

Medical Imaging Advising Handbook

Programs:

Diagnostic Medical Sonography

Magnetic Resonance Imaging

Nuclear Medicine Technology

Radiologic Technology

Student of Medical Imaging:

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 program 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 and Lifespan School of Medical Imaging School and Program-Specific Handbooks.

Every student is assigned a faculty advisor. 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 School of Medical Imaging makes every effort to assure that students, faculty, staff, and visitors with special needs are accommodated. It is the responsibility of the person with special needs to identify his/her needs so that accommodations can be made in a reasonable and timely fashion.

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.

POLICY OF NONDISCRIMINATION

The School of Medical Imaging admits students of any race, color, sex, and national or ethnic origin to all of 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 identification or expression, genetic information, age, religion, national or ethnic origin, veteran or disability in administration of its educational policies.

THE 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>.

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MISSION STATEMENTS

LIFESPAN

Delivering health with care.

SCHOOL OF MEDICAL IMAGING

The mission of the 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.

SCHOOL FACULTY

<i>Name</i>	<i>Title</i>
Maria Mendes	Administrative Assistant
Ellen Alexandre, MBA, RT(R)	Administrator, School of Medical Imaging Program Director, Radiologic Technology
Norman Swift, BS, RT(R)	Clinical Coordinator, Radiologic Technology
Louise Thibodeau, BS, RT(R)	Clinical Coordinator, Radiologic Technology
Paul Maria, BA, RDMS, RVT	Program Director, Diagnostic Medical Sonography
Lisa Tetreault, BS, CNMT, RT(N)	Program Director, Nuclear Medicine Technology
Carol Kut, RT(R)(M)	Program Director, Mammography
Randy Paquette, BS, RT(R)(MR)	Program Director, Magnetic Resonance Imaging
Eric Petrosinelli, BA, RT(R)(CT)	Program Director, Computed Tomography

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	PROGRAM(S)	ADDRESS
Rhode Island Hospital	All programs	593 Eddy Street, Providence, RI 02903
Hasbro Children's Hospital	CT, DMS, MRI, RT	593 Eddy Street, Providence, RI 02903
University Orthopedics	RT	2 Dudley Street, Suite 200, Providence, RI 02905
Newport Hospital	CT, DMS, MRI	11 Friendship Street, Newport, RI 02840
Portsmouth Imaging Center	CT, MRI	69 Turnpike Avenue, Portsmouth, RI 02871
The Miriam Hospital	CT, DMS, MRI, NMT, RT	164 Summit Avenue, Providence, RI 02906
Rhode Island Medical Imaging: Barrington Medical Center	CT, MRI	1525 Wampanoag Trail, Suite 101, East Providence, RI 02915
Rhode Island Medical Imaging: Greenwich Medical Center	CT, DMS, MRI, RT	1351 South County Trail, Suite 105, Route 2 South, East Greenwich, RI 02818
Rhode Island Medical Imaging: Blackstone Center	MRI	6 Blackstone Valley Place, Building 5/Suite 506, Lincoln, RI 02865
Rhode Island Medical Imaging: Blackstone Valley Medical Building	CT, DMS, MRI, RT	333 School Street, Suite 105, Pawtucket, RI 02860
Rhode Island Medical Imaging: Moshassuck Medical Center	CT, MRI, RT	1 Randall Square, Suite 103, Providence, RI 02904
Lawrence + Memorial Hospital	MRI	Main Campus, 365 Montauk Ave Montauk Ave, New London, CT 06320
Pequot Health Center	MRI	52 Hazelnut Hill Road, Groton, CT 06340
Lawrence + Memorial at Crossroads Waterford	MRI	196 Parkway South, Suite 102, Waterford, CT 06385
Westerly Hospital	CT, MRI	25 Wells St, Westerly, RI 02891
Women & Infants Hospital	DMS	101 Dudley Street, Providence, Rhode Island 02905

ADMISSION PRODEDURE

Diagnostic Medical Sonography, Magnetic Resonance Imaging, Nuclear Medicine Technology, Radiologic Technology

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 (1- or 2-page limit)

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 RADT 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. For students exempt from RADT 201, contact SMI to schedule the exam.
- Personal interview
- ALL COMMUNICATION WILL BE VIA RIC EMAIL.

Application deadlines:

- | | |
|---------------------------------|--------------------------|
| • Radiologic Technology | January 15 th |
| • Nuclear Medicine Technology | July 1 st |
| • Magnetic Resonance Imaging | July 1 st |
| • Diagnostic Medical Sonography | July 1 st |

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 2017 DMS, MRI, NMT, RT** (pages 10-11)

Notification letters of denial or conditional acceptance will be mailed out by the following dates:

- | | |
|---------------------------------|--------------------------------------|
| • Radiologic Technology | on or before April 15 th |
| • Nuclear Medicine Technology | on or before October 1 st |
| • Magnetic Resonance Imaging | on or before October 1 st |
| • Diagnostic Medical Sonography | on or before October 1 st |

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 cognate (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
- Completion of CPR – BLS for Healthcare Providers

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

ADMISSION FORM

STUDENT INFORMATION:

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

PROGRAM (Check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Diagnostic Medical Sonography | <input type="checkbox"/> Magnetic Resonance Imaging |
| <input type="checkbox"/> Nuclear Medicine Technology | <input type="checkbox"/> Radiologic Technology |

Checklist:	
	Completed application
	Essay (one required for each program student applies to) _____ Diagnostic Medical Sonography _____ Magnetic Resonance Imaging _____ Nuclear Medicine Technology _____ Radiologic Technology
	TEAS test – total score \geq 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 (A = 3; B = 2; C = 1; ALL OTHER GRADES = 0)
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		
RADT 201 – Orientation to Medical Imaging		
	Average	

Section B: INTERVIEW

Scoring – 1 to 3 points (1 point = Unacceptable; 2 points = Needs Improvement; 3 points = Acceptable)

Competency	Points
General Attitude	
Content of Answers	
Communication	
Punctual	
Professional Dress	
Work Experience	
	Average

FINAL SCORING:

Sections A: _____ x 0.50	
Section B: _____ x 0.50	
TOTAL POINTS	

Concerns:

Rhode Island College ADVISEMENT FORM – DIAGNOSTIC MEDICAL SONOGRAPHY

Competency Requirements

	<u>Completed:</u>	<u>Credits:</u>
Math competency	_____	0
Foreign 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
Math, Natural Science, and Advanced Science/Quantitative 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
RADT 201 Orientation to Medical Imaging	_____	1

Clinical Courses

Spring of year 3

RADT 255 Patient Care Interventions for Allied Health	_____	1
DMS 300 Introduction to Diagnostic Medical Sonography	_____	4
DMS 301 Introduction to Abdominal, Obstetric and Gynecological Sonography	_____	3
DMS 310 Clinical Practice I	_____	4.5
COMM 338 Communication for Health Professionals	_____	4 16.5

Summer of year 3

DMS 303 Abdominal Sonography I	_____	1.5
DMS 305 Obstetrical and Gynecological Sonography I	_____	1.5
DMS 330 Clinical Practice II	_____	8.5 11.5

Fall of year 4

DMS 333 Abdominal Sonography II	_____	1.5
DMS 335 Obstetrical and Gynecological Sonography II	_____	1.5
DMS 307 Sonographic Principles and Instrumentation I	_____	1
DMS 410 Clinical Practice III	_____	8.5 12.5

Spring of year 4

DMS 403 Abdominal Sonography III	_____	1.5
DMS 405 Obstetrical and Gynecological Sonography III	_____	1.5
DMS 337 Sonographic Principles and Instrumentation II	_____	1
DMS 430 Clinical Practice IV	_____	8.5 12.5

Total Credits **120**

Rhode Island College ADVISEMENT FORM – MAGNETIC RESONANCE IMAGING
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<u>Competency Requirements</u>	<u>Completed:</u>	<u>Credits:</u>
Math competency	_____	0
Foreign Language	_____	4-8
<u>General Education Courses</u>		
First Year Writing	_____	4
First Year Seminar	_____	4
Multiple Voices	_____	4
Studies in Literature	_____	4
Connections	_____	4
Social and Behavioral	_____	4
Arts	_____	4
Math, Natural Science, and Advanced Science/Quantitative Reasoning included in cognates		
<u>Pre-clinical Required Courses</u>		
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
RADT 201 Orientation to Medical Imaging	_____	1
<u>Clinical Courses</u>		
<u>Spring of year 3</u>		
RADT 255 Patient Care Interventions for Allied Health	_____	1
MRI 301 Introduction to Magnetic Resonance Imaging	_____	5
MRI 309 Clinical Observation	_____	3.5
COMM 338 Communication for Health Professionals	_____	4 13.5
<u>Summer of year 3</u>		
MRI 321 Physical Principles I	_____	3
MRI 311 Cross Sectional Anatomy and Imaging Procedures I	_____	3
MRI 310 Clinical Practice I	_____	8.5 14.5
<u>Fall of year 4</u>		
MRI 421 Physical Principles II	_____	3
MRI 411 Cross Sectional Anatomy and Imaging Procedures II	_____	3
MRI 410 Clinical Practice II	_____	8.5 14.5
<u>Spring of year 4</u>		
MRI 455 MRI Pathology	_____	1.5
MRI 420 Clinical Practice III	_____	8.5
MRI 430 Registry Review	_____	2 12.0
Total Credits		120

Rhode Island College ADVISEMENT FORM – NUCLEAR MEDICINE TECHNOLOGY

Competency Requirements

	<u>Completed:</u>	<u>Credits:</u>
Math competency	_____	0
Foreign 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

Math, Natural Science, and Advanced Science/Quantitative 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
RADT 201 Orientation to Medical Imaging	_____	1

Clinical Courses

Spring of year 3

RADT 255 Patient Care Interventions for Allied Health	_____	1	
NMT 231 Clinical Observation	_____	3.5	
NMT 301 Introduction to Nuclear Medicine Technology	_____	4	
COMM 338 Communication for Health Professionals	_____	4	
NMT 321 Diagnostic Nuclear Medicine Procedures I	_____	3	16.5

Summer of year 3

NMT 332 Clinical Diagnostic Procedures I	_____	8.5	
NMT 405 Radiopharmacy	_____	1	
NMT 311 Radiation Safety and Radiation Physics	_____	2	
NMT 421 Diagnostic Nuclear Medicine Procedures II	_____	3	14.5

Fall of year 4

NMT 402 Instrumentation and Radiobiology	_____	2	
NMT 425 Diagnostic Nuclear Medicine Procedures III	_____	3	
NMT 431 Clinical Diagnostic Procedures II	_____	8.5	13.5

Spring of year 4

NMT 430 Registry Review	_____	2	
NMT 432 Clinical Diagnostic Procedures III	_____	6.5	
CTSC 300 Principles of Computed Tomography	_____	2	
CTSC 301 Physics and Radiation Protection	_____	2	
CTSC 407 Sectional Anatomy and Pathology	_____	2	14.5

Total Credits **120**

Rhode Island College ADVISEMENT FORM – RADIOLOGIC TECHNOLOGY

Competency Requirements

	<u>Completed:</u>	<u>Credits:</u>
Math competency	_____	0
Foreign 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

Math, Natural Science, and Advanced Science/Quantitative 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
RADT 201 Orientation to Medical Imaging	_____	1

Clinical Courses

Summer of year 2

RADT 255 Patient Care Interventions for Allied Health	_____	1	
RADT 301 Introduction to Radiography	_____	3.5	4.5

Fall of year 3

RADT 305 Skeletal Anatomy	_____	3	
RADT 306 Radiographic Procedures I	_____	3	
RADT 309 Clinical Education I	_____	3.5	
RADT 320 Principles of Radiography I	_____	3	12.5

Spring of year 3

RADT 307 Radiographic Procedures II	_____	3	
RADT 330 Radiation Physics I	_____	3	
RADT 310 Clinical Education II	_____	3.5	
COMM 338 Communication for Health Professionals	_____	4	13.5

Summer of year 3

RADT 308 Radiographic Procedures III	_____	3	
RADT 321 Principles of Radiography II	_____	3	6

Fall of year 4

RADT 431 Radiation Physics II	_____	3	
RADT 440 Cross Sectional Anatomy	_____	1	
RADT 411 Clinical Education III	_____	8	12

Spring of year 4

RADT 425 Ethics/Critical Thinking	_____	2	
RADT 461 Registry Review	_____	3	
RADT 412 Clinical Education IV	_____	8	13

Total Credits

120

ACADEMIC AND CLINICAL STANDARDS

Students must maintain a minimum grade of “C/75” 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/75”.

GRADING SYSTEM

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	78-79
C	75-77
D	70-74
F	69 and below

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.

The following actions are reflective of academic dishonesty and are subject to disciplinary action by program faculty. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

- Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids, or another student’s assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the instructor. Unless otherwise directed by the instructor, students should accomplish all assignments individually.
- Looking at another student’s test, answer sheet, or other materials.
- Talking during a test. The instructor cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating.
- Copying from or allowing another student to copy from a test, homework, or other course work which is not intended to be collaborative in nature.
- Tampering with an instructor’s records of grades or scores.
- Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the instructor.

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 or 8 hours per day. Each program has specific attendance policies and procedures based on the length and structure of the program.

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 work schedules.

DIDACTIC 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.

CLINICAL ATTENDANCE

General Information

- Students are expected to be on time and stay for the duration of their assigned clinical rotation.
- If a student is going to be absent or late, he/she **must** call the School of Medical Imaging at 401-606-8531 prior to his/her scheduled clinical start time. The student should indicate his/her name and the assigned clinical area. Should the automated assistant answer, the student must leave the message in the voicemail box.
- E-mail messages, text messaging, and students calling each other in 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. 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 2 personal days per semester.
- Personal days may be utilized for unscheduled absences (e.g. illnesses, personal emergency, etc.) or scheduled absences (e.g. physician appointments, job interviews, etc.).
- Personal days cannot be carried over to a subsequent semester.

Attendance Documentation

- Students are required to document their attendance.
- Only PC's at the clinical sites are to be utilized when using the Trajecsys system.
- 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.

Unexcused Absence (no call, no show)

- An unexcused absence is any clinical absence which has not been reported to program faculty. Any student who fails to report **two** unexcused absences during the program will be dismissed.

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

Excessive Absences

- Any student having more than 4 absences in one semester will be dismissed from the program.

2 nd absence	Verbal Counseling
3 rd absence	Written Corrective Action Plan
4 th absence	Final Written Corrective Action Plan
5 th absence	Dismissal

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 5 days, the Leave of Absence policy must be followed.

Clinical Make up Time

- Any missed time exceeding allotted personal time must be made up during the semester vacation in which the time was missed.
- **Any missed time not completed during semester vacation will require the student to remain after program completion date.**
- 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 must request make-up time the week prior to scheduled school vacation. Students who have not signed up for makeup time, but attend, will not be credited in terms of hours owed for clinic obligations.

CALCULATORS

Each student will be required to purchase a school approved calculator at the start of the program. It is the student's responsibility to bring the calculator to school each day and to replace a stolen, lost or broken calculator with the same model.

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 INFORMATION

The clinical aspect of the program is scheduled and formatted to provide cohesiveness between didactic and practicum experience. Clinical hours are scheduled for 8 hour shifts between the hours of 6:30am and 4:00pm. Clinical hours vary per program and rotation.

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 consists of representatives from RIH administration, school and clinical faculty, and RIC.

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, policies 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 Chapter 3 of the RIC Handbook. Students do have the right to appeal a grade through the appropriate academic channels of the college.

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 Programs 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 policies
- 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 Process, students may grieve any of the steps in corrective action, except dismissal decisions.

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

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 or at Rhode Island Hospital. Class day

and times are dependent on instructor availability, number of courses offered and labs associated with the didactic content. Classes are scheduled between the hours of 8:00am and 4:00pm. Labs are scheduled between 6:00am and 4:00pm.

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

Students will be evaluated didactically and clinically.

GRADUATION REQUIREMENTS

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

- 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
- 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.
- 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, Thanksgiving and Christmas are observed.

HONORS PROGRAM

1. Summary

- a. In order to achieve Departmental Honors in Medical Imaging a student must complete appropriate research involving a minimum of 4 academic credits of independent study coursework.
- b. Upon completion of the project the student will submit a summary of the project and present their project at a regional and/or college-/school sponsored event.

2. Admission Requirements

- a. The student must be a Medical Imaging (MI) major accepted into a clinical concentration. It is not necessary for the student to be a participant in the College General Education Honors Program.
- b. Students may apply for Medical Imaging Honors after being accepted into a clinical concentration.
- c. Applicants should have a cumulative grade index of 3.0 in all subjects and 3.0 in all Imaging courses (RADT, MRI, NMT, or DMS classes).
- d. A written application for admission to the Medical Imaging Honors Program must be submitted by the student to their Medical Imaging Program Director. Application instructions can be found here: *website link*
- e. Admission to the Medical Imaging Honors Program is contingent not only upon the student's meeting the above requirements, but also upon the approval and invitation of the Medical Imaging Honors Committee.

3. Program

- a. All Medical Imaging Honors students must maintain satisfactory academic progress in their clinical major.
- b. In addition, honors students are required to complete an independent study project, DMS, MRI, NMT or RADT 491-494 for a total of at least 4 credits (equivalent to 3-4 hours per week during program).
- c. In committing to their project, the prospective honors student will proceed as follows:

YEAR	DATE	ACTIVITY
Junior year	September	<ul style="list-style-type: none"> ✓ Attend the Honors Info Session (<i>See Honors Calendar of Events</i>) ✓ Discussion with Health Sciences Director regarding your interest in Medical Imaging Honors Program
	January	<ul style="list-style-type: none"> ✓ Meet with Program Director or Programs Administrator to discuss interest

	February	<ul style="list-style-type: none"> ✓ Investigate projects ✓ Name mentor and select project
	March	<ul style="list-style-type: none"> ✓ With assistance from mentor and Program Director, write your Honors proposal
	April 1	<ul style="list-style-type: none"> ✓ Submit Application and proposal to Medical Imaging Honors Committee ✓ If approved, submit the application for Independent Study credit and proposal to the current Health Sciences Director
Junior and Senior year		<ul style="list-style-type: none"> ✓ Engage in mentored research ✓ At mid-semester of each semester, discuss progress of project with Program Director ✓ At end of each semester, submit progress report to Program Director
Senior year	September	<ul style="list-style-type: none"> ✓ Attend the information session for graduating seniors (<i>See Honors Calendar of Events</i>)
	January	<ul style="list-style-type: none"> ✓ Meet with Program Director and mentor to discuss the completion of the project and timeline for submitting draft(s) of project
	February	<ul style="list-style-type: none"> ✓ Submit early draft(s) of project
	March	<ul style="list-style-type: none"> ✓ Submit draft of final project for review by your Program Director and mentor
	Monday of the 2 nd week of April	<ul style="list-style-type: none"> ✓ Present final draft of Honors Project to the Medical Imaging Honors Committee and faculty/students from School of Medical Imaging

4. Granting of Honors

- a. When the candidate has fulfilled the above requirements the Honors Committee will recommend the granting of Honors in Medical Imaging. The Committee will inform the Records Office of the official distinction so it will be indicated on the student's transcript in time for graduation.

5. Dismissal from the Program

- a. The student may be dismissed from the honors program if he or she fails to satisfy the requirements stated above, including maintenance of satisfactory cumulative grade point indices.
- b. Dismissal from the Medical Imaging Honors Program may be appealed to the Medical Imaging Honors Committee who, together with the Director(s) of the Medical Imaging program will hear and act on the appeal.

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 5 days must complete a Request for LOA form. If it is a medical leave of absence they 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 must be mutually agreed upon by the student and 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.

PARKING

- Students are responsible for their own transportation.
- Students **MUST** park in their assigned lot.
- RIH provides shuttle service from assigned lot to the school and the hospital.
- TMH provides shuttle service from assigned lot to the hospital.
- The School of Medical Imaging and Lifespan are not responsible for parking ticket fees a student may incur.

PERSONAL APPOINTMENTS

Every effort should be made to schedule personal appointments outside of scheduled school time.

PERSONAL ELECTRONICS POLICY

- Personal pagers may be worn as long as they are in the vibrate position.
- Cell phones must be turned off in the classroom.
- Personal electronic devices are not allowed in clinical areas.

POLICIES

Students are expected to abide by all clinical affiliate policies.

PREGNANCY POLICY

Each program has specific policies and/or procedures regarding pregnancy.

PROBATIONARY PERIOD

Each program has a probationary period to provide an adequate time period 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 or black 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, or navy blue (solid color) professional shoe or leather, low-cut, athletic shoe.

- Footwear should be safe, appropriate, and sensible in regards to the work environment.
- Footwear should be neat, clean, polished and in good repair.
- Socks must be white, black 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, and short in length (1/4 inch beyond the end of the finger). 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, appliques, 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.
- Sleeve tattoos must be covered. Sleeve tattoo is defined as one large tattoo or group of smaller tattoos that cover a significant portion of the arm.
- 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 eye-liner, eyebrows, and makeup applied to fill in lips.
- Pierced ears, limited to 3 earrings or less per ear, and small nose studs are permissible.
- All other visible body piercings, include 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

Students are strongly encouraged to become members of their professional societies including:

- ASRT
- ARDMS
- SMRT
- SNMMI

RADIATION BADGE POLICY (if applicable)

It is the policy of the hospital 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 radiation badges 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.

SAFETY TRAINING

Students are required to attend safety training at Lifespan. Current Lifespan employees are exempt.

SCHOOL CALENDAR

Example of SMI calendar:

<u>Spring</u>	
January 9	Start of spring semester
February 20	President's Day – No School
March 8	Mid-semester grades due
April 14	Good Friday – No School
May 1 – 5	Spring Break
<u>Summer</u>	
May 8	Start of summer semester
May 29	Memorial Day – No School
July 3 – 4	Independence Day Break – No School
July 5	Mid semester grades due
August 14	Victory Day – No School
August 28 – September 1	Summer Break
<u>Fall</u>	
September 4	Labor Day – No School
September 5	Start of fall semester
October 9	Columbus Day – No School
November 1	Mid semester grades due
November 23 – 24	Thanksgiving Break – No School
December 23	Winter Break Begins

SCHOOL CANCELLATIONS

The School of Medical Imaging submits all school cancellations 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. If you do not see that the School of Medical Imaging is canceled, you are responsible to report to school/clinical at your scheduled time. Please allow extra travel time as not to be late.

SENIOR AWARD

The Certificate for Excellence is given to four graduating seniors each year based on GPA.

STUDENT HEALTH

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, 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.

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 computers in Peters Health Sciences Library and the Technology Center at RIH 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.

COUNSELING

Each student attends counseling with program faculty a minimum of two times per semester. Counseling is held at mid semester and end of semester. A signed copy of the counseling discussion is placed in the student's file. If additional counseling 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>.

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.

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
- Health Sciences Library at The Miriam 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.

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

Tuition is paid to Rhode Island College.

Additional fees:

- Books
- Calculator - \$50
- Program fee - \$150-250
- Uniforms - \$200-300

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

VACATIONS

Students are given one week of vacation after the spring and summer semesters and two week vacation after the fall semester.

VENIPUNCTURE TRAINING

PURPOSE

To provide venipuncture training for School of Medical Imaging students.

OBJECTIVES

Upon completion of this program, the student will be able to:

- Identify the anatomy and physiology related to upper extremity venous system.
- List the factors affecting site selection.
- Identify the types and characteristics of IV equipment.
- Discuss the correct approach for venipuncture.
- Demonstrate a successful venipuncture.
- Define complications associated with venipuncture.
- Discuss infection control and safety during venipuncture.
- Discuss the legal aspects related to venipuncture.

PROCEDURE

- Student will receive didactic and practical instruction in venipuncture.
- Student will practice the venipuncture procedure on simulation arm.
- Student will complete Venipuncture Simulation Competency.
- After successful completion of Venipuncture Simulation Competency, the student is able to complete the required venipuncture competencies during clinical education (if applicable).

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 issued by the School of Medical Imaging.