

Huntsville Hospital
***School of Radiologic
Technology***
July 2008 - June 2009
Student Handbook

***Huntsville Hospital
School of Radiologic Technology
101 Sivley Road
Huntsville, AL 35801
(256) 265-8928***

***The Huntsville Hospital School of Radiologic Technology is accredited by
The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300***

***The Huntsville Hospital School of Radiologic Technology does not discriminate
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other reasons in accordance with state and federal statutes.***

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

What is Radiography?

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

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

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

History of the Huntsville Hospital School of Radiologic Technology

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

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

Beyond Tomorrow

As Huntsville Hospital has grown into a 900 plus bed system, the HHSRT has grown also. The primary facility used by the school is housed at Corporate University. There is a classroom and two offices. Student clinical rotations include Huntsville Hospital Main, Huntsville Hospital Outpatient Imaging Center and Huntsville Hospital for Women & Children.

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

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

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Mission Statement - Huntsville Hospital

Provide quality care that will improve the health of those we serve.

Mission Statement - Huntsville Hospital School of Radiologic Technology

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

Program Goals:

- 1. Recruit and select qualified individuals with potential for success.**
- 2. Provide an excellent educational experience, both didactically and clinically.**
- 3. Promote skills in problem solving, critical thinking, and communication.**
- 4. To provide the profession with competent radiographers for employment on the practical level.**
- 5. Provide an environment that promotes professional development and growth.**

Philosophy of the School

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

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

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

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

Calendar
(2008-2009)

Summer Quarter

Summer Quarter Begins- *tuition due* (M) July 7, 2008
Holiday-Labor Day (M) September 1, 2008

Fall Quarter

Fall Quarter Begins (M) September 29, 2008
Tuition Due (M) October 14
Fall Break (M-F) October 6 – 10
Holiday- Thanksgiving (W-F) November 26, 27, & 28
Holiday- Christmas (TH) December 25
Quarter Break (W) December 24 – January 4

Winter Quarter

Winter Quarter Begins- *tuition due* (M) January 5, 2009
Spring Break (M-F) March 16 – 20

Spring Quarter

Spring Quarter Begins- *tuition due* (M) March 30, 2009
Holiday- Memorial Day (M) May 25, 2009
Senior Break (F – F) May 22 – June 1, 2009

Senior Graduation (F) June 19, 2009
Junior Quarter Break (F – F) June 26 – July 3

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

Estimated Expenses and Tuition Payment Dates

- Application Fee \$75
- Background Check/

- | | | |
|------------------------|-------|--------------------------------------|
| • Drug Screen/Physical | \$25 | Pre-final acceptance |
| • Tuition Due | \$550 | Due first day of each quarter |
| • Student Activity Fee | \$50 | Due first day of each quarter |
| • Late Fee | \$50 | If paid after third day of quarter |
| • Late fee | \$75 | If paid after seventh day of quarter |
| • Late fee | \$100 | If paid after tenth day of quarter |
| • Student ID Badge | \$10 | Annually |
| • Estimated Book Cost | \$850 | Bought by first day of each quarter |
| • Uniform Cost | \$250 | Estimated |
| • Shoulder Patches | \$4 | Each |
| • Student ID Badges | \$10 | Annually |
| • Graduation Fee | \$75 | 8 th quarter |
- Book costs will vary due to the amount of each text book required.
 - Uniform costs depend on student preference. Students must wear solid charcoal grey uniforms and all shoes should be majority white and coordinate with the uniform.
 - Shoulder patches must be visible on all uniforms at all times. The cost is \$4 each for the patches.

Fees

- Students failing to pay tuition prior to the fifteenth day of the quarter will be released from the program.
- Membership in the Alabama Society of Radiologic Technologists (ALSRT) is approximately \$10 per year.
- The ALSRT Annual Meeting expenses (should a junior student decide to attend) will vary due to location, hotel costs, meals, etc. and will be the responsibility of the student.
- Should the school decide to attend the ALSRT Annual Meeting, Huntsville Hospital will expense the following items for the senior students:
 - Membership Fee
 - Registration Fee
 - Hotel
 - Travel and meal cost will be the responsibility of the student.

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

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

General Information:

1. The program operates Monday – Friday, 8 a.m. – 4 p.m. for 24 continuous months.
2. Tuition is \$550 dollars per quarter, for eight total quarters.

3. There is a \$50 dollar student activity fee per quarter.
4. Financial Aid is available only through the Veterans Administration (VA).
5. Upon completion of the program, the graduate earns a Certificate in Radiologic Technology, which entitles them to apply to take the American Registry of Radiologic Technologists (ARRT) examination to become a Registered Radiologic Technologist.

Financial Aid

Financial aid is only available through the Veterans Administration. The program does not participate in Title IV financial aid.

Sponsoring Institution

The HHSRT is sponsored solely by Huntsville Hospital. Huntsville Hospital maintains voluntary accreditation from the Joint Commission on the Accreditation of Healthcare Organizations (TJC).

Admission Requirements:

1. Be a high school graduate with an overall grade point average of 2.0 or have a GED with a minimum passing score of 500.
2. All applicants must have a valid U.S. Social Security number and/or be eligible to work in the United States
3. Official transcripts of all prior education.
4. Copy of High School Diploma
5. Health Occupations Aptitude Examination (Application fee covers cost of exam)
6. Four completed reference forms
7. Self-Evaluation-(form included in application packet)
8. Radiology career letter of intent
9. Completion of 15 semester credit hours with a minimum “C” average from a college or university accredited by an agency recognized by the U.S. Department of Education from the following areas;

Area I Mathematics/Logical Reasoning 3 semester hours (Required)

- Intermediate Algebra or higher

Area II Written/Oral Communications

- Speech or Public Speaking 3 semester hours (Required)
- English 101 3 semester hours (Required)

Area III Information Systems 3 semester hours (Required)

- Introduction to computer science
- Basic Micro computing

Area IV Natural Science 3 semester hours (Required)

- Anatomy & Physiology (recommended)
- Biology
- Chemistry

**** All foreign transcripts and degrees must be evaluated and translated into equivalent college hours of credit including grade point average (GPA). This evaluation must be submitted with the application in a sealed envelope or sent directly from the credentialing service”.***

Admission Procedures:

1. Submit a completed application package between November 1 and February 28.
2. Submit a \$75 non-refundable application fee made out to “Corporate University”
3. Have official high school and college transcripts sent directly to the School of Radiologic Technology by the issuing institutions later than February 28.
4. The program will begin contacting applicants in January to schedule the PSB Health Occupation Aptitude Exam.
5. Upon receipt of test results, Program Officials will review the test score, all official transcripts, and completed application.
6. Once the applicant has progressed through the academic evaluation, a clinical observation and personal interview will be scheduled.
7. Applicants are scored and selected based on the academic evaluation, entrance exam score, observation evaluations, personal references, career essay, and interview assessments.
8. Applicants will be notified of acceptance status the 2nd week of April.
9. Final acceptance is contingent upon drug screen, physical examination, and criminal background check provided by Huntsville Hospital.

Applicants under the age of Eighteen

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

Refund Policy

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

Course Descriptions

Orientation

40 hrs

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

Introduction to Radiologic Technology

2 Qtrs/ 48 hrs

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

Radiation Protection I **2 Qtrs/ 48 hrs**

Content is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organization are incorporated.

Radiation Physics **2 Qtrs/ 48 hrs**

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.

Medical Terminology **4 Qtrs/96 hrs**

Content is designed to provide an introduction to the origins of medical terminology. A word building system will be introduced, and abbreviations and symbols will be discussed. Also introduced will be an orientation to the understanding of radiographic orders and interpretation of diagnostic reports.

Anatomy and Physiology **2 Qtrs/96 hrs**

Content is designed to establish a knowledge base in anatomy and physiology. Components of the cells, tissues, and organ and systems will be described and discussed.

Radiographic Procedures I & Lab **4 Qtrs/110 hrs**

Content is designed to provide a knowledge base necessary to perform standard radiographic procedures of the upper and lower extremities, vertebral column, shoulder girdle, pelvis, and thoracic cage.

Image Analysis **8 quarters/ 100 hrs**

Content is designed to provide a basis for analyzing radiographic images. Included is the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can afford image quality. Actual images are used for analysis

Clinical Practice **8 quarters/ approx 2000 hrs**

Content and clinical practice experiences shall be designed for sequential development, application, critical analysis integration, synthesis and evaluation of concepts and theories in the performance of radiologic procedures. Through

structured sequential competency based assignments in clinical setting, concepts of team practice, patient centered clinical practice and professional development shall be discussed, examined and evaluated.

Clinical practice experiences shall be designed to provide patient care and assessment, competent performance or radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well being of the patient preparatory to, during and following the radiologic procedure.

Patient Care in the Radiologic Sciences **2 Qtrs/48 hrs**

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified.

Ethics and Law in the Radiologic Sciences **2 Qtrs/48 hrs**

Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice.

An introduction to legal terminology, concepts and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

Radiation Exposure I **1 Qtr/ 36 hrs**

Content designed to teach students the concepts of density, contrast, detail, definition, distortion, milliamperage, kilovoltage noise, resolution, and penumbra. All factors that govern the production of diagnostic radiographs are stressed

Imaging Equipment **2 Qtrs/42 hrs**

Content designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control.

Computers in Radiologic Science **2 Qtrs/ 48 hours**

Content is designed to introduce knowledge in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented.

Imaging and Processing **2 Qtrs/ 36 hours**

Content is designed to establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film and electronic imaging with related accessories will be emphasized.

Radiation Biology **1 Qtr/ 18 hours**

Content designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

Radiographic Pathology **2 Qtrs/ 42 hrs**

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

Human Diversity **1 Qtr/ 15 hrs**

Content designed to promote better understanding of patients, and patient's families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with patients and professional peers. Understanding human diversity assists the student in providing better patient care.

Pharmacology and Drug Administration **1 Qtr/18 hrs**

Content is designed to provide basic knowledge of pharmacology. Classifications, common definitions, and nomenclature will be discussed. Actions, indications, and precautions relating to various drugs will be presented. Also included are the methods and "five rights" of drug administration. The administration of diagnostic contrast agents and/or intravenous medications is included. Clinical symptoms of adverse reactions and treatment required will be emphasized.

Radiation Protection II **1 Qtr/12 hrs**

Content is designed to reemphasize the principles of radiation protection. Methods of exposure determination and calculations are reviewed along with state and federal regulatory agency requirements in radiation protection.

Radiographic Procedures II & Lab **2 Qtrs/72 hrs**

This course is designed to provide a knowledge base necessary to perform proper procedures and positioning of the skull. Pathologic conditions are also discussed. A lab session follows the completion of each didactic section.

Radiographic Procedures III & Lab **1 Qtr/ 36 hrs**

The course is designed to provide a knowledge base necessary to perform proper

positioning in fluoroscopic procedures and other advanced imaging practices. Pathologic conditions are also discussed. A lab session follows the completion of each didactic session.

Registry Review

1 Qtr/ Approx 180 hrs

To prepare the student for the ARRT registry examination. Review sessions for each section of the ARRT registry are focused upon and students are given mock registries to identify weak areas.

Course Schedule

1st Quarter & 2nd Quarters

Introduction to Radiologic Science
Medical Terminology
Radiation Physics
Radiation Protection I
Patient Care in the Radiologic Science
Image Analysis
Radiographic Procedures I
Clinical Practice

3rd Quarter & 4th Quarters

Imaging & Processing
Ethics & Law in the Radiologic Science
Medical Terminology
Anatomy & Physiology
Image Analysis
Radiation Biology
Radiographic Procedures I
Clinical Practice

5th Quarter

Pharmacology and Drug Administration
Radiation Protection II
Radiation Exposure
Image Analysis
Radiographic Procedures II
Clinical Practice

6th Quarter

Imaging Equipment
Computers in Radiologic Science
Radiographic Pathology
Radiographic Procedures II
Human Diversity
Image Analysis

Clinical Practice

7th Quarter

Computers in Radiologic Science

Imaging Equipment

Radiographic Procedures III

Image Analysis

Clinical Practice

Imaging Modalities – Outside Instructors

8th Quarter

Registry Review

Clinical Practice

Terminal Competencies

Instructional Information and General Regulations

Course Policies

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

The course policies for the HHSRT are as follows:

1. All tests must be made-up the day the student returns to class. Tests not made-up will be recorded as a (0). **It is the responsibility of the student to schedule all make-up tests.**
2. If a student is absent from class, he/she is responsible for any material covered and for any class assignments given.
3. Each student is responsible for being prompt to class.
4. If a student is absent from class when an unannounced quiz is given, the instructor has the latitude as to what can and shall be done in place of the quiz. (Also refer to policy #1)
5. Students tardy to didactic courses will be subject to a reduction in their overall GPA. *Refer to section “Arriving Late/Leaving Early”
6. Students absent to didactic courses over the allowed time off (sick or personal), will receive a three point reduction per occurrence off their overall GPA.
7. Any student who displays academic dishonesty shall be dismissed from the School.
8. If a student misses more than 3 scheduled classes during a 20-day (four school weeks) period he/she will be required to meet with the

Program Director. If the absences are deemed unexcused or unnecessary, the student may be dismissed from the School.

9. A 75 percent average is required throughout all courses (***unless noted in the specific syllabus***). An overall average (GPA) of 75 percent is also required. Dismissal may occur at any time if this average is not maintained.
10. Students are not allowed to sleep, lay their head down, read different material other than the course being taught or disrupt the class in any way during a given lecture or any class presentation. This behavior is disrespectful to an instructor as well as disruptive to other students within the class.
11. Students are responsible for bringing their own textbook to class. Sharing a textbook is at the discretion of the instructor.
12. Eating during any class lecture or presentation is not allowed unless approved by the instructor.

Grades

A - Excellent	(90-100)	I	- Incomplete
B - Good	(80-89)	FA	- Failure due to excessive absences
C - Average	(75-79)	WP	- Withdrawal Passing
F - Failure	(Below 75)	WF	- Withdrawal Failing

A student may be dismissed at any time from the program if he/she fails to maintain at least a 75 percent average in any required course. If a student fails a course, a course comprehensive may be given at the discretion of the Program Director. Only two course comprehensives may be allowed throughout the course of the program; however two course comprehensives will not be allowed within the same quarter. The comprehensive exam will include all material from the course and the grade will stand alone for the final average. If a student fails a comprehensive, the student will be dismissed from the program

****Clinical grades and grading are explained in the Clinical Education Handbook***

Grade Reports:

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

Student Records

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

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

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

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

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

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

Transfer of Credit/Request for Advanced Status into Program

Transfer of credit or request for advanced status is made on a “case by case” basis. This is due to the broad range of didactic and clinical requirements each program may have. Individuals may request transfer of credit and/or advanced status in writing, supported by as much documentation as necessary. The Advisory Committee reserves the right to accept or deny any request for transfer of credit or advanced status.

HHSRT Student/Graduate Transfer of Credit to Other Programs

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

The HHSRT operates on a “clock” hour system. Example: If a class meets one hour for two 12-week quarters, the class would earn 24 clock hours of credit.

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

The HHSRT grants graduates a Certificate in Radiologic Technology, which entitles the graduate to apply to take the American Registry of Radiologic Technologists

(ARRT); however, colleges and/or universities may or may not accept any certificate for their particular type of credit.

Bachelor of Science Degree Option

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

ASU will award 21 semester hours of block credit to HHSRT graduates for the following courses:

BLOCK CREDIT

Introduction to Radiologic Technology	Block
Radiation Exposure	Block
Computers in Radiation Science	Block
Imaging Equipment	Block
Radiation Biology	Block
Ethics and Law	Block
Positioning, I, II,III	Block
Anatomy and Physiology	Block
Medical Terminology	Block
Radiation Physics	Block
Radiation Protection II	Block
Film Critique	Block
Imaging and Processing	Block

ASU Transfer Requirements

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

Area I:		Semester Hours
Written Composition		6
English 101	3 hours	
English 102	3 hours	
Area II		
Humanities & Fine Arts		12
Art, Literature, Music, Religion, Philosophy, Speech		

Area III

Natural Science & Mathematics	11
Finite Math, Pre Calculus, Calculus 3 hours	
Natural Sciences (lab-based) 8 hours	

Area IV

History, Social, & Behavioral Sciences: (to include 6 semester hours of Economics. Students are encouraged to take at least one History course and one Behavioral Science Course.	12
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Total **41**

Area V**Pre-Professional Courses:**

Principles of Accounting I & II	6
Business Statistics I & II	6
Legal Environment of Business	3
Window Computer Applications	3
Elective	3

Total **21**

Professional Courses

Management of Technology Core Courses:	27
Minor concentration	18

Total Minimum Hours for Graduation **124-128**

Probationary Period

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

Attendance / Vacation & Holidays

School hours are Monday through Friday, 8 a.m. to 4 p.m.

The School calendar is as accurate as possible concerning vacation, holiday, and break time, but occasionally modifications will be made.

Vacation/Holidays

- Students will be granted four weeks of vacation per year, when the school is officially closed.
- Specific dates are determined annually
- The six national holidays are observed.

Personal/Sick Time

- Students will receive 16 hours of personal time each year. Personal time should be scheduled and approved at least 24 hours in advance by the Program Director.
- Students will receive six days per year in case of illness, no more than three days of sick time may be carried over to the second year.
- Students are required to notify the Program Director and assigned clinical area of any unscheduled absence prior to 8 a.m.
- Sick time may be used for illness of a minor child or spouse.
- **Routine** dental and doctor appointments will be deducted from personal time.
- Students who are absent three or more consecutive days will be required to notify the Employee Occupational Health Office.
- Each day a student is absent, he/she must notify the Program Director unless duration of the absence is known.
-

Arriving Late and Leaving Early

- Time missed for arriving late 15 minutes or more will be deducted from personal time and will count toward a tardy.
- A tardy is considered 6 minutes past 8 a.m.
- Students must notify the Program Director and assigned clinical area if tardy more than 15 minutes.
- Time missed for leaving early will count towards personal or sick time. The student must notify the Program Director or Clinical Instructor prior to leaving.
- 11 clinical/didactic tardies per year will be allowed, after the 12th the following actions will occur:
 - 12th An oral warning will be issued to the student
 - 16th A written warning will be issued to the student
 - 20th 3 day suspension
 - 21st 10% off clinical grade/or overall GPA
 - 22nd 20% off clinical grade/or overall GPA
 - 23rd 25% off clinical grade/or overall GPA
- If a student drops below 75 percent overall GPA or clinical grade due to tardiness, the student will be dismissed from the program immediately.

Utilization of Badge System

- Students must clock in and out each day at their designated assignments.
- If a student fails to clock in, it will be considered a tardy unless a manager or supervisor sends documentation to the Program Director that the student arrived prior to six minutes past scheduled time.
- If a student fails to clock out, written documentation from a manager or supervisor verifying the student's time out must be submitted to the Program Director. If documentation is not submitted, four hours will be deducted from the student's personal time.
- Students who report to clinical rotations without their name badges must notify the program director or clinical instructor immediately. Students will be required to leave their clinical rotation. Personal time will be deducted.

Make Up Time/Test

- If sick or personal balances are equal to zero, students will be required to make up time.
- All make up time will be made up during vacations, quarter breaks, or added to the end of the senior year, postponing the graduation date. All time owed must be made up by the end of each quarter.
- Make- up time will not be scheduled on holidays.
- Make- up time will be scheduled at the discretion of the program director or clinical instructor.
- The Program Director or Clinical Instructors must be available for time to be considered make up time.
- Tests missed during an absence will be made up immediately upon return. Test not made up will be recorded as a “0.” It is the responsibility of the student to schedule all make up tests. The test will differ from the original test.

Leave of Absence

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

Inclement Weather

- Huntsville Hospital is a seven day a week, 24 hour a day facility and circumstances of inclement weather only make manpower more critical. In the event of inclement weather or adverse driving conditions, the student will call the program director’s office at (256) 265-8928 for instructions. A message will be available to the students by 6:15 a.m. advising them of school closure. Should a student not be able to get to school during times of inclement weather he/she can take a personal day or absent weather day. There will be no penalty for this, but if the student chooses not to use personal time, the weather day will be made up at the end of the quarter.

Attendance Exceptions

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

Pregnancy

A gravid (pregnant) student of the HHSRT has the option: to declare, undeclare, or not declare her pregnancy. If a student declares her pregnancy, her Effective Absorbed Dose Equivalent Limit (EADEL) will be monitored to remain below 500 mrem for the entire gestational period. She will be issued a fetal monitor so as to monitor the fetal dose to remain below 50 mrem per month. Counseling will be provided also. If a gravid student does not declare her pregnancy, her EADEL will remain at 5000 mR per year. At no time during her pregnancy will a student be required to withdraw from the program; however, her schedule may be modified (if she so chooses) which may result in changes in her graduation date, ARRT examination date and other dates seen or unforeseen related to the program.

Last Review 8/07

Faculty

The HHSRT has a full-time Program Director and Clinical Instructor that meet JRCERT *Standards*. A board certified Radiologist serves as Medical Advisor. Other faculty may serve due to their qualifications as recognized by the Advisory Committee. All Huntsville Hospital qualified technologists are considered clinical faculty.

The role of each faculty member is to provide the students with knowledge and/or training related to diagnostic radiologic technology. Each faculty member has demonstrated by education, experience or both, special skills necessary to allow them function in the role of an educator.

Continuing Education/Professional Development

Faculty and staff of the Huntsville Hospital School of Radiologic Technology are encouraged to improve their proficiency through participation in continuing education activities. The School budget will reflect available funds for professional development.

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

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

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

Opportunities for continuing education and professional development are available through:

1. ASRT direct readings

2. University of Alabama (UAB) Medical library
3. Huntsville Hospital Corporate University
4. On-Line services
5. State Radiologic Technology meetings
6. National Radiologic Technology meetings
7. Huntsville Hospital NetLearning

Student Injuries

Any student injury or accident occurring on facility premises during the course of the program will be covered by the student's private medical plan.

Student Services

The following services are available to any enrolled student:

- Counseling
- Mentoring
- Tutoring
- Free parking
- Cafeteria discount
- TB skin tests (PPD)
- Hepatitis B Vaccination
- Acute care health services
- Fitness Center Discount
- Daycare Services
- Internet access for scholarly/ research purposes
- Influenza Vaccine (dependent on availability)

Student/Faculty Assistance

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

Problems may include but are not limited to:

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

Learning Resources

The HHSRT is designed to provide a quality education through an assortment of learning resources. First and foremost is a dedicated faculty. A full-time program director and clinical instructor are supported by Huntsville Hospital. All qualified radiographers are

utilized as clinical faculty. Though no longer required by JRCERT *Standards*, the HHSRT still utilizes a Radiologist Medical Advisor.

The School has a classroom that is conducive for study and is also located in close proximity to the radiology department. Within the School classroom are 6 computers which can be used by students when class is not in session or they have study time. Also the Corporate University Computer lab which has 23 PC's may also be reserved for student use with approval and supervision. Students are granted internet access for research and scholarly purposes.

Students attend Professional Development courses provided at no cost by Corporate University.

Students are also required to complete the following NetLearning courses : HIPAA Core, HIPAA Clinical, Reducing Radiologic Exposure, Tram Safety, and Back Safety, Care Class, Age Specific, Medication storage/handling/preparation, Oxygen safety, MRI Safety, Radiography Student Supervision, Reducing Blood and Body Fluids Exposures, Evacuation and Fire, Critical Values, & National Patient Safety Goals. Additional NetLearning courses may be assigned as determined by the Program Director or Huntsville Hospital.

Instruction methods include lecture, discussion, critical thinking, problem solving, role playing, audiovisual, film presentations, and Computer Based Learning.

Student Counseling

Student counseling is performed at the end of each quarter as part of each student's educational process. Formal counseling sessions are documented and signed by the student and program director.

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

Advisory Committee

The main governing body of the HHSRT is the Advisory Committee. This Committee shall be representative of the communities of interest involved in or affected by the School and should include at one student, administrative and professional personnel from the Sponsoring Institution.

The Committee shall:

1. Members may participate in the selection of new students.
2. Review both didactic and clinical performance of students and make recommendations if necessary
3. Review both the didactic and clinical master plans and make recommendations.
4. Establish all School fees.
5. Establish clinical sites as necessary.
6. Determine appropriate student capacity.

7. Participate in the enforcement of School policy if necessary.
8. Allow for student appeal.
9. Make decisions as to transfer of credit.
10. Periodically review all aspects of the School for effectiveness.

Appeal/Due Process

Only students enrolled or previously enrolled in the program, (not applicants or other interested parties are allowed to appeal an Advisory Committee decision). Appeals must be made in writing to the Program Director no later than 48 hours after the initial decision. The Advisory Committee will then review the request and render a decision within 2 weeks.

Grievance Committee

After the appeal process has been utilized, if a student still feels the Advisory Committee decision is not just or fair, he/she may utilize the Grievance Committee. The request for such a committee must be made, in writing, within 48 hours receipt of the Advisory Committee decision, to the Program Director. The Grievance Committee is only implemented when necessary. This committee is composed of at least three, but no more than six members who have no direct relationship to the School of Radiologic Technology. This committee may be composed of the following:

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

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

Appeals/Grievance Timeline

- Student makes an appeal for an Advisory Committee Review to Program Director in writing within 48 hours of initial decision.
- Advisory Committee renders decision within two weeks.
- If student desires to utilize the Grievance Committee, a request in writing to the Program Director must be made within 48 hours of the Advisory Committee decision.
- Grievance Committee decision will be rendered within two weeks.
- Grievance Committee decision is final

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

The Huntsville Hospital School of Radiologic Technology has maintained JRCERT accreditation since its conception. JRCERT *Standards* are included in each School Handbook printed.

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

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

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

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

Workplace Hazards

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

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

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

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

Clinical Sites

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

Rotations

The major role of the HHSRT is to educate students in the art and science of radiologic technology. As radiology has grown, many unique and highly specialized “imaging” modalities have emerged. Students enrolled in the School will do primary rotations in diagnostic radiology, but may also do rotations in MRI, Nuclear Medicine, Radiation Therapy, Cardiac Catheterization Lab, Surgery, Angiography, CAT scan, Ultrasound, Pain Clinic, and Breast Center.

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

Harassment

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

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

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

Violations of this policy will not be permitted and will result in discipline up to and discharge of the guilty individual(s).

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

Infectious /Communicable Diseases

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

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

Suggestions

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

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

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

Student Responsibilities

Conduct Expectations

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

Dress Code

All HHSRT students will abide by the following dress code:

1. Uniforms will be solid charcoal grey.
2. Solid white short sleeve T-shirts may be worn underneath.
3. Lab jackets will be white with a School patch sewn on the Lt Shoulder 1" inferior to sleeve seam.
4. Shoes will be majority white and coordinate with the school uniform.
5. Overall clothing must be neat, clean, and pressed.
6. School identification badges will be worn properly.
7. Personnel radiation monitoring devices will be worn properly.
8. Jewelry:
 - a. Earrings- No more that two earrings in each ear may be worn. Earrings cannot be larger than a quarter
 - b. Rings- No more than two per hand
 - c. Bracelets/Necklaces- Two necklaces and two bracelets are permitted
9. No visible tattoos.
10. No body piercing is permitted other than earrings.
11. No artificial finger nails. No student is permitted to have fingernails that exceed ¼ inch from the tip of their finger, have extreme nail art or wear extreme colors.
12. Perfume, aftershave, lotions- No strong heavy scents and fragrances
13. Make-Up- Should be subtle and modest to create natural appearance
14. Hosiery- Socks or hose must be worn at all times.

15. Pants- Pants must cover the ankle, no capri or peddle pushers pants are allowed

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

Academic Honesty

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

Academic dishonesty is defined as:

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

The grade of "0" will be given to any student found guilty of academic dishonesty.

Repeat Radiographs

"All repeated radiographs shall be made in the presence of a qualified practitioner*"
no matter what the status (Junior or Senior) of the student or the level of initial supervision (indirect or direct).

*The American Registry of Radiologic Technologists (ARRT) defines qualified practitioner.

Because Alabama does not require a state license at present, "Qualified Practitioners" must be in good standing with the ARRT.

Application for American Registry of Radiologic Technologist (ARRT) examination

It is the responsibility of each student to meet the deadline for the completion of the ARRT application. All fees, postage, photographs, etc. are the responsibility of the student.

Student Professional Development

As a student of the HHSRT the professional development aspect of the educational process is vital to the success of the student's quest to become a Radiologic Technologist. The Program Director periodically enrolls the students in Professional Development classes offered through Corporate University to assist them in their professional development.

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

Students should develop the following professional traits:

Compassion:

To demonstrate this trait, the student will:

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

Preparation:

To demonstrate this trait, the student will:

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

Cooperation:

To demonstrate this trait, the student will:

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

Dependability:

To demonstrate this trait, the student will:

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

Poise and Self-Discipline:

To demonstrate this trait, the student will:

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

Maturity and Judgement:

To demonstrate this trait, the student will:

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

Appearance:

To demonstrate this trait, the student will:

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

Alabama Society of Radiologic Technologists

All students enrolled in the HHSRT are encouraged to be a member of the Alabama Society of Radiologic Technologists (ALSRT). Annual membership dues are the responsibility of all Junior Students. Annual Membership dues for senior students will be paid from the student activity fund.

ALSRT Annual Meeting

All HHSRT students will submit a student paper for pre-judging for the ALSRT Student Paper Essay competition. If a junior student's paper is selected for presentation at the Annual Meeting, the HHSRT will finance that student's general expenses from the activity fund for the Annual Meeting.

Students may also participate in the Student Exhibit and Student Bowl competitions.

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

1. While on student time and/or School expense, attendance to all relevant educational sessions is mandatory.
2. If a student fails to attend a session, he/she forfeits any future chance of seminar/meeting attendance on student time and/or School expense.
3. Students under the age of 21 are responsible for observing and obeying state laws regarding consumption of alcoholic beverages.
4. Any illegal acts are the responsibility of the student.
5. Students are responsible for any damages incurred at a seminar/meeting which are the result of the student's actions.

6. Huntsville Hospital and/or any of its employees are not liable for any physical or personal damages or injuries incurred during or en route to or from a seminar/meeting.
7. If the Huntsville Hospital and/or the School's activity fund is paying for hotel accommodations, the room(s) designated for attending student(s) shall be used only for that/those student(s) designated to stay in those accommodations.
8. Students choosing to bring a guest to the ALSRT state meeting will be responsible for all lodging costs.
9. If a student chooses not to attend the state meeting, he/she will attend school during normal hours.

General Policies

Any School policy change related to Faculty, staff and/or students will be posted in the classroom or on Pulse, discussed in student meetings, or sent to the student's e-mail account. It is the responsibility of the affected individuals to read the policy and if necessary document their acknowledgement of the policy.

Any Hospital policy changes are addressed in the same manner. New policies and/or revisions will be posted in the work-hall, Pulse, and/or sent to the student's e-mail account. It is the responsibility of the affected individuals to read and if necessary document their acknowledgement of the policy.

Policy Changes

Students enrolled in the Huntsville Hospital School of Radiologic Technology are required to obey all policies of the Huntsville Hospital. It is the responsibility of the student to read each new policy and/or policy and make changes in their existing Handbook as these changes occur.

Textbooks

Students are required to purchase the following textbooks:

1. Merrill's Atlas of Radiographic Positions 11th ed
2. Ethical and Legal Issues for Imaging Professionals 2nd ed
3. The Language of Medicine 7th ed
4. Introduction to Radiologic Science and Patient Care 4th ed
5. Radiologic Science for Technologists & Workbook
6. Structure and Function of the Body 13th ed & Workbook
7. Principles of Radiographic Imaging
8. Radiation Protection in Radiography & Workbook
9. Radiographic Pathology for Technologists
10. Radiography Exam Review
11. Mosbys Radiographic Anatomy, Positioning, and Procedures Workbook
12. Radiographic Imaging and Exposure
13. Caring for Patients from Different Cultures
14. Pocket Guide to Radiography 5th ed
15. Tabers Cyclopedic Medical Dictionary

*Additional text books may be required. The school will order all textbooks for enrolled students at a discounted student price.

Academic Probation

Academic probation results when a student:

1. fails to maintain at least a 75 percent quarterly average in any class
2. fails to achieve 100 percent of required number of clinical competencies but has completed at least 80% for the required time frame.
3. has received below a 75 percent in a clinical evaluation.
4. has received any School action that required a written warning.
5. has been suspended for any reason.

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

Students Employed by the Huntsville Hospital

Students that call in sick for School must also call in sick to where they may be scheduled to work that afternoon or evening. It is not the responsibility of the school to inform any other interested party pertaining to a student's employment.

Grounds for Dismissal

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

1. Failure (below a 75 percent) of any required class
2. Failure to achieve at least 80 percent of the required number of clinical competencies for the specific time frame.
3. Acquiring competencies while working as a hospital employee
4. Excessive Absences
5. Patient abuse
6. Invasion of privacy
7. Theft
8. Unprofessional conduct
9. Reporting to school under the influence of drugs or alcohol
10. Possession of a weapon
11. Fighting or provoking a fight
12. Unexcused absence
13. Insubordination

14. Conviction of a felony or equivalent charge
15. Immoral conduct
16. Indecency
17. Falsification of personnel or other records
18. Clocking in or out prior to approved time
19. Clocking in or out of another student
20. Turning in Make-up time accrued when working as HH Employee
21. Improper use of any System or School computer system
22. Failure to maintain a hygienic and clean appearance at all times
23. Failure to report to school for two consecutive days without notification
24. Violation of HIPAA regulations
25. Smoking in an undesignated area
26. Selling or possession of illegal drugs
27. Failure to maintain at least a 75 percent overall GPA due to excessive tardies or absences.

Smoking

Huntsville Hospital is a “smoke-free” facility meaning no smoking is allowed inside any of the buildings. Smoking is allowed only in the designated areas. If a student is caught smoking in an undesignated area, disciplinary action up to dismissal may occur.

Radiation Protection Practices

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

Students will always:

1. wear personal radiation monitors in the clinical areas.
2. wear lead aprons/gloves when necessary.
3. remove personal radiation monitors when not in a clinical area.
4. practice the principles of time, distance and shielding.
5. avoid holding patients while exposures are being made.

Students will be closely monitored for occupational radiation exposure. The cumulative whole body absorbed dose shall not exceed 5 REM (5000 millirems) per year. In the event this dose is exceeded, the student will be counseled by the Program Director and the Radiation Safety Officer and every attempt will be made to discover the cause of exposure. The student may have clinical rotations modified to lessen future exposure values. Rotation modifications may be applied to any student who has a high radiation exposure report.

Exposure limits for radiation workers in Alabama are:

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

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

It is the responsibility of the student to locate his/her monthly personal radiation monitor report and keep a record of such report. A master record is kept in the program director's office. A copy of the radiation monitor report will be posted in the classroom and each student will be required to initial their report.

Graduation Requirements

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

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

Graduate References

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

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

Placement

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

Policy and Handbook Disclaimer

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

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