Lifespan
School of Medical Imaging
Delivering health with care.®

Computed Tomography • Diagnostic Medical Sonography
Magnetic Resonance Imaging • Mammography
Nuclear Medicine Technology • Radiography

Student Handbook

335R Prairie Avenue
Suite 2A
Providence, RI 02905

Website:	**www.rihsdi.org**
Telephone:	**401-606-8531**
Facsimile:	**401-606-8532**
Email:	**LSMI@lifespan.org**

Articulation Agreement:

Lifespan School of Medical Imaging has a formal articulation agreement with Rhode Island College. Students accepted into any medical imaging program are Rhode Island College students.

Students of the Lifespan School of Medical Imaging Program:

This Handbook provides essential information about the medical imaging programs at Lifespan School of Medical Imaging. Since you are responsible for reading the Handbook completely and adhering to the stated policies, you must familiarize yourself with the contents. Periodically, the curriculum and policies and procedures of the school change. It is your responsibility to update your Handbook with changes as this information becomes available. This Handbook supplements the Rhode Island College Student Handbook.

Every student is assigned a faculty advisor through Rhode Island College It is extremely important that you meet with your advisor to plan each semester's course of study. You can find out who your advisor is by checking your MyRIC Online site.

The faculty and staff of the School of Medical Imaging are committed to working with you to help you achieve your professional goals. On behalf of the faculty and staff, let me welcome you to the medical imaging program and wish you every success.

Lifespan School of Medical Imaging (LSMI) reserves the right to alter, change, amend or modify any part of this handbook, at any time, for justifiable reason. Students will receive notice of any changes requiring student sign-off.

Implemented: 09/2019; 11/2019; 10/2020; 10/2021; 3/2022; 09/2022

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MISSION STATEMENTS

LIFESPAN

Delivering health with care.

SCHOOL OF MEDICAL IMAGING

The mission of Lifespan School of Medical Imaging is to work collaboratively with technologists and other healthcare professionals to prepare students with entry level employment skills to meet the needs of the community. The school offers a variety of clinical settings to diversify and enhance student learning and networking in its communities of interest.

ADMINISTRATION

Senior Vice President – Temporary
Nicholas Dominick

Medical Director
John Cronan, MD

School Administrator
Program Director – Radiography
Program Director – MRI
Ellen Alexandre, DHSc, RTR
LSMI, Room 216
Office – (401) 606-8547
Ealexandre@lifespan.org

Administrative Assistant
Maria Mendes
LSMI, Room 223
Office – (401) 606-8531
EMERGENCY CONTACT NUMBER
Mmendes2@lifespan.org

SCHOOL ADMINISTRATION

Program Director – Computed Tomography
Eric Petrosinelli, MA, RT(R)(CT)
LSMI – Room 220
Office – (401) 606-8544
Epetrosinelli@lifespan.org

Clinical Coordinator – Diagnostic Medical Sonography
Chelsea Orabona, BS, RDMS(AB)(OBGYN), RVT
LSMI – Room 217
Office – (401) 606-8541
Chelsea.Orabona@lifespan.org

Program Director – Diagnostic Medical Sonography
Emma Bobb, MS, RT(R), RDMS (AB)(OBGYN)(BR), RVT
LSMI – Room 218
Office – (401) 606-8542
Eleary1@lifespan.org

Clinical Coordinator – Magnetic Resonance Imaging
Tracy Niedzwiadek, MHA, CRA, RT(R)(MR)
LSMI – Room 222
Office – (401) 606-8546
Tniedzwiadek@lifespan.org

Program Director – Mammography
Andrea Vargas, MBA, RT(R)(M)
LSMI – Room 209
Office – (401) 606-8531
Avargas@lifespan.org

Clinical Coordinator – Radiography
Norman Swift, BS, RT(R)
LSMI – Room 221
Office – (401) 606-8545
Nswift@lifespan.org

Program Director – Nuclear Medicine Technology
Lauren Shanbrun, MS, CNMT, RT(N)(CT)
LSMI – Room 219
Office – (401) 606-8543
Lshanbrun@lifespan.org

SCHOOL and CLINICAL AFFILIATE LOCATIONS

SCHOOL: 335R Prairie Avenue, Suite 2A, Providence, RI 02905
(401) 606-8531
LSMI@lifespan.org

CLINICAL AFFILIATES:
The School of Medical Imaging offers a balanced clinical education sufficient in quantity and variety of examinations as well as diversified modern equipment. **The student is responsible for their own transportation to and from clinical affiliates. Travel requirements include up to 1 ½ hours.**

Clinical education takes place at the following facilities:

AFFILIATE	**ADDRESS**
Day Kimball Healthcare	320 Pomfret Street, Putnam, CT 06260
Lifespan: Coastal Imaging Center	900 Warren Avenue, Suite 100, East Providence, RI 02904
Lifespan: Hasbro Children's Hospital	593 Eddy Street, Providence, RI 02903
Lifespan: Newport Hospital	11 Friendship Street, Newport, RI 02840
Lifespan: Portsmouth Imaging Center	69 Turnpike Avenue, Portsmouth, RI 02871
Lifespan: Rhode Island Hospital	593 Eddy Street, Providence, RI 02903
Lifespan: The Miriam Hospital	164 Summit Avenue, Providence, RI 02906
Rhode Island Medical Imaging: Barrington Medical Center	1525 Wampanoag Trail, Suite 101, East Providence, RI 02915
Rhode Island Medical Imaging: Blackstone Center	6 Blackstone Valley Place, Building 5, Suite 506, Lincoln, RI 02865
Rhode Island Medical Imaging: Cranston	1301 Reservoir Avenue, Cranston, RI 02920
Rhode Island Medical Imaging: George Washington Medical Center	2 Wake Robin Road, Suite 107, Lincoln, RI 02865
Rhode Island Medical Imaging: Greenwich Medical Center	1351 South County Trail, Suite 105, East Greenwich, RI 02818
Rhode Island Medical Imaging: Blackstone Valley Medical Building	333 School Street, Suite 105, Pawtucket, RI 02860
Rhode Island Medical Imaging: Moshassuck Medical Center	1 Randall Square, Suite 103, Providence, RI 02904
Rhode Island Medical Imaging: North Providence	1500 Mineral Spring Avenue, North Providence, RI 02904
Rhode Island Medical Imaging: Warwick	250 Tollgate Road, Warwick, RI 02886
Southcoast Hospital Group: Charlton Memorial Hospital	363 Highland Avenue, Fall River, MA 02720

Southcoast Hospital Group: St. Luke's Hospital	101 Page Street, New Bedford, MA 02740
University Orthopedics	2 Dudley Street, Suite 200, Providence, RI 02905 1 Kettle Point Avenue, East Providence, RI 02914 1598 South County Trail, East Greenwich, RI 02818 11 Wells Street, Suite 1, Westerly, RI 02891
Women & Infants Hospital	101 Dudley Street, Providence, RI 02905
Yale New Haven Health Lawrence + Memorial Hospital	Main Campus, 365 Montauk Ave, New London, CT 06320
Yale New Haven Health | Lawrence + Memorial Hospital Pequot Health Center	52 Hazelnut Hill Road, Groton, CT 06340
Yale New Haven Health | Lawrence + Memorial at Crossroads Waterford	196 Parkway South, Suite 102**,** Waterford, CT 06385
Yale New Haven Health | Westerly Hospital	25 Wells Street, Westerly, RI 02891

ADMISSION PROCEDURE

DIAGNOSTIC MEDICAL SONOGRAPHY
MAGNETIC RESONANCE IMAGING
NUCLEAR MEDICINE TECHNOLOGY
RADIOGRAPHY:

Initial entrance into the School of Medical Imaging (SMI) clinical education program requires admission to Rhode Island College (RIC) as a medical imaging intended major.

In order for an application to be processed, the following items must be submitted online through MyRIC Online Services:

- Completed application
- Applicant essay

To be considered for admissions, applicants must satisfy the following requirements:

- Completion of the cognate (pre-clinical) courses with a minimum grade of C in each course (See RIC advisement forms, pages 12-15)
- Completion of the required general education courses (see RIC advisement forms for course list)
- Completion of the college mathematics and writing requirements
- A minimum cumulative grade point average of 2.70
- Completion of MEDI 201 Orientation to Medical Imaging. Course must be completed prior to the application deadline with a minimum grade of C.
- Completion of Test of Essential Academic Skills (TEAS) prior to the application deadline. Score of 60 points and above is required for applicant consideration. For students exempt from MEDI 201, contact SMI to schedule the exam.
- Personal interview

******ALL COMMUNICATION WITH APPLICANT WILL BE VIA RIC EMAIL*****

Important Dates:

- Application Deadline – May 15
- Interview Dates – First 2 weeks in June
- August 1 – notification letters/email of conditional acceptance or denial

Applicants with an incomplete application will not be considered. Applications will not be accepted after the application deadline. The admissions committee endeavors to select candidates with the most promise of becoming outstanding medical imaging technologists. The committee considers information that depicts an applicant's total qualifications for the medical imaging program. Selection of students is based on the following criteria:

- **See Admission Tracking Form** (pages 13-14)

Full acceptance is contingent on satisfying the following requirements prior to the start of the clinical education program:

- Minimum cumulative grade point average of 2.70
- Completion of the minimum requirements of credits
- Completion of all cognates (pre-clinical courses) with a minimum grade of C in each course
- Meeting health requirements necessary to function as a medical imaging technologist
- Submitting to, and successfully completing, a background check and drug test (if applicable)

- MRI accepted students – meet requirements to function as an MRI technologist (See MRI Safety in Student Handbook – page 40). All accepted students will be required to complete a screening form that must be approved by MRI program director prior to full acceptance.
- Completion of CPR – American Heart Association Basic Life Support for the Healthcare Provider (Adult, Pediatric, AED)

For admissions information contact:

Eric Hall, Associate Professor
Rhode Island College
401-456-8480
401-456-8010
ehall@ric.edu

School of Medical Imaging
335R Prairie Avenue, Suite 2A
Providence, RI 02905
401-606-8531
LSMI@Lifespan.org

COMPUTED TOMOGRAPHY:

In order for an application to be processed, the following items must be submitted to SMI:

- Completed application
- Official copies of transcripts from all medical imaging programs attended
- Applicant essay (2-page limit)
- Copy of certification card (ARRT and/or NMTCB)

To be considered for admission, applicants must satisfy the following requirements:

- Registered technologist or registry-eligible student in nuclear medicine technology, radiologic technology, or radiation therapy
- In good standing with the ARRT or NMTCB
- Personal interview

****ALL COMMUNICATIONS WILL BE VIA EMAIL****

Application deadline – Email Program Director for deadline

Applicants with an incomplete application will not be considered. Applications will not be accepted after the application deadline. The admissions committee endeavors to select candidates with the most promise of becoming outstanding medical imaging technologists. The committee considers information that depicts an applicant's total qualifications for the medical imaging program. Selection of students is based on the following criteria:

- ***See Admission Form CT and Mammography.***

Full acceptance is contingent on satisfying the following requirements prior to the start of the clinical education program:

- Meeting health requirements necessary to function as a medical imaging technologist
- Submitting to, and successfully completing, a background check and drug test (if applicable)
- Completion of CPR – American Heart Association Basic Life Support for the Healthcare Provider (Adult, Pediatric, AED)
- Current state license

For admissions information contact:

Eric Petrosinelli
School of Medical Imaging
335R Prairie Avenue, Suite 2A
Providence, RI 02905
401-606-8531
LSMI@Lifespan.org

MAMMOGRAPHY:

In order for an application to be processed, the following items must be submitted to SMI:

- Completed application
- Official copies of transcripts from medical imaging programs attended
- Applicant essay (2-page limit)
- Copy of certification card (ARRT)

To be considered for admission, applicants must satisfy the following requirements:

- Registered technologist or registry-eligible student in radiologic technology
- In good standing with the ARRT
- Personal interview

****ALL COMMUNICATION WILL BE VIA EMAIL****

Application deadlines:

- **July 1 for September start date**
- **December 1 for February start date**

Applicants with an incomplete application will not be considered. Applications will not be accepted after the application deadline. The admissions committee endeavors to select candidates with the most promise of becoming outstanding medical imaging technologists. The committee considers information that depicts an applicant's total qualifications for the medical imaging program. Selection of students is based on the following criteria:

- ***See Admission Form CT and Mammography.***

Full acceptance is contingent on satisfying the following requirements prior to the start of the clinical education program:

- Meeting health requirements necessary to function as a medical imaging technologist
- Submitting to, and successfully completing, a background check and drug test (if applicable)
- Completion of CPR – American Heart Association Basic Life Support for the Healthcare Provider (Adult, Pediatric, AED)
- Current state license

For admissions information contact:

Andrea Vargas, MBA, RT(R)(M)
School of Medical Imaging
335R Prairie Avenue, Suite 2A
Providence, RI 02905
401-606-8531
LSMI@Lifespan.org

ADMISSION TRACKING FORM
For School Use Only

STUDENT INFORMATION:

Date: _____ / _____ / _____	RIC Student ID #:
Name:	

PROGRAM (Check all that apply):

☐ Diagnostic Medical Sonography ☐ Magnetic Resonance Imaging

☐ Nuclear Medicine Technology ☐ Radiologic Technology

Checklist:	
	Completed application
	Essay – (if applying to multiple programs – one essay to include one paragraph for each interested modality) _____ Diagnostic Medical Sonography _____ Magnetic Resonance Imaging _____ Nuclear Medicine Technology _____ Radiography
	TEAS test – total score ≥ 60 points If not administered through RIC, must have official transcript sent to SMI via ATI system. Total Score _____
	Scheduled interview date

TALLY SHEET:

Section A: PRE-CLINICAL REQUIRED COURSES (4-point system as used by college)
ALL COURSE GRADES WILL BE INCLUDED IN SCORING

Science and Math Courses	Grade	Points
BIOL 108 – Basic Principles of Biology		
BIOL 231 – Human Anatomy		
BIOL 335 – Human Physiology		
CHEM 105 – General, Organic, and Biological Chemistry I		
MATH 209 – Pre-Calculus Mathematics		
PHYS 110 – Introduction Physics		
MEDI 201 – Orientation to Medical Imaging		
	Average	

Section B: INTERVIEW

Competency	Points
Punctuality	
First impression	
Interpersonal skills	
Communication skills	
Knowledge of chosen modality	
Plans/goals for success	
Ambition/enthusiasm	
Professional personality	
Average	

SCORING:

Points	Description	Explanation
4	Strongly Agree	Exhibits professional attributes of skill(s)
3	Agree	Exhibits basic attributes of skill(s)
2	Somewhat Agree	Exhibits some attributes of skill(s)
1	Disagree	Lacks attributes of skill(s)

FINAL SCORING:

(Section A x 0.50) + (Section B x 0.50) = Total Score

CONCERNS:

ADMISSION FORM

STUDENT INFORMATION:

Date: _____ / _____ / _____	Name:

PROGRAM:

☐ Computed Tomography ☐ Mammography

Checklist:	
	Completed application
	Essay – (if applying to multiple programs – one essay to include one paragraph for each interested modality) _____ Computed Tomography _____ Mammography
	Transcript (Imaging Program)
	Scheduled interview date

Rhode Island College
ADVISEMENT FORM – DIAGNOSTIC MEDICAL SONOGRAPHY

Competency Requirements		Completed:	Credits:	
Math competency		_____	0	
Second Language		_____	4–8	
General Education Courses				
First Year Writing		_____	4	
First Year Seminar		_____	4	
Multiple Voices		_____	4	
Studies in Literature		_____	4	
Connections		_____	4	
Social and Behavioral		_____	4	
Arts		_____	4	**32–36**
Math, Natural Science, and Advanced Quantitative/Scientific Reasoning included in cognates				
Pre-clinical Required Courses				
BIOL 108 Basic Principles of Biology (NS)		_____	4	
BIOL 231 Human Anatomy		_____	4	
BIOL 335 Human Physiology (AQSR)		_____	4	
CHEM 105 General, Organic and Biological Chemistry I		_____	4	
MATH 209 Pre-Calculus Mathematics (M)		_____	4	
PHYS 110 Introductory Physics		_____	4	
MEDI 201 Orientation to Medical Imaging		_____	1	**25**
Clinical Program				
MEDI 203 Introduction to Medical Imaging	**Fall of Year 3**	_____	3	
MEDI 205 Medical Terminology in Medical Imaging		_____	1	
MEDI 255 Patient Care in Medical Imaging		_____	3	
MEDI 308 Professional Behavior in Medical Imaging		_____	3	
DMS 305 Foundations of DMS		_____	3	**13**
DMS 306 Sonographic Physics and Instrumentation	**Spring of Year 3**	_____	4	
DMS 308 Abdominal and Small Parts Sonography		_____	5	
DMS 309 DMS Clinical Education I		_____	3	**12**
DMS 312 Sonographic Women's Imaging	**Summer of Year 3**	_____	4	
DMS 313 DMS Clinical Education II		_____	5	**9**
DMS 431 Obstetrical Sonography	**Fall of Year 4**	_____	3	
DMS 432 Vascular Sonography		_____	4	
DMS 433 DMS Clinical Education III		_____	5	**12**
DMS 434 Advanced Procedures in DMS	**Spring of Year 4**	_____	3	
DMS 435 DMS Registry Review		_____	3	
DMS 436 DMS Clinical Education IV		_____	3	
MEDI 463 Senior Seminar in Medical Imaging		_____	4	**13**
Clinical course credits			**59**	
Total Credits			**120**	

Rhode Island College
ADVISEMENT FORM – MAGNETIC RESONANCE IMAGING

Competency Requirements		Completed:	Credits:	
Math competency		_____	0	
Second Language		_____	4–8	
General Education Courses				
First Year Writing		_____	4	
First Year Seminar		_____	4	
Multiple Voices		_____	4	
Studies in Literature		_____	4	
Connections		_____	4	
Social and Behavioral		_____	4	
Arts		_____	4	**32–36**
Math, Natural Science, and Advanced Quantitative/Scientific Reasoning included in cognates				
Pre-clinical Required Courses				
BIOL 108 Basic Principles of Biology (NS)		_____	4	
BIOL 231 Human Anatomy		_____	4	
BIOL 335 Human Physiology (AQSR)		_____	4	
CHEM 105 General, Organic and Biological Chemistry I		_____	4	
MATH 209 Pre-Calculus Mathematics (M)		_____	4	
PHYS 110 Introductory Physics		_____	4	
MEDI 201 Orientation to Medical Imaging		_____	1	**25**
Clinical Courses				
MEDI 203 Introduction to Medical Imaging		_____	3	
MEDI 205 Medical Terminology in Medical Imaging		_____	1	
MEDI 255 Patient Care in Medical Imaging	**Fall of Year 3**	_____	3	
MEDI 308 Professional Behavior in Medical Imaging		_____	3	
MEDI 309 Sectional Anatomy in Medical Imaging		_____	3	**13**
MRI 302 Foundations of MRI		_____	3	
MRI 303 MRI Imaging Procedures I	**Spring of Year 3**	_____	3	
MRI 304 MRI Physical Principles I		_____	4	
MRI 305 MRI Clinical Education I		_____	3	**13**
MRI 306 MRI Imaging Procedures II	**Summer of Year 3**	_____	3	
MRI 307 MRI Clinical Education II		_____	5	**8**
MRI 431 MRI Physical Principles II	**Fall of Year 4**	_____	4	
MRI 432 MRI Clinical Education III		_____	5	
MEDI 410 Pathology in Medical Imaging		_____	3	**12**
MRI 433 Advanced Procedures in MRI	**Spring of Year 4**	_____	3	
MRI 434 MRI Registry Review		_____	3	
MRI 435 MRI Clinical Education IV		_____	3	
MEDI 463 Senior Seminar in Medical Imaging		_____	4	**13**
Clinical course credits			**59**	
Total Credits			**120**	

Rhode Island College
ADVISEMENT FORM – NUCLEAR MEDICINE TECHNOLOGY

Competency Requirements		Completed:	Credits:
Math competency		0	
Second Language		4–8	
General Education Courses			
First Year Writing		4	
First Year Seminar		4	
Multiple Voices		4	
Studies in Literature		4	
Connections		4	
Social and Behavioral		4	
Arts		4	**32–36**
Math, Natural Science, and Advanced Quantitative/Scientific Reasoning included in cognates			
Pre-clinical Required Courses			
BIOL 108 Basic Principles of Biology (NS)		4	
BIOL 231 Human Anatomy		4	
BIOL 335 Human Physiology (AQSR)		4	
CHEM 105 General, Organic and Biological Chemistry I		4	
MATH 209 Pre-Calculus Mathematics (M)		4	
PHYS 110 Introductory Physics		4	
RAD 201 Orientation to Medical Imaging		1	**25**
Clinical Courses			
MEDI 203 Introduction to Medical Imaging		3	
MEDI 205 Medical Terminology in Medical Imaging		1	
MEDI 255 Patient Care in Medical Imaging	**Fall of Year 3**	3	
MEDI 308 Professional Behavior in Medical Imaging		3	
MEDI 309 Sectional Anatomy in Medical Imaging		3	**13**
NMT 302 Foundations of NMT		3	
NMT 303 Nuclear Medicine Procedures I	**Spring of Year 3**	3	
NMT 304 NMT Radiation Safety and Radiobiology		3	
NMT 336 NMT Clinical Education I		3	**12**
NMT 306 Nuclear Medicine Procedures II and Therape	**Summer of Year 3**	3	
NMT 337 NMT Clinical Education II		5	**8**
NMT 433 Radiopharmaceuticals in Nuclear Medicine		3	
NMT 434 NMT Radiation Physics and Advanced Instrumentation		3	
NMT 436 NMT Clinical Education III	**Fall of Year 4**	5	
MEDI 410 Pathology in Medical Imaging		3	**14**
NMT 435 NMT Registry Review		3	
NMT 437 NMT Clinical Education IV	**Spring of Year 4**	4	
MEDI 463 Senior Seminar in Medical Imaging		3	
CTSC 300 Principles of Computed Tomography		2	
CTSC 301 CT Physics and Radiation Protection		2	**14**
Clinical course credits		**61**	
Total Credits		**120**	

Rhode Island College
ADVISEMENT FORM – RADIOGRAPHY

Competency Requirements		Completed:	Credits:	
Math competency		_____	0	
Second Language		_____	4–8	
General Education Courses				
First Year Writing		_____	4	
First Year Seminar		_____	4	
Multiple Voices		_____	4	
Studies in Literature		_____	4	
Connections		_____	4	
Social and Behavioral		_____	4	
Arts		_____	4	**32–36**
Math, Natural Science, and Advanced Quantitative/Scientific Reasoning included in cognates				
Pre-clinical Required Courses				
BIOL 108 Basic Principles of Biology (NS)		_____	4	
BIOL 231 Human Anatomy		_____	4	
BIOL 335 Human Physiology (AQSR)		_____	4	
CHEM 105 General, Organic and Biological Chemistry I		_____	4	
MATH 209 Pre-Calculus Mathematics (M)		_____	4	
PHYS 110 Introductory Physics		_____	4	
MEDI 201 Orientation to Medical Imaging		_____	1	**25**
Clinical Program				
MEDI 203 Introduction to Medical Imaging	**Fall of Year 3**	_____	3	
MEDI 205 Medical Terminology in Medical Imaging		_____	1	
MEDI 255 Patient Care in Medical Imaging		_____	3	
MEDI 308 Professional Behavior in Medical Imaging		_____	3	
RAD 331 Foundations in Radiography		_____	3	**13**
MEDI 309 Sectional Anatomy in Medical Imaging	**Spring of Year 3**	_____	3	
RAD 332 Radiographic Procedures I		_____	3	
RAD 333 Principles of Radiography		_____	4	
RAD 334 RAD Clinical Education I		_____	3	**13**
RAD 335 Radiographic Procedures II	**Summer of Year 3**	_____	3	
RAD 336 Radiation Physics		_____	3	
RAD 338 RAD Clinical Education II		_____	5	**11**
RAD 432 RAD Advanced Principles and Radiobiology	**Fall of Year 4**	_____	4	
RAD 433 RAD Clinical Education III		_____	5	
MEDI 410 Pathology in Medical Imaging		_____	3	**12**
RAD 434 Advanced Procedures in Radiography	**Spring of Year 4**	_____	3	
RAD 435 RAD Registry Review		_____	3	
RAD 436 RAD Clinical Education IV		_____	4	
MEDI 463 Senior Seminar in Medical Imaging		_____	3	**13**
Clinical course credits			**62**	
Total Credits			**120**	

ACADEMIC AND CLINICAL STANDARDS

Students must maintain a minimum grade of "C/74" or higher in all academic and clinical courses.

- Any student failing to maintain the minimum grade in a required course or course segment will be dismissed from the program.
- At the mid semester counseling sessions, probationary reports will be given to those students who are not maintaining a minimum grade of "C/74".
- If a student withdraws from a course for any reason, the student will be dismissed from the program.

RHODE ISLAND COLLEGE GRADING SYSTEM

Grades scored between	**Will equal:**
94 and 100%	A
90 and less than 94	A-
87 and less than 90	B+
84 and less than 87	B
80 and less than 84	B-
77 and less than 80	C+
74 and less than 77	C (PASSING GRADE)
70 and less than 74	C-
67 and less than 70	D+
64 and less than 67	D
60 and less than 64	D-
0 and less than 60	F

ACADEMIC HONESTY POLICY

The School of Medical Imaging requires honesty of all students in their academic work. Honesty is necessary to the learning process and is integral to the atmosphere of genuine inquiry and intellectual curiosity which our programs seek to foster. Academic dishonesty not only contradicts the expectations of our program but violates our school rules and regulations.

Academic Integrity Violations are defined and will be handled in accordance with the relevant Rhode Island College Academic Policies and Procedures. While you are encouraged to work with other students, the work you submit for grade must be your own. Consequences range from a warning and a zero-grade on the relevant assessment for minor infractions (e.g., asking for answers to assessments on the Bb discussion board) to failing the course for major ones (e.g., having someone else do the work in person or via websites that offer this service). I am duty-bound to report violations to the Provost/Vice President of Academic Affairs and a review by the Academic Integrity Board will follow. Requesting or accessing solutions to assignments on websites like, but not limited to, Chegg, Bartleby, and Yahoo Answers is cheating and will be dealt with as such. The course materials I have created are my intellectual property and sharing them electronically with you is not to be understood as consent, either expressed or implied, for you to share them, in whole or in part, with any person or entity.

Examples of Academic Dishonesty include (but are not limited to):

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are examples of plagiarism:
    - Word-for-word plagiarism: This includes (a) the submission of another student's work as one's own; (b) the submission of work from any source whatever (print or electronic) without proper acknowledgement by footnote or reference within the text of the paper; (c) the submission of any part of another's work without proper use of quotation marks.
    - Patchwork plagiarism: This consists of a piecing together of unacknowledged phrases and sentences quoted verbatim (or nearly verbatim) from a variety of sources. The mere reshuffling of other people's words does not constitute original work.
    - Unacknowledged paraphrase: It is perfectly legitimate to set forth another author's facts or ideas in one's own words, but if one is genuinely indebted to the other author for these facts or ideas, the debt must be acknowledged by footnote or reference within the text of the paper (e.g., the above paragraphs are based largely on Sears, Harbrace Guide to the Library and Research Paper, p. 39).
- Collusion: facilitating academic dishonesty intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Deception: Providing false information to an instructor concerning a formal academic exercise, e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
- Multiple Submissions: Submitting for credit, when a student has not been given permission to do so, any work that is the same or substantially the same as work that has been submitted for credit in another course. Many professors allow re-working or building on prior work; however, multiple submissions are permitted only with the prior permission of the instructor(s), and only when the student acknowledges the multiple submission in the work itself.

ADVISORY COMMITTEE

The advisory committee is comprised of the program administration and faculty, individuals from clinical affiliates, and Medical Imaging Student Representatives. The advisory committee meets once a year to evaluate the programs, discuss changes, and other related programmatic topics.

ATTENDANCE

Attendance is important in order to maintain satisfactory didactic and clinical performance. Students that miss exceptional amounts of time will find it difficult to fulfill their education requirements. Total clinical and didactic studies cannot exceed 40 hours per week. Each program has specific attendance policies and procedures based on the length and structure of the program. See individual program section for specific policies and/or procedures.

SCHEDULES

- Didactic and clinical schedules will be posted in advance.
- Students who work must schedule work shifts accordingly as to not interfere with program commitments.
- No changes will be made to the program schedule to accommodate personal schedules.

DIDATIC ATTENDANCE

- Students are expected to be on time for all class lectures and/or laboratories.
- If the student is absent, it is the student's responsibility to make up assignments.

CINICAL ATTENDANCE

General Information

- Students are expected to be on time and stay for the duration of their assigned clinical rotation.
- If the student is going to be late, he/she must contact the school faculty for further direction.
- **If a student is going to be absent, he/she must contact the clinical affiliate prior to the start of their shift to report their absence. Students must also email school faculty, LSMI administrative assistant and record the absence on Trajecsys.**
- Text messaging and students calling in another student absent are not acceptable forms of reporting absence and will be treated as an unexcused absence.
- If a student is absent consecutive days, the absence must be reported each day prior to his/her scheduled clinical start time, notify school faculty and LSMI administrative assistant, and record each day's absence in Trajecsys. Failure to report an absence is considered an unexcused absence.
- Any missed clinical time must be made up following the Clinical Makeup Time Policy.

Personal Time

- Students are allotted a total of six (6) PERSONAL days for the program.

Attendance Documentation

- Students are required to document their attendance through Trajecsys.
- Only computers at the clinical sites are to be utilized when using the Trajecsys system for attendance.
- Students are required to notify program faculty and clock out/in if they leave the clinical affiliate campus during school hours.
- Students are not required to clock out for lunch if they are remaining on campus.

Tardiness

- Students are required to be in their assigned clinical area prior to or by the designated arrival time.
- Tardiness is defined as any arrival time that is one minute beyond the designated time of arrival.
- Excessive tardiness will not be tolerated.
- The Counseling and Corrective Action Policy will be followed if the student logs excessive tardiness.

Unexcused Absence (no call, no show)

- An unexcused absence is any clinical absence which has not been reported to program faculty, clinical site, and properly recorded on Trajecsys. Any student who fails to report **two** unexcused absences during the program will be dismissed. The Counseling and Corrective Action Policy will follow the following thresholds:

1st unexcused absence	Final Written Corrective Action Plan
2nd unexcused absence	Dismissal

Excessive Absences

- Students are required to be in clinical education to progress through the program in a timely manner.
- Excessive absences will not be tolerated.
- The Counseling and Corrective Action Policy will be followed if the student logs excessive absences.

Special Circumstances

- Students will be granted time off for special circumstances.
- A written request must be submitted to program faculty.
- All requests will be considered on an individual basis.
- If time off is greater than four (4) days, the Leave of Absence policy must be followed.

Clinical Make up Time

- Any missed time exceeding allotted PERSONAL time must be made up in collaboration with school faculty.
- Students are not allowed to make up time on weekends, school observed holidays or school closings.
- Students are not allowed to attend clinical during non-scheduled clinical time unless time is approved with program faculty.
- Every effort will be made to see that the student is able to make up time in the clinical area in which he/she was absent.
- Students must request makeup time by submitting a *Request for Extra Clinical Time* form to program faculty. A minimum of 24-hour notice is required.
- Only students who sign up in advance will be afforded the opportunity. Students who have not signed up for makeup time, but attend, will not be credited in terms of hours owed for clinic obligations.

CALCULATORS

Radiology and Nuclear Medicine Technology Students: It is suggested that the student purchase the school approved calculator at the start of the program. Programmable calculators are not allowed.

CHANGE IN PERSONAL DATA

All changes in address, telephone number, marital status, legal name and citizenship must be reported to program faculty. Cooperation in the matter will assist us in keeping records up to date.

CLINICAL AFFILIATE ORIENTATION

Students are required to complete orientation at all clinical affiliates. Clinical affiliates may require additional requirements (training, orientation, drug testing, etc…) for students to rotate at their clinical facility. It is the responsibility of the student to complete all necessary requirements of the clinical site.

CLINICAL INFORMATION

The clinical aspect of the program is scheduled and formatted to provide cohesiveness between didactic and practicum experience. Clinical hours vary per program and rotation. See individual program section for specific policies and/or procedures.

CLINICAL SUPERVISION

Program faculty schedules each student to practice individually with a registered technologist to ensure close direct or indirect supervision.

Direct Supervision
The registered technologist is present in the room during student performance of a procedure. The technologist is fully responsible for the performance of the student assigned to him/her.

Indirect Supervision
The registered technologist is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of the technologist adjacent to the room or location where the procedure is being performed.

CLINICAL COMPETENCY REQUIREMENTS
All students are given clinical expectations to be completed as a graduation requirement. The clinical requirements ensure that all certification requirements are met to take the certification examination.

Clinical Requirements and documentation
Candidates must demonstrate competence. Demonstration and documentation of clinical competence means that the candidate performed the procedure independently, consistently, and effectively. Candidates must demonstrate competence in mandatory and elective procedures. The list of required competencies is documented on Trajecsys.

COMPLAINT AND GRIEVANCE PROCEDURE

POLICY
The purpose of this procedure is to allow enrolled students and school faculty the opportunity to resolve program problems and to be assured of fair, unbiased decisions.

PROCEDURE
1. The student or faculty member is advised to try to resolve the situation/concern with the individual.
2. If the situation/concern is not resolved, the student or faculty member will have five (5) business days to submit a complaint in writing to the appropriate Program Director. The Program Director will have ten (10) business days to respond.
3. If the student or faculty member is not satisfied with the Program Director's response, the student or faculty member may file a grievance. The grievance must be submitted in writing to the School Administrator within five (5) business days. The School Administrator will have ten (10) business days to respond.
4. If the student or faculty member is not satisfied with the School Administrator's decision, the student or faculty member will have five (5) business days to appeal the decision. The appeal in writing must be submitted to the Director of Lifespan Medical Imaging. The Director of Lifespan Imaging will have ten (10) business days to respond.
5. If the student or faculty member is not satisfied with the Director's decision, the student or faculty member will have five (5) business days to appeal the decision. The appeal in writing must be submitted to the Medical Director. The Medical Director along with the Grievance Committee will have twenty (20) business days to respond.
6. If the student or faculty member is not satisfied with the Medical Director's decision, the student or faculty member will have five (5) business days to appeal the decision. The appeal in writing must be submitted to the School Administrator. The School Administrator will present all documentation to a Lifespan Human Resource (HR) Representative. The HR Representative will have twenty (20) business days to respond. The HR Representative's decision will be final.

GRIEVANCE COMMITTEE

The Grievance Committee is comprised of the program administration and faculty, medical director, Vice President of Lifespan Imaging, individuals from clinical affiliates (if necessary), and RIC representative.

Students enrolled at RIC cannot grieve to RIC if they are suspended or expelled (temporarily or permanently) for their failure to comply with the school or clinical affiliates rules, regulations, polies and procedures, or if the student's conduct, competence, attitude or health status may have a detrimental effect of the clinical affiliates professional staff (including other students), its patients, or its visitors. Independent of any action the clinical affiliate may take regarding such misconduct, the student will also be subject to College rules and regulations denoted in the RIC Handbook. Students do have the right to appeal a grade through the appropriate academic channels of the college.

Faculty and Administration of School of Medical Imaging will discuss student issues with enrolled students ONLY. Any follow-up conversations will include Rhode Island College administration.

COUNSELING AND CORRECTIVE ACTION POLICY

The Counseling and Corrective Action Policy is designed to enable students to understand and carry out their responsibilities within a culture of safety.

To assist in providing safe, high-quality, patient care and cost-effective healthcare to our patients, all students are expected to:

- Act in accordance with the vision, mission and values of the school and its clinical affiliates.
- Treat everyone with dignity and respect.
- Continuously seek to maintain the skills necessary to perform their job responsibilities.
- Meet the requirements of their position as student.

It is the policy of the school and its clinical affiliates to provide students with the direction and support to enable students to perform their responsibilities well. When students are unable or unwilling to perform their responsibilities, faculty will take corrective action, as specified in this policy, resulting in either improved performance or if appropriate, dismissal from the program.

Corrective action should be initiated as soon as possible after faculty becomes aware of the performance or behavior issue, after one or more of the following actions have been initiated:

- Performance or behavior expectations were clearly communicated to the student.
- There was an adequate period to assess the student's performance.
- The expectations were consistent with student status.
- The faculty took proactive steps, including counseling, to help the student improve his/her performance or behavior.

COUNSELING

During counseling, assuming the infraction does not warrant immediate dismissal, faculty will discuss with the student:

- What aspect of performance and/or behavior needs to be corrected or improved.
- What the expected standard is and what the student needs to do to meet that standard.
- What consequences may follow from subsequent failure to meet the standards or expectations.
- What faculty will do to help the student meet the expectation or standard (education, training, coaching, etc.).
- How the student's performance or behavior will be monitored.

Documentation of counseling will be kept by program faculty.

FORMAL CORRECTIVE ACTION STEPS

When counseling does not improve the student's performance or behavior, the Formal Corrective Action process will be used. Generally, a Written Corrective Action Plan is the first step in the process. However, an immediate move to Final Corrective Action Plan or dismissal may be appropriate when there is a serious behavior or performance problem. All Corrective Action Plans and dismissal will include consultation with the School Administrator.

Written Corrective Action Plan

This plan is written documentation of the specific performance or behavior that needs improvement. Failure by the student to meet the standards or expectations established in the Written Corrective Action Plan may result in issuance of a Final Written Corrective Action Plan.

Final Written Corrective Action Plan

The Final Written Corrective Action Plan is generally given when the student has not performed successfully under the prior Written Corrective Action Plan. It is the student's last opportunity to improve his/her performance or behavior. If significant improvement is not demonstrated during the time specified in the plan, dismissal is the next step.

Dismissal

Failure to meet the standards or expectations established in a Final Written Corrective Action Plan, or violations of a serious nature, will result in immediate dismissal without additional notice. Students dismissed from the School of Medical Imaging may remain enrolled as a student at Rhode Island College.

Examples of Behaviors Necessitating Immediate Dismissal

The list below **is intended as a sampling, not a complete list,** of performance, behaviors or practices during the program that may cause immediate dismissal based on the results of an investigation:

- Failure to comply with the corrective action plan or to meet the deadline noted in plan
- Engaging in the same or new actions that would result in placing the student on probation or require corrective action
- Gross neglect of duty
- Deliberate violation of federal and state rules and regulations or professional standards
- Conscious, willful or repeated disregard for policies or procedures
- Willfully endanger the safety or well-being of any individual
- Threat of, or actual physical or verbal abuse, or neglect
- Failure to follow discrimination policy
- Falsification of any official document
- Willful neglect, damage to, or theft of property
- Failure to follow HIPAA regulations
- Performing exam without authorized order
- Violation of sexual harassment policy
- Illegal use, possession, or sale of alcoholic beverages and/or drugs
- Possession of firearms or other weapons
- Conviction of felony
- Two (2) incidents of unexcused absence during the program
- Excessive tardiness and/or absences

Examples of Behaviors Necessitating Corrective Action

The list below **is intended as a sampling, not a complete list**, of performance, behaviors or practices during the program that may be a cause for corrective action and/or immediate dismissal based on the results of an investigation:

- Insubordination
- Any form of disruptive behavior
- Violation of any policy
- Refuse to accept a reasonable assignment
- One unexcused clinical absence
- Tardiness and/or absences
- Failure to maintain clinical documentation
- Failure to follow professional appearance standards
- Smoking in prohibited areas
- Failure to follow parking regulations
- Failure to follow identification and verification polices
- Failure to follow safety regulations
- Performance below standards or expectations
- Failure to accurately or completely record the start and end times of clinical practice
- Failure to follow use of Electronics in the Workplace Policy
- Failure to follow Social Media Policy
- Inappropriate utilization of information technology

In addition, an internal finding of wrongdoing that might constitute a violation of state and/or federal law or relevant healthcare or other regulatory standards may be reported to the appropriate legal authorities or regulatory bodies. If the student commits an act of patient neglect or abuse, Risk Management will be notified.

Documentation

The Corrective Action Plan form is designed to help faculty and student understand the process and will be utilized to document all Written Corrective Action Plans. The student's signature on the form signifies that a discussion of its content has taken place. A copy of the Corrective Action Plan is provided to the student and the original signed plan will be placed in the student's school file.

Investigative Suspension

An investigative suspension is used to allow time for faculty to investigate a serious performance or behavior problem that potentially may result in dismissal. A suspension is typically no more than three days. All missed time due to investigative suspension must be made up following the Make-Up Time Policy.

Grievance

When using corrective action, faculty should advise the student of his/her right to grieve. Under the Grievance Procedure, students may grieve any of the steps in corrective action.

It is the policy of the School of Medical Imaging to discuss counseling, corrective action and dismissal with the enrolled student ONLY.

CPR

Students needing CPR renewal during the program must complete the Basic Life Support (BLS) for Healthcare Provider training through the American Heart Association (Adult, Pediatric, and AED).

CREDIT HOURS

Credit hours are calculated as follows:

- 15 hours of didactic course work is equal to 1 credit hour
- 90 hours of clinical course work is equal to 1 credit hour

DIDACTIC INFORMATION

The didactic program is scheduled and formatted to provide the proper ratio of practical and classroom experience. Didactic classes are held at the School of Medical Imaging, Rhode Island College, and/or Rhode Island Hospital. Class day and times are dependent on instructor availability, number of courses offered, and labs associated with the didactic content. See individual program section for specific policies and/or procedures.

CONTIGENCY PLAN

If an unplanned catastrophic event occurs, school faculty will consult with Rhode Island College, Rhode Island Hospital, and clinical affiliate administration to determine the best path to maintain program integrity. Every effort will be afforded to minimize interruptions to program operations to ensure student learning is maintained. To mitigate the loss of education, faculty will use a variety of methods to replace the current education methods.

- Didactic education will be delivered through Rhode Island College's learning management system or if necessary, through the United States Postal Service.
- Clinical education will be replaced with schedule alterations and/or assignments, simulated clinical experiences, and/or virtual demonstrations.
- Once clinical restrictions have been lifted, students will be responsible for completing all or a portion of missed clinical assignments to satisfy graduation requirements and certification board requirements. This may require an extension beyond the scheduled program completion date.

EMERGENCY CONTACT

The faculty encourages students to leave the school's main number (401-606-8531) in case of an emergency.

ETHICS REQUIREMENTS FOR REGISTRY ELIGIBLE GRADUATES

ARRT ETHICS

A candidate for certification must be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Standards of Ethics or the ARRT Rules and Regulations and must have complied and agree to continue to comply with the ARRT Standards of Ethics and the ARRT Rules and Regulations. Please refer to arrt.org for details.

NMTCB ETHICS

Nuclear Medicine Technologists, as Certificants of the health care profession, must strive as individuals and as a group to maintain the highest of ethical standards. The Principles (SNMTS Code of Ethics) are not laws, but standards of conduct to be used as ethical guidelines by nuclear medical technologists. These Principles were adopted by the Technologist Section and the Society of Nuclear Medicine at the 2004 Annual Meeting. They are standards of conduct to be used as a quick guide by nuclear medicine technologists. Please refer to nmtcb.org for details.

SDMS ETHICS

The goal of the code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing the integrity of the profession of diagnostic medical sonography will be maintained. Please refer to sdms.org for details.

EVALUATIONS

ASSESSMENT OF DIDACTIC PERFORMANCE

Students will be given frequent oral, written, or practical examinations by individual didactic instructors. See individual course syllabi for grading details.

ASSESSMENT OF CLINICAL PERFORMANCE

Clinical Exam Log:

Students must log each exam and indicate level of performance using Trajecsys.
Clinical logs are reviewed by program faculty.

Evaluation of Student Performance:

Program faculty will complete a comprehensive evaluation for each student once per rotation during their clinical experience.

Competency Evaluations:

During each clinical experience, the syllabus will list the competency requirements that are to be completed for the corresponding semester.
The student will typically request a competency evaluation after he/she has:

- Reviewed the procedure, if applicable
- Observed the procedure
- Performed the procedure with assistance
- Performed the procedure for an indicated number of times with supervision

Evaluation consists of a registered technologist observing the student performing the procedure. In order for the student to pass the competency evaluation successfully, he/she must meet standards on all aspects of the evaluation. Failure to obtain a passing competency will require the student to practice the procedure and be re-evaluated. A clinical competency failed two times will result in the following steps.
Direct one-on-one clinical instruction will be scheduled with program faculty:

- The student, with guidance from program faculty, will write out sequential steps for completing the failed procedure.
- Student will attempt clinical competency.
- Failure to pass the competency evaluation after the above instruction and guidance will result in program dismissal.
- Earning a competency in a procedure does not relieve a student from performing that procedure during their clinical rotation.

Grading

- See individual course syllabi.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The School of Medical Imaging complies with the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records. Visit the web site for more information at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

GRADUATION REQUIREMENTS

The student must meet the following requirements to be eligible to receive a school certificate:

- Students must complete all didactic courses and clinical requirements according to the established criteria. A student with incomplete records in either area shall not be granted a certificate and will not be authorized by the program faculty as meeting the educational requirements for certification.
- All make-up time must be completed.
- Students must return the following items to the school, if applicable:
  - Radiation badge(s)
  - Identification badge
  - Anatomical markers
- Candidate has met all financial obligations of the school, if applicable.

HOLIDAYS

New Year's Day, Presidents' Day, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas are observed.

HONORS PROGRAM

Departmental Honors offers students the opportunity to undertake a(n) independent research, critical, or creative project on a topic of the student's choice. Normally, the project begins in the senior year, although it may commence earlier, and carries at least six hours of independent study credit over two semesters. Students may participate in Departmental Honors whether or not they have completed General Education Honors or taken Honors 351.

A Departmental Honors project is completed in the department of the student's major. The student must apply formally to the appropriate departmental honors committee, which is responsible for accepting the student's proposal for an honors project, for evaluating the completed project, and for awarding the Departmental Honors designation, which will appear on the student's transcript. If the student's project involves work with persons or animals, the project must also be approved by the Committee on Human Participants in Research or the Committee on Animal Care and Use. See Program Director or School Administrator if interested.

LEAVE OF ABSENCE

Students are advised that a leave of absence (LOA) could interrupt their educational progress. Students may request one of the following options:

- Program LOA
  - Withdrawal from both clinical and didactic instruction.
- Clinical LOA
  - Withdrawal from clinical rotations with continued participation in didactic instruction.

FAMILY LEAVE OF ABSENCE
A family leave of absence may be taken for:

- the birth/adoption of a child, and placement of a foster child
- to care for a spouse, domestic partner, child, parent with a serious health condition

MEDICAL LEAVE OF ABSENCE
A medical leave of absence may be taken due to a student's own health condition.

PERSONAL LEAVE OF ABSENCE
A leave of absence for personal reasons will be considered on an individual basis. A Request for LOA form must be completed and submitted to program faculty. Program faculty will review the request and meet with the student. The student will be notified in writing of the decision to accept or deny the leave.

NOTIFICATION REQUIREMENTS

- Except in emergency situations, students who expect to be absent from school for more than four (4) days must complete a Request for LOA form. If it is a medical leave of absence, the student must also submit documentation from their health care provider.
- Documentation must be submitted to program faculty 30 days in advance of the expected leave. If the leave is not planned (e.g., emergency medical), the student must submit the documentation within 14 days of start of leave.
- A student on a program LOA must provide update to program faculty every 14 calendar days. Failure to update program faculty will result in voluntary withdrawal from the program.
- When planning medical treatment, a student must consult with program faculty to make reasonable effort to schedule treatment as to not disrupt the student's education.
- The student must provide documentation of medical clearance prior to returning to school.

STUDENT OBLIGATIONS
If at any time during enrollment, a student must take a leave of absence, the student will:

- Be responsible for making up all missed didactic work. Dependent on the type of course(s), degree of difficulty of the course(s), the student's academic standing and length of time out, the student may be required to re-take the course(s) in their entirety.
- Be responsible for making up all missed clinical time. This requires the student to complete upon return all clinical competencies and rotations missed or not completed prior to and during the leave of absence. In addition, the student will be evaluated in those clinical competencies completed prior to time out and will be subject to participation for review purposes should the faculty deem it necessary.
- Complete all requirements for graduation.
- Return to full-time status as soon as possible.
- Program LOA: A vacancy will be held for the student for a maximum of 12 weeks. If a program LOA is extended beyond 12 weeks, readmittance will be determined on an individual basis by program faculty.

MEAL BREAK

Students are allotted a meal break each day. This time is designated by the supervising clinical or didactic instructor. All students are expected to report to their clinical assignment promptly after their meal break. Students are **not** allowed to work through their meal break and leave their clinical rotation early. On classroom days, a meal break will be built into the schedule if necessary

MEDICAL IMAGING STUDENT REPRESENTIVE

A student representative is selected for each modality in the first semester of the program. Selected students will meet at a minimum quarterly with school faculty to discuss program issues. They will also be invited to attend the annual school advisory meeting and participate in leadership programs through the professional societies.

PARKING

- Students **MUST** park in their assigned lot.

PERSONAL ELECTRONICS POLICY

- Cell phones must be turned off in the classroom/clinical settings.
- Students are prohibited from using personal electronic devices in clinical areas. This includes but is not limited to computers, tablets, cell phones and audio devices.

POLICIES

Students are expected to abide by all clinical affiliate policies.

POLICY OF NONDISCRIMINATION

All students have access to the rights, privileges, programs, benefits, and activities generally accorded or made available to the school. It does not discriminate on the basis of race, color, gender, sexual orientation, gender identity/expression, genetic information, age, religion, national origin/ethnicity, veteran status or disability in administration of its educational policies.

PREGNANCY POLICY

The maximum permissible dose equivalent for the unborn child of a pregnant radiation worker shall be no more than 0.5 rem during the period of gestation, and less than 50 mrem per month. The reading of the waist level "baby" badge will be used to estimate fetal dose.

Students are advised that childbirth and/or pregnancy could interrupt their educational progress. If a student becomes pregnant and wishes to declare pregnancy, they are required to inform the Program Director in writing and complete a *Declaration of Pregnancy* form.

Upon declaration of pregnancy, the student:

- Will have the option to counsel with Medical Physics/Radiation Safety personnel.
- Will submit a statement choosing one of the following options:
    - Immediate leave of absence.
    - Withdrawal from clinical rotations with continued participation in didactic instruction.
    - Continued full-time didactic status with clinical rotation limitations.
    - Continued full-time status.
    - Can withdraw her declaration. A student has the right to "UNDECLARE" her pregnancy at any time. Notification must be made in writing. Once a student has undeclared her pregnancy, the student will be treated as though she were not pregnant.

- NMT-specific: The student will not be required to (1) assist on administration of ^{131}I therapy doses (2) rotate through Hot Lab (3) rotate through PET/CT.

A student maintaining full-time status with or without clinical limitations will be required to:

- Adhere to all safety precautions.
- Wear a fetal badge at waist level for fetal monitoring. The fetal badge will be worn under the optional lead apron, if worn. The fetal badge will be read monthly.
- Should the student exceed the recommended amount of exposure, she must either withdraw from clinical rotations with continued participation in didactic instruction or request an immediate leave of absence.
- Submit documentation as to any changes or problems in her pregnancy and the advisability of change in program status.
- Stop working immediately and report to program faculty if the pregnant student feels that she is working in an unsafe area or under conditions detrimental to herself or the fetus.
- Make up any missed didactic and/or clinical requirements.

PROBATIONARY PERIOD

The first clinical semester is a probationary period to provide an adequate timeframe to assess whether the program and/or school is a good match for a new student. A student may be dismissed at the discretion of the school at any time during the probationary period without recourse to the grievance procedure.

PROFESSIONAL APPEARANCE STANDARDS

GENERAL INFORMATION

The purpose of Professional Appearance Standards is to foster a positive, professional, neat and clean image appropriate for a healthcare environment. Students represent the hospital to everyone who enters and contributes to the hospital's image through personal appearance. Compliance with appearance standards reinforces confidence and respect for the organization, and maintains the health and safety of patients, visitors, employees, and students. It is the responsibility of each student to present a professional image to our patients, visitors, employees, and students through compliance with outlined standards.

IDENTIFICATION STANDARDS

- Hospital-issued identification badge must be worn at all times while on duty.
- The badge must be displayed in the upper chest/shoulder area, on the front of the outer garment, clearly visible and not obscured in any way.
- Lanyards are not acceptable.
- Identification badges should not be altered in any way.

ATTIRE STANDARDS

- School uniform must be worn at all times during clinical education.
- School uniform must be purchased from Alexander's Uniforms (see uniform order form).
- Students are not allowed to wear school embroidered uniforms outside of school hours.
- Uniform must be well-fitting, clean, and neatly pressed.
- Students may wear plain white, black, gray, or navy shirts (no writing or design) under their uniform top.
- Sweaters or sweatshirts are not permitted over uniforms. Lab coats may be worn.
- Protective attire should not be worn outside the work area (e.g., OR, trauma, restricted area).
- Isolation attire must be disposed of immediately upon exiting the patient or imaging room.

FOOTWEAR STANDARDS

Student must wear a school-approved white, black, gray, or navy blue (solid color) professional shoe or leather, low-cut, athletic shoe (closed-toe shoe) during clinical education and lab experiences.

- Footwear should be safe, appropriate, and sensible in regard to the work environment.
- Footwear should be neat, clean, polished and in good repair.
- Socks must be white, black, gray or navy blue (solid color).

GROOMING STANDARDS

- Students should be physically clean and free of pervasive body odor, as well as pet, smoke, chemical, and other strong environmental odors for the protection and comfort of patients, visitors, employees, and students.
- Fingernails are to be neat, clean, short in length (1/4 inch beyond the end of the finger) and neutral in color. The use of nail polish is permissible; chipped nails need to be re-polished. Students shall follow the Hospital-wide Hand Hygiene Infection Control policy for guidelines on care of fingernails.
- Hair should be clean, neat, well-groomed and should not represent extremes in color or fashion. Hair longer than shoulder-length must be pulled or tied back away from the face to ensure that it does not impinge the student's own safety or ability to safely perform their job.
- Facial hair should be well-groomed, neat, and trimmed; beards trimmed to jaw line and mustache trimmed to lip line.
- Fragrances, such as perfumes, aftershaves, or other personal care products, should not be pervasive for the protection and comfort of patients, visitors, employees, and students.
- Makeup should be tasteful and appropriate to the healthcare setting.

ADORNMENT STANDARDS

- Jewelry should be appropriate to the healthcare environment and in accordance with job-related, department, and regulatory safety and infection control policies, including the Hospital-wide Hand Hygiene Infection Control policy. It is recommended that only a single watch, bracelet, and one set of rings on one hand be worn.
- Artificial fingernail enhancements of any type are **NOT** to be worn by students as per the Hospital-wide Hand Hygiene Infection Control policy. This includes but is not limited to artificial nails, tips, wraps, appliqués, acrylics, gels, and any additional items applied to the natural nail surface.
- Buttons and decorative pins shall not be worn.
- Use of sunglasses indoors is not permissible.

BODY ART STANDARDS

- Tattoos of modest size (i.e., less than 2"x2" or equivalent total area) are permissible provided they are not on the head (with the exception of permanent makeup) or front of neck (from the earlobes forward), or obscene or offensive.
- Obscene or offensive tattoos must be covered at all times. Offensive tattoos include, but are not limited to, sexually explicit or advocate or symbolize sex, discriminatory towards gender, race, religion, or ethnic or national origin, advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use.
- Permanent make-up should be conservative and will not be trendy. Permanent make-up includes eyeliner, eyebrows, and makeup applied to fill in lips.
- Pierced ears, limited to 3 earrings or less per ear.
- All other visible body piercings, include nose and tongue, are not permissible and must be removed, covered, or replaced with a clear or neutral spacer/retainer.

- Intentional body mutilation, piercings, branding/intentional scarring that is excessive or eccentric is not permissible. Some examples include a split or forked tongue; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears (other than a normal piercing).

Student not in compliance with Professional Appearance Standards will be sent home and missed time must be made up.

PROFESSIONAL ORGANIZATIONS

During course MEDI 203 Introduction to Medical Imaging students are introduced to the various professional organizations. Students are made aware of and strongly encouraged to join their professional organizations as a student in a medical imaging clinical program.

SAFETY POLICIES

MRI SAFETY POLICY

This policy is based on the ACR Manual on MR Safety

- There are no known biological risks associated with magnetic field or radiofrequency exposure to individuals that work in close proximity to MRI systems. The static magnetic field of the MRI machine is always on, 24hours/7days a-week/365 days a year, requiring Zones III and IV be secured at all times. Ferromagnetic objects carried into Zone IV can become projectiles that may cause serious injury, death or equipment failure.
- MRI machines generate a very strong magnetic field within and surrounding the MRI scanner, therefore all individuals must be screened for MR safety prior to entering Zones III or IV of the MR environment.
- As a medical imaging student, you are required to follow MRI Safety policies and procedures. It is the students' responsibility to inform the program faculty of any changes that would affect their safety in MRI.
- Students will be educated and screened on MR safety prior to the beginning clinical rotations.
- Non-MRI students will be rescreened prior to their MRI observation.
- Non-MRI students will be screened again by MRI technologists on the day of their observation.

RADIATION SAFETY POLICY

It is the policy of the hospital directed by the State and Federal regulatory agencies that medical imaging students be monitored by means of a dosimetry badge for recording radiation dose levels. The Medical Physics/Radiation Safety department will provide one radiation badge (body badge) for monitoring students. It is the student's responsibility to wear the radiation badge in the proper manner, protect it from damage, avoid losing it and turn it in on time. Failure to comply is a direct violation of policy as well as against State and Federal Laws. The student must wear his/her radiation badge during clinical rotations. No student will be allowed to remain in clinical without his/her radiation badge.

- The radiation badge must be worn at neck level. If rotating through the OR and Fluoroscopy areas, radiation badge must be worn outside lead apron at neck level.
- Never leave radiation badge in an imaging room.
- Never wear radiation badge if the student is having medical or dental radiographs taken.
- Any accidents with the badge or loss of the badge must be immediately reported to program faculty.
- Exposure limits:
    - Student whole body (deep dose): 5 rem (5,000 millirems) per 12-month period
    - Pregnant Student: 0.5 rem (500 millirems) per entire gestation period or 0.05 rem (50 millirem) in any one month

- A student receiving 0.03 rem (30 millirem) deep or whole-body dose or higher within a one-month period will be counseled by the Program Director and the reason for the exposure documented.
- A student receiving 0.04 rem (40 millirem) deep or whole-body dose or higher within a one-month period will receive written notification for the dose and will be required to respond in writing, providing an explanation for that dose. Radiation safety counseling by the Radiation Safety Officer and the Programs Administrator will also be provided.

- Radiation badges will be read quarterly (except pregnant student) and evaluated by the Radiation Safety Officer. If readings are reported that are outside of the predetermined threshold (ALARA) levels, the student's work habits will be investigated by the Radiation Safety Officer.
- Program faculty will review radiation exposure reports with students quarterly. Students are required to initial reports.
- Radiation exposure reports will be kept on permanent file in the Program Director's office.
- Any questions regarding exposures will be directed to the program faculty and/or Medical Physics/Radiation Safety personnel.

Radiation Safety

- The student is expected to always exercise sound radiation protection practices. At no time should a student participate in a procedure that exhibits unsafe protection practices.
- Never make an exposure while the door to the radiographic room is open.
- Always use collimation.
- Always stand behind the lead barrier when making an exposure.
- **Students are never to hold image receptors during radiographic examinations.**
- **Students are never to hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.**

SCHOOL CANCELLATIONS

Lifespan School of Medical Imaging will announce school cancellation notices through the Rhode Island Broadcasters Association. Tune into local news stations, or log onto websites for cancellations. Students are encouraged to sign up for a free service through the RI Broadcasters Association that allows students to receive school closings with a text message sent directly to their mobile phone or email. Cancellations will also be posted on the LSMI Facebook page.

SOLICITATION OR DISTRIBUTION

Solicitation is defined as urging or attempting to verbally persuade another individual to buy a product or service, support a cause, join an organization, or make contributions to a fund. Distribution is defined as the handing out of printed or written materials that are not official hospital/school business. The primary purpose of this policy is to protect students, employees, patients and visitors from embarrassment or inconvenience caused by unwanted solicitations.

STUDENT HEALTH

COVID and FLU VACCINATIONS ARE MANDATORY. Medical and religious exemptions are NOT accepted.

FLU SHOTS

Lifespan provides flu shots to students free of charge.

HEALTH SERVICES
Health services are available to enrolled Rhode Island College students. See the health center's web site at http://www.ric.edu/healthservices/ for additional information.

HEALTH CHANGES
- The student must notify program faculty of changes to their health status or medications.
- If at any time a student has been hospitalized longer than 24 hours or absent for 3 consecutive days, the student must present documentation of medical clearance to resume didactic and clinical course work.
- There is no opportunity for light duty.

INJURY TO STUDENT
- All accidents or injuries, major or minor, must be reported to a supervisor at clinical affiliate immediately.
- The student must notify program faculty as soon as possible after an injury has occurred.
- An incident report must be completed and filed at the School of Medical Imaging.

COMMUNICABLE DISEASE EXPOSURE
- Students are required to report any exposure to a communicable disease (e.g. hepatitis, tuberculosis, pertussis, COVID, etc.) to a supervisor at clinical affiliate.
- The student must notify program faculty as soon as possible after exposure has occurred.
- An incident report must be completed, and a copy filed at the School of Medical Imaging.
- If an exposure is reported to program faculty via EOHS, the student must provide written documentation that follow-up occurred.

In the case of student injury/communicable disease exposure, the student may go to their health care provider, RIC health center (if applicable), urgent care center, or emergency department for care. The student is responsible for fees related to medical treatment.

STUDENT SERVICES

ACCOMODATIONS
The School of Medical Imaging is committed to making reasonable accommodations for students with documented disabilities. If a student is seeking reasonable accommodations for a disability under the American with Disabilities Act, and/or Section 504 of the Rehabilitation Act of 1973, he/she is required to submit the proper documentation to program faculty. Rhode Island College students must register with the Disability Services Center at RIC (401-456-2776, http://www.ric.edu/disabilityservices) and provide a *Request for Reasonable Accommodations* letter to their instructors. Students requesting course accommodations through the Disability Services Center at RIC must schedule a meeting with course instructor before the start of the semester to sign form and discuss accommodations. Any recorded course materials will not be shared outside of course and must be destroyed at the end of the course.

CLINICAL STATEMENT NOTE: Testing and Classroom Accommodations listed on an *Accommodation Letter* from Disability Services apply to the classroom portion of the course only. In the clinical and/or laboratory settings, a student must be able to function within the minimum requirements outlined by the program's Technical Standards. Students should possess the skills and abilities in order to perform the required tasks and duties of the profession.

ADVISEMENT
Each student attends advisement sessions with program faculty a minimum of two times per semester – mid-semester and end-of-semester. A signed copy of the advisement discussion is placed in the student's file. If additional advisement is necessary, faculty follows the Counseling and Corrective Action Policy.

Enrolled Rhode Island College students have access to the Counseling Center on the RIC campus. The Counseling Center exists to help students fully develop their intellectual, emotional, and social potential, and to alleviate the distress and conflicts which may interfere with that development. For more information, visit the center's web site at http://www.ric.edu/counselingctr.

CAREER DEVELOPMENT SERVICES
RIC Career Development Center provides counselors for resume and interview workshops at the School of Medical Imaging for medical imaging students. Enrolled Rhode Island College students also have access to the Career Development Center on the RIC campus. For more information, visit the center's web site at http://www.ric.edu/careerdevelopment.

COMPUTERS
Students have access to limited computers at Lifespan School of Medical Imaging for educational purposes (see program faculty to obtain access). Computers are also available to enrolled Rhode Island College students on the college campus. Computers in the radiology departments are to be utilized for hospital use only.

LEARNING FOR LIFE
Enrolled Rhode Island College students have access to Learning for Life, a collaboration of the College Crusade, Goodwill Industries of Rhode Island, College Visions and Rhode Island College. Learning for Life (L4L) links students to a wide range of services, supports, and opportunities that will fortify them for college success and remove any challenges and obstacles that may prevent education from remaining a priority in their lives. For more information, visit the web site at http://www.ric.edu/learning for life/.

LIBRARIES
The following libraries are available for student use:
- School of Medical Imaging library at Prairie Avenue
- Peters Health Sciences Library at Rhode Island Hospital
- James P. Adams Library at Rhode Island College is available for enrolled Rhode Island College students

TUTORING
Tutoring is available on an as-needed basis to all students upon request. It is the student's responsibility to request tutoring as well as complete any recommended follow-up. Tutoring is scheduled according to instructor availability and should not be scheduled during clinic time.

STUDENT TERMINATED AS EMPLOYEE

In the event a student, working as an employee, is terminated from a clinical affiliate, the student may be dismissed from the program.

TECHNICAL STANDARDS

PSYCHOMOTOR	
Stoop:	to lift imaging supplies and accessory equipment
Kneel:	to perform CPR to assist patients who may fall or faint
Crouch:	to place supplies and accessory equipment on floor or under imaging table
Reach:	at least 6’ from floor to imaging equipment
Handle:	Imaging equipment
Maneuver:	patients in wheelchairs and stretchers, IV poles, oxygen tanks patients on and off the imaging table; in and out of wheelchairs patients who may fall or faint
Lift and Place:	patient and image supplies and accessory equipment
Walk:	for duration of assigned shift
Wear:	lead aprons, thyroid shields and lead gloves if applicable
Hear:	verbal directions/requests from physicians, patients, etc. blood pressure sounds through a stethoscope signals from imaging equipment
See:	Control sheets for information related to examination proper position of patients proper equipment setup motionlessness; respiratory phase of patient
Talk:	to communicate in English to staff, patients, etc.
Manipulate:	small objects such as knobs and buttons, needles and syringes (venipuncture), etc.

COGNATIVE/AFFECTIVE
Students must possess the physical and emotional health required for the application of his/her intellectual abilities and the employment of sound judgment in an appropriate and prompt manner.
▪ Demonstrate emotional stability to function effectively under stress
▪ Manage and prioritize multiple tasks
▪ Exhibit social skills necessary to communicate effectively and maturely
▪ Maintain effective, mature, and sensitive relationships with others
▪ Adapt to changing environments and display flexibility
▪ Work independently with indirect supervision
▪ Possess motivation
▪ Maintain professional integrity at all times

MAGNETIC RESONANCE IMAGING SAFETY
▪ Student cannot have contraindicated biomedical devices, implants, and materials (pacemaker)
▪ Student cannot have ferromagnetic contraindicated biomedical devices, implants, and material (aneurysm clip)
▪ Students cannot have accidental ferromagnetic implanted objects and/or materials (shrapnel in eyes, skin) ▪ Students cannot have contraindicated devices assisting in routine tasks (hearing aids)
▪ Students cannot have phobias that would not allow them to perform routine tasks and care in the healthcare environment

TECHNOLOGY

Use of laptops for activities (assignments, quizzes, tests, exams):

1. Blackboard access is required for course. Laptops should be brought to each class. All activities will be completed via Blackboard.
2. Laptops should be utilized for all activities. (Non-laptop devices should not be used.)
3. Activities will be timed. The activity will shut off and submit once time runs out.
4. **Activities will NOT be reset**. Students must use reliable/secure WiFi access.
5. Reliable/Secure access is available via Rhode Island College and Lifespan School of Medical Imaging.

TEXTBOOKS

Students will be provided with a textbook list prior to the start of each semester. It is the student's responsibility to obtain all the required textbooks prior to the start of each course.

TRANSFER STUDENTS

The School of Medical Imaging does not accept transfer credit for any previous medical imaging didactic or clinical courses.

TUITION AND FEES

RHODE ISLAND COLLEGE STUDENTS ONLY: Tuition is paid to Rhode Island College (RIC).

RIC Estimated Tuition and Fees (per semester)

$5,483	Rhode Island Residents
$7,853	Northeast Neighbors
$13,249.50	Out-of-state Residents

- Visit Tuition and Fees 2022-2023 | Rhode Island College (ric.edu) for more information on RIC tuition and fees.
- The School of Medical Imaging participates in Title IV financial aid through enrollment in Rhode Island College.
- There are **NO** refunds issued by the School of Medical Imaging.

CT AND MAMMOGRAPHY PROGRAM STUDENTS ONLY: Tuition is paid to LSMI. See individual program section for schedule.

- There are **NO** refunds issued by the School of Medical Imaging.

ALL STUDENTS – Additional fees:

- Books - $750
- Calculator - $50
- Uniforms - $200-300
- Laptop (with Microsoft Office) - $750
- Additional fees – up to $300
- Credentialing exam – up to $300 per exam

Payments:

- Payments in the form of bank checks or money orders are acceptable for tuition payments.
- Payment made to the Rhode Island Hospital Cashier's Office:
    - Documentation of receipt must be made to the school's Administrative Assistant by the due date for the payment to be applied to tuition balance.

VACATIONS

See School Calendar for schedule of days off and vacations.

VENIPUNCTURE TRAINING

- Student will complete Venipuncture Simulation Competency. Failure to pass the competency after two attempts will result in program dismissal.
- After successful completion of Venipuncture Simulation Competency, the student must complete the required venipuncture competencies per clinical syllabus requirements, if applicable. If the student does not complete the venipuncture competency per clinical syllabus, the student will be dismissed from the program immediately.

WITHDRAWAL POLICY

If a student wishes to withdraw from the program for any reason, the program faculty must be notified in writing. There are no refunds from the School of Medical Imaging.

If a student withdraws from a course for any reason, the student will be dismissed from the program.

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Computed Tomography

This section has been designed to give you specific policies and procedures that govern the Computed Tomography Program.

THE PROGRAM

DESCRIPTION

Lifespan School of Medical Imaging offers a 6-month full time day program designed to offer both clinical and didactic education in computed tomography. Upon successful completion of the program, the student is qualified to take the certifying examinations offered by The American Registry of Radiologic Technology Certification Board.

PROGRAM GOALS

- Students will have entry-level employment skills.
- Students will have effective communication skills.
- Students will be able to critically think to problem solve.
- Students will have the skills necessary to provide appropriate patient care and comfort.
- The program will provide qualified computed tomography technologists to meet the health care needs of the community.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The 6-month clinical program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. The clinical affiliates offer a balanced education sufficient in quantity and variety of computed tomography examinations as well as diversified modern equipment.

A standardized evaluation system is followed to document the student's clinical progress throughout the program. All students are required to demonstrate competence in a variety of procedures. School faculty makes every effort to preserve educational cohesiveness without compromising the patient care responsibilities of the department. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace a registered technologist.

Clinical sites may be added or deleted at the discretion of the program director and faculty.

CLINICAL HOURS: 7:30a-3:30p

CLINICAL SCHEDULE: Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by program faculty due to extenuating circumstances.

DIDACTIC INFORMATION

COURSE SCHEDULE

Didactic classes are held at the Lifespan School of Medical Imaging or at Rhode Island Hospital. The class day and times are subject to change and are dependent on instructor availability, number of courses offered, and labs associated with the didactic content. Every effort will be made to inform students of changes in the didactic schedule.

COURSE SCHEDULE

		Credits
CTSC 300	Principles of Computed Tomography	2
CTSC 301	CT Physics and Radiation Protection	2
CTSC 407/MEDI 309	Sectional Anatomy	3
CTSC 432	Clinical Education and Registry Review	8

COURSE DESCRIPTIONS

CTSC 300 Principles of Computed Tomography

The course provides students with the basic principles of computed tomography imaging, basic concepts of patient care including pharmacology, drug administration and contrast media for safe injection techniques. Discussion also includes the basic procedures and pathologies associated with computed tomography.

CTSC 301 CT Physics and Radiation Protection

The course provides students with the CT imaging system components and their function. Focus will include image quality as it relates to spatial resolution, contrast resolution, noise, linearity, and uniformity. Radiation safety responsibilities to include minimizing dose while maintaining image quality, QC testing and CT artifacts will also be discussed.

CTSC 407 Sectional Anatomy

This course provides students with basic terminology necessary to study sectional anatomy related to anatomic position, directional terms, body planes, cavities, habitus, and regional divisions. It also provides the students with detailed anatomy by structure and relationship to other structures in several planes.

CTSC430 Registry Review

This course is a review to prepare students for national certification exams offered by the ARRT.

CTSC 432 Clinical Education

This course provides the student exposure to the clinical environment. The student is able to gain the skills required to achieve clinical competencies in a variety of CT examinations. Emphasis is placed on the student gaining confidence and performing routine examinations with minimal intervention.

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Diagnostic Medical Sonography

Abdominal Extended & Obstetrical and Gynecology

This section has been designed to give you specific policies and procedures that govern the Diagnostic Medical Sonography Program.

ACCREDITATION:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Tel: (727) 210-2350
Fax: (727) 210-2354
Email: mail@caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
Tel: (443) 973-3251
Fax: (866) 738-3444
Email: mail@jrcdms.org
The JRC-DMS reviews sonography programs to ensure that the program follows and adheres to standards set and recommends accreditation.

THE PROGRAM

DESCRIPTION
Lifespan School of Medical Imaging offers a 20-month full time day program designed to offer both clinical and didactic education in diagnostic medical sonography. Upon successful completion of Spring 1 Semester, the student is expected to complete and pass the Sonographic Physics & Instrumentation examination offered by the American Registry of Diagnostic Medical Sonographers. Upon successful completion of the SPI examination, the student will continue in the program. Once program requirements are met, the student is qualified to take the Abdomen Extended and OB/GYN certifying examinations offered by the American Registry of Diagnostic Medical Sonographers.

PROGRAM GOALS and STUDENT LEARNING OUTCOMES

1. **Student will be competent in the knowledge, skills and behavior learning domains within the Abdominal Sonography (Extended) and Obstetrics and Gynecology Sonography concentrations. The student will be an entry-level sonographer.**

a. Students will be able to independently perform abdominal (extended) sonographic examinations and procedures.
b. Students will be able to independently perform obstetric and gynecologic sonographic examinations and procedures.
c. Students will display technical skills necessary to produce high-quality sonographic images as well as identification and documentation of pathology.
d. Students will practice safe ergonomics

2. **Students will demonstrate effective communication when working with patients and healthcare professionals in a manner that respects diversity and promotes integrity.**
    a. Students will be able to demonstrate effective and professional oral communication skills with patients, staff, and radiologists.
    b. Students will demonstrate effective written communication skills in preliminary reporting.
    c. Students will direct patients with ease and confidence to obtain proper images while understanding the patient's needs and capabilities.
3. **Students will apply effective critical thinking skills to solve problems in the healthcare environment.**
    a. Students will adjust scanning techniques to accommodate all unique challenges.
    b. Students will maximize ultrasound controls to produce high-quality images.
    c. Students will be able to accept constructive feedback and adjust accordingly.
4. **Students will display qualities required for professional growth and development as well as prioritizing continuous education in order to best serve the community.**
    a. The program will recruit those students who are well-prepared to meet the academic challenges of the Diagnostic Medical Sonography Program.
    b. The program will help fulfill the needs of the healthcare community.
    c. Both graduates and employers will be satisfied with the practical skills learned in the program and will fulfill the needs of the healthcare community.
    d. The program will prepare students to successfully attempt national registry examinations.
    e. Students will understand the value of personal, professional advancement and will continue to obtain additional credentials and technical experience.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The 20-month clinical program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. The clinical affiliates offer a balanced education sufficient in quantity and variety of examinations as well as diversified modern equipment. All students will have an opportunity to observe in other imaging modalities.

A standardized evaluation system is followed to document the student's clinical progress throughout the program. All students are required to demonstrate competence in a variety of procedures. School faculty makes every effort to preserve educational cohesiveness without compromising the patient care responsibilities of the department. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace a registered technologist.

Clinical sites may be added or deleted at the discretion of the program director and faculty AND based on the JRC-DMS recognition process.

CLINICAL HOURS: 8:00a-4:00p

CLINICAL SCHEDULE: Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by program faculty due to extenuating circumstances.

CLINICAL COMPETENCY REQUIREMENTS

During each clinical internship, the syllabus will list the competency requirements that are to be completed for that semester. Students must complete competencies to ensure they have mastered the procedure or technique. All competencies will be completed on Trajecsys ®.

GENDER SPECIFIC POLICIES:

Lifespan & Clinical Affiliate Policy: All students, both male and female will be permitted to perform scans/observations that involve gender specific studies (i.e., breast, gynecologic and scrotal examinations). However, to assure an environment that is conducive to patient privacy, patients will have the right to refuse a student's participation.

DIDACTIC INFORMATION

COURSE SCHEDULE

Semester 1: September to December		**Credits**
MEDI 203	Introduction to Medical Imaging	3
MEDI 205	Medical Terminology in Medical Imaging	1
MEDI 255	Patient Care in Medical Imaging	3
DMS 305	Foundations of Diagnostic Medical Sonography	3
MEDI 308	Professional Behavior in Medical Imaging	3
	Total Credits	**13**
Semester 2: January to April		
DMS 308	Sonographic Principles and Instrumentation	4
DMS 306	Abdominal and Small Parts Sonography	5
DMS 310	DMS Clinical Education I	3
	Total Credits	**12**
Semester 3: May to August		
DMS 312	Sonographic Women's Imaging	4
DMS 330	DMS Clinical Education II	5
	Total Credits	**9**
Semester 4: September to December		
DMS 431	Vascular Sonography	3
DMS 432	Obstetrical Sonography	4
DMS 410	DMS Clinical Education III	5
	Total Credits	**12**
Semester 5: January to April		
DMS 435	Advanced Procedures in Diagnostic Medical Sonography	3

DMS 434	DMS Registry Review	3
MEDI 463	Senior Seminar in Medical Imaging	3
DMS 430	DMS Clinical Education IV	4
	Total Credits	**13**

COURSE DESCRIPTIONS

MEDI 203 Introduction to Medical Imaging (3 Credits)
This course gives the student an overview of the medical imaging profession, the responsibilities of an imaging professional as well as the role of a medical imaging student.

MEDI 205 Medical Terminology in Medical Imaging (1 Credit)
This course is designed to provide the student with knowledge of basic medical terminology utilized in medical imaging.

MEDI 255 Patient Care in Medical Imaging (3 Credits)
This course provides the student the patient care skills needed for safe practice in the healthcare environment. Included is a lab exercise.

MEDI 308 Professional Behavior in Medical Imaging (3 credits)
This course is designed to educate students on essential verbal and nonverbal communication skills necessary for the healthcare environment. Students will learn through role play and scenarios.

DMS 305 Foundations of Diagnostic Medical Sonography (3 credits)
This course covers an introduction to diagnostic medical sonography including history, terminology, ergonomics, and equipment. The student receives hands-on orientation and education to the equipment, instrumentation, and scanning techniques.

DMS 308 Sonographic Physics and Instrumentation (4 credits)
This course gives the student the foundation and principles of ultrasound physics and instrumentation. Course topics include preparation for the ARDMS SPI examination.

SONOGRAPHIC PRINICPLES AND INSRUMENTATION REQUIREMENT

The student is required to attempt the Principles and Instrumentation Registry examination as offered by the American Registry of Diagnostic Medical Sonography before the start of the Spring Year 2 semester. It is not required that the student successfully pass the examination, but an attempt must be made and documented to the Program Director prior to the first day of the Spring year 2 semester. If an attempt is not made, the student will not be allowed to continue in the Diagnostic Medical Sonography Program. Exam fee is $225 (at print).

DMS 306 Abdomen & Small Parts Sonography (5 credits)
This course educates the student on sonographic anatomy, procedures, and pathology of the abdominal cavity. Students will also be educated on the sonographic anatomy, procedures, and pathology of small part organs, including but not limited to the thyroid and scrotum. A lab component gives the student hands-on, supervised experience in the examinations mentioned above.

DMS 309 Clinical Practice I (3 credits)
This course introduces the student to the clinical environment of DMS with emphasis on departmental procedures, ergonomics, and patient care. The student will also be introduced to the practical experiences of observing and participating in sonographic examinations.

DMS 312 Sonographic Women's Imaging (4 credits)
This course educates the student on sonographic anatomy, procedures, and pathology of the female pelvis. This course also covers sonographic anatomy, procedures, and pathology of the breast. A lab component gives the student hands-on, supervised experience.

DMS 330 Clinical Practice II (5 credits)
This course is a continuation to DMS 310. The student is able to gain the skills required to achieve clinical competencies in a variety of DMS examinations. The course allows for the practice of skills learned to become proficient in DMS examinations and patient care.

DMS 432 Obstetrical Sonography (3 credits)
This course educates the student on sonographic anatomy, procedures, and pathology of the gravid female. First, second and third trimester development, complications and abnormalities will be conveyed. A lab component gives the student hands-on, supervised experience with scanning a gravid patient.

DMS 410 Clinical Practice III (5 credits)
This course is a continuation of DMS 330. Focus is on routine DMS examinations in various clinical settings. Emphasis is placed on the student gaining confidence and performing routine examinations with minimal intervention.

DMS 431 Vascular Sonography (4 credits)
This course educates the student on sonographic anatomy, procedures, and pathology of the periphery cardiovascular system. A lab component gives the student hands-on, supervised experience in vascular examinations After completion of this course, the student will be eligible to complete the Vascular Technology registry examination.

DMS 430 Clinical Practice IV (4 credits)
This course is a continuation of DMS. Focus is on advanced DMS examinations in various clinical settings. Emphasis is placed on the student gaining independence while functioning as a sonographer.

DMS 435 Advanced Procedures (3 credits)
This course educates the student on advanced applications and procedures that are utilized in sonography. These topics include echocardiography, elastography, and pediatric and musculoskeletal imaging. The purpose of this course is to provide a comprehensive education on post-graduate career-based options.

DMS 434 Registry Review (3 credits)
Review to prepare students for national certification exams offered by the ARDMS.

ERGONOMICS

Education and training in proper body mechanics are incorporated in the DMS program. A program of preventative maintenance exercises will be introduced to successfully prevent work-related musculoskeletal injuries. Students will be expected to practice healthy and appropriate scanning practices in order to maximize their clinical education and to preserve their occupational health.

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Magnetic Resonance Imaging

This section has been designed to give you specific policies and procedures that govern the Magnetic Resonance Imaging Program.

ACCREDITATION: In 2015, the MRI Program received the maximum accreditation award of 8 years.
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel: (312)704-5300
Fax: (312) 704-5304
mail@jrcert.org
www.jrcert.org

RESOLUTION OF COMPLAINTS
ALLEGATIONS OF NON-COMPLIANCE WITH *JRCERT STANDARDS*

Any student allegations relating to non-compliance of *JRCERT STANDARDS* will be forwarded to the JRCERT along with a program response. See DMS and NMT program sections for JRC-DMS and JRCNMT for contact information.

Policy:
Any student complaint regarding allegations of non-compliance of *JRCERT STANDARDS* (referenced at web site below) should be submitted to the Program Director in writing with supporting documentation. The Advisory Committee will review both complaint and supporting documentation. The Advisory Committee will respond within 5 business days unless additional time is needed to explore the allegation. A response in writing including the compliant and resolution will be complete within 30 days of submission of the original complaint.

The program will maintain a record of all complaints and their resolutions.
If the student is not satisfied with resolution, the student can:

- Request all correspondence from the complaint including resolution be forwarded to the JRCERT
- Contact the JRCERT directly:

Address:	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182
Phone:	312-704-5300
Fax:	312-704-5304
Email:	mail@jrcert.org
Website:	www.jrcert.org

THE PROGRAM

The School of Medical Imaging MRI Program offers a 20-month full time day program designed to offer both clinical and didactic education in the art and science of Magnetic Resonance Imaging. Upon successful completion of the program, the student is qualified to take the certifying examination offered by The American Registry of Radiologic Technologists.

Goal 1 – Students will be clinically competent to become an effective member of the MRI profession.	
1.1	Students will demonstrate proficiency in routine MRI procedures.
1.2	Students will identify/apply safe MRI safety procedures.
1.3	Students will provide effective patient care skills relating to the healthcare environment.

Goal 2 – Students will have effective communication skills as a member of the healthcare team.	
2.1	Students will demonstrate effective communication skills in the healthcare environment.
2.2	Students will demonstrate the ability to communicate through oral and written correspondence.
2.3	Students will demonstrate cultural sensitivity as it relates to healthcare.

Goal 3 – Students will apply effective critical thinking skills to solve problems.	
3.1	Students will adapt to non-routine patients.
3.2	Students will critique images for diagnostic quality.

Goal 4 – Students will become a professional member of the healthcare community.	
4.1	Students will demonstrate professional skills in the healthcare environment.
4.2	Students will be identify/build employment skills to enter the workforce upon graduation.

Program Effectiveness Date: The program will provide qualified MRI technologists to meet the healthcare needs of the community.
The program will recruit students who are prepared to meet the academic challenges of an MRI program
The program will help fulfill the needs of the surrounding healthcare community.
Graduates will be satisfied with the practical skills learned in the program.
Employers will be satisfied with the practical skills graduates learned in the program.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The entire 20-month program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. Clinical sites may be added or deleted at the discretion of the program director and faculty AND based on the JRCERT recognition process. Each student has access to clinical facilities that offer a balanced education sufficient in quantity and variety of MRI examinations as well as diversified modern equipment.

A standardized evaluation system is followed through documentation of a student's clinical progress for the purpose of providing developmental assistance in correcting weaknesses. All students are required to demonstrate their competence in a variety of procedures and tasks. School faculty makes every effort to

preserve educational cohesiveness without compromising the patient care responsibility of the Magnetic Resonance Imaging department.

The program faculty schedules each student to practice individually with registered MRI technologists to ensure close direct or indirect supervision and to permit the student to obtain more than ample experience in all practical phases of routine, specialized, and emergency clinical functions. A 1:1 student to magnet ratio is maintained at all times. Clinical schedules are posted by the Educational Coordinator. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace a registered technologist.

1. Clinical Hours (Not to exceed 8 hours): All clinical affiliates 6:00 am – 4:30 pm
   - Meal Breaks: Scheduled at discretion of supervising technologist

2. Clinic Labs
   - Rhode Island Hospital or affiliate clinical site – 6:00 am-8:00 am (see syllabus for dates)
   - School of Medical Imaging (see syllabus for dates/times/classroom)

3. Clinical Schedule
   - Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by the program faculty due to extenuating circumstances.

GENDER SPECIFIC POLICIES
Lifespan Policy: All students, both male and female will be permitted to perform scans/observations that involve gender specific studies (i.e. breast and prostate imaging). However, to assure an environment that is conducive to patient privacy, patients will have the right to refuse a student's participation.

Rhode Island Medical Imaging (RIMI) Policy: Students are to abide by the RIMI/RIVI policy. Detailed information regarding the policy can be found in the MRI program administrative binder and/or Trajecsys.

DIDACTIC INFORMATION

COURSE SCHEDULE

Semester 1: September to December		**Credits**
MEDI 203	Introduction to Medical Imaging	3
MEDI 205	Medical Terminology in Medical Imaging	1
MEDI 255	Patient Care in Medical Imaging	3
MEDI 309	Sectional Anatomy in Medical Imaging	3
MEDI 308	Professional Behavior in Medical Imaging	3
	Total Credits	**13**
Semester 2: January to April		
MRI 302	Foundations of Magnetic Resonance Imaging	3
MRI 303	MRI Procedures I	3
MRI 304	MRI Physical Principles I	4
MRI 305	MRI Clinical Education I	3
	Total Credits	**13**
Semester 3: May to August		
MRI 306	MRI Procedures II	3
MRI 307	MRI Clinical Education II	5
	Total Credits	**8**
Semester 4: September to December		
MRI 431	MRI Physical Principles II	4
MEDI 410	Pathology in Medical Imaging	3
MRI 432	MRI Clinical Education III	5
	Total Credits	**12**
Semester 5: January to April		
MRI 433	Advanced Procedures in MRI	3
MRI 434	MRI Registry Review	3
MEDI 463	Senior Seminar in Medical Imaging	3
MRI 435	MRI Clinical Education IV	4
	Total Credits	**13**

COURSE DESCRIPTIONS

MEDI 203 Introduction to Medical Imaging (3 Credits)
This course gives the student an overview of the medical imaging profession, the responsibilities of an imaging professional as well as the role of a medical imaging student.

MEDI 205 Medical Terminology in Medical Imaging (1 Credit)
This course is designed to provide the student with knowledge of basic medical terminology utilized in medical imaging.

MEDI 255 Patient Care in Medical Imaging (3 Credits)
This course provides the student the patient care skills needed for safe practice in the healthcare environment. Included is a lab exercise.

MEDI 308 Professional Behavior in Medical Imaging (3 credits)
This course is designed to educate students on essential verbal and nonverbal communication skills necessary for the healthcare environment. Students will learn through role play and scenarios.

MEDI 309 Sectional Anatomy in Medical Imaging (3 Credits)
This course educates the student on basic anatomical structures of the human body through its relationship to surrounding structures on multiple imaging planes across various modalities.

MRI 302 Foundations in MRI (3 Credits)
This course covers basic MRI history, instrumentation, safety, positioning, equipment, coils and mechanisms of image formation. Also included are basic pharmacology, venipuncture and intravenous contrast media administration.

MRI 303 MRI Procedures I (3 Credits)
This course is a study of procedures for imaging bone, muscle, vascular structures, organs and soft tissues, brain, spine, neck and upper and lower extremity.

MRI 304 MRI Physical Principles I (4 Credits)
This course is a study of MR signal production, tissue characteristics, artifacts, quality assurance and image contrast. Also covered is magnetism, system components, magnets, RF systems, gradient systems, shim systems, and shielding.

MRI 305 MRI Clinical Education I (3 Credits)
This course provides an introduction to the clinical practice of MRI with emphasis on departmental procedures, MRI safety and patient care. It offers practical experience observing and applying imaging principles.

MRI 306 MRI Procedures II (3 Credits)
This course is a continuation of MRI 303, discussing imaging procedures for the abdomen, pelvis, upper and lower extremities. There is a continued emphasis on imaging techniques, procedures and protocols.

MRI 307 MRI Clinical Education II (5 Credits)
Clinical education is designed to gain skills required to achieve clinical competencies in a variety of MRI procedures. It allows for practice of skills learned and to become proficient in MRI and patient care.

MRI 431 MRI Physical Principles II (4 Credits)
This course is a continuation of MRI 304 providing a comprehensive overview of: encoding, data collection, image formation, K-space, acquisitions, advanced pulse sequences, flow phenomenon, MRA, cardiac MRI, and quality assurance.

MEDI 410 Pathology in Medical Imaging (3 Credits)
This course provides the student with knowledge of basic disease process most frequently diagnosed with medical imaging as well as recognizing the appearance of specific diseases through different modalities.

MRI 432 MRI Clinical Education III (5 Credits)
This course continues the experiences learned in MRI 310 including routine MRI procedures in various clinical settings on all patient types. Emphasis is placed on gaining confidence and manipulating parameters.

MRI 433 Advanced Procedures in MRI (3 Credits)
This course is a study of advanced procedures including cardiac, functional MRI, spectroscopy, biopsies, research, whole body imaging, MR microscopy, interventional MRI and the importance of Magnetic Resonance Safety Officers.

MRI 434 MRI Registry Review (3 Credits)
Students will review the specifications of the ARRT MRI examination, the guidelines for application, study strategies and content included in the exam.

MEDI 463 Senior Seminar in Medical Imaging (3 Credits)
This course is intended for medical imaging majors in their final year. Students are required to complete a project (may include but not limited to poster, paper, abstract).

MRI 435 Clinical Education IV (4 Credits)
This course continues experiences learned in MRI 432, including advanced MRI procedures in various clinical settings on all patient types. This course prepares students to become independent functioning MRI technologists.

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Mammography

This section has been designed to give you specific policies and procedures that govern the Mammography Program.

THE PROGRAM

DESCRIPTION

Lifespan School of Medical Imaging offers a 5-month part-time day program designed to offer both clinical and didactic education in mammography. Upon successful completion of the program, the student is qualified to take the certifying examinations offered by The American Registry of Radiologic Technology Certification Board.

PROGRAM GOALS

- Students will have entry-level employment skills.
- Students will have effective communication skills.
- Students will be able to critically think to problem solve.
- Students will have the skills necessary to provide appropriate patient care and comfort.
- The program will provide qualified mammographers to meet the health care needs of the community.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The 5-month clinical program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. Each student has access to Rhode Island Hospital which offers a balanced education sufficient in quantity and variety of mammography examinations as well as diversified modern equipment.

A standardized evaluation system is followed to document the student's clinical progress throughout the program. All students are required to demonstrate competence in a variety of procedures. School faculty makes every effort to preserve educational cohesiveness without compromising the patient care responsibilities of the department. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace a registered technologist.

Clinical sites may be added or deleted at the discretion of the program director and faculty.

CLINICAL HOURS
Clinical hours are based on an 8-hour day and start times can vary based on clinical site and rotation. Hours are scheduled between 6:30 am - 4:00 pm.

CLINICAL SCHEDULE: Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by program faculty due to extenuating circumstances.

DIDACTIC INFORMATION

Didactic courses follow the ARRT Structured Education guidelines.

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Nuclear Medicine Technology

This section has been designed to give you specific policies and procedures that govern the Nuclear Medicine Technology Program.

ACCREDITATION:
Joint Review Committee on Educational Programs in Nuclear Medicine Technology
820 W Danforth Rd, # B1
Edmond, OK 73003
Tel: (405) 285-0546
Fax: (405) 285-0579
Email: mail@jrcnmt.org

THE PROGRAM

DESCRIPTION
Lifespan School of Medical Imaging offers a 20-month full time day program designed to offer both clinical and didactic education in nuclear medicine technology. Upon successful completion of the program, the student is qualified to take the certifying examinations offered by The American Registry of Radiologic Technology Certification Board and/or the Nuclear Medicine Technology Certification Board.

GOALS
- Students will be clinically competent to support the healthcare community.
- Students will communicate effectively in the healthcare community.
- Students will critically think to problem solve.
- Students will be a professional member of the healthcare community.

Program Student Learning Outcomes
1. Students will be able to select and implement appropriate exam protocols and scan parameters to produce quality nuclear medicine and therapeutic procedures.
2. Students will demonstrate and apply appropriate radiation protection practices for patients, self, and other healthcare professionals.
3. Students will provide appropriate patient care.
4. Students will demonstrate effective communication when working with patients and healthcare professionals in a manner that respects diversity and promotes integrity.
5. Students will exhibit the qualities necessary for continuous learning and professional growth.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The 20-month clinical program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. The clinical affiliates offer a balanced education sufficient in quantity and variety of nuclear medicine examinations as well as diversified modern equipment.

A standardized evaluation system is followed to document the student's clinical progress throughout the program. All students are required to demonstrate competence in a variety of procedures. School faculty makes every effort to preserve educational cohesiveness without compromising the patient care responsibilities of the department. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace a registered technologist.

Clinical sites may be added or deleted at the discretion of the program director and faculty AND based on the JRCNMT recognition process.

CLINICAL HOURS

Clinical hours are based on an 8-hour workday and start times can vary based on clinical site and rotation. Schedules will be determined by the individual clinical site. Any changes to the schedule must be approved by the affiliate education supervisor and program director.

CLINICAL COMPETENCY REQUIREMENTS

During each clinical internship, the syllabus will list the competency requirements that are to be completed for that semester. Students must complete competencies to ensure they have mastered the procedure or technique. All competencies will be completed on Trajecsys ®

CLINICAL SCHEDULE

Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by program faculty due to extenuating circumstances.

CLINICAL SITE REQUIREMENTS

Clinical sites may require additional requirements (training, orientation, drug testing, etc…) for students to rotate at their clinical facility. It is the responsibility of the student to complete all necessary requirements of the clinical site.

DIDACTIC INFORMATION

COURSE SCHEDULE

Semester 1: September to December		**Credits**
MEDI 203	Introduction to Medical Imaging	3.0
MEDI 205	Medical Terminology in Medical Imaging	1.0
MEDI 255	Patient Care in Medical Imaging	3.0
MEDI 308	Professional Behavior in Medical Imaging	3.0
MEDI 309	Sectional Anatomy in Medical Imaging	3.0
	Total Credits	**13.0**
Semester 2: January to April		
NMT 302	Foundations of NMT	3.0
NMT 303	Nuclear Medicine Procedures I	3.0
NMT 304	NMT Radiation Safety and Radiobiology	3.0
NMT 336	NMT Clinical Education I	3.0
	Total Credits	**12.0**
Semester 3: May to August		
NMT 306	Nuclear Medicine Procedures II & Therapeutics	3.0
NMT 337	NMT Clinical Education II	5.0
	Total Credits	**8.0**
Semester 4: September to December		
NMT 433	Radiopharmaceuticals in Nuclear Medicine	3.0
NMT 434	NMT Radiation Physics and Advanced Instrumentation	3.0
NMT 436	NMT Clinical Education III	5.0
MEDI 410	Pathology in Medical Imaging	3.0
	Total Credits	**14.0**
Semester 5: January to April		
CTSC 300	Principles of Computed Tomography	2.0
CTSC 301	Physics and Radiation Protection	2.0
NMT 435	NMT Registry Review	3.0
NMT 437	NMT Clinical Education IV	4.0
MEDI 463	Senior Seminar in Medical Imaging	3.0
	Total Credits	**14.0**

COURSE DESCRIPTIONS

MEDI 203 Introduction to Medical Imaging (3 credits)

This course gives the student an overview of the medical imaging profession, the responsibilities of an imaging professional as well as the role of a medical imaging student.

MEDI 205 Medical Terminology in Medical Imaging (1 credit)

This course is designed to provide the student with knowledge of basic medical terminology utilized in medical imaging.

MEDI 255 Patient Care in Medical Imaging (3 credits)
This course provides the student the patient care skills needed for safe practice in the healthcare environment. Included is a lab exercise.

MEDI 309 Sectional Anatomy in Medical Imaging (3 credits)
This course educates the student on basic anatomical structures of the human body through its relationship to surrounding structures on multiple imaging planes across various modalities.

MEDI 308 Professional Behavior in Medical Imaging (3 credits)
This course is designed to educate students on essential verbal and nonverbal communication skills necessary for the healthcare environment. Students will learn through role play and scenarios.

MEDI 410 Pathology in Medical Imaging (3 credits)
This course provides the student with knowledge of basic disease process most frequently diagnosed with medical imaging as well as recognizing the appearance of specific diseases through different modalities.

MEDI 463 Senior Seminar in Medical Imaging (3 credits)
This course is intended for medical imaging majors in their final year. Students are required to complete a project (may include but not limited to poster, paper, abstract).

NMT 302 Foundations of Nuclear Medicine (3 Credits)
This course covers a variety of Nuclear Medicine topics as a way to introduce the student to Nuclear Medicine Technology. Topics include math, clinical procedures, introduction to instrumentation and venipuncture.

NMT 303 Nuclear Medicine Procedures I (3 Credits)
This course provides students with an understanding of nuclear medicine and molecular imaging procedures, including appropriate protocol selection, instrumentation, basic pathology, patient care skills, and interpretation of images.

NMT 304 Radiation Safety and Radiobiology (3 credits)
This course covers concepts and physical principles that govern radioactivity and interactions of ionizing radiation with matter, principles and applications of radiation safety and protection.

NMT 306 Nuclear Medicine Procedures II and Therapeutics (3 credits)
This course provides students with an understanding of nuclear medicine and molecular imaging procedures and therapeutics. Content covered includes protocol selection, instrumentation, pathology, patient care skills, and interpretation of images.

NMT 336 NMT Clinical Education 1 (3 credits)
Introduce the clinical practice of nuclear medicine with an emphasis on departmental policies and procedures, radiation safety and patientcare. Offers practical experience observing and applying health care principles.

NMT 337 NMT Clinical Education II (5 credits)
This course gives students, under direct and indirect supervision, clinical skills through observation and participation in NMT procedures. Emphasis is placed on the integration of clinical and didactic education.

NMT 433 Radiopharmaceuticals in Nuclear Medicine (3 credits)
This course will define and discuss the theory and practice of radiopharmacy and radiochemistry, including preparation, calculation of doses, quality control, radiation safety and applicable regulations.

NMT 434 NMT Physics and Advanced Instrumentation (3 credits)
The design, operation, and quality control of different types of detectors used in nuclear fxa4edmedicine will be covered. Concepts and physical principles that govern radioactivity and interactions of ionizing radiation with matter are also taught.

NMT 435 NMT Registry Review (3 credits)
This course is designed to bridge the gap between the introductory lectures and the clinical setting. This course prepares students for the national certification exams.

NMT 436 NMT Clinical Education III (5 credits)
This course teaches students, under supervision, clinical skills through observation and participation in Nuclear Medicine procedures. Emphasis is placed on the integration of clinical and didactic education leading to proficiency.

NMT 437 NMT Clinical Education IV (4 credits)
This course teaches students, under supervision, clinical skills through observation and participation in Nuclear Medicine procedures. Emphasis is placed on the integration of clinical and didactic education leading to proficiency.

CTSC 407 Sectional Anatomy and Pathology
This course provides students with basic terminology necessary to study sectional anatomy related to anatomic position, directional terms, body planes, cavities, habitus, and regional divisions. It also provides the students with detailed anatomy by structure and relationship to other structures in several planes.

CTSC 300 Principles of Computed Tomography
The course provides students with the basic principles of computed tomography imaging, basic concepts of patient care including pharmacology, drug administration and contrast media for safe injection techniques. Discussion also includes the basic procedures and pathologies associated with computed tomography.

CTSC 301 CT Physics and Radiation Protection
The course provides students with the CT imaging system components and their function. Focus will include image quality as it relates to spatial resolution, contrast resolution, noise, linearity, and uniformity. Radiation safety responsibilities to include minimizing dose while maintaining image quality, QC testing and CT artifacts will also be discussed.

RADIATION BADGE POLICY

It is the policy of the hospital and directed by the State and Federal regulatory agencies that students be monitored by means of a dosimetry badge for recording radiation dose levels. The Medical Physics/Radiation Safety department will provide two radiation badges (ring badge and body badge) for monitoring students. It is the student's responsibility to wear the radiation badges in the proper manner, protect it from damage, avoid losing it and turn it in on time. Failure to comply is a direct violation of policy as well as against State and Federal Laws.

- The student musts wear his/her radiation badges during clinical rotations. No student will be allowed to remain in clinical without his/her radiation badges.
- The body badge must be worn at waist level and the finger badge can be worn on either hand with the label palm up.
- Radiation badges should be never left in an imaging room, hot lab or injection room.
- Radiation badges should not be worn if the student is having medical or dental radiographs.
- Any accidents with the badge or loss of the badge must be immediately reported to program faculty.
- Radiation badges will be read monthly and evaluated by the Radiation Safety Officer. If readings are reported that are outside of the predetermined threshold (ALARA) levels, the student's work habits will be investigated by the Radiation Safety Officer.
- Program faculty will review radiation exposure reports with students monthly. Students are required to initial reports.
- Radiation exposure reports will be kept on permanent file at the Medical Physics/Radiation Safety department.
- Any questions regarding exposures will be directed to program faculty. Radiation Safety Officer will be consulted as needed.

SYRINGE SHIELD

Radiation protection includes using a syringe shield when preparing, manipulating and administering radiopharmaceuticals. All students are required to purchase a syringe shield. Ordering and pricing information will be provided at orientation. Syringe shields must be properly maintained and replaced immediately if lost or broken. **The fee for syringe shield is estimated to cost $150.00.**

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Radiography

This section has been designed to give you specific policies and procedures that govern the Radiography Program.

ACCREDITATION: In 2018, the Radiography Program received the maximum accreditation award of 8 years. The program submitted an Interim Report in June 2022 are awaiting the JRCERT Board review result.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Tel: (312)704-5300
Fax: (312) 704-5304
mail@jrcert.org
www.jrcert.org

RESOLUTION OF COMPLAINTS ALLEGATIONS OF NON-COMPLIANCE WITH *JRCERT STANDARDS*

Any student allegations relating to non-compliance of *JRCERT STANDARDS* will be forwarded to the JRCERT along with a program response. See DMS and NMT program sections for JRC-DMS and JRCNMT for contact information.

Policy:
Any student complaint regarding allegations of non-compliance of *JRCERT STANDARDS* (referenced at web site below) should be submitted to the Program Director in writing with supporting documentation. The Advisory Committee will review both complaint and supporting documentation. The Advisory Committee will respond within 5 business days unless additional time is needed to explore the allegation. A response in writing including the compliant and resolution will be complete within 30 days of submission of the original complaint.

The program will maintain a record of all complaints and their resolutions.
If the student is not satisfied with resolution, the student can:

- Request all correspondence from the complaint including resolution be forwarded to the JRCERT
- Contact the JRCERT directly:

Address:	Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive Suite 2850 Chicago, IL 60606-3182
Phone:	312-704-5300
Fax:	312-704-5304
Email:	mail@jrcert.org
Website:	www.jrcert.org

THE PROGRAM

The School of Medical Imaging – Radiography Program is a 20-month full-time day program designed to offer both clinical and didactic education in the art and science of radiography. Upon successful completion of the program, the student is qualified to take the certifying examination offered by the American Registry of Radiologic Technology Certification Board.

GOALS AND STUDENT LEARNING OUTCOMES

Goal 1 – Students will be clinically competent to become an effective member of the radiography profession.	
1.1	Students will demonstrate proficiency in diagnostic radiography examinations.
1.2	Students will provide safe radiation practice skills relating to radiography.
1.3	Students will provide effective patient care skills relating to the healthcare environment.
1.4	Students will be able to calculate and apply accurate exposure factors for routine exams.

Goal 2 – Students will have effective communication skills as a member of the healthcare team.	
2.1	Students will demonstrate effective communication skills in the healthcare environment.
2.2	Students will demonstrate the ability to communicate through oral and written correspondence.
2.3	Students will demonstrate cultural sensitivity as it relates to healthcare.

Goal 3 – Students will apply effective critical thinking skills to solve problems.	
3.1	Students will adapt to non-routine patients.
3.2	Students will distinguish between diagnostic and non-diagnostic images.

Goal 4 – Students will become a professional member of the healthcare community.	
4.1	Students will demonstrate professional skills in the healthcare environment.
4.2	Students will be prepared with employment skills to enter the workforce upon graduation.

Program Effectiveness Data: The program will provide qualified radiographers to meet the healthcare needs of the community.
Students will demonstrate proficiency in diagnostic radiography examinations.
Students will provide safe radiation practice skills relating to radiography.
Students will provide effective patient care skills relating to the healthcare environment.
Students will be able to calculate and apply accurate exposure factors for routine exams.

CLINICAL INFORMATION

CLINICAL PRACTICUM

The required clinical practicum is referred to as competency-based education. The curriculum is structured based on defined objectives and competencies.

Clinical education is a planned and structured experience. The 20-month training program is an inter-sequential integration of didactic and practical learning through classroom lectures, clinical laboratories, supplementary lectures, discussions, demonstrations, and supervised practice of standardized procedures. All clinical affiliates offer a balanced education sufficient in quantity and variety of general radiography examinations as well as diversified modern equipment. All students will have an opportunity to observe in interventional radiography,

radiation therapy, nuclear medicine technology, computed tomography, diagnostic medical sonography, and magnetic resonance imaging.

A standardized evaluation system is followed to document the student's clinical progress throughout the program. All students are required to demonstrate competence in a variety of procedures and tasks. School faculty makes every effort to preserve educational cohesiveness without compromising the patient care responsibilities of the department. The program faculty has the right to make changes to the clinical assignment schedule if deemed necessary or advantageous. A student will never be expected to replace the registered technologist.

CLINICAL SCHEDULE

Students will be scheduled at a specific clinical site. The schedule will be given in advance so students can plan accordingly. The rotations will be equally distributed. Changes can be made by program faculty due to extenuating circumstances.

CLINICAL SUPERVISION

Program faculty schedules each student to practice individually with a certified radiologic technologist (RT) to ensure direct or indirect supervision.

Direct Supervision

An RT is present in the x-ray room during student performance of a procedure or task. The RT will assess patient condition in relation to student knowledge and assist as needed throughout the exam. Direct supervision is required:

- Until the student proves competent on a particular procedure or task
- During performance of a competency evaluation
- During repeat images
- During RIMI rotations

Indirect Supervision

An RT is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of an RT adjacent to the x-ray room or location where the procedure or task is being performed.

Patient/Procedure Identification Policy

The purpose of the patient/procedure identification policy is for the student to understand the importance of checking and verifying the following information before performing all standard protocol radiology procedures as well as following through during and after the procedure has been completed:

- Correct patient
- Correct procedure
- Correct side
- Correct reason
- Correct anatomic marker

Procedure:

- Student – Competency not completed on procedure – Direct Supervision: An RT is present in the x-ray room during student performance of a procedure. The RT will assess patient condition in relation to student knowledge and assist as needed throughout the exam.
- Student – Competency complete on procedure – Indirect Supervision: An RT is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the

physical presence of an RT adjacent to the x-ray room or location where the procedure is being performed.

The following process is performed for direct/indirect supervision:

- The RT and student will review the control sheet and student's competency evaluation report prior to performing an exam.
- During the control sheet review, the student will verbally explain to the RT what exam will be performed as well as specific projections to be done during exam.
- The RT will review the student's competency evaluation report to decide whether direct or indirect supervision is needed.

The student will use the following process for the identification of Diagnostic Imaging (DI) patients and verification of the exam to be performed:

- The student will verify the patient's identity and exam using the TPERS+ ID process listed below. Once verified, the student will complete the BEGIN PROCEDURE step in LifeChart and then perform exam.

TPESR+ ID process is a 10-step process, allowing for a TIME OUT prior to imaging. The student will confirm this by placing a check mark next to each element on the RIS order.

(1) Time and Date of order
(2) Patient ID
(3) Exam ordered
(4) Side and labeling
(5) Reason for exam
(6) Student sets up patient for imaging exam
(7) TIME OUT
(8) Student verifies TPESR and initials RIS order (next to exam and side to be performed) **
(9) Image is taken
(10) + Review images with RT and confirm they match RIS order

Once the exam is complete, the student performs the END PROCEDURE step using the following process:

- TECHNOLOGIST – The technologist that verifies the images in PACS.
- SUPPORTING STAFF – The student that assists/performs the exam.

Additional information:
** The student will perform a time out prior to each image verifying correct exam, side, and anatomical marker. The student is not allowed to manipulate any images in CR/DR until the responsible RT is present.

When working alone or in teams (2 or more persons team, buddy-system, etc.):

- Each individual technologist and/or student will verify all of the above steps are performed as it relates to their workflow.

Disciplinary Action:
If the student fails to perform any of the steps in the *Patient/Procedure Identification Policy* resulting in a mistake, a SafetyNet event report will be completed. After reviewing the incident, the student will be disciplined following the *Counseling and Corrective Action Policy.*

CLINICAL COMPETENCIES

- Students are required to complete a required number of competencies prior to graduation.
- Each semester, the requirements change due to student level of education.
- Requirements for competencies per semester are listed on the Clinical Education syllabus each semester.
- Required competencies:
    - Mandatory - 48
    - Elective – 8
    - Contrast studies – 2
    - Skull – 2
    - Patient care - 10

CLINICAL HOURS

- All clinical affiliates: 6:30 am-4:00 pm (Not to exceed 8 hours)
- Optional evening and overnight shifts

CLINICAL SCHEDULES

Typical clinical schedule:

- Spring (Year 1): two days per week
- Summer and Fall: four days per week
- Spring (Year 2): three days per week

DIDACTIC INFORMATION

COURSE SCHEDULE

Semester 1: September to December		**Credits**
MEDI 203	Introduction to Medical Imaging	3
MEDI 205	Medical Terminology in Medical Imaging	1
MEDI 255	Patient Care in Medical Imaging	3
RAD 331	Foundations of Radiography	3
MEDI 308	Professional Behavior in Medical Imaging	3
	Total Credits	**13**
Semester 2: January to April		
MEDI 309	Sectional Anatomy in Medical Imaging	3
RAD 332	Radiographic Procedures I	3
RAD 334	Principles of Radiography	4
RAD 335	Clinical Education I	3
	Total Credits	**13**
Semester 3: May to August		
RAD 333	Radiographic Procedures II	3
RAD 336	Radiation Physics	3
RAD 338	Clinical Education II	5
	Total Credits	**11**
Semester 4: September to December		
RAD 432	Advanced Principles and Radiobiology	4
MEDI 410	Pathology in Medical Imaging	3
RAD 433	Clinical Education III	5
	Total Credits	**12**

Semester 5: January to April		
RAD 434	Advanced Procedures in Radiography	3
RAD 435	Registry Review	3
MEDI 463	Senior Seminar in Medical Imaging	3
RAD 436	Clinical Education IV	4
	Total Credits	**13**

COURSE DESCRIPTIONS

MEDI 203 Introduction to Medical Imaging (3 credits)
This course gives the student an overview of the medical imaging profession, the responsibilities of an imaging professional as well as the role of a medical imaging student.

MEDI 205 Medical Terminology in Medical Imaging (1 credit)
This course is designed to provide the student with knowledge of basic medical terminology utilized in medical imaging.

MEDI 255 Patient Care in Medical Imaging (3 credits)
This course provides the student the patient care skills needed for safe practice in the healthcare environment. Included is a lab exercise.

MEDI 309 Sectional Anatomy in Medical Imaging (3 credits)
This course educates the student on basic anatomical structures of the human body through its relationship to surrounding structures on multiple imaging planes across various modalities.

MEDI 308 Professional Behavior in Medical Imaging (3 credits)
This course is designed to educate students on essential verbal and nonverbal communication skills necessary for the healthcare environment. Students will learn through role play and scenarios.

RAD 311 Foundations in Radiography (3 credits)
This course introduces the student to the field of radiography and the clinical environment. Topics include terminology, positioning and imaging principles, equipment, and radiation safety. Includes a lab exercise.

RAD 332 Radiographic Procedures I (3 credits)
Students will learn routine positioning skills for chest, abdomen, and upper and lower extremities examinations. Laboratory exercises will be included for students to practice skills.

RAD 334 Principles of Radiography (4 credits)
This course explores the concepts of science and technology in x-ray imaging, as well as practical aspects of imaging and exposure. Topics include x-ray production, image creation and image quality.

RAD 335 Clinical Education I (3 credits)
This course introduces students to the clinical environment with emphasis on general radiography department procedures, radiation safety and patient care. It offers a practical experience observing and applying imaging principles.

RAD 333 Radiographic Procedures II (3 credits)
Students will learn routine positioning skills for spine, bony thorax, cranium, facial bones, sinuses and contrast examinations. Laboratory exercises will be included for students to practice skills.

RAD 336 Radiation Physics (3 credits)
This course explores x-ray circuit components, methods of rectification, and construction of the x-ray tube. Topics include x-ray interactions, absorption of radiation and its effects upon tissue and tissue recovery.

RAD 338 Clinical Education II (5 credits)
The student learns general radiography procedures, radiation safety and patient care with emphasis radiographer skills. It offers a practical experience applying imaging principles.

RAD 432 Advanced Principles and Radiobiology (4 credits)
Part I explores the concepts of creating and capturing the digital image. Part II includes radiobiology and radiation protection including radiation dose management for the patient, self and others.

MEDI 410 Pathology in Medical Imaging (3 credits)
This course provides the student with knowledge of basic disease process most frequently diagnosed with medical imaging as well as recognizing the appearance of specific diseases through different modalities.

RAD 433 Clinical Education III (5 credits)
The student performs routine radiography procedures in various clinical settings on all patient types with emphasis on exposure factors and gaining independence in the clinical environment.

RAD 434 Advanced Procedures in Radiography (3 credits)
The student will learn about advanced procedures in radiography including trauma, mobile, and surgical radiography, advanced procedures, and venipuncture. Emphasis will be on case studies and critical thinking skills.

RAD 435 Registry Review (3 credits)
This course is designed to prepare the student for the ARRT Radiography Exam. The student will complete practice tests to simulate the Registry exam.

MEDI 463 Senior Seminar in Medical Imaging (3 credits)
This course is intended for medical imaging majors in their final year. Students are required to complete a project (may include but not limited to poster, paper, abstract).

RAD 436 Clinical Education IV (4 credits)
The student performs routine radiography procedures in various clinical settings on all patient types with emphasis on critical thinking and independence in the clinical environment.

LEAD MARKERS

- Identifying anatomical lead markers (right and left) are to be used on all images taken by the student.
- When a student is gaining competency on an evaluation only his/her own student issued markers will be permissible.
- The student is responsible for all images bearing their markers.
- Personal markers may not be loaned to other students or staff technologists.
- The student is responsible for replacing lost anatomic markers. Replacement markers must be purchased immediately upon loss of marker(s). Payment in the form of cash will be made to the school. See program director for cost of markers.

- In case of lost markers, temporary school markers will be assigned to the student until such time that replacement personalized markers are received. The period of time to replace makers may not exceed four weeks.