the faculty or administration of CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY.
2. Students are informed of designated policies upon application to the program in the form of the school catalog.
3. Students are further informed of designated policies upon acceptance into the program of study during orientation to the program and the student handbook.
4. Any change in policy is provided to the student. Changes will be posted electronically, or a written copy will be distributed to each student and/or posted in a prominent area.
5. A copy of the school catalog and the student handbook are located on the program website.
6. Such policies are subject to change with reasonable notice provided to the student.

Formulated: 12/01

Reviewed: 2/2025

## ***Special Accommodations Policy 1.11***

Section: General Policies	Title: Special Accommodations	Policy #: SHB 1.11
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

**POLICY:** The SCHOOL OF RADIOLOGIC TECHNOLOGY is committed to equal opportunity for all students including those with physical, learning and psychological disabilities.

**DEFINITIONS:** Special accommodations are defined as the need for privacy, extended time or other modalities of learning.

### **PROCEDURE:**

CHI St. Vincent School of Radiologic Technology provides equal opportunities to applicants and students who are qualified individuals with disabilities. CHI St. Vincent School of Radiologic Technology will not discriminate against qualified individuals with disabilities and will provide reasonable accommodations, if possible.

- Reasonable accommodations may include academic adjustments, as necessary, such as:
  - Early testing time
  - Extended testing time
  - Readers for testing
  - Reduced testing load (no more than 1 exam per day)
  - Recording devices
- Students are responsible for knowing and following procedures to request reasonable accommodation.
  - Students may request an academic adjustment by providing documentation showing that they have a current disability and need an academic adjustment. Acceptable documentation includes a diagnosis of current disability, as well as supporting information, such as the date of diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects academic performance. The documentation should provide enough information for the student and Clinical Coordinator to decide what is an appropriate academic adjustment.
- An individualized education program (IEP) or Section 504 plan, may help identify services that have been effective for the student in previous learning institutions.
- To determine an appropriate academic adjustment, the school will review the student's request and determine if it is able to meet the request based on the accommodations it is able to provide (listed above). If a student has requested a specific academic adjustment that is not included in the program's available accommodations, the Program Director may offer an effective alternative or will communicate to the student that the program is unable to accommodate a specific academic adjustment that falls outside of the accommodations offered by the program. The school will not deny admission simply based on a disability.

- If a student believes the school is discriminating based on a disability or is not providing reasonable accommodations as agreed upon, the student should contact the school's Section 504 Coordinator in CHI St. Vincent Human Resources Department and follow the formal grievance process per policy.
- If it is determined through the grievance process that the school has not provided the reasonable accommodation agreed upon, the school may remediate including academic adjustments, as necessary. All remediation is evaluated on a case-by-case basis taking into consideration the facts and circumstances.
- Remediation may include, for example:
- Offer comprehensive course testing for each course the student has not successfully completed, following agreed upon accommodations.
- Allow the student to retake each course the student has not successfully completed at no charge (subject to academic calendar)
- Other remediation options as recommended by Legal Services and Human Resources

SOURCE:

Office for Civil Rights/Protecting Students with Disabilities 2020,  
 accessed 11 August 2021,  
 &lt;<https://www2.ed.gov/about/offices/list/ocr/transition.html>&gt;.

Formulated: Prior to 2/2025

Revised:

Reviewed:

### ***Transient Credit 1.12***

Section: General Policies	Title: Transient Credit	Policy #: SHB 1.12
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: All students must comply with UCA or UAPTC rules and regulations

regarding transfer of credit. DEFINITIONS:

PROCEDURES:

1. A student planning to take non-professional courses at another institution must obtain an “Approval of Courses to be taken for Advanced Standing” form from the Secretary of Admissions at either UCA or UAPTC

Formulated: 2/2025

Revised:

Reviewed:

### ***Readmission Procedure 1.13***

Section: General Policies	Title: Readmission Procedure	Policy #: SHB 1.13
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

**POLICY:** All students wishing to return to the program after leaving for any reason must comply with a readmission procedure.

**DEFINITIONS:**

**PROCEDURE:**

1. A student who wishes to make application for readmission to the program must do so by writing a letter of request to the Director SCHOOL OF RADIOLOGIC TECHNOLOGY.
2. The request will be reviewed by the Admissions and Progression Committee of the school.
3. The Committee may grant readmission requests based on space available in the class and the following: a. overall GPA: 2.50 minimum  
b. prior performance in radiography courses.
4. Readmission for any student who withdrew for non-academic reasons more than once will be considered on an individual basis.
5. The applicant must submit a written explanation to the Director describing the circumstances, how these have changed since withdrawal, and any necessary evidence to consider regarding readmission. It will be at the discretion of the director whether to forward the request to the admissions & Progression Committee for action.

Formulated: 2/25

Revised:

Reviewed:



***CHI ST. VINCENT INFIRMARY Transcript 1.14***

Section: General Policies	Title: Transcript	Policy #: SHB 1.14
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

TRANSCRIPTS Transcripts may be requested throughout the 2-year program for various reasons. A transcript will be issued to the student contingent upon their tuition being current and up to date.

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY coursework will be listed on the UAPTC and UCA transcript and will become part of their GPA. Those transcripts should be requested from the facility.

Separate GPA will be maintained by the SCHOOL OF RADIOLOGIC TECHNOLOGY for program specific coursework.

Formulated 2/25

### ***Graduation Requirements 1.15***

Section: General Policies	Title: Graduation Requirements	Policy #: SHB 1.15
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

#### Policy: Graduation Requirements

Students must have achieved a course grade of C (75%) or better in all didactic and clinical coursework. Students with an incomplete course grade may not graduate until the incomplete has been removed.

Students must have completed 1600 hours of clinical rotations.

Students must have mastered all ARRT mandatory competencies and required elective competencies.

Students must achieve a score of 80% or better in the mock ARRT examination at the conclusion of the Summer III session. Students have two attempts to achieve the minimum score. Those who fail to do so, will not graduate from the program. This is to assure the student is prepared to sit for the ARRT exam.

Students must receive a pass for the terminal competency examination given in the Spring II (senior) term. Students who receive a fail must repeat the particular procedure on a patient prior to being eligible for graduation.

All fees and tuition must be paid in full.

Formulated 02/25

### ***Catastrophic Contingency Plan 1.16***

Section: General Policies	Title: Catastrophic Contingency Plan	Policy #: SHB 1.16
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

Purpose: Establish a contingency plan in the event of unforeseen circumstances

In the event of unforeseen circumstances where the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY cannot hold in-person classes or allow students to attend clinical rotations, the program will switch didactic coursework to Zoom or another online meeting format. Program clinical hours will be reduced if necessary and the program will consult with JRCERT and the ARRT regarding clinical competency requirements if they are not met. The program has sufficient clinical hours in the curriculum so a reduction in mandatory hours would not be an issue. If feasible, the program would try to simulate ARRT competencies if necessary. The contingency plan is included in the Program's Master Plan in order to make an immediate and as seamless a transition as possible.

Formulated 02/2025

**DISCIPLINARY POLICY**  
**APPEALS/GRIEVANCE**

## ***Academic Integrity 2.0***

Section: Disciplinary/Grievance	Title: Academic Integrity	Policy #: SHB 2.0
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 3/2025

**PURPOSE:** An important aspect of the SCHOOL OF RADIOLOGIC TECHNOLOGY is a rigorous academic component that is designed to give the student a fundamental and theoretical foundation upon which the clinical component is based and to prepare the student to take the American Registry of Radiologic Technologists (ARRT) exam upon graduation. Most of the states in the U.S. require that graduates pass this exam before they can be awarded a Radiation Operator's license from that state.

The ARRT certification application requires students to indicate whether they have been expelled from a medical imaging program or have been sanctioned for academic dishonesty. This application must be reviewed for accuracy by the Program Director or designated official.

### **Student Academic Rights**

Concomitant with other academic standards and responsibilities established by the CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY and its clinical affiliates, each student shall have the following academic rights:

- The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.
- The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- The student shall not be graded, nor shall his/her performance be evaluated, on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- Each student shall have the right to have any academic penalty as set forth herein, reviewed pursuant to the procedures described. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
- Each student shall have access to a copy of the Student Handbook in which current academic program requirements are described (e.g. required courses, total credit requirements, minimum grade point average, probation standards, professional standards, etc.).
- Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements, grading criteria, standards and procedures, professional standards, etc.).

The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.

CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY is responsible for defining and promulgating:

- The academic requirements for admission to the program.
- The criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation.
- Probation, suspension, and dismissal standards and requirements.

Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. **Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change**

## **Sanctions**

A student who fails to meet the academic requirements or standards, or who fails to abide by the policy on academic dishonesty may be subject to academic sanctions. Sanctions for academic dishonesty may be imposed by the instructor of a didactic course, a clinical instructor, the Clinical Coordinator or the SCHOOL OF RADIOLOGIC TECHNOLOGY Program Director.

The instructor may impose the following sanctions:

- A lowering or failing project/paper/test grade.
- A lower final grade.
- Failure of the course (including clinic).
- Clinical demerits.
- Exclusion from further participation in the class (including laboratories or clinical experiences).

The Dean and the Program Director will determine the consequences for breaches in academic integrity. Such punishment shall be based upon:

- the severity of the offense.
- circumstances surrounding the act.
- repetition of previous offense.
- other factors as may be considered pertinent.

The following sanctions may be recommended by the instructor, but will need to be imposed by the SCHOOL OF RADIOLOGIC TECHNOLOGY Program Director:

- Failure of a course grade
- Exclusion from the academic program.
- Academic probation up to one (1) semester.
- Academic or clinical suspension up to five (5) days.
- Dismissal from the program.

## **Procedure**

A student will be informed in writing by the instructor or responsible SCHOOL OF RADIOLOGIC TECHNOLOGY official, of any charges and subsequent sanctions imposed for academic dishonesty. Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student's records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with SCHOOL OF RADIOLOGIC TECHNOLOGY Policy 2.3a, Student Appeals for Instructor Imposed Sanctions.

Sanctions for repeated academic dishonesty will be imposed by the Program Director after consultation with the appropriate instructor and CHI ST. VINCENT INFIRMARY Dean.

**A student's record of academic dishonesty offenses will be maintained throughout their enrollment at CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY and the period of time between offenses may have no impact on sanctions for repeated offenses.**

**A student with a second academic dishonesty offense during his/her enrollment will be academically suspended for a period of time not to exceed five (5) days.**

**A student with a third academic dishonesty offense during his/her enrollment will be dismissed from the program.**

**Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the SCHOOL OF RADIOLOGIC TECHNOLOGY Program Director within ten (10) days of the sanction.**

Notice of an act of academic dishonesty will be reported through the completion of an "Academic Dishonesty Report Form." Accused students will be provided with copies.

- Academic dishonesty shall include, but is not limited to, the following:

**a. Cheating**

- i. Unauthorized assistance of a person, other than the course instructor, during an academic exercise (exams)
- ii. Unauthorized viewing of another person's work during an academic exercise (exams).
- iv. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.
- iii. Unauthorized use of electronic devices to photograph or record course or evaluation materials (including but not limited to test reviews, tests, or assignments).

**b. Fabrication/Falsification**

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence, or a university record.

**c. Plagiarism**

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- i. Oral, written or graphical material.
- ii. Both published and unpublished work.
- iii. Any material(s) downloaded from the internet.

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrases and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

**d. Bribes/Favors/Treats**

Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions are prohibited.

**e. Complicity**

Helping or attempting to help someone commit an act of academic dishonesty.

Formed: 3/04

Reviewed:

Revised 2/2025

## ***Disciplinary Policy 2.1***

Section: Disciplinary/Grievance	Title: Disciplinary Policy	Policy #: SHB 2.1
Department: CHI ST. VINCENT - SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 3/2025

POLICY: Refer to SCHOOL OF RADIOLOGIC TECHNOLOGY SHB policy Appeals Grievance 2.3a and 2.3b.

PURPOSE: The purpose of a sanction, in addition to protecting others, is primarily to educate an individual by increasing his/her awareness of the importance of responsibility to the CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions by the SCHOOL OF RADIOLOGIC TECHNOLOGY judicial system. Sanctions may range from the issuance of demerits for minor violations of clinical procedural policies to probationary status. In some instances, however, the program's need to properly function outweighs the program's ability to so educate an individual. In such case, for the benefit of both the student and the community, suspension or expulsion from the SCHOOL OF RADIOLOGIC TECHNOLOGY may result.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

The following sanctions may be imposed for violation of the Code of Conduct:

### **1. Expulsion**

This is termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification.

- Students have the right to submit in writing an appeal of a primary decision for expulsion to the SCHOOL OF RADIOLOGIC TECHNOLOGY Grievance Panel pursuant to SCHOOL OF RADIOLOGIC TECHNOLOGY Policy 2.3b Non-Academic Grievance.
- During the expulsion, the person is barred from coming onto or using SCHOOL OF RADIOLOGIC TECHNOLOGY property and facilities. (The individual is not barred from coming onto or use of any medical affiliate in a non-student capacity.)
- Students may also initiate a secondary appeal for re-admission to the SCHOOL OF RADIOLOGIC TECHNOLOGY.
- Conditions for secondary readmission may be established only through a written appeal to the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY no sooner than one complete calendar year from the date the expulsion was placed in effect.
- The action will appear on the student's official transcript until such time as any and all appeals for readmission is made to and granted by the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY to terminate the expulsion.



- Conduct derogatory to the morals or standing of health professionals may be reason for denial of admission or dismissal from the program.
1. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
    - a. criminal activities – e.g. DUI, misdemeanors, felonies (see Background check SHB 1.2)
    - b. substance abuse – e.g. manufacture, use, distribution
    - c. cheating/dishonesty (also see policy on Academic Dishonesty)
    - d. harassment
    - e. domestic violence
    - f. discrimination
    - g. breach of patient confidentiality
    - h. failure to meet responsibilities
  2. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty.
  3. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct.
  4. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
  - f. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the St. Vincent Infirmary Collection Office and the cost of collection will be added to the indebtedness.

## **2. Suspension**

- This action involves separation of the student from the SCHOOL OF RADIOLOGIC TECHNOLOGY for a definite stated period of time up to three days. Conditions on resumption of activities, if any, also may be imposed.
- The SCHOOL OF RADIOLOGIC TECHNOLOGY may deny readmission in those instances where the suspended student fails to demonstrate a positive change in behavior which indicates the suspended student is prepared to become again a responsible member of the SCHOOL OF RADIOLOGIC TECHNOLOGY community.
- Numerous resource persons may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives.
- Suspensions must be reported to the ARRT during the application process. Students are encouraged to contact the ARRT ethics committee prior to submitting an application in order to determine if there are any problems associated with the application.

Students have the right to submit in writing an appeal of a primary decision for expulsion to the SCHOOL OF RADIOLOGIC TECHNOLOGY Grievance Panel pursuant to SCHOOL OF RADIOLOGIC TECHNOLOGY Policy 2.3b, Non-Academic Grievance.

**Any student who receives a second disciplinary suspension may be terminated from the SCHOOL OF RADIOLOGIC TECHNOLOGY. 3.**

### **3. Probation**

- This action involves a specified period of time, not to exceed one semester, determined by the SCHOOL OF RADIOLOGIC TECHNOLOGY Director during which a student in violation of one or more SCHOOL OF RADIOLOGIC TECHNOLOGY regulations is given an opportunity to prove that he or she can become a responsible and positive member of the CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY community.
- Any student violating program regulations or the terms of probation while on probation may be subject to further disciplinary action as specified under this Code, up to and including termination from the SCHOOL OF RADIOLOGIC TECHNOLOGY.

#### **A. Academic Probation:**

- All CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY students whose overall SCHOOL OF RADIOLOGIC TECHNOLOGY GPA drops below 2.50 will be placed on academic probation. All probation students are subject to the following restrictions:
  - Students on probation must meet with the Program Director to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student. Students on probation must earn a 2.50 GPA or higher during every semester they are on probation.
  - Failure to achieve a 2.50 semester GPA or higher while on Academic Probation may result in expulsion. Failure to achieve a 2.50 GPA in all subsequent semesters may result in expulsion.
  - Other requirements may be imposed in the Academic Improvement Plan.
  - The student is returned to Academic Good Standing when his or her overall SCHOOL OF RADIOLOGIC TECHNOLOGY GPA is 2.50 or higher. A Grade of D or F in any course work results in automatic academic probation. See the Progression policy.

#### **B. Clinical Probation**

- The foundation of a student's clinical progress is competency based clinical education. Competency based education is a systematic process of psychomotor development assuring that students are competent clinically through a defined sequence of content delivery, practice and evaluation (see Competency Based Education criteria for learning sequence). Any student who has passed a particular competency, but cannot adequately perform the procedure with indirect supervision, will have the competency revoked and must begin the competency sequence again.
- Clinical Preceptor Evaluations: Students who receive negative clinical instructor evaluations from more than one clinical instructor/clinical site may be placed on clinical probation.
- Clinical competency/proficiency progression: Students who are not progressing at an acceptable rate through demonstration of clinical competency/proficiency may be placed on clinical probation.

- Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:
  - Students on probation must meet with the Program Director or Clinical Coordinator to develop a Clinical Practice Improvement Plan to achieve the requisite level of clinical skills. This plan is binding on the student.
  - The student may be required to simulate a range of clinical procedures.
  - The student may be required to repeat any or all clinical competency exams.
  - Students will not be allowed to graduate from the program while on probation.
  - Probation will be lifted when all goals of the Clinical Practice Improvement Plan have been achieved.

Formed: 2/2025

Reviewed:

Revised: 3/2025

## ***Disruptive Behavior/Incivility 2.2***

Section: Disciplinary/Grievance	Title: Disruptive Behavior/Incivility	Policy #: SHB 2.2
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: Students attending the schools at CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY are expected to engage in behavior that is not disruptive to others. CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation.

### **PROCEDURE:**

1. The faculty and staff of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY have a professional and ethical responsibility to assist students to learn the skills necessary to become professional health care providers and to provide a safe teaching and learning environment for students, faculty, and to patients who receive health care from students. Faculty also respect that students are learning, however students are expected to have adequate knowledge, skills and judgments to practice safely in clinical situations. Student behaviors and/or performance should never present a danger (or reasonable assumption of danger) to a person/client/ patient or jeopardize the license of a faculty or health care professional working with the student.
2. All members of the health care provider team including, but not limited to, students, employees, physicians, and allied health professionals, and all direct and indirect recipients of health care including, but not limited to, patients, their families, and visitors, shall be treated in a respectful, dignified manner at all times. Neither St. Vincent Infirmary nor the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will tolerate disruptive and inappropriate behavior in its environment.
3. Process for imminent danger to self or others: If a student poses an imminent danger to self or others (act or direct threat of violence), notify Security immediately at or call 911. Examples of imminent danger include, but are not limited to:
  - a. verbal or physical threats to self or others
  - b. repeated obscenities
  - c. unreasonable interference with the learning environment
  - d. aggressive gesturing
4. Once the disruptive situation is contained, the situation must be reported to the Dean School of Radiologic Technology. Recommendations for therapeutic referrals and/or sanction might follow.

5. Process for unsafe practice/unethical behavior: Student behaviors and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of the faculty or health care professional working with the student. Safe practice is judged by standards and codes of the specific profession and the licensing/certification boards of the respective profession. Students are expected to behave responsibly, and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients. Examples of unsafe practice/unethical behavior include, but are not limited to:
  - a. failure to be prepared for clinical
  - b. making derogatory comments to or about a patient/client
  - c. making derogatory comments about a fellow student, faculty or other healthcare professional
  - d. consistent failure to follow the dress code in clinical area
  - d. immoral or indecent conduct while on hospital and/or school property
6. If a student demonstrates unsafe/unethical practice, the student will be required to meet with the respective director of the school and the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY. There may be consequences for such behavior, including expulsion from a specific class or dismissal from the program.
7. Process for student conduct violations: Everyone is expected to act honestly and responsibly in all aspects of campus life. Student behaviors should not violate the welfare and safety of others and/or interfere with the teaching learning process. Such behaviors include, but are not limited to:
  - a. consumption of alcohol and illegal drugs on hospital/school property
  - b. ingestion of substances that can alter a person's level of consciousness
  - c. chronic absences and/or tardiness
  - d. inappropriate use of cell phones, pagers, and other electronic devices during class/lab/clinical
  - e. reading of materials during class/lab/clinical that do not pertain to the class (i.e., newspaper, magazine)
  - f. chatter with another student or students
  - g. sleeping
  - h. rudeness
  - i. frequent interruptions
  - j. monopolizing class time
  - k. loudness, obscene or abusive language
  - l. refusal to perform assignments, having an uncooperative attitude
  - m. condescending language or voice intonation
  - n. committing academic dishonesty, such as copying someone else's work, cheating on exams, copying a computer program for unauthorized use, plagiarism
8. There will be consequences resulting from conduct violations which may include class suspension or dismissal from the program.
9. Process for at-risk students: At times, student behaviors do not fit cleanly under the above categories, yet the behaviors suggest the student is at-risk. These behaviors may include, but are not limited to:
  - a. failure to meet deadlines
  - b. deteriorating productivity
  - c. pervasive poor concentration
  - d. difficulty making decisions
  - e. forgetfulness

10. When a student demonstrates at-risk behaviors, the faculty will meet with them and make referrals as needed.

#### DOCUMENTATION:

When reporting a suspected incident, please provide the following:

1. Name of the person reporting the incident
2. Date and time the incident occurred
3. Factual description of the incident
4. Name of any individuals involved or witness
5. Circumstances which precipitated the incident
6. Any action taken to intervene, or remedy, the incident

NOTE: The appropriate licensing/certification boards will be notified of incidents.

Formulated: 2/2025

Revised:

Reviewed:

***DISCIPLINARY/GRIEVANCE POLICY-  
APPEALS FOR INSTRUCTOR IMPOSED ACADEMIC SANCTIONS***

<b>POLICY NUMBER</b>		<b>SHB 2.3a</b>
<b>ORIGINAL DATE:</b>		2/2025
<b>REVIEW DATE:</b>		3/2 025
<b>TITLE:</b>	<b>SCHOOL OF RADIOLOGIC TECHNOLOGY  <i>DISCIPLINARY/GRIEVANCE POLICY- APPEALS  FOR INSTRUCTOR IMPOSED ACADEMIC</i></b>	
<b>KEYWORDS:</b>	SCHOOL OF RADIOLOGIC TECHNOLOGY – School of Radiologic Technology	

**PURPOSE:**

An important aspect of the School of Radiologic Technology (SCHOOL OF RADIOLOGIC TECHNOLOGY) is a rigorous academic component that is designed to give the student a fundamental and theoretical foundation upon which clinical component is based and to prepare the student to take the American Registry of Radiologic Technologists (ARRT) exam upon graduation. Most of the states in the U.S. require that graduated pass this exam before they can be awarded a Radiation Operator's license from that state. This includes an appeal process for academic sanctions.

**POLICY:**

A process for the students to appeal academic sanctions will be in place.

**PROCEDURE:**

The student shall follow the procedure below for:

Cases where a student is appealing a grade

Cases in which a student has received an instructor-imposed sanction.

## **STEPS**

- The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the end of the course. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with Step 2.
- If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Director within ten (10) days after the action taken in Step 1. The Director will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of either the University of Central Arkansas (UCA) or the University of Arkansas Pulaski Technical College (UAPTC) within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution. Independent students may appeal in writing to the Market Director of Nursing Excellence within (10) days of the action taken in Step 2.
- Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Academics Appeals Policy Committee of the college/university, who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
- Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the Provost and Senior Vice President for Academic Affairs within thirty (30) days from the receipt of the decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

Created prior to 2025  
Revised 3/2025



***DISCIPLINARY/GRIEVANCE POLICY-  
APPEALS FOR DISCIPLINARY SANCTIONS OR GRIEVANCE***

<b>POLICY NUMBER</b>		<b>SHB 2.3b</b>
<b>ORIGINAL DATE:</b>		2/2025
<b>REVIEW DATE:</b>		3/2025
<b>TITLE:</b>	<b>SCHOOL OF RADIOLOGIC TECHNOLOGY DISCIPLINARY/GRIEVANCE POLICY- APPEALS FOR DISCIPLINARY SANCTIONS OR GRIEVANCE</b>	
<b>KEYWORDS:</b>	SCHOOL OF RADIOLOGIC TECHNOLOGY – School of Radiologic Technology	

**PURPOSE:**

An important aspect of the School of Radiologic Technology (SCHOOL OF RADIOLOGIC TECHNOLOGY) is a rigorous academic component that is designed to give the student a fundamental and theoretical foundation upon which clinical component is based and to prepare the student to take the American Registry of Radiologic Technologists (ARRT) exam upon graduation. Most of the states in the U.S. require that graduated pass this exam before they can be awarded a Radiation Operator's license from that state. This includes an appeal process for a disciplinary sanction or a grievance.

**POLICY:**

A process for the students to appeal disciplinary sanctions or grievance will be in place.

**PROCEDURE:**

The student shall follow the procedure below for:

Cases in which a student feels an unjust or injurious treatment by the faculty has occurred begins with Level One. Cases where a student is appealing a disciplinary sanction begins with Level Two

### **Level One Filing a Complaint or Grievance**

- The student should first attempt a resolution with the faculty member. The student files a written complaint with the Program Director within three (3) business days of the occurrence. If it involves the Program Director, the student will begin with Level Two.
- The program director will respond to the student in writing within ten (10) business days. If the complaint is not resolved, the student may proceed to Level Two

### **Level Two Appeal process and or Unresolved Grievance**

#### **Appeal of a Disciplinary Action**

- A written appeal to a disciplinary sanction including expulsion, suspension or probation begins with Level Two. A written explanation of the grounds for appeal should be presented by the student to the Director of the Imaging Department within three (3) business days from the date the sanction occurred. The scope of review shall be limited to
  1. Procedural errors for disciplinary actions
  2. Evidence not available at the time the sanction was applied
  3. Insufficient evidence to support the findings of the Program Director
  4. Application of a sanction disproportionate to the offense
- The imaging Department Director will notify the student in writing within ten (10) business days if the appeal is upheld or rejected.

#### **Appeal of an Unresolved Grievance**

- A student appealing a level One grievance should do so in writing within three (3) days of receiving the written response from the Program Director
- The Imaging Department Director will meet with the student and the Program Director and shall review written documentary evidence.
- The imaging Department Director will notify the student in writing within ten (10) days if the grievance is upheld or rejected.

#### **Level Three: Final Appeal**

- The final appeal must be made in writing within three (3) business days following a denial of an appeal or grievance by the Imaging Department Director.
- Human Resources will review all documentation. They may meet with all parties separately or together.
- Human Resources will respond to the student, Program Director and Imaging Department Director within ten (10) business days
- All decisions from Human Resources will be final.

## **HEALTH AND SAFETY RELATED POLICIES**

### ***Drug Free Environment Policy 3.0***

Section: HEALTH RELATED POLICIES	Title: Drug Free Environment Policy	Policy #: SHB 3.0
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization and CHI ST. VINCENT INFIRMARY Legal	Date last reviewed/revised: 2/25

**POLICY:** Students of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY are prohibited, while on the premises of St. Vincent's Infirmary or the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or any clinical affiliates, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion, or possession of drugs, alcohol, or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual's cognitive or motor skills to the extent that they could present a risk to themselves or others.

#### **DEFINITIONS:**

#### **PROCEDURE:**

##### **Standards of Conduct for Drug Free Environment Policy**

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY students are prohibited, while on the premises of St. Vincent's Infirmary or CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or any clinical affiliate from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual's cognitive or motor skills to the extent that they could present a risk to themselves or others.

This policy extends to any off-campus programs, activities or functions sponsored by the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or any activities with outside agencies, which are scheduled as part of class or clinical experiences.

The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will share this policy with all off-site programs, activities, or functions sponsored by the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY and will request that those persons in charge of such programs, activities and functions report instances of suspected violation of this policy to the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY.

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY students are prohibited from reporting to a clinical experience, class or school sponsored function under the influence of any controlled substances, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed, by his/her physician, or ingests any drug (including "over the counter" medication), which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY that:

- he/she is taking that drug,
- the doctor (if any) who prescribed the drug,
- the condition for which the drug is being taken,
- the dosage, and
- duration that the student will be taking the drug.

The Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, or designee, shall maintain the confidentiality of such information, in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third parties. (The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY adheres to its policy prohibiting unlawful discrimination against individuals with a disability. Nothing in the Drug & Alcohol Policy is intended to abrogate its policies against unlawful discrimination.)

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY students, while in the clinical learning setting as students, are subject to all St. Vincent's Infirmary policies and procedures.

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY students must report to the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, or designee, any student or employee of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or St. Vincent's Infirmary, reasonably suspected of being "under the influence" or "impaired". Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of the use of any medication or other controlled substance. The terms "under the influence" or "impaired" shall mean that the individual displays behavior or conduct which suggests that the ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances.

Any student of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY who is arrested for driving under the influence of alcohol or violating any statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, or designee, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.

Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state or federal laws or regulations.

#### Student – Initiated Rehabilitation

Students are encouraged to volunteer for rehabilitation assistance before their problems leads to a situation which could jeopardize their student and/or health care worker status. Students who volunteer for such rehabilitation through the St. Vincent's Infirmary Employee Assistance Program or by means (before performance problems arise and/or before CHI ST. VINCENT INFIRMARY is aware of a policy violation) will not be subject to discipline solely on the basis of the student's voluntary request for rehabilitation. The Employee Assistance Program Coordinator may require a student who voluntarily seeks rehabilitation assistance through the Employee Assistance Program to enter into a Contract for Safety. Notwithstanding, if there is any evidence of Substance Abuse during or following completion of a rehabilitation program, disciplinary action up to and including expulsion may be rendered.

## General

Any student who violates any portion of this policy or related policies of St. Vincent's Infirmary is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY and/or St. Vincent's Infirmary, and/or presents a threat to the health and/or safety of himself/herself or others, may be subject to review and disciplinary action.

The Dean, CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, or designee, should document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication, and should place such documentation in the student's file.

## Definitions

"Medical Center Premises" – includes, but not limited to, any building on CHI ST. VINCENT INFIRMARY grounds, including property owned or leased by the Medical Center, parking lots, the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, vehicles or equipment owned or operated by the Medical Center.

"Contraband" – means drug paraphernalia.

"Contract for Safety" – means an agreement between a student and the Medical Center's Employee Assistance Program wherein the student agrees to commit to safe conduct. Such Contract may include, but not be limited to, an express agreement by the student to abstain from the use of controlled substances, to participate in a rehabilitation program, to participate in a Twelve-Step Program and/or to submit to Medical Screening.

"Medical Screening" – means testing for the presence of Unauthorized Drugs and/or alcohol. Medical Screening means an analytical procedure to determine whether an individual may have a positive concentration of alcohol or Unauthorized Drugs in his or her system.

"Return to School/Work Agreement" – means an agreement which defines the terms and conditions under which a student may return to school in the event that the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY elects to suspend the student for a violation of this Policy.

"Safety-Sensitive Position" – means a job which involves public safety or the safety of others.

"Search" – includes a search of an individual's personal property located on Medical Center or CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY premises (including, but not limited to, personal effects, lockers, desks, lunch boxes, containers, purses, billfolds, parcels and private vehicles, any Medical Center/CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY property assigned to a student, and a limited search of the person.)

"Substance Abuse" – means Unauthorized Drug use and abuse or misuse of alcohol or other legally controlled substances.

"Unauthorized Drugs" – means non-medically prescribed controlled substances capable of altering the mood, perception, behavior or judgment of the individual consuming it, and any substance obtained with improper prescription or taken in a manner or quantity other than that for which it was prescribed or manufactured.

"Under the Influence" – means the student tests positive for Unauthorized Drugs or alcohol.

CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY requires drug testing as follows:

**Reasonable Suspicion Testing:** Any student who demonstrates unusual, unexplained behavior in the class, clinical environment or anywhere on Hospital or CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY premises. Observable signs might include, but not be limited to:

- slurred speech
- odor of alcohol on breath or person
- unsteady gait
- disoriented or confused behavior
- significant changes in work habits
- hallucinations
- unexplained accident or injury
- other clinical observations consistent with impairment
- sloppy, inappropriate clothing and/or appearance
- physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements, excessive sick leave, excessive lateness when reporting for class or lab experience, returning from breaks, or frequent unscheduled short term absences work takes more time to produce, missed deadlines, careless mistakes
- unable to concentrate or distracts easily, inattention or sleeping in class, clinical, or other school setting inconsistent behavior or mood swings

Notification of selection for reasonable suspicion testing will be initiated by the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY or authorized designee, who will refer the collection to the Clinic Specialist or authorized designee.

### **Searches**

In enforcing the policy, unannounced Searches of students and their property on Medical Center/CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY Premises are authorized accordance with the policy, without limitation. Entry upon the Medical Center's Premises by such persons will be deemed to constitute consent by such persons to Searches pursuant to this policy. Such Searches should be made only after a determination has been in advance by the Medical Center's Security Department in consultation with the Vice President for Schools of Nursing and Health or designee that reasonable suspicion exists that a violation of Medical Center policy has occurred.

If Unauthorized Drugs, alcohol or Contraband are discovered in a common area and its ownership or control cannot be determined, students reasonably considered to have access to such areas may be required to submit to further Search and/or Medical Screening.

### **Policy Enforcement**

#### **Enforcement**

The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY expects its faculty to enforce this policy where a reasonable belief exists that a violation of the policy may have occurred or is occurring. It is also the responsibility of each student to assure his or her own safety by enforcing compliance with this policy with respect to his or her own conduct, as well as encourage the appropriate conduct of all other students.

## Discipline

Any violation of this policy, including any refusal by a student to fully comply with St Vincent Infirmary Medical Screening or Search procedures, is grounds for Disciplinary action up to and including suspension/termination.

Any unlawful actions by a student which discredits the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY and/or St.Vincent Infirmary involving unauthorized drugs, alcohol or contraband during non-school hours is grounds for disciplinary action, up to and including suspension/termination.

A student charged with, convicted or under investigation in connection with a drug or alcohol-related criminal offense may be subject to discipline, up to and including suspension/termination, and may be required to submit to Medical Screening. A student of a criminal drug or alcohol statute violation must report this information to the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY within 5 days after such conviction.

The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY may require that a student undergo a professional assessment and complete a rehabilitation program as a condition of continued enrollment.

It is within the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's sole discretion to determine if student may continue as a student who violates the policy. Any student who is permitted to continue in the school may be required to meet the following requirements:

### **Students suspected of being Under the Influence**

If a student is suspected of being Under the Influence, the SCHOOL OF RADIOLOGIC TECHNOLOGY may request a Medical Screening as previously set forth in this policy. In order to promote the safety of the student by working with the student to make arrangements to go home, Program Director, Dean or HR representative shall:

1. explain to the student the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's concerns regarding his or her ability to drive safely.
2. encourage the student not to drive;
3. offer to call a taxi, relative, or friend to drive the student home and
4. offer to allow the student to stay at the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY until such transportation arrives; and if the student insists upon driving, inform the student that the appropriate law enforcement authority will be notified of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's concerns related to the student's suspected impairment and that disciplinary action may result up to and including suspension/termination.

### **CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY – Required Rehabilitation**

The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's approach to rehabilitation is based on the professional view that some properly motivated individuals who abuse drugs and/or alcohol have an addiction that can be controlled. Some students may require the assistance of a rehabilitation program. CHI ST. VINCENT INFIRMARY may offer required treatment programs for students will be offered on a one-time basis.



### **Medical Confidentiality**

The results of Medical Screenings, as well as records associated with St. Vincent's Infirmary Employee Assistance Program, are medical records and must be kept strictly confidential. Unauthorized release of such information shall subject the person who releases such information to disciplinary action, up to and including discharge.

### **Miscellaneous**

This policy is not to create a contract between the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY and its students. The CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY reserves the right to interpret, change, amend, modify or terminate this policy at any time with or without notice at its sole discretion. Such right includes the right to dismiss students at any time for any reason just as students have the right to terminate their enrollment at any time for any reason.

Re-Formulated: 2/2025

Revised:

Reviewed:

### ***Statement of Understanding Regarding Drug and Alcohol Policy***

I have read the Drug and Alcohol Policy and completely understand the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY's position on drug and alcohol use as a student and agree to fully comply with this Policy. I understand that I may be tested at any time during my tenure in a school of the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY. I further understand that any violation of this policy during my tenure as a student in the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will result in disciplinary action which may include dismissal from the program.

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Signature of Applicant

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Date

Revised: 3/04, 6/07, 2/2025  
Reviewed:

### ***Harassment Policy 3.1***

Section: HEALTH RELATED POLICIES	Title: Harassment Policy	Policy #: SHB 3.1
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

POLICY: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will provide an educational environment conducive to learning and will endeavor to protect the individual at all times.

#### **DEFINITIONS:**

#### **PROCEDURE:**

1. Any verbal or physical conduct by any individual that harasses disrupts or interferes with the performance of another person's duties; interferes with the delivery of patient care; interferes with a productive education or work environment; or which creates an intimidating, offensive or hostile environment is absolutely prohibited.
2. If the student believes that he/she is the victim of harassment, or if he/she is aware of harassment, it is the student's obligation to file a report promptly with the Director of the School of Radiologic Technology 3. If the student does not feel comfortable reporting the matter to the Director, he/she should report it to a faculty member of choice or the Director of Imaging Services or other administrative official of the medical center.

### ***Student Health Policies 3.2***

Section: HEALTH RELATED POLICIES	Title: Student Health Policy	Policy #: SHB 3.2
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 6/20

POLICY: Students must be mentally and physically able to meet the course objectives.

DEFINITIONS:

PROCEDURE:

1. The student must have the knowledge and skills required to safely and effectively care for people who require medical care.
2. The student enrolled in the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY accepts accountability for patient care and safety upon acceptance of admission to the program.
3. The student must notify faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. (See Student Handbook 3.0 and school catalog.)
4. Students may apply for a leave of absence in order to give themselves time to receive treatment and improve their mental or physical health. (See Student Handbook 5.6.)
4. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients. (See Student Handbook 3.2 A Healthcare Provider Release Form.)
5. Students may be dismissed or suspended from the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY, if they do not notify faculty of their health problems, which may affect patient safety.
6. Students may be dismissed or suspended from the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY if they are not able to provide safe patient care.
7. Students should retain a copy of all completed health forms that are provided to the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY.

Formulated: 2/2025

Revised:

Reviewed:

**HEALTHCARE PROVIDER RELEASE FORM**

St. Vincent Infirmary/ SCHOOL OF RADIOLOGIC TECHNOLOGY

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

HEALTHCARE PROVIDER'S NAME \_\_\_\_\_

STUDENT'S DIAGNOSIS \_\_\_\_\_

**TO THE HEALTHCARE PROVIDER:** Please be advised that the student's classroom and clinical responsibilities upon returning to school may include, but not be limited to:

- 1) coping with stressors inherent in the student health care professional's role
- 2) sitting in student desks for up to six hours with limited, scheduled breaks
- 3) using normal body mechanics in positioning and working with patients, and moving and lifting supplies and equipment weighing five pounds or more
- 4) lifting patients
- 5) exposure to diagnosed and undiagnosed viral and bacterial infections
- 6) CPR

I, therefore, **RELEASE** \_\_\_\_\_ to classroom and clinical  
 (Student Name)  
 responsibilities with **NO** \_\_\_ **SOME** \_\_\_ limitations/impediments.

**LIMITATIONS/IMPEDIMENTS MUST BE LISTED HERE****TYPE****EXPECTED DURATION**


I, therefore, **DO NOT RELEASE** \_\_\_\_\_ to classroom and  
 (Student Name)  
 clinical responsibilities at this time.

**COMMENTS:**


\_\_\_\_\_  
Physician's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Telephone

### ***Health Services (St. Vincent Infirmiry campus) 3.3***

Section: HEALTH RELATED POLICIES	Title: Health Services St. Vincent Infirmiry campus	Policy #: SHB 3.3
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2.2025

POLICY: Specified health care services are available to all students.

DEFINITIONS:

PROCEDURE:

1. The student is accountable for assessing his/her own health status and using good judgment in fulfilling class and clinical responsibilities.
2. CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY will comply with current immunization policies of St. Vincent's Infirmiry and other agencies utilized for clinical rotations, as applicable to incoming or current students.
3. Health Insurance is not provided by St. Vincent School of Radiologic Technology to any student. Report any student injury immediately to your instructor. If emergency treatment is required, the student will be escorted or transported to the ER. St. Vincent School of Radiologic Technology students are covered under the CHI ST. VINCENT INFIRMARY liability insurance at CHI ST. VINCENT INFIRMARY and at clinical sites. Insurance does not apply unless a supervisor is present at off campus clinical sites.
4. Students are responsible for any laboratory or radiology services that would be ordered. The student is billed through their insurance carrier or private pay.

Formulated: Prior to 5/02

Revised; 2/2025

Reviewed:

### ***Exposure to Blood and/or Body Fluids 3.4***

Section: HEALTH RELATED POLICIES	Title: Exposure to Blood and/or Body Fluids	Policy #: SHB 3.4
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: Students exposed to blood and/or body fluids must follow agency policy regarding a report of the event and procedures related to the event.

DEFINITIONS:

PROCEDURE:

Upon exposure to blood and/or body fluids, the following steps must be taken immediately:

1. Cleanse the wound with soap and water. For eye splashes, irrigate with water or normal saline.
2. Report incident to instructor.
3. Complete incident report specific to exposure to blood/body fluid.
4. Contact the Infection Control Officer or designee for assistance as needed.
5. Follow guidelines as specified by the agency policy.
6. The student should be encouraged to complete the exposure procedure as administered by the Emergency Department.

Formulated: Prior to 5/02

Revised: 2/2025

Reviewed:

### ***Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.5***

Section: HEALTH RELATED POLICIES	Title: Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster)	Policy #: SHB 3.5
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

**POLICY:** Upon exposure to Varicella or Herpes Zoster, the student must notify the appropriate instructor immediately and follow listed provisions.

**DEFINITIONS:** An exposure is defined as “non-immune persons (negative history of Varicella/unknown post vaccination titer/negative titer post vaccination) having contact with shingles or chickenpox lesions (prior to crusting), drainage, or articles soiled with drainage, when not wearing a mask and gloves.

#### **PROCEDURE:**

1. Students must provide the school with their Varicella status prior to entering the program.
2. Any student with a known Varicella or Herpes Zoster exposure must report to their instructor, coordinator/director and/or the employee health clinic. All exposures are then reported to Infection Control, the Dean CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY and appropriate faculty.
3. Students with Herpes Zoster (Shingles) symptoms will:
  - a. not be permitted to high-risk clinical areas such as OB, Pediatrics or Oncology until the skin eruptions are crusted,
  - b. be permitted in other areas as long as clothing covers the lesions,
  - c. be excluded from all clinical areas if the lesions are on hand, neck, face or arms until all lesions are crusted.

Formulated: 2/2025

Revised:

Reviewed:



### ***Hepatitis B Vaccine 3.6***

Section: HEALTH RELATED POLICIES	Title: Immunizations	Policy #: SHB 3.6
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 6/20

POLICY: Students must comply with specified immunizations and may not participate in any course sessions until immunization records are complete.

#### DEFINITIONS:

#### PROCEDURE:

##### A. Hepatitis B Immunization

1. Hepatitis B vaccine and titer (HBSAB) are recommended.
2. Students must provide the Admissions Office proof of beginning the immunization series, by the designated date prior to entering the program.

##### B. Rubella Immunization

1. Immunization for rubella is required for all students born after January 1, 1957.
2. Students must provide the Admissions Office with proof of results to a rubella titer by the designated date prior to entering the program.

#### DOCUMENTATION:

Individual records will be maintained with student health records.

Formulated: Prior to 5/02

Revised: 2/2025

Reviewed:

### ***Latex (Rubber) Allergy/Sensitivity Policy 3.7***

Section: HEALTH RELATED POLICIES	Title: Latex (Rubber) Allergy/ Sensitivity Policy	Policy #: SHB 3.7
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: Students known to have a sensitivity to latex shall be provided with alternative products for laboratory experiences.

#### **DEFINITIONS:**

#### **PROCEDURE:**

1. When a student indicates a possible sensitivity to latex, the student should be referred to the Coordinator/Director.
2. The Coordinator/Director will provide the proper forms to be completed.
3. First Report of Injury
4. Latex Screening Questionnaire.
5. A copy of the above forms will be:
  - a. placed in the student's health record file.
  - b. submitted to the Employee Health RN.
6. The student may also seek assistance from their personal health care provider (at the student's expense).
7. Products such as protective lotions or specific gloves may be suggested by the student's health care provider.
8. Whenever possible, these products and/or items will be provided by CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY.
9. The student will arrange with the Coordinator/Director for the appropriate products and for replacement of the products, as needed.
10. It is the student's responsibility to inform each clinical instructor of this allergy and request the appropriate products when needed.

Formulated: 6/01  
Revised: 2/2025  
Reviewed:

### ***CPR 3.8***

Section: HEALTH RELATED POLICIES	Title: CPR	Policy #: SHB 3.8
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 6/20

POLICY: All students enrolled in the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY programs must demonstrate competency in CPR.

DEFINITIONS: CPR certification is that defined by the American Heart Association for Health Care Providers.

#### **PROCEDURE:**

1. All students will be required to successfully pass a CPR certification course offered at the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY prior to their first class.
2. This certification will be for a period of two years. If the student has not graduated by the time their certification expires, they will be required to recertify at a time designated by the CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY staff.

Formulated: Prior to 2/2025

Reviewed: 2/2025

Revised:

### ***Exposure to infectious disease policy and waiver 3.9***

Section: HEALTH RELATED POLICIES	Title: Infections disease exposure	Policy #: SHB 3.9
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 6/20

#### **PURPOSE:**

Students understand that they may be exposed to infectious disease in class/lab or patient areas. They are to exercise all caution such as wearing a mask, gloves or gowns in accordance to infection control policies at each clinal facility. This policy is subject to change as circumstances warrant in the event of a pandemic disease or local outbreak. Classes/clinic may be cancelled if the Program or hospital or clinical facility deems necessary.

Formulated 2/2025

## ***Student Release of Liability Form***

### **St. Vincent School of Radiologic Technology**

Today's Date: \_\_\_\_\_

Programs Included: Radiology School

Student Name (Print): \_\_\_\_\_

What Program Lab/Shop Are You Attending: Radiology School

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

Students must read and sign this Release/Waiver of liability form before they enter the program lab/shop for continuation of in-person instruction.

By signature below, the participating student verifies that the student has read and agrees to abide by the following provisions:

This Release/Waiver of Liability form verifies that the participating student assumes any and all health or other risks associated with the student's attendance and participation in the laboratory/shop portion of their specifically identified technical program including, but not limited to, exposure to the COVID-19 virus.

The participating student also acknowledges this laboratory/shop completion period is not mandatory. If the student chooses not to attend all lab/shop sessions, then the student has the option of accepting an "I" "Incomplete" designation for the course.

The participating student will not be allowed to enter the identified lab/shop for in-person instruction if they fail the COVID19 medical screening. If that occurs, the student will be requested to leave campus and return home immediately to contact their health provider.

I HEREBY RELEASE AND DISCHARGE THE FOLLOWING ENTITIES OR PERSONS from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, or harm or damage of any kind which may hereafter occur during the course of my participation in the laboratory/shop portion of the stated course: The St. Vincent School of Radiologic Technology.

I FURTHER AGREE TO INDEMNIFY AND WILL HOLD HARMLESS the Released Parties from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of any Released Party or otherwise.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Waiver and Understanding***

### **Attending Group Class and Lab**

Student Name \_\_\_\_\_

Student ID number \_\_\_\_\_

I the above named student with full knowledge of the facts and circumstances surrounding attending class in person for the remainder of the St. Vincent School of Radiologic Technology term, voluntarily agree to participate in class for the completion of the course and for the required skills. I acknowledge that attending may expose me to risks that may result in my illness, personally injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in class on a voluntary basis, I hereby accept all risk to my health that may result from such participation and I hereby release from liability the Catholic Health Initiatives/Common Spirit on behalf of St. Vincent School of Radiologic Technology, its board of visitors, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for any and all illness or injury to me.

I understand that if at any time I feel my health is in jeopardy, I may stop attending and will notify my instructor thereof.

I certify if I begin to experience symptoms, I will immediately alert the St. Vincent School of Radiologic Technology for the protection of the St. Vincent School of Radiologic Technology and community.

Student Signature: Student ID: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Rev. 2023, 2025

### ***Fire, Safety and Physical Premises 3.10***

Section: HEALTH RELATED POLICIES	Title: Fire, Safety and Physical Premises	Policy #: SHB 3.9
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: All students must be updated annually on fire and safety guidelines of the medical center.

#### **SAFETY REGULATIONS:**

1. Report any unsafe condition(s) to the department head.
2. Report any foreign material on the floor or remove it to prevent someone from falling or tripping.
3. Walk, do not run. Keep to the right and use caution at intersecting corridors.
4. Know the location of the fire extinguishers, fire alarms and the proper procedure for calling a fire code.
5. Know what to do in the case of a fire:
  - a. \*Rescue patients and others to safety
  - b. \*Alarm (know the proper procedure)
  - c. \*Contain the fire (close all doors)
  - d. \*Extinguish a small fire (know the location of the fire extinguishers) or evacuate if a large fire
6. Be careful when opening doors. Observe through the glass window if present.
7. Report all injuries to yourself or patient, no matter how slight.
8. When in doubt about what should be done, ask the department head or clinical instructor.
9. Students will complete safety orientations at each clinical site as needed.
10. Students must adhere to CHI ST. VINCENT INFIRMARY annual educational updates.

#### **FIRE EVACUATION PLAN**

The designated fire drill code for St. Vincent's Infirmary is "Code RED, location. Code RED, location."

If the fire is not in your area:

- close all doors for containment
- turn off electrical equipment and appliances
- keep patients in your area
- remain in your assigned area
- prepare for further instructions, including evacuation if needed.

If the fire is in your area:

- remove any patients in danger
- activate the alarm
- notify the telephone operator of the exact location and extent of the fire
- turn off all electrical appliances and equipment
- close all doors
- isolate and extinguish the fire if not excessive
- Pull the extinguisher pin
- Aim the extinguisher nozzle toward the base of the fire
- Squeeze the handle to activate the extinguisher
- Sweep the extinguisher across the base of the fire
- if smoke is present, use wet linens around doors

Formulated 2/2025



## **ACADEMIC POLICY AND PROCEDURE**

## ***Admission Policy 4.0a***

Section: Academic Policy	Title: Admission Policy	Policy #: SHB 4.0a
Department: CHI ST. VINCENT - SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

POLICY: Admission into the SCHOOL OF RADIOLOGIC TECHNOLOGY.

PROCEDURE:

### **Admission Requirements**

Applications are accepted between November 1 and March 1 each year.

### **Three Track Program**

**Degree-Seeking Affiliate Applicants** pursuing an associate or baccalaureate degree must complete the prerequisite hours required by University of Arkansas Pulaski Technical College (A.S.) or University of Central Arkansas (B.S.)

**Degree-Holding (A.S. or B.S.) Applicants** must have earned an associate or baccalaureate degree in any field of study, from a regionally accredited university, and must have completed the 25-27 hours of prerequisites listed below.

Applicant File is considered complete when all of the following have been submitted:

- Application for Admission completed ([View application information here](#))
- An official high school transcript or GED
- Official transcripts from each post-secondary institute attended, including but not limited to, concurrent college in high school and any college or university. A minimum of 2.5 GPA or higher is required.
- ACT scores. Scores of 19 for composite, math and reading will be awarded points. (See the point distribution sheet with the application).
- Six (6) hours of observation. This can be completed at any hospital.
- Interview with the Selection Committee for Applicants with completed files.

Please note these are the minimum requirements and applicants are ranked according to the academic criteria and the results of the formal interview with the Selection Committee.

Interviews are offered to the top 30 applicants based on GPAs, course grades and ACT scores.

**Prerequisites Grades of C or better are considered. Degree-holding applicants must have completed human anatomy, physiology and physics within five (5) years of application.**

- College Algebra or above (3 credit hours)
- Introduction to computers. (3 credit hours)
- Applied physics w/lab or College physics w/lab) (4 credit hours)
- Anatomy and Physiology I and II (8 credit hours)
- Introduction to speech (3 credit hours)
- Composition I (3 credit hours)
- Medical Terminology (1-2 credit hours)
- Total 25-27 credit hours

All questions concerning eligibility for college credit will be directed to: \

Note all students accepted into the program must complete a drug screening and a background check administered by the Arkansas State Police.

University of Central Arkansas (UCA)

Radiography Advisor: Lyndsay Crider

501-450-3194

[lhockaday1@uca.edu](mailto:lhockaday1@uca.edu)

University of Arkansas Pulaski Technical College (PTC)

Mary Margaret Debow | Associate Director of Academic Advising – Academic Partnerships

University of Arkansas –

Pulaski Technical College 300 West Scenic Drive North Little Rock,

AR 72118 Office: 501.812.2714 |

Fax: 501.812.2733

[MDebow@uaptc.edu](mailto:MDebow@uaptc.edu)

[www.uaptc.edu](http://www.uaptc.edu)

### ***Admission Policy 4.0b International Students***

Section: Academic Policy	Title: Admission Policy: International Students	Policy: SHB 4.0b
Department: CHI ST. VINCENT - SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

POLICY: Admission into SCHOOL OF RADIOLOGIC TECHNOLOGY by international students.

#### **PROCEDURE:**

- Official transcripts from all schools attended.
- Demonstrate English language proficiency with a TOEFL score of 500 or better on the paper-based test or 173 on the computer-based test. This test may be taken at any local university in the United States. Contact the international programs office for details.
- Submit copies of your current I-20 passport and I-94 card.
- Proof of student status.
- Completion of program pre-requisites
- Either possess a degree from a college or university recognized by the US Department of Education or be enrolled in a degree granting program.

All requirements must be completed by the March 1st deadline to be considered for an interview.

## Admission Score Sheet

St. Vincent Infirmary School of Radiologic Technology  
Admission Data 2025-2026

Name \_\_\_\_\_

College GPA (min 2.5)				Total _____
2.50-2.74	10 points	3.50-3.74	30 points	
2.75-2.99	15 points	3.75-3.99	35 points	
3.00-3.24	20 points	4.00	40 points	
3.25-3.49	25 points			

College Coursework A = 4 points    B = 3 points    C = 2 points    Below C = 0 points

Course	Grade (x CR)	Enrolled (3-4 point)	Total _____
applications in algebra)	_____	_____	
human anatomy)	_____	_____	
introductory physics)	_____	_____	
human physiology	_____	_____	

ACT Scores : Math _____	Science _____	Reading _____	Composite _____	Total _____
18 or less	0 points	23-24	8 points	
19-20	6 points	25-26	9 points	
21-22	7 points	27 or greater	10 points	

High School GPA/GED Composite		Total _____
High School	GED	
3.0-3.24	2.5-54	3 points
3.25-3.49	55-57	4 points
3.50-3.74	57.5-59	5 points
3.75-3.99	60-62	6 points
4.00	62.5	7 points

Total Points \_\_\_\_\_

Revised 2/2025

### ***Admission Policy 4.0b International Students***

Section: Academic Policies	Title: Admission Policy: International Student	Policy #: SHB 4.0b
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

#### **International Student Enrollment**

- Official transcripts from all schools attended.
- Demonstrate English language proficiency with a TOEFL score of 500 or better on the paper-based test or 173 on the computer-based test. This test may be taken at any local university in the United States. Contact the international programs office for details.
- Submit copies of your current I-20 passport and I-94 card.
- Proof of student status. These requirements must be completed by the March 1st deadline.
- You will be scheduled for an interview by the Admissions Committee, pending eligibility as outlined by the ARRT and recognized by the Council for Higher Education Accreditation (CHEA) or the United States Department of Education (USDE).

Created 2/25  
Reviewed

### ***Advisory Policy 4.1***

Section: Academic Policies	Title: Academic Advisory	Policy #: 4.1
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/2025

POLICY: All students will be provided academic support as they progress through their program.

Procedure: ACADEMIC ADVISOR

All students will be assigned a faculty advisor when they enter the program; however, students may seek information or assistance from any appropriate faculty.

The assigned faculty advisor will schedule a conference with each advisee near the end of each semester to discuss overall progress in the program including clinical instructor evaluations. The advisor will complete a progress report signed by the advisor and student.

It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.

Students will receive evaluations from the clinical instructor for each clinical rotation. CI evaluations will be used as part of the grade calculation in clinical courses. Refer to course syllabi for specific criteria.

Students who receive a negative clinical instructor evaluation (category score of below average) will meet with the Radiography Clinical Coordinator.

Individual course instructors will advise students regarding performance in individual courses. Letters from individual instructors will be distributed at approximately mid-term each semester to students with <75% average in the clinical lab component or a didactic class. Students who are failing course work (<74.5% average) will be placed on probationary status. Refer to Probationary policy

Formulated:2/2025

Revised:

Reviewed:

## Attendance Policy 4.2

Section: Academics	Title: Attendance Policy	Policy #: SHB 4.2
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/2025

### PURPOSE:

CHI St. Vincent Infirmary School of Medical Imaging emphasizes the need for all students to attend classes and clinical assignments on a regular and consistent basis. In addition to research which demonstrates that regular class attendance enhances student success, consistent attendance and punctuality helps students develop good habits and behaviors necessary to compete in a highly challenging job market. The clinical experience is essential to achieving the required level of competency for ARRT certification. Moreover, a minimum amount of clinic time is mandated by the accreditation bodies.

### Excused Absences not related to personal time.

1. **Conferences or registry reviews** enhance both the clinical and didactic experience and are not considered absences.
2. **Extended jury duty or military responsibilities, may have to request a Leave of Absence. (LOA).** Extended absences are those that last two concurrent weeks or longer. Students with extended family health issues may petition for a LOA as well. LOA will be considered on an individual basis. A leave of absence is good for one academic year. Students must meet with the Program Director when they know they will need an extended time off. It would be very challenging for a student to make up this much time in either a didactic class or clinic requirement.
3. **Bereavement:** Students are allowed up to three days bereavement time for the death of an immediate family member. This does not extend to friends of the family.
4. **Inclement weather:** If the program officially cancels class/clinic due to inclement weather, this is considered an excused absence. **If the school is open and a student deems their personal safety to be in jeopardy, any missed time will be deducted from their personal time quota.**
5. **Didactic class absenteeism.** It is critical that students attend class and exams. Didactic absenteeism may be excused or unexcused. Excused absenteeism would not impact a course grade, while unexcused absenteeism would. See course syllabi for absenteeism infractions and how they impact course grades. A student who misses multiple exams will be counseled and may face possible dismissal from the program. Make up exams are at the discretion of the instructor and in order to maintain exam integrity, will not be the same exam as administered to the rest of the class.
6. **Clinical absenteeism:** Attending all scheduled clinical shifts is extremely important both for professional development and gaining the clinical competence required by the ARRT. See the Clinical Infractions Policy for more information and the impact they have on the clinical course grade.



## Personal Time Off (PTO)

1. Students have up to 80 hours (10 days) of personal time over the entire 24-month period. This allows students to schedule doctor appointments or attend to other personal matters. In order to use personal time as an excused absence (no grade infraction penalty) the student must:
2. **Notify the clinical coordinator/faculty/program director 24 hours prior to scheduling the time off.** Notification is through the email function on Trajecys. See the Time Clock Policy. Note this cannot be used to miss an exam unless it is an emergency situation.
3. **Failure to notify within the 24 hour time period will result in the missed time being considered unexcused and may incur a grade penalty in addition to a reduction in PTO hours.** We understand that emergencies happen, but they shouldn't happen often. Students who establish a pattern of unscheduled requests for emergency time off will be counselled and may have the privilege revoked.
4. Court appearances other than jury duty will be deducted from a student's PTO hours. 5. Students who do not use their personal time off will be allowed to finish clinical obligations early provided they have completed all competency requirements.
5. Tardiness in didactic classes or clinical assignments will be deducted from the PTO hours **and** will incur infractions resulting in course grade deductions. See clinical infraction policy. 7. While personal time should be utilized for illness, an extended illness (two weeks or over) will result in the student taking a LOA as it is very difficult to make up that much consecutive time.

Formed: 3/04

Reviewed:

Revised 02/2025

### Grading Policy 4.3

Section: Academic Policy	Title: Grading Policy	Policy #: 4.3
Department: CHI ST. VINCENT SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 6/20

PURPOSE: Grading procedure.

**Specific grading criteria may differ from course to course** and will be given to students in a syllabus at the beginning of each session. **All SCHOOL OF RADIOLOGIC TECHNOLOGY course work must be passed with a grade of C (75%) or better.** In general, all grades assigned to each course and the grade point averages (GPA) are based on the following grading scale:

- A = 100 – 89.5% (4 points)
- B = 89.5 – 79.5% (3 points)
- C = 79.4– 74.5.0% (2 points)**
- D = 74.4- 69.5% (1 point)
- F = 69.4% and lower (0 points)

Grade deductions: See the Clinical Infraction Policy, and Absenteeism Policy

Student Evaluations will be part of the clinical grade determination process. See Clinical course syllabi.

The following evaluations are conducted:

Clinical Preceptor Evaluation: The clinical preceptor(s) that work with each student during the evaluation period evaluate the student at the end of a student's clinical site rotation. Clinical Preceptor evaluations from each clinical site rotation during a semester will be averaged together to determine the clinical performance/behavior portion of the student's clinical grade. Staff radiographers can offer input regarding a student's clinical performance/progression through consultation with clinical preceptors and through the completion of imaging objectives for specific imaging rotations. Refer to course syllabi for grading component and to clinical instructor preceptor evaluation form.

Competency evaluation: Student competency is assessed for specific procedures in accordance with ARRT guidelines. Competency assessment may be performed by clinical preceptors. The clinical coordinator will review all competency submissions and has the right to revoke competency. See clinical competency policy.

Formed: 2/2025

Reviewed:

Revised:

### ***Incomplete Grade Policy 4.4***

Section: Academic Policy	Title: Incomplete Grade Policy	Policy #: SHB 4.4
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Faculty Organization	Date last reviewed/revised: 2/25

**POLICY:** A grade of “Incomplete” will be issued when a student has not completed the course requirements within the semester the course is offered.

#### **DEFINITIONS:**

#### **PROCEDURES:**

1. There must be a valid reason the course requirements are not completed within the specified semester time frame. The instructors in the course, in consultation with the Director, will determine if the reason is valid.
2. The instructor must utilize the appropriate UAPTC/UCA form that requires the student’s signature.
3. The student has the responsibility of completing the work within the period specified by the instructor(s), not to exceed twelve calendar months from the date of receipt of the Incomplete grade.
4. All prerequisite courses must be completed before a student may advance to the next required course.
5. When the work is completed, a grade will be awarded. The instructor must utilize the appropriate UAPTC/UCA grade change form.
6. If the student fails to complete the work within the specified time, a failing grade (F) will be recorded.

### ***Pregnancy Policy 4.5***

Section: Academic Policy	Title: Pregnancy Policy	Policy #: SHB 4.5
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 6/20

PURPOSE: All students will be advised of the potential danger to an unborn fetus resulting from radiation exposure by giving each student the Regulatory Guide 8.13 from the Nuclear Regulatory Committee in accordance with the Standards for an Accredited Educational SOR in Radiological Sciences from the Joint Review Committee on Education in Radiography.

Because of the potential effects of radiation exposure on the unborn fetus, the SCHOOL OF RADIOLOGIC TECHNOLOGY strongly recommends that the pregnant student inform the SCHOOL OF RADIOLOGIC TECHNOLOGY Director of her pregnancy as soon as possible if the dose to the unborn child is to be minimized. However, the decision of whether or not to inform the SCHOOL OF RADIOLOGIC TECHNOLOGY Director of pregnancy is voluntarily up to each student. Students will sign an acknowledgment statement regarding the Pregnancy Policy, which will be placed in their file.

If the student voluntarily chooses to inform the SCHOOL OF RADIOLOGIC TECHNOLOGY Director of her pregnancy, it must be in writing on the Declaration of Pregnancy form. At this point, the student will be scheduled to meet with the radiation safety officer as soon as possible so she can make an informed decision as to how she wishes to proceed. The student is invited to bring the father or other individuals to the meeting with the radiation safety officer. The radiation safety officer will inform the student of the effects of radiation on the fetus, as well as acceptable radiation practices. The radiation safety officer will endeavor to answer any questions the student may have.

After meeting with the radiation safety officer, the student will determine which of the following options they wish to exercise and so declare on the Declaration of Pregnancy form.

Option 1. The student may withdraw from the SCHOOL OF RADIOLOGIC TECHNOLOGY. A student who withdraws in good standing may reapply to the SCHOOL OF RADIOLOGIC TECHNOLOGY when applications are considered. This student will be evaluated on an equal basis with all other applicants.

Option 2. The student may withdraw from the SCHOOL OF RADIOLOGIC TECHNOLOGY and be guaranteed reinstatement the following year at the point the student withdrew. This guarantee is only for the year following the student's withdrawal.

Option 3. The student may withdraw from the clinical phase of the SCHOOL OF RADIOLOGIC TECHNOLOGY while continuing to take the didactic classes. All missed clinical time, including the post-partum period, must be made up before the student can graduate.

Option 4.1 without modification. The student may choose to continue as a full-time student in both the clinical and didactic portion of the program with or without modifications as described below. The pregnant student that chooses to continue as a full-time student shall bear the complete risk of injury to her fetus. In addition, the following measures are required:

- The pregnant student will be issued an additional radiation monitor to be worn at the

abdominal level to monitor fetal exposure. The student must continue to wear her radiation monitor at the collar to monitor her occupational exposure.

- During the entire pregnancy, the Dose Equivalent limit to the fetus cannot exceed 5 mSv. If it does, the student must withdraw from the clinic portion of the SCHOOL OF RADIOLOGIC TECHNOLOGY and make up all missed clinical time prior to graduation.
- The student must present a written unrestricted release from her physician allowing her to take classes and continue her clinical education.
- The student will not assist in holding patients or remain in the radiographic room while an exposure is being made, otherwise they will continue all other phases of training as expected of any other student, including clinical rotations in surgery, mobile or fluoroscopy;
- In accordance with federal law, the student can “undeclared” their pregnancy at any time by submitting a written request to do so to the Program Director and proceed in all aspects of the program as if they were not pregnant.

Option 4.2 with modification.

At the student’s request, she may elect not to be assigned to surgery, mobile, or fluoroscopy during her pregnancy. These rotations must be made up prior to graduation.

If a student chooses not to inform the SCHOOL OF RADIOLOGIC TECHNOLOGY Director of her pregnancy in writing, that student will not be considered pregnant and must continue in all phases of the SCHOOL OF RADIOLOGIC TECHNOLOGY, maintain all academic and clinical performance standards and abide by all SCHOOL OF RADIOLOGIC TECHNOLOGY policies and procedures as is expected of all students.

Furthermore, that student shall be deemed to have assumed all risks of any possible danger of radiation exposure to the unborn fetus.

Form Reviewed:

Revised: 02/2025

## ***Pregnancy Policy Acknowledgement Form***

St. Vincent's Infirmary School of Medical Imaging

In signing this form, it is acknowledged that:

I have been informed and understand the dangers of radiation injury to the fetus and radiation protection guidelines that I should follow. I understand that I am NOT obligated to inform the SCHOOL OF RADIOLOGIC TECHNOLOGY if I become pregnant.

I have received a copy of the Nuclear Regulatory Committee guideline 8.13 concerning pre-natal exposure.

I have received and reviewed a copy of the SCHOOL OF RADIOLOGIC TECHNOLOGY's Pregnancy Policy.

I understand the foregoing pregnancy policy and agree to abide by its provisions. I understand and agree that if I elect not to inform the SCHOOL OF RADIOLOGIC TECHNOLOGY Director in writing of my pregnancy, I shall assume all risks of harm to my unborn fetus and shall indemnify and hold harmless St. Vincent's Infirmary, the SCHOOL OF RADIOLOGIC TECHNOLOGY

Director, the SCHOOL OF RADIOLOGIC TECHNOLOGY affiliates and their respective agents, representatives and insurers from all claims for

damages arising from any harm to my fetus resulting from my decision.

A copy of this agreement will be placed in my student file.

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Student Signature

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Date

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SCHOOL OF RADIOLOGIC TECHNOLOGY  
Director Signature

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Date

Reviewed: 3/2025

Revised:

## ***Declaration of Pregnancy***

CHI St. Vincent's Infirmary School of Radiologic Technology

I, \_\_\_\_\_, do hereby make this voluntary declaration of pregnancy. The estimated date of delivery is \_\_\_\_\_. I understand that I am making this voluntary declaration of pregnancy in compliance with the requirements of Regulatory Guide 8.13 of the Nuclear Regulatory Committee (Appendix B) as required by the Standards of an Accredited Educational SCHOOL OF RADIOLOGIC TECHNOLOGY in Radiological Sciences from the Joint Review Committee on Education in Radiography (see Appendix C).

After having had explained to me the potential for harm to my unborn fetus from radiation exposure during my clinical training, as well as all available options, I have decided to (please initial):

- \_\_\_\_\_ 1. Withdraw from the SCHOOL OF RADIOLOGIC TECHNOLOGY completely.
- \_\_\_\_\_ 2. Withdraw from the SCHOOL OF RADIOLOGIC TECHNOLOGY and be reinstated the following year at the point I withdrew.
- \_\_\_\_\_ 3. Withdraw from the clinical aspect of the SCHOOL OF RADIOLOGIC TECHNOLOGY and continue to attend classroom sessions. I understand that all missed clinical course work must be made up within 48 months from the point I entered the SCHOOL OF RADIOLOGIC TECHNOLOGY.
- \_\_\_\_\_ 4. Remain in the SCHOOL OF RADIOLOGIC TECHNOLOGY in the capacity of a full-time student, assuming all risk of harm to my unborn fetus. I shall indemnify and hold harmless CHI St. Vincent Infirmary, the SCHOOL OF RADIOLOGIC TECHNOLOGY Director, the SCHOOL OF RADIOLOGIC TECHNOLOGY affiliates and their respective agents, representatives and insurers from all claims for damages arising from any harm to my fetus resulting from my decision to remain in the program including all clinical rotations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCHOOL OF RADIOLOGIC TECHNOLOGY  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiation Safety Officer Signature

\_\_\_\_\_  
Date

Reviewed: 02/2025

Revised:

### ***Progression Policy 4.6***

Section: Academic Policy	Title: Progression Policy see also Graduation Policy	Policy #: 4.6
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Establish policy for progression through program and graduation in order to meet the Mission Statement and Goals of the School of Radiologic Technology.

#### **1. GRADUATION REQUIREMENTS:**

- a. Students must satisfy all progression requirements established by the SCHOOL OF RADIOLOGIC TECHNOLOGY in order to receive the Certificate of Completion required to sit for the ARRT certification examination. They must also satisfy general education graduation requirements in order to receive the BS degree from University of Central Arkansas or A.S degree from University of Arkansas Pulaski Technical College.
- b. Students are expected to complete the program within 24 months after entering the program. If graduation is delayed for any reason, students will have to repeat any clinical competencies that fall outside the 24 month period preceding graduation.

#### **2. PROGRAM PROGRESSION REQUIREMENTS:**

- a. All course work must be passed with a grade of C or better in order to progress in the program or to graduate from the program. **Courses deemed as a pre-requisite for a subsequent course must be repeated before the student can progress in the program. Students cannot take the subsequent class until successfully passing the pre-requisite.** This includes clinical courses as well as didactic. Students will have one opportunity to retake a class.
  - b. Students must pass a mock ARRT exam at the end of the Summer III session with a grade of 80% or better. Students will be given two opportunities to pass the exam.
  - c. Students must pass a terminal clinical competency administered by faculty. Failure to pass the competency will result in the student not graduating until the competency has been repeated on a patient.
3. Any missed clinical time must be made up prior to the end of the term with the exception of medical incompletes. **See specific course syllabi for details. Only one didactic course may be retaken. A grade of D or F in any subsequent course will result in dismissal from the program.**
  4. INCOMPLETES: Incompletes are only awarded for medical purposes. Instructors will determine the amount of time required to satisfy a grade of incomplete up to a one year maximum.
  5. PROGRESS ADVISEMENT: The student will meet with their advisor at the end of each semester to discuss the student's academic and clinical progress. The SCHOOL OF RADIOLOGIC TECHNOLOGY director may meet with a student at any point during the semester as is deemed necessary.

Formed: 02/2025

Reviewed:

Revised:



### ***Progression Policy 4.6b Remediation***

Section: Academic Policy	Title: Progression Policy	Policy #: 4.6
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

#### **PURPOSE: Remediation**

Any student who makes less than 79% on a quiz/exam will remediate the missed concepts. The purpose of the remediation is to allow the instructor to try to identify specific problem areas and link them to steps that can produce attainable results. A template to easily record remediation plans/and results for communication with students will be supplied in the course content of a particular class and attached to the course syllabus.

Remediation will take the form of the student meeting with the instructor within 1 week of the failed exam. An appointment must be made with the instructor to go over the completed form within two weeks of the failed exam.

Students, who do not make good faith attempts at remediation and ultimately fail a course, may be dismissed from the program.

Formed 2/25  
Reviewed  
Revised

### ***Transfer of Imaging Coursework Credit 4.7***

Section: Academic	Title: Transfer of Credit	Policy #: SHB 4.7
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

#### **PURPOSE:**

Students wishing to transfer from another imaging program will have to provide proof that they were not dismissed due to an ethical or academic violation (per ARRT Code of ethics). A letter from the Program Director stating the student was in good standing will be required.

Imaging course work credit transfers will be evaluated on a course-by-course basis through comparison of course syllabi and program requirements.

If the student is approved for admission, the student will be notified of the point of entry, i.e. onset of second year or entry in Jan. of the first year.

If a student wishes to transfer to another program from the St. Vincent School of Radiologic Technology, the St. Vincent School of Radiologic Technology will supply a current transcript and clinical competency documentation to the proposed accredited school. All other efforts are the responsibility of the student transferring. For tuition reimbursement-see tuition and fee refund policy.

Formed: 2/25

Reviewed:

Revised:

### ***Tuition Payment and Installment Plan 4.8***

Section: Academic	Title: Tuition Payment	Policy #: SHB 4.8
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

Purpose: Establish tuition obligations and payment options

UAPTC students are required to make payment arrangements with UAPTC)

UCA and Independent Students \*

- First Installment: 25% due the first day of school (UCA students receiving financial aid payment is due September1.
- Second Installment: 5% due the first business day of January [first year of school]
- Third Installment: 25% due the first business day of September [second year of school]
- Fourth installment: 25% due the first business day of January [second year of School]

\*Unless other arrangements have been made with the Program

All tuition and entrance fee Installments will be made to the CHI St. Vincent School of Radiologic Technology. UCA and Independent students will make Installments to the business office with the CHI St. Vincent School of Radiologic Technology Installment form. The business office will provide two receipts, one for the student and one for St. Vincent School of Radiologic Technology. The school receipt is proof that an installment has been made. Failure to submit this receipt to school officials, directly and in person, could result in an accounting error. It is imperative that all Installment receipts are processed through the program and logged into the student file.

Tuition will be evaluated annually with any changes posted in the student catalog and website. Current students will be notified.

Note: CHI ST. VINCENT INFIRMARY-SCHOOL OF RADIOLOGIC TECHNOLOGY is not a gatekeeper for federal financial aid. Students must contact the financial aid office at their college/university.

**FAILURE TO PAY TUITION OR ENTRANCE FEES WILL RESULT IN DISMISSAL FROM THE SCHOOL.**

Formulated:

Reviewed 02/2025

### ***Tuition Refund Policy 4.9***

Section: Academics	Title: Tuition Refund Policy	Policy #: 4.9
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

POLICY: Tuition Refund Policy

#### PROCEDURE:

Tuition refunds for UCA and independent students, excluding UAPTC, will be made upon the following guidelines when a student withdraws or is dismissed from the program within the first six months, which includes the summer and fall of the first year.

- 90% refund - during the first 2 weeks of term
- 75% refund - after completion of 2 weeks, but within the end of the summer term
- 25% refund - after the start of the fall term, but before the end of the fall term
- After completion of the first six months of the first year, including the summer and fall semester, NO tuition refunds will be distributed.
- UAPTC refunds will follow the affiliates' refund policy, see <https://www.uaptc.edu>

Formed: Prior to 2024

Reviewed:

Revised: 2/2025

### ***Withdrawal Policy 4.10***

Section: General Policy	Title: Withdrawal Policy	Policy #: SHB 4.10
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

POLICY: Withdrawal procedure from SCHOOL OF RADIOLOGIC TECHNOLOGY

#### **PROCEDURE:**

Withdrawal requires the student to inform the program director of their intention to withdraw and completion of the withdrawal form. Students who fail to inform the director or to submit the withdrawal form prior to the end of the semester, in which they are withdrawing, will be dismissed from the program and a grade of F will be recorded for all attempted coursework for the term. Students who choose to withdraw from CHI ST. VINCENT INFIRMARY-SCHOOL OF RADIOLOGIC TECHNOLOGY must also drop their coursework from UCA/UAPTC. Withdrawal information will be sent to issuers of financial aid or scholarship as appropriate.

**Students may not withdraw from individual courses. Withdrawal is from the Program.**

Students may withdraw at any point. Students may be readmitted the following year if:

- They voluntarily withdraw due to pregnancy (refer to Pregnancy Policy).
- They withdraw due to medical LOA (see Attendance Policy).
- They withdraw due to family emergency LOA.

Students who withdraw may receive a partial tuition refund (see Tuition Refund Policy).

Students who withdraw for any other reason must resubmit an application and go through the entire admission procedure. Students who are dismissed from the program for disciplinary reasons should know they must report this information to the ARRT if they seek admission into another Radiography program.

Formed: 32/2025

Reviewed:

Revised:

### ***Examination Protocol 4.11***

Section: Academic Policy	Title: Examination Protocol	Policy #: 4.11
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

Purpose: Establish a standardized examination protocol.

Onsite testing: Instructors or Proctors will remain in the classroom during exams and students will not be allowed to talk or leave while testing unless approved by the instructor (i.e. emesis, etc.).

Online testing: At this time, the program does not participate in Hybrid learning. If implemented due to a catastrophic event, Instructors will provide the online test. Each student will be given a time limit and must submit completed test by the time indicated in order to receive credit. Testing stipulations will be communicated to the student, i.e. access codes, time limits, etc. Students are required to provide visual monitoring through webcam or camera during testing and at the discretion of the instructor during didactic instruction.

Final examinations may be weighted at the discretion of the instructor; however, no final will be weighted more than 20% of the grade.

A course syllabus will be given to each student at the beginning of each course. The course syllabus will list the specific policies and requirements of that course. Each student will be expected to read each syllabus, ask questions regarding policies and/or requirements, and abide by the policies and procedures set forth in each syllabus.

Scheduled exams will not be returned to student; however, all exams will be reviewed by the instructor with the class. Exams are the intellectual property of the school. To maintain testing material integrity, testing materials are kept in a locked faculty office.

Exams will remain on site until successful completion of the course. If the course is not completed successfully, the exams will be maintained until the student has completed the course successfully or has been terminated from the program.

Exams and testing may include multiple choice, written short answer, diagrams, online verbal interview, and fill in the blank (electronically or written). Students are expected to adhere to the Honor Code. Students suspected of compromising the educational property of the St. Vincent School of Radiologic Technology, i.e., sharing YouTube privacy links, educational support material, videos, tests, etc. could be subjected to administrative dismissal.

Missed examination:

If an exam/practical has been missed, it is the responsibility of the student to contact the instructor and make-up the exam. If the exam is not made up within the time allowed the student will receive a zero for the test or practical grade.

Formulated 02/2025

## **CLINICAL POLICY AND PROCEDURES**

## ***Clinical Assignments 5.0***

Section: Clinical Policy	Title: Clinical Assignments	Policy #: 5.0
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Describe clinical assignments.

The clinical component of the SCHOOL OF RADIOLOGIC TECHNOLOGY consists of approximately 1600 clinical hours under direct or indirect supervision (see Direct Supervision Policy).

### **Clinical Assignments**

The SCHOOL OF RADIOLOGIC TECHNOLOGY has developed a Master Schedule which outlines all clinical assignments for the student's two years in the SCHOOL OF RADIOLOGIC TECHNOLOGY. This schedule will be given to students prior to each term. While every attempt is made to assure that the Master Schedule is followed, it may be necessary to make changes to the schedule with notification to the student.

All students will be required to complete a rotation through computed tomography (CT). Additional advanced imaging rotations (including mammography) are considered as electives...All assignments are made irrespective of gender. For example, if a male student chooses to rotate through mammography, they may do so. All students should be aware that a patient has the right to refuse to let a student participate in their examination. If such were to occur, the student would still be responsible for the theoretical aspect of the clinical assignment objective.

### **Clinical Rotation Times**

Clinical rotations can be from 7:00 am to 7:00 pm (8 hour shifts). There will be at least one 5:30 am to 12:30 pm mobile rotation in the ICU (this may be at Arkansas Children's or St. Vincent Infirmary).

### **Clinical Assignments**

Support Assignments: some clinical assignments that are deemed of minimal value educationally are very important for the student to understand how these areas or rotations play in the daily operation of a medical imaging department. These assignments are limited to one rotation. These rotations may include: transport, workflow and files.

### **Core Assignments**

These clinical assignments in general radiology and computed tomography are of significant educational value and are repetitive. **The faculty cannot assure that every student receives the same number of rotations through these areas, but faculty will assure that all rotations are adequate to assure ARRT entry level competence.** Core assignments include: routine radiography, intravenous urography, fluoroscopy, mobile/surgical radiography, bone densitometry (dexa scan) and computed tomography. Refer to clinical syllabi for clinical emphasis.

### **External Rotation:**

Students will rotate through different clinical facilities, all located within one hour of driving distance of the SCHOOL OF RADIOLOGIC TECHNOLOGY. These assignments provide the student with a broad diversity of patients, procedures and equipment. Clinical preceptors are available for all external rotation assignments. All external rotations are participatory in nature.



#### Elective:

Elective rotations are available in MRI, cardiac catheterization/angiography, mammography, nuclear medicine, radiation oncology and sonography. Students will select up to 3 electives, beginning with the second semester. Due to the sensitive gender nature of mammography, students are advised patients have the right to refuse a student's observation. Students who elect the mammography or any other elective rotation, but are unable to observe actual procedures will be required to complete a short written discussion that addresses the clinical objectives associated with the rotation. Students who select an elective rotation must complete the rotation. See change in clinical rotation policy.

Formed: 2/04

Reviewed:

Revised

### ***Time Clock Policy 5.1***

Section: Clinical Policy	Title: Time Clock Policy and Clinical Infraction Policy	Policy #: 5.1
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Establish parameters for use of time records in didactic and clinical rotations.

#### **Guidelines and Sanctions:**

1. All students must electronically clock in when reporting to clinic and clock out when leaving the clinic. This includes clocking in and out for lunch.
2. Radiography students will use the [www.trajecys.com](http://www.trajecys.com) program. Students will be provided explicit information on how to access the programs by the respective director/clinical coordinators.
3. Students must agree to turn on the GPS system on their phones so Trajecys can identify their location.
4. Students must be in their assigned area prior to clocking in. They may not clock in from the parking lot or any off site location
5. Failure to clock in/out will result in clinical infractions. See Clinical Infraction Policy
6. Students will utilize the email function in Trajecys to report anticipated tardiness or absenteeism. Failure to do so will result in grade deductions.

Formed: 2/2025

Reviewed:

Revised:

## ***Clinical Infraction Policy 5.2***

Section: Clinical Policy	Title: Clinical Infraction Policy	Policy #: 5.2
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

Purpose: Identify grade penalty for clinical coursework

It is important that students follow rules established by the program. The following identifies grade infractions for failing to do so. See course syllabi for any grade penalty for absenteeism or tardiness in didactic coursework. These infractions will result in deductions to the clinical grade. Some may also impact personal time off. (See the attendance policy).

1. Adherence to dress code
  - a. Students must adhere to the dress code, including having radiation dosimeter, name tag and lead markers.
  - b. Wearing hoodies or unapproved apparel in clinic.
  - c. **Each event will result in a 2 point deduction in the clinic grade.**
2. Tardiness
  - a. **Students who clock in more 5 minutes after their assigned start time will incur a 2 point deduction each time as well as a reduction in their PTO hours.**
3. Improper time card procedure
  - a. **Students who clock in more than 7 minutes prior to the start of shift will incur a 2 point deduction each time.**
  - b. **Failure to engage GPS on phones: 2 pt deduction**
  - c. **Failure to clock in or out: 2 pt deduction.**
  - d. **Improper location (i.e. the parking lot): 2 pt deduction.**
4. Unexcused absenteeism
  - a. **Absences without a 24 hour notification. Each event will result in a 5 point penalty as well as a reduction in PTO hours. If this is a medical emergency, students must contact the Program as soon as feasibly possible.**
5. Failure to be in assigned clinical rotations
  - a. **Students who are not in their assigned areas without permission from a staff technologist, preceptor or faculty, will incur a 2 point deduction.**
6. Failure to notify
  - a. **Students must notify both the clinical coordinator AND the assigned clinic site if they are going to be absent or more than 30 minutes late. 2-4 point deduction per event.**
7. Leaving clinical rotations without notice or approval
  - a. **This is a serious infraction and will result in a 10 point deduction and may also result in a one-day suspension. Students may not arbitrarily decide they do not “like” a particular clinic site and leave with notice.**
8. Unauthorized use of cell phones or electronic devices in clinical rotations (see separate policy)
  - a. Cell phones are not permitted while in clinic. There are HIPAA concerns, and it is a violation of CHI St. Vincent Policy. If you must take/make an emergency call, notify your preceptor or staff technologist and go to the employee lounge. Students may not play games or surf social media while in clinic **5 point deduction.**

### ***Overtime Policy 5.3***

Section: Clinical Policy	Title: Overtime Policy	Policy #: 5.3
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Establish parameters exceeding scheduled clinical rotation times. While students are not encouraged to work overtime, the SCHOOL OF RADIOLOGIC TECHNOLOGY faculty recognizes that on occasion it may occur. Overtime is always voluntary on the part of the student. An example is a surgical or emergency case that extends beyond the student's normal end of shift. A student would be given compensatory time off.

Overtime must be signed by the clinical instructor or supervisor on duty at that time and submitted to the SCHOOL OF RADIOLOGIC TECHNOLOGY Chair, Radiography Clinical Coordinator for approval.

If reasonably possible, all compensatory time off must be taken during the week in which the overtime was received in order to prevent the student from exceeding 40 hours per week. If not possible, the time off must be taken as soon as reasonably possible.

Students are not permitted to accrue overtime to obtain additional time off beyond scheduled breaks.

Formed: 02/2025

Reviewed:

Revised:

## Clinical Conduct Policy 5.4

Section: Clinical Policy	Title: Clinical Conduct Policy	Policy #: 5.4
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

**PURPOSE:** Establish parameters for conduct in the clinical areas. Students must follow these guidelines in governing their relations with others.

### Patient and Personnel Relations

1. Relationships with other members of the imaging department or students must be kept professional at all times.
2. Students must be kind, courteous and compassionate to patients and visitors.
3. Students must observe all HIPPA regulations. Failure to do so will result in dismissal from the program.
4. Patients who cannot help themselves are to be neatly dressed and covered before leaving the department.
5. Always protect your patient's privacy by properly gowning them and keeping doors closed during radiographic exams.
6. Avoid discussion in the presence of a patient unless the discussion is centered on the patient and their exam. This is a mandate of HIPPA.
7. Always assist patients on and off tables.
8. Keep only a professional interest in your patients.
9. Identify patients by their last name first, followed by their first name. Always check the patient's arm band for confirmation of correct patient. **Two forms of identification are mandatory.** Imaging the incorrect patient may be considered battery in a court of law.
10. Once your patient is correctly identified, refer to them as Mr., Mrs. or Miss. Do not use terms such as "sweetie", "honey", etc.

### Clinical site Conduct Guidelines

Students must always govern their behavior while in the clinical setting according to the following guidelines:

1. Running or horseplay will not be tolerated.
2. No gum chewing in the clinic.
3. Do not sit on counter tops.
4. If there are no patients, students should stay in their assigned area and practice imaging procedures or ask to assist elsewhere (always get approval from the clinical instructor before leaving your assigned area).
5. Students may bring to clinic their pocket positioning handbook.
6. Students will have their clinical notebook with them during clinical assignments.
7. Students must be in their assigned areas and on time each day.

8. Always answer the departmental phones by stating the department or area first, followed by your name.
9. **Students may not use personal cell phones while in the clinic. They cannot be in your pocket. Students using cell phones in clinic will receive a letter grade reduction in the clinical course.** A second violation of this policy will result in dismissal from the program. All of our clinical sites prohibit employee or student use of personal cell phones within the clinical setting due to the possibility of HIPPA violations.
10. **All clinical facilities are no smoking including their parking lots.** If we receive a complaint about smoking related body odor, you will receive a written warning on the first offense. A subsequent offense will result in dismissal from the program.
11. Students are to be clean, odor free and neat in the clinic. Complaints will addressed with the student. Subsequent complaints will result in demerits or additional clinical sanctions.
12. Students will follow any specific guidelines established by a clinical site.

Formed: 02/2025

Reviewed:

Revised:

### ***Change in Clinical Assignment Policy 5.5***

Section: Clinical Policy	Title: Change in Clinical Assignment Policy	Policy #: 5.5
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: To assure that all student clinical assignments are educationally valid and appropriate for the student's tenure in the SCHOOL OF RADIOLOGIC TECHNOLOGY and to assure that students will not be substituted for paid staff.

All requests to change or alter a student's assigned clinical rotation must first be approved by the SCHOOL OF RADIOLOGIC TECHNOLOGY Director or Clinical Coordinator. However, if no procedures are being performed in the student's assigned area, a clinical preceptor may temporarily re-assign the student to another area.

**Students must submit a clinical assignment change form if they wish to make up clinical time, request clinical time off, or substitute one clinical assignment for another (for example, request an additional rotation through a specified area).**

Clinical assignment change forms are available from the Clinical Coordinator.

**Do not contact the Clinical Coordinator in the evening requesting an assignment change. It will not be granted. Changes to a scheduled rotation will be made only under extenuating circumstances.**

Forms should be submitted to the Clinical Coordinator a minimum of three (3) business days in advance, otherwise the request may be denied.

Formed: 02/2025  
Reviewed:

## Direct and Indirect Supervision Policy 5.6

Section: Clinical Policy	Title: Direct and Indirect Supervision Policy	Policy #: 5.6
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

**PURPOSE:** Ensure radiation safety to the public. Medical imaging procedures are performed under the direct supervision of a qualified practitioner until a radiography/sonography student achieves competency.

**DEFINITION:**

1. Direct supervision: a qualified imaging technologist must be physically present during the procedure.
2. Indirect supervision: a qualified imaging technologist is immediately available to assist students. They cannot be available via the phone. Immediately available is interpreted as the presence of a imaging technologist adjacent to a room or location where an examination is taking place.
3. Competency: the student has satisfactorily completed the clinical competency sequence for a particular imaging procedure, including class room and laboratory instruction, practice exams, and final competency examination.

**Direct supervision**

1. A qualified staff imaging technologist reviews the request for examination in relation to the student's level of achievement.
1. A qualified imaging technologist evaluates the condition of the patient in relation to the student's knowledge.
2. A qualified imaging technologist is present in the imaging room during completion of the examination.
4. A qualified imaging technologist reviews and approves the medical images.
5. **Required of any student who has not demonstrated competency for a particular procedure.**
6. **Required for all mobile, surgical or C-arm examinations (including pain management fluoroscopy).**
7. **Required if an image has to be repeated.**
8. **Pregnant patients are always imaged with direct supervision.**

**Indirect supervision**

1. After demonstrating competency for a given procedure, a student may perform that procedure under indirect supervision. Indirect supervision is defined as that supervision provided by a qualified imaging technologist immediately available to assist students regardless of the level of student achievement. Use of an electronic device or intercom does not constitute immediate availability.
2. All completed medical images are to be reviewed and approved by a qualified radiographer or radiologist prior to the patient's dismissal from the imaging department regardless of the student's level of competency. **Students cannot dismiss a patient without direct input from a staff radiographer.**



**It is the responsibility of the student to assure that staff is informed of the level of supervision needed for a given situation. All first semester radiography students will perform imaging exams under direct supervision.** Failure of a student to follow this policy may result in disciplinary action.

Formed: 5/99

Reviewed: 7/10, 8/12/5/13, 7/14, 7/15, 7/16, 7/17, 6/18, 6/20

Revised: 6/03; 3/04; 8/09; 8/12, 5/13, 7/15, 7/16, 6/19

### ***Lunch Policy 5.7***

Section: Clinical Policy	Title: Lunch Policy	Policy #: 5.1
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: To provide equitable lunch breaks, regardless of clinical rotation.

Guidelines:

1. Radiography students on day shifts will go to lunch between 11:00 – 12:00 p.m.
2. Radiography students on evening rotations will go to lunch between 5:00 – 6:00 p.m.
3. Radiography students will clock in and out for lunch. Failure to clock in/out will result in a clinical demerit.
4. Students may not request to work through lunch in order to leave early unless extenuating circumstances apply. The student must receive permission from the Clinical Coordinator or Program Director.
5. Students assigned to portable/surgery at CHI ST. VINCENT INFIRMARY in the 5:30 a.m. slot may elect to leave at 12:30 p.m. rather than take lunch.
6. Students may delay lunch in the event they are in the middle of a procedure. Students should check with the Clinical Instructor, Clinical Coordinator, or Program Director for approval.

Formed: 02/2025

Reviewed:

Revised:

### **Marker Policy 5.8**

Section: Clinical Policy	Title: Marker Policy Radiography	Policy #: 5.8
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Radiographic films are valueless as legal evidence unless there is competent proof of their identity. Along with patient information, right and left markers must be permanently developed on the radiograph.

#### Guidelines:

1. Students will be issued one set of lead left and right markers free of charge during their orientation as first year students.
2. Each student is responsible for his/her own lead markers.
3. Lost markers must be reported immediately. Each student will be responsible for the purchase of a second set of markers at the current market price, including shipping/handling.
4. **Students must bring their lead markers to all clinical rotations and clinical lab sessions. Failure to have lead markers will result in a demerit.**
5. **Students must never loan or allow their markers to be used by others unless the student is directly participating in the exam. Violation of this guideline will result in the issuance of a demerit. It is strongly suggested students do not let anybody, including a staff technologist use their markers. Markers are a legal documentation.**
6. Students who fraudulently use another student's lead markers will be issued a demerit. Unauthorized use of another student's markers is considered academic dishonesty.
7. Students are reminded that annotation of left or right on digital images is NOT legal marking. The marker must appear on the original image to be considered legal.

Formed: 2/25

Reviewed:

Revised:

### ***Potentially Pregnant Patients 5.9***

Section: Clinical Policy	Title: Potential Pregnant Patients Policy	Policy #: 5.9
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Radiographic procedures that may expose an embryo or fetus to radiation should not be undertaken without the full knowledge and consent of both the patient and the requesting physician. The guidelines below must be followed when imaging a potentially pregnant patient.

Policy is followed for all female patients within childbearing age.

1. All females within childbearing age must be questioned regarding potential pregnancy.
2. If the potential fetus will be exposed to the primary beam and no physician has determined if the patient is pregnant, then determine if the patient knows if she is pregnant or not.
3. If definitely no, then continue with the procedure.
4. If definitely yes, follow clinical department procedures regarding pregnant patients. For example, consult with patient's physician or request a pregnancy confirmation test.
5. If the patient is unsure of her pregnancy, determine the date of the last menses, then:
  - a. if the menses was within the past two weeks, continue with the procedure.
  - b. if the menses was more than two weeks ago, consult with the physician prior to proceeding.
6. If in doubt, consult with the physician prior to continuing with the procedure.
7. If the potential fetus will be exposed to the primary beam, and if the requesting clinician has determined that the patient is in fact pregnant, continue with the procedure.
8. If the potential fetus will not be exposed to the primary beam, proceed with the procedure using gonadal shielding as indicated.
9. **All pregnant radiography patients must be imaged with direct supervision regardless of level of competency.**

Formed: 02/25

Reviewed:

Revised:

### ***Radiation Protection Policy 5.10***

Section: Clinical Policy	Title: Radiation Protection Policy	Policy #: 5.10
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Establish safe occupational practice regarding ionizing radiation.

POLICY: Those individual workers who are "likely to receive a dose in any calendar quarter in excess of 10% of the applicable value specified in Paragraph RH-1200.a" of the Arkansas State Health Department's Rules and Regulations for the Control of Sources of Ionizing Radiation will be issued a OSL (Optically Stimulated Luminescent) badge dosimeter.

1. Those individuals under the age of eighteen years of age who are likely to receive a dose in any calendar quarter in excess of 50% of the value specified in RH-1200.a will be badged.
2. Other individuals will be issued a dosimeter at the discretion of the Radiation Safety Officer.
3. Radiation dosimeter readings are monitored regularly by the radiation safety officer (RSO), the Radiation Safety Committee, and the SCHOOL OF RADIOLOGIC TECHNOLOGY Program Director. The sequence and dose level limits are as follows:
  - a. The RSO reviews radiation reports online in MyLDR on an ongoing basis.
  - b. Quarterly and annual ALARA reports are generated and presented to the Radiation Safety Committee,
  - c. A hardcopy is placed into an archive in CHI ST. VINCENT INFIRMARY Radiation Oncology for inspection review.
  - d. **Any student that hits the ALARA II level gets a notification letter with their occupational dose levels and recommendations for dose reduction measures including removal from clinical rotations.**
  - e. In addition to the online report, Landaur sends an alert email to the RSO if Level II is exceeded. They in turn will notify the Program Director who will contact the student. ro
  - f. Students will review their dosimetry report within 30 days after receipt by the RSO and Program Director

<b>ALARA Investigational Levels (mrem per calendar year)</b>		
<b>Part of the body</b>	<b>Level I</b>	<b>Level II</b>
Whole body: head and trunk, active blood-forming organs, and gonads	125 mSv	375 mSv
Lens of eyes	375	1125
Hand and forearms; feet and ankles	1250	3750
Skin of the whole body	1250	3750

## Procedure

1. Always wear your radiation dosimeter (except when undergoing a radiographic exam as a patient). Lost or damaged dosimeters must be reported immediately. Students will not be permitted to attend clinical rotations without a radiation dosimeter. Dosimeters are to be worn at the collar and outside of lead aprons. It is the student's responsibility to assure that dosimeters are submitted monthly in a timely manner.
2. Students with a declared pregnancy will receive a separate fetal monitor.
3. Students are not to hold patients during exams when an immobilization method is the appropriate standard of care. This especially applies to pediatric patients when a Pigg-O-Statt would be the appropriate standard of care. Even if the facility does not have a Pigg-O-Statt, students should still not hold the patient.
4. Students are never to hold image receptors during any radiographic procedure.
5. This policy will be reviewed during student orientation.
6. Remain completely inside the control booth during the exposure.
7. Close the doors prior to an exposure.
8. Always face the x-ray source (the patient) during fluoroscopy.
9. Wear protective gloves if your hands are near the primary beam during fluoroscopy.
- 10. Always wear a lead apron when performing portable exams. Failure to do so will result in disciplinary actions.**
11. All exposures must be made with the proper amount of collimation (never > than film size).
12. Patients in or below child-bearing years must be gonadal shielded if shielding will not compromise the exam.
13. Everyone that must be present in a radiographic room during an exposure must wear a lead apron. This includes family members as well as students.
14. Follow the three basic rules of radiation protection:
  - a. minimize the time in an exposed area
  - b. maximize the distance from the source
  - c. maximize the amount of shielding whenever possible

Formed: 02/22

Reviewed: 02/25

Revised: 02/25

### ***Repeat Radiograph Policy 5.11***

Section: Clinical Policy	Title: Repeat Radiograph Policy	Policy #: 5.10
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: To ensure appropriate radiation safety practice for patients and public.

1. In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs **shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency or regardless of the nature of the repeat.**
2. It is the student's responsibility to inform staff radiographers and/or clinical instructors if a radiograph needs to be repeated. Failure to follow the repeat radiograph policy will result in disciplinary action.
3. **In order to assure compliance with the direct supervision mandate, all students must complete a repeat radiograph log which will be signed by the supervising radiographer. The log will be maintained in the clinical logbook. A hardcopy of the cumulative log will be submitted to the Program Director at the end of each term. All repeats must be recorded in the log regardless of the student's competency level including practices or assistance with technologists. The student should note the reason for the repeat on the log.**

Formed: 02/25

Reviewed:

Revised:

## ***Clinical Competency Policy 5.12***

Section: Clinical Policy	Title: Clinical Competency Policy: Radiography	Policy #: 5.12
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

1. The foundation of a student's clinical progress is competency based clinical education. Competency based education is a systematic process of assuring that students are competent clinically through a defined sequence of content delivery, practice and evaluation. The ultimate goal of competency based education is to assure that students are prepared for entry level employment as a radiographer upon graduation without compromising patient care or safety or the integrity of the SCHOOL OF RADIOLOGIC TECHNOLOGY. The ARRT requires a minimum number of procedural competencies for both primary and post-primary certification. Refer to course syllabi or the ARRT [www.arrt.org](http://www.arrt.org) for specific listings.
2. Competency Assessment: student competency can only be assessed by program faculty or staff technologists who have been trained to perform competency evaluations. To be eligible to perform competency evaluations on students, technologists must meet the minimal requirements that the JRCERT has established for clinical preceptors, which is at least 2 years of full time clinical experience in radiography and be credentialed in good standing with the ARRT. Competency assessment training will consist of review of this policy and the competency process, and documented use of the competency tool in a simulated setting. Students may obtain the most updated list of competency-trained technologists from their respective clinical coordinators.
3. The competency based education sequence is as follows:
  - a. Presentation of subject material: Subject material is presented during lecture and lab by the SCHOOL OF RADIOLOGIC TECHNOLOGY faculty.
  - b. Practice and feedback: The student practices a given procedure under simulated conditions with volunteers or mannequins or on actual patients under real conditions with the direct supervision of a qualified radiographer.
  - c. Testing under simulated conditions: The student must be able to perform a given exam under simulated conditions on a volunteer while being evaluated by laboratory instructors. Simulations will meet the ARRT parameters for simulated competencies.
  - d. Competency evaluation: The student must be able to perform a given procedure on actual patients under real conditions (or simulated if appropriate) independently while being evaluated by clinical instructors or selected technologists who have been trained to perform competency evaluations. Student progression to this level will vary; however, all primary certification competency requirements must be met by the spring term of the junior year. Program faculty can revoke a previous "comped exam" if the student is unable to answer appropriate procedural questions regarding the procedure. Refer to clinical course syllabi and the competency evaluation form.
  - e. Refinement of clinical skills: Once a student has proven competent on a given procedure, the student must refine his/her clinical skills on that procedure by performing the exam on actual patients under indirect supervision.



- f. Terminal evaluation: Senior radiography students will be given a terminal evaluation under simulated conditions as a final assessment of the student's skill level during the spring semester. Senior students will be assessed to determine areas of weakness prior to graduation...Senior students who do not pass the terminal exam will be required to remediate during the summer intercession before they are considered graduates from the program

Formed: 02/2025

Reviewed:

Revised:

### ***Energized Lab Policy 5.13***

Section: Clinical Policy	Title: Energized Lab Policy	Policy #: 5.13
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

PURPOSE: Establish safe educational practice regarding ionizing radiation.

The CHI ST. VINCENT INFIRMARY SCHOOL OF RADIOLOGIC TECHNOLOGY utilizes an unused radiographic room in the CHI ST. VINCENT INFIRMARY imaging department as the dedicated energized lab. Students are not in the imaging department in the evenings or weekends and the radiographic room is unlocked during the day when supervisors are available in the imaging department. Students and faculty also make use of patient care rooms with the understanding that if the room is required for a patient's exam, they will vacate the room at that time. If this occurs during a lab exam or terminal competency, they student will be allowed to finish the exam at a later date/time.

Students will never image themselves or others. Phantoms will be used when feasible. If phantoms are to be imaged, all personnel in the lab must stay behind the control panel while images are being performed. Students may practice positioning on each other when supervised by a faculty member.

If students elect to simulate ARRT procedural competencies, they must do so on a person of appropriate age and may NOT image them. Simulations are only performed under the direct supervision of a faculty member who will ensure that the tube is not engaged.

Formed: 9/20  
Revised: 2/25

### ***MRI Safety 5.14***

Section: Clinical Policy	Title: MRI Safety Policy	Policy #: 5.14
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

Purpose: Establish MRI safety protocols

Students will complete an MRI safety screening sheet at the start of each academic term. Each student will review and acknowledge any contraindication or safety risk that could endanger the student and would prevent the student from participating in the MRI clinical rotation and, if applicable, note any changes that may have occurred since the previous term.

If a student indicates “yes” on the MRI screening sheet for a problematic object, implant, or accessory that would generally cause an artifact in the imaging process, the Program Director may approve the student for MRI access. If the Program Director has any questions, an MRI technologist or Radiologist will be consulted.

If a contraindicated risk, i.e. defibrillator, heart valve, cochlear implant, cardioverter implant, etc., is identified then the RSO will evaluate and determine the preferred prudent path (i.e., contact the manufacturer, review manufacturers’ card). The clinical options include observation only beyond the five Gauss line (not in the scanner room-zone 4) or the student will not rotate through the MRI clinic setting during the completion of the 24 month program. (Please see MRI safety screening sheet). If the latter, the student will be re-assigned to the CT rotation for that time period.

Pregnancy: It is CHI St. Vincent Infirmary MRI policy to restrict pregnant workers from participating in work activities within the 10 Gauss line. (Please see St. Vincent Policy IS-43-Pregnant technologist working with MRI) The St. Vincent School of Radiologic Technology adheres to the aSt. Vincent policy IS-43 for all “declared” pregnant Students. Declaration of pregnancy is voluntary and can be rescinded at any time. The declared pregnant student will attend the MRI clinical setting but will not provide direct patient interaction within the 10 Gauss line (restricted to zone three-the control or computer room). Declared pregnant students will not put themselves in a position to be exposed to the time varying RF magnetic fields or the time varying magnetic field gradient. Declared pregnant students will not remain in the scan room during scan acquisition. The declared pregnant student will be allowed to participate in objectives and activities outside of the room and at the operating console during the MRI clinical setting.

Zone Delineation Zone One: freely accessible public access areas. No hazard

Zone Two: This is a buffer zone between zone one and zone three. This area is typically supervised by personnel, i.e. reception area, dressing room, interview rooms.

Zone Three: Usually restricted by a physical barrier. Only approved MRI personnel and patients that have undergone MRI screening are allowed in this area. The MR Control room and Computer room are located in zone three.

Zone Four: This area is within the wall of the MRI room. This area is typically accessed through zone three but not always.

The five gauss line is where the MRI magnet will affect electromagnetic devices, such as pacemakers. This is an invisible line. The five gauss line is dependent on the strength of the magnet and can extended outside the MRI room

Formulated 02/2025

### ***Clinical Time Make Up Policy 5.15***

Section: Clinical Policy	Title: Clinical Make Up Policy	Policy #: 5.15
Department: SCHOOL OF RADIOLOGIC TECHNOLOGY	Approved by: Academic Committee	Date last reviewed/revised: 2/25

Purpose: To establish policy for making up missed clinical time.

Students must complete 1600 hours of clinical experience. Unexcused missed clinical hours must be made up prior to graduation from the program. Students may elect to make up time during one of the 10 weeks of scheduled breaks. They may not make up time on holidays, weekends or evenings.

Students must request make up time with the clinical coordinator. Students are expected to meet all clinical policies and procedures including time card policies, clinical behavior and attendance for any scheduled make up time. Make up time will not exceed 10 hours/day or 40 hours/week.

Students must remain in their assigned area unless given permission by the clinical coordinator or preceptor.

Formulated 02/2025

Reviewed

Revised