



**2022-2023**

**School of Radiography**

# **Student Handbook**



**HERITAGE VALLEY  
KENNEDY**

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**SCHOOL OF RADIOGRAPHY**

**412-777-6210**

25 Heckel Road  
Kennedy Township, PA 15136

[HeritageValley.org](http://HeritageValley.org)

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# The Student Handbook

The purpose of this handbook is to provide the student with information about the radiography program and its policies and procedures. Other pertinent information can be found in the Radiation Handbook and the Clinical Handbook.

Information specific to the hospital is outlined in the Heritage Valley Kennedy Administrative Policy and Procedure Manuals. These manuals are available by request from the Program Director.

Information regarding the policies of the University is found in the La Roche University handbook. It is the student's responsibility to obtain a University handbook.

Officials of the radiography program, the hospital, and the University reserve the right to change any policy and/or procedure outlined in this and other program handbooks. Radiography students will be promptly and formally apprised of any changes, additions, or deletions to the information contained in this handbook, as well as in the Radiation Protection and Clinical Education Handbooks. Students will be given a written copy of any policy change that they must sign. This copy will be kept on file.

## **Heritage Valley Kennedy**

### **School Of Radiography**

#### **Mission Statement**

*The mission of Heritage Valley Kennedy Hospital School of Radiography is to meet the needs of the communities we serve by offering a radiologic technology program that provides an environment for the development of competent and professional future radiologic technologists by offering a solid clinical and theoretical background in the Radiologic Sciences.*

## **Fundamental Program Goals**

*Upon completion of the program, the students will demonstrate:*

- **Clinical Competency**
  - The student will apply technical skills regarding positioning patients
  - The student will identify proper selection of exposure factors
  - The student will utilize radiation protection measures on themselves and their patient
- **Critical Thinking Skills**
  - The student will adjust to non-routine patients and situations when performing examinations
  - The students will demonstrate proficiency when critiquing image quality
- **Professionalism**
  - The student will summarize the importance of continuing professional development
  - The student will explain the value of life-long learning
- **Communication Skills**
  - The student will demonstrate oral communication skills
  - The student will demonstrate written communication skills

### **Program Officials' Names and Telephone Numbers**

<b>Sponsoring Institution:</b>	Heritage Valley Kennedy School of Radiography 25 Heckel Road Mc Kees Rocks, PA 15136 412-777-6161 Hospital 412-777-6200 Department of Radiology
<b>Affiliating Institution:</b>	La Roche University 9000 Babcock Blvd. Pittsburgh, PA 15237 (412) 1-800-838-4572
<b>Medical Director:</b>	Leonard A. DeRiggi, MD Medical Director, Department of Radiology Heritage Valley Kennedy Hospital
<b>Program Director:</b>	Lori Fazio, M.S., R.T. (R) Phone: 412-777-6210 Fax: 412-777-6866
<b>Clinical Coordinator:</b>	Megan Buchholz, B.A., R.T. (R) Phone: 412-777-6200 Fax: 412-777-6866
<b>Health Science Program Coordinator La Roche University</b>	Lauren Lanzino, D.C. Department Chair Assistant Professor, Health Sciences Phone: 412-536-1076

# **Mission, Vision and Values**

## **Mission Statement**

Heritage Valley Kennedy's mission is to improve the health and well-being of all people in the communities we serve.

## **Vision Statement**

Heritage Valley Health System will be a leader among community health systems nationally. We will provide exceptional health services across a seamless delivery system, built upon collaborative relationships connecting physicians, employees and the community. We will address both preventive and treatment of disease throughout the continuum of life.

## **Values**

Ethical behavior

Responsibility

Collaboration

Compassion

Proficiency

Service Excellence



## ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situation; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

## **Program History**

Ohio Valley General Hospital School of Radiography and La Roche University were individually founded in 1963. In the year 2001, Ohio Valley General Hospital and La Roche University entered into an agreement which follows the general precepts of the consortium model previously used since 1982 by Ohio Valley General Hospital in conjunction with Robert Morris University. It was agreed that the institutions would jointly create and conduct a radiography training program that would equal or surpass other such programs. In 2005, Ohio Valley General Hospital entered into an articulation agreement with La Roche University. This created an opportunity for Ohio Valley General Hospital Radiography program to award a Certificate in Radiography and La Roche University to award an Associate Degree in Health Science. On January 1, 2019, Ohio Valley Hospital became a subsidiary of Heritage Valley Health System and was renamed Heritage Valley Kennedy. The affiliation process between the two organizations incorporated Heritage Valley Kennedy as the third hospital under the Heritage Valley's umbrella.

The essence of the agreement is that the university and the hospital contribute to the program institutional-specific skills and learning resources which, because of experience and facilities, each can provide most expertly. In short, the university provides the resources for the academic foundation and the hospital provides the resources for the clinical foundation needed by individuals aspiring to become radiographers. Students who successfully complete the program will be awarded a Certificate in Radiography and an Associate Degree in Health Science.

The university and the hospital have successfully interlaced educational activities in a logical manner resulting in an effective educational opportunity which neither institution could, by itself, offer to the public.

To assure that this program is successful in reaching the goals of both institutions, it is constantly evolving. Through regularly scheduled faculty meetings, clinical preceptor meetings and affiliation committee meetings, the program is continuously evaluated and modified to meet the changing needs of the students, the community, and the profession.

The Heritage Valley Kennedy School of Radiography Program is accredited by the accrediting agency listed below. The program's accreditation status is scheduled to be reviewed in the year of 2020.

The Joint Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
Phone: (312)-704-5300  
Fax: (312) 704-5304  
[www.jrcert.org](http://www.jrcert.org)

## Program Description

The Radiologic Technology program begins in the fall semester of each year and requires twenty-four months to complete.

During the fall and spring semesters, the students divide their time between the university and the hospital and or external clinical affiliate site. During the summer sessions the students devote their time mostly to the hospital.

The student schedule is as followed:

<b>Fall I-</b>	Monday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Tuesday	8:00a.m to 4:00 p.m. – La Roche University
	Wednesday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Thursday	8:00 a.m. to 4:00 p.m.- La Roche University
	Friday	1:00 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
<b>Spring I -</b>	Monday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Tuesday	8:00a.m to 4:00 p.m. – La Roche University
	Wednesday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Thursday	8:00 a.m. to 4:00 p.m.- La Roche University
	Friday	1:00 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
<b>Summer I</b>	Monday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Tuesday	8:00 a.m. to 12 p.m. – La Roche University
	Wednesday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Thursday	8:00 a.m. to 12 p.m.- La Roche University
	Friday	7:30 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
<b>Fall II-</b>	Monday	8:00 a.m. to 4:00 p.m.- La Roche University
	Tuesday	7:30a.m to 3:30 p.m. – Heritage Kennedy Hospital/Clinical Site
	Wednesday	8:00 a.m. to 4:00 p.m.- La Roche University
	Thursday	7:30 a.m. to 4:00 p.m.- Heritage Kennedy Hospital/Clinical Site
	Friday	7:00 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
<b>Spring II -</b>	Monday	8:00 a.m. to 4:00 p.m.- La Roche University
	Tuesday	7:30a.m to 3:30 p.m. – Heritage Kennedy Hospital/Clinical Site
	Wednesday	8:00 a.m. to 4:00 p.m.- La Roche University
	Thursday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Friday	7:30 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
<b>Summer II</b>	Monday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Tuesday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Wednesday	7:30 a.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Thursday	7:30 a.m. to 3;30 p.m.- Heritage Kennedy Hospital/Clinical Site
	Friday	7:30 p.m. to 3:30 p.m.- Heritage Kennedy Hospital/Clinical Site

Students successfully completing the program are awarded a Certificate in Radiography and an Associate Degree in Health Science with a concentration in Radiologic Technology.

Students, who enter the program with a degree must meet the science and math requirements of the Associates Degree, along with the Radiologic Technology courses. Students must successfully complete all hospital and college courses to be eligible to sit for the American Registry of Radiologic Technologists' certification examination. Students who pass this examination earn the title of "registered technologist, radiography" R.T. (R)

## **Radiography Program Hospital Course Descriptions**

### **HSCU 2001 (2 credits) Introduction to Radiography**

This introductory course will lay the groundwork for successive radiography courses. The course provides information on radiographic anatomy of the upper and lower extremities, the history of imaging and an introduction to radiation, an introduction to radiation protection, and professionalism. This course entails approximately 37.5 clock hours.

### **HSCU 2002 (2 credit) Radiography Clinical 1**

This course provides orientation to radiographic equipment, procedures, department policies, and patient care and safety. Competency based clinical instruction is provided in examination of upper and lower extremities. This course entails approximately 173 hours of clinical experience and 37.5 hours of class/lab.

### **HSCU 2003 (2 credits) Radiography Theory II**

This course provides information on the formation and recording of the radiographic image. Patient care components, such as vital signs, oxygen administration, infection control, and patient assessment are presented. Radiographic anatomy of the chest thoracic and abdominal cavities is included. This course entails approximately 37.5 clock hours. *Prerequisite HSCU 2001, HSCU 2002 with a 75% or better*

### **HSCU 2004 (2 credit) Radiography Clinical II**

This course provides competency based clinical instruction in examination of the chest, abdomen, shoulder girdle, and bony thorax. This course entails approximately 170 hours of clinical experience and 37.5 hours of class/lab. *Prerequisite HSCU 2001, HSCU 2002 with a 75% or better.*

### **HSCU 2005 (2 credits) Radiographic Theory III**

This course provides instruction and investigation into Medical Ethics & Law as well as Radiographic Technique. Information is provided on the controlling and influencing factors of radiographic technique formation, comparison, and conversion. An introduction to radiographic physics is included in this course. This course entails approximately 30 clock hours. *Prerequisite HSCU 2003, HSCU 2004 with a 75% or better.*

### **HSCU 2006 (2 credit) Radiography Clinical III**

This course provides competency based clinical instruction in examination of the pelvis, hips and spine. This course entails approximately 169.5 hours of clinical experience and approximately 30 hours of class/lab. *Prerequisite HSCU 2003, HSCU 2004 with a 75% or better.*

### **HSCU 2007 (2 credits) Radiographic Theory IV**

The biologic hazards of radiation are emphasized in the Radiobiology portion of this course. The Radiation Protection segment provides in-depth information on the concepts of radiation detection, measurement, patient and radiographer protection, agencies, and regulations. The Patient Care portion of the course focuses on contrast media, radiographic pharmacology,

medical emergencies, and venipuncture instruction and certification. This course entails approximately 37.5 clock hours. *Prerequisite HSCU 2005, HSCU 2006 with a 75% or better.*

### **HSCU 2008 (3 credits) Radiography Clinical IV**

This course provides competency based clinical instruction in examination of the skull, facial bones, and paranasal sinuses. This course entails approximately 256.5 hours of clinical experience and approximately 37.5 hours of class/lab. *Prerequisite HSCU 2005, HSCU 2006 with a 75% or better.*

### **HSCU 2009 (2 credits) Radiographic Theory V**

This course provides information on the equipment and physics of x-ray production, and quality control requirements. Special imaging methods and alternate imaging modality equipment will be presented. This course entails approximately 37.5 clock hours. *Prerequisite HSCU 2007, HSCU 2008, and PHYS 2015 with a 75% or better.*

### **HSCU 2010 (3 credits) Radiography Clinical V**

This course provides competency based clinical instruction in radiographic examinations of the digestive, urinary, hepatobiliary, and respiratory systems as well as the soft tissues of the neck. Formal film critique is also presented. This course entails approximately 244.5 hours of clinical experience and 37.5 hours of class/lab. *Prerequisite HSCU 2007, HSCU 2008 with a 75% or better.*

### **HSCU 2011 (2 credits) Radiographic Theory VI**

Information on various pathologic conditions and their impact on the radiographic process are presented in this summer session. This course entails approximately 31.5 clock hours. *Prerequisite HSCU 2009, HSCU 2010, BIOL 1023, BIOL 1024 with a 75% or better.*

### **HSCU 2012 (2 credits) Radiography Clinical VI**

This course provides competency based clinical instruction in radiographic examinations of the endocrine, circulatory, nervous, and reproductive system, as well as on arthrography. This course entails approximately 149 hours of clinical experience and 31 hours of class/lab. *Prerequisite HSCU 2009, HSCU 2010 with a 75% or better.*

### **HSCU 2013 (2 credits) Radiographic Review**

This final course in the radiography program provides a comprehensive review of all of radiographic material that has been presented in order to prepare the student for the ARRT certification examination. Clinic sessions will focus on demonstration of competency in all ARRT required radiographic procedures. This course entails approximately 94 hours of clinical experience and approximately 97.5 class/lab. *Prerequisite HSCU 2011, HSCU 2012 with a 75% or better.*

## Clinical Competency

Heritage Valley Kennedy Hospital offers a clinical competency based radiography program. Clinical competency evaluates the student's technical knowledge and abilities. This process begins during the first week of orientation and continues throughout the program. This competency based clinical education process takes the student from the passive role of an observer to the more active role of a performer.

Clinical labs are scheduled and taught each semester. These labs provide the students with basic positioning skills and the opportunity to practice these skills in a non-radiation environment. The labs introduce the student to basic procedures and continue into the more complex areas as the student progresses through the program.

In addition to clinical labs, the student is assigned to a specific radiographic room under the direction a registered technologist, clinical preceptor or clinical coordinator in order to gain actual patient experience. Depending on the student's level of competency, the student may be observing, assisting or performing the examination.

Competency is achieved once the student has successfully completed a "Radiographic Examination Competency Form" for a specific procedure. Once competency is demonstrated, the student may perform that procedure under indirect supervision.

**Regardless of the student's level of competency, a student may not repeat a projection without the direct supervision of a registered technologist.**

The clinical coordinator and the staff radiologic technologists evaluate the student's professional performance in order to measure the student's patient contact skills.

The Clinical Handbook provides detailed information regarding the clinical portion of the program.

# Student Responsibility

The following are requirements and responsibilities of the student:

## **Physical Examination**

The student will undergo and pass a physical examination that must include communicable disease testing prior to his/her assignment to clinical education during the first semester. This physical and the associated cost are the responsibility of the student. A copy of the physical results and up-to-date immunization records will be maintained in the student's file. The student will also have a urine drug screen test prior to start date provided by Heritage Valley Health System.

## **Health Insurance**

The student advised to obtain health insurance (at her/his own expense). The student should provide proof of insurance coverage to the program director. A copy of insurance cards will be maintained in the student's file.

## **Tuition and Fees**

The student is responsible to purchase books and uniforms. Information regarding costs and purchasing instructions is provided to the student prior to admission to the program and again at the first summer orientation.

The student is also responsible for other miscellaneous program costs such as a mandatory registry review course and minor costs associated with any external rotation (i.e. transportation, parking, meals).

The student must purchase two sets of lead film identification markers during the first semester. The student will be required to replace lost markers promptly at their expense.

The student must pay any cost associated with required PA Act 34, 33, and 73 clearances.

The student will be charged a replacement fee for lost film badges if a spare badge is not available.

The student will be required to replace lost hospital identification badges at their expense.

Tuition is due the first day of class for each semester (see tuition policy).

The student is responsible for all tuition and fees charged by La Roche University.

In the event that the student withdraws or is dismissed from the program, the hospital bears no responsibility for the return or reimbursement of any of these expenses.



## ARRT Certification Examination Eligibility

It is the responsibility of the student to ensure that they are eligible to sit for the American Registry of Radiologic Technologists' (ARRT) Certification Examination upon successful completion of the radiography program. In accordance with the ARRT, general eligibility is as follows:

ARRT certification examination applicants must meet the following requirements:

1. **Ethical Behavior\***

In accordance with the ARRT, every registrant must “be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics,” and they must “agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*.”

2. **Educational Preparation\***

In accordance with the ARRT, for the primary categories of radiography, nuclear medicine technology and radiation therapy, eligibility requires the successful completion of a formal educational program in the respective discipline that is accredited by a mechanism acceptable to ARRT. Beginning January 1, 2002, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures.

3. **Examination\***

In accordance with the ARRT, applicants for certification, after having met all other qualifications for certification, must pass an examination developed and administered by the ARRT. The exams assess the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing within the respective disciplines.

The ARRT Board of Trustees shall have the right to reject the application of any candidate for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification.

Furthermore, in accordance with the ARRT, examination candidates who engage in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the ARRT Rules of Ethics and may be deemed ineligible to sit for the certification examination:

1. Convictions, criminal proceedings or military court-martials as described below:



2. Conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported.
3. Criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.
4. Military court-martials that involve substance abuse, any sex-related infractions, or patient-related infractions.

\*For comprehensive information on ARRT examination eligibility, *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*, please refer to the ARRT's website at [www.arrt.org](http://www.arrt.org).

## Program's Responsibility

The following are requirements and responsibilities of the program:

### Photo Identification Badge

A photo identification badge will be issued to the student by the Human Resource Department of the hospital. The identification badge is to be worn by the student at all times in the hospital. Students are required to immediately replace lost, stolen, or destroyed ID badges at their own expense. A replacement cost of \$10 will be charged to the student by the hospital. The ID badge is hospital property and should not be de-faced or otherwise marked. Pins, stickers, and other items are not permitted to be applied to the badge. The ID badge must be returned to the hospital upon graduation or termination.

### Radiation Monitoring Badge

A radiation monitoring device will be furnished monthly to all students. Students are not permitted in the clinical setting without their personal dosimeter badge. This badge is not to be worn outside the hospital. Students are required to hang their badges in the Radiology Student Briefing Room prior to leaving the hospital for the day. Monthly radiation reports are shared with the students by the clinical coordinator. Lost radiation monitoring devices must be reported immediately to the clinical coordinator. The student will be charged for lost badges if a spare badge is not available. The student will be sent home if a badge is not immediately available to them and will be required to make up all missed clinical time.

### Lockers

Each student will be issued a locker for their personal belongings. The student is responsible for securing their valuables. Lockers are located on the first floor of the W. Laird Davis Education Building. Students must supply their own lock. No illegal or prohibited substances may be kept in lockers. Lockers, backpacks and other personal items are subject to random searches as well as suspicion based searches at the discretion of School or Hospital officials.

### Parking

Free parking is available to all students. The student will be issued a parking permit sticker which must be displayed on their rear-view mirror. Students should notify the clinical coordinator if they change cars. Student parking is limited to the Heckel Road lot directly across from the hospital. Students who do not adhere to the designated parking area are subject to disciplinary action.

### Orientation

In order to acquaint new students with philosophy and policies of the hospital, the Imaging Department, and the School of Radiography, all students are required to attend the student summer orientation, as well as the orientation programs presented at the beginning of the first semester.

## Heritage Valley Kennedy Hospital General Information

*The following section was taken from the Heritage Valley Kennedy Hospital employee handbook.* This information also applies to radiography students.

### Bulletin Boards

Please check the hospital bulletin boards from time to time to make note of posted information about the hospital and to learn of job opportunities that may interest you. Bulletin boards are located in the human resources department. To ask about having hospital-related information posted, please contact Human Resources.

### Confidential Information

Information about the condition or treatment of any patient must be held in strictest confidence. Only information necessary to the care of the patient should be shared and shared only with those people who are directly involved with that care. HIPAA training will be done during orientation. Students and employees should always be conscientious of surroundings when discussing confidential information, as conversations are easily overheard in elevators, the cafeteria, etc.

Information about hospital business and about fellow employees (and students) should also be treated as confidential. This information should not be shared with anyone unless an employee (student) is given permission to do so from their department manager or Administration.

Giving information to the news media is limited to certain designated employees. All other employees are prohibited from giving information. Employees (students) should direct anyone from the news media who approaches them to the Marketing Department.

Sharing confidential information without permission is a serious offense. Violators will subject to strict disciplinary action.

### Solicitation and Distribution

Heritage Valley Kennedy does not permit employees to solicit for any reason or to distribute any materials or literature on the hospital premises during working time. Employees are also not permitted to solicit or distribute materials or literature during non-working time in patient care areas or working areas of the hospital where patients may be present for treatment, admission, discharge or confinement. These areas include patient rooms, operating rooms, elevators and stairways used for patient transport, nurses' stations, the Emergency Department and off campus facilities. Persons who are not employees of the hospital are strictly prohibited from soliciting or distributing materials for any purpose at any time on the hospital's premises. This policy is for the protection from harassment, of patients and employees, and other invasions of their rights. This policy does not apply to such activities as the blood drives. This policy also does not apply to transactions between recognized vendors and Hospital authorized purchasing agents. Student fundraising events are permitted when authorized by the President of the Hospital.

## Guest Relations

It is important to be sensitive to others' feelings and to create a supportive atmosphere for our patients, visitors, and other employees. Guest Relations entails getting along with people with emphasis placed on the care and compassion we should show all our patients. Guest Relations also entails getting along with visitors and other employees.

Heritage Valley Kennedy Hospital's goal is to consistently provide a comfortable and pleasant atmosphere by employee demonstration of exceptional Guest Relations. Examples of good Guest Relations include making an extra effort to help a patient, visitor, or fellow employee, and being courteous, considerate and cheerful. Employees and students are expected to practice good Guest Relations at all times. We all must strive to be perceived as helpful and caring.

## Elevators

The hospital's elevators provide easy access to many areas of Heritage Valley Kennedy Hospital. Employees, students, or volunteers who are transporting a patient or equipment should use the elevators marked "Authorized Personnel Only". Visitors and outpatients should be directed to the elevators designed for visitors. The elevator, which goes into the Operating Room area, is for Operating Room, pharmacy, housekeeping, food service, and anesthesia personnel ONLY. Please try to use the stairs when possible so elevators are available for patients and visitors.

For safety reasons, DO NOT use the elevators in the event of a fire or an internal disaster.

## Gratuities

Many times what employees or students do for patients is perceived by the patient as being above and beyond the call of duty. The patient and/or their family may feel grateful and wish to reward the employee. Because the service we provide is part of our jobs, employees and students should discourage patients and their families from giving gifts or tips.

Occasionally business representatives with whom employees or students come in contact through their job may offer gifts, entertainment, or other favors. If offered such a gift, employees and students should try to tactfully refuse the offer. Employees and students must refuse such an offer whenever it might seem that a gift, entertainment, or other favor is intended to influence the performance of duties, or could result in negative consequences for the hospital. Employees or students who feel uncomfortable in a situation should seek assistance from their supervisor.

## Smoking

To protect the health and safety of our patients, visitors, volunteers, employees students, and physicians Heritage Valley Kennedy Hospital has a no-smoking policy. Smoking is prohibited anywhere on the Heritage Valley Kennedy Hospital campus. This is a hospital policy and therefore a school policy. Students who smoke should be mindful to patients who are sensitive to the smell of cigarette smoke that may be carried in clothing, hair, etc. Students who smell like smoke will be sent home and will have to make any clinical hours missed.

## Hospital Property

All equipment and supplies in the hospital are for use in providing patient care and for daily operation of the organization. All equipment and supplies are the property of Heritage Valley Kennedy Hospital and are not to be taken off hospital premises without permission from the President. Employees and students are expected to be careful when using hospital equipment and supplies, being careful not to waste supplies or misuse equipment. The Hospital reserves the right to inspect any package, container or similar item that an employee or student might have when leaving hospital property. Personal property such as purses and backpacks may also be inspected. Students are not permitted to leave hospital premises dressed in OR scrub.

SCHOOL OF RADIOGRAPHY  
**Attendance Policy**  
Policy #1  
Revised 05/21

**PURPOSE:** To insure that all students are provided with ample time to gain competency in entry-level skills. Attendance is required for all didactic and clinical education.

**HOURS**

Hours for students in the radiography program are Monday - Friday, 7:30 a.m. – 3:30 p.m. Students must be present for morning briefing with the clinical coordinator at 7:30 a.m. Clinical education time begins at 7:30 a.m. Students will be advised by the clinical preceptor when they should leave the clinical area for lunch. Students will be allotted 30 minutes for lunch when assigned to Heritage Valley Kennedy. Students will be allotted a one hour (60 minutes) lunch when assigned to Heritage Valley Aliquippa, Center Township, Edgeworth and Robinson Satellite locations. If the student is at a satellite office for the entire day and they do not have to commute back to the hospital, then a 30 minute lunch will be allotted at the affiliate satellite office.

- A 1 PM – 9PM rotation will begin in the first summer semester and will end on the second summer session in the 2<sup>nd</sup> year. One of the clinical preceptors will supervise the student during this rotation.

All students must sign into Trajecsyst by 7:30 a.m. to count for attendance. Students must also sign out on Trajecsyst at end of day for 3:30 p.m. All students must use a Heritage Valley computer on site and sign in and out for attendance. After 7:30am the student will be calculated as late to clinical. Time will be considered late by the following time log:

1-10 minutes late-	10 minutes late
11-30 minutes late-	30 minutes late
31-60 minutes late-	1 hour late
61-120 minutes late-	2 hours late
121-180 minutes late-	3 hours late
181-240 minutes late-	4 hours late
241-301 minutes late-	5 hours late
302-362 minutes late-	6 hours late
363-423 minutes late-	7 hours late
424-484 minutes late-	8 hours late

You are only permitted to punch in 5 minutes before 7:30am for the start of clinical. Students are not permitted to clock out before 3:30 p.m., unless permitted by faculty or a clinical preceptor. Failure to comply with the time clock attendance policy will result in disciplinary action.

**MAKE-UP TIME**

When making up clinical time the student must sign in and out per Trajecsyst and must be signed in and out on a Heritage Valley computer. Failure to comply with the time clock attendance policy will result in disciplinary action. If the student does not log into and out of Trajecsyst the made up time will not be counted. Time will only be counted per Trajecsyst log in and per a Heritage Valley computer. All make-up time for the designated semester must be made up before the start of the next semester.

## **TARDINESS**

Clinical education begins promptly at 7:30 a.m. Students should have all necessary supplies from their lockers and be ready for morning briefing with the clinical coordinator at 7:30 a.m. In the event that a student will be late, he or she should notify the school in advance of the 7:30 a.m. start time by calling the clinical coordinator's office at (412) 777-6200 and also the program director's office at 412-777-6210. Any tardiness should be made up within the week of the occurrence. Make-up time must be scheduled in advance with the clinical coordinator. Tardiness may not be made up during the lunch period.

Tardiness will not be tolerated. Any student who is more than 5 minutes late to class will not be permitted entry. Any tardiness will be recorded in the student's file and will result in disciplinary action.

## **ABSENTEEISM**

With the exception of orientation and the last summer session (HSCU 2013), students are allotted 8 hours of excused sick time for the entire program. Any absences beyond the 8 hours must be made up. Any student who exceeds the 8 hour allotment must make-up that time. The eight hour allotted day can't be used as a pre-scheduled day off.

Make-up time must be scheduled in advance with the clinical coordinator and should be scheduled when one of the designated clinical preceptors will be present in the clinical setting. Clinical preceptors work various shifts and are usually readily available for student make-up time. The clinical coordinator will notify the clinical preceptor of the student's intent to make up time. Scheduled make-up time cannot be changed.

Make-up time must be scheduled within the same semester that missed time occurs. Scheduled breaks and finals week usually provide ample time for students to make up time before the end of the semester. No make-up time is permitted to bank hours for future absences.

## **REPORTING OFF DUE TO ILLNESS**

In the event that a student is sick, he/she should notify the school **by calling both the clinical coordinator, (412) 777-6200 AND the program director, (412) 777-6210** prior to the scheduled start time of 7:30 a.m. The clinical coordinator and the program director have voice mail to receive such messages. Failure to follow proper call-off procedures may result in disciplinary action.

Excessive absenteeism will result in disciplinary action, will negatively impact the Professional Adjustment grade, and will be noted on the student's permanent record.

Students are responsible for all missed material. Failure to comply with this policy and to fulfill all required clinical hours may result in a failing grade for the corresponding clinical course.

## **EXCUSED AND UNEXCUSED ABSENCE**

### **Bereavement**

Students will be granted a three day leave if a death occurs in the student's immediate family. A formal obituary is required as proof of death. Immediate family includes a parent, step-parent, parent-in-law, spouse, child, stepchild, brother, sister, guardian, or daughter/son-in-law.

Students will be granted a one day leave if a death occurs in the student's extended family. Extended family includes a grandparent, aunt, uncle, brother/sister-in-law, niece, or nephew. Bereavement leave may be taken any time between the day of death and the day of the funeral.

Bereavement leave may be taken any time between the day of death and the funeral. Students will not be granted bereavement leave for funerals or associated events that occur during vacation time, holidays, weekends or other time off in which the student has no clinical educational obligations.

### **Military Leave**

Any military reserve student who must fulfill his/her annual two week active duty obligation must do so during the weeks indicated of the college/radiography program vacation calendar. Military reserve students unable to do this must request a one year leave of absence from the program.

### **Jury Duty**

Due to the length of many trials, a student summoned to jury duty may elect to take a leave of absence to serve as a juror or may request a disqualification letter from the program director. Jury duty time must be made-up.

### **Witness Duty**

A student who is subpoenaed to appear in a court of law or a government agency should inform the program director of the court date as soon as possible. If the student is subpoenaed for a Heritage Valley Kennedy Hospital business-related case, the student will not be required to make up the missed time. Any other subpoena will be considered personal business and the student will be required to use personal time or to make up the missed time. The student must bring a note from the court or government agency indicating the length of time involved.

### **LEAVE OF ABSENCE**

Students may request a leave of absence due to illness or other personal reasons. This leave must be approved by the program director. Approved leaves will be for the period of one year. Only students in good standings will be approved for a leave of absence. Approved leaves are not a guarantee of readmission. Readmission is subject to space available in the program at the end of the leave. There must be an open slot in the class for the student to return from a leave of absence.

Prior to admission to the next year's class, the returning student may be given a comprehensive test on the material she/he completed while previously in the program. This testing serves to rate the student's retention of material. Results of such testing will be used to properly place the student in the program.

### **WITHDRAW FROM PROGRAM**

Students who elect to withdraw from the program are requested to meet with the program director and **submit written notification for their file**. Additionally, it is the student's responsibility to notify La Roche University of his/her decision to withdraw. Failure to follow established University procedures for withdraw will result in a failing grade (F) on the college transcript.



### **CANCELLATION OF CLASS DUE TO INCLEMENT WEATHER**

Because hospitals operate 7 days a week, 365 days a year, classes are rarely canceled due to inclement weather. In the event of severe weather, the students will receive a message via Canvas regarding any delay/cancellation information.

The decision to cancel classes held at the hospital is independent of La Roche University's decision to cancel classes. Students should note that in the event La Roche University decides to cancel or delay classes due to inclement weather, **classes are not necessarily cancelled at the hospital.**

Students are expected to exercise personal judgment regarding travel during inclement weather; however, students will be required to make up any clinical or class time missed due to inclement weather that was not approved in advance by the program director.

SCHOOL OF RADIOGRAPHY  
**Confidentiality Policy**  
Policy #2  
Revised 08/16

**PURPOSE:** To insure that all student records are maintained in strictest confidence. Student records may include current and past grades (Hospital & University), medical reports, financial records, consultation forms, letters, etc. In addition, patient information shall be handled as outlined by the hospital's HIPAA policy.

**BUCKLEY AMENDMENT**

Each student will have the opportunity to offer or deny access of their records to other individuals. This right is granted to students under The Family Educational Rights and Privacy Act of 1974 (commonly known as The Buckley Amendment). At orientation, the student will complete a waiver form and a copy of this form will be placed in the student's file.

**STUDENT REVIEW OF PERSONAL FILE**

All students are entitled to view their file. However, since all records are kept in the same file cabinet, the student must request written permission to view their record and the review must take place in front of a school official.

**TRANSCRIPTS**

Copies of student records will be sent to other institutions only when a signed release is obtained from the student and a \$5.00 processing fee is submitted. A request form is located on the school's website

**TELEPHONE REQUESTS FOR STUDENT INFORMATION**

Information contained in the student file will not be given over the telephone or transmitted via facsimile.

**PATIENT CONFIDENTIALITY POLICY**

The confidentiality policy of the School of Radiography follows that of the hospital as outlined by the HIPAA Regulation. Information about the condition or treatment of any patient must be held in strictest confidence. Only information necessary to the care of the patient should be shared and shared only with those people who are directly involved with the patient's care. Students should always be conscientious of surroundings when discussing confidential information, as conversations are easily overheard in elevators, hallways, the cafeteria, etc. All students will receive HIPAA training during their orientation.

Information about hospital business, fellow students, and hospital employees must also be treated as confidential.

Sharing confidential information is a serious offense. Violators will subject to strict disciplinary action.

SCHOOL OF RADIOGRAPHY  
**Professional Dress Code Policy**  
Policy #3  
Revised 07/19

**Purpose:** To ensure that students reflect a positive image of Heritage Valley Kennedy Hospital through a well-groomed and professional appearance. Students are required to adhere to the following rules.

**I. Uniforms (scrubs)**

All uniforms must be consistent in color and style. Students in the School of Radiography will wear Navy colored uniforms. Various style selections, as determined only by the program, are made available to students. Companies that supply these uniforms will be suggested for student use; however, students may purchase these uniforms elsewhere if they so choose.

All uniforms (tops and bottoms) are to fit comfortably, *but be neither too snug nor oversized as determined by the clinical coordinator and/or program director*. Additionally, all uniforms are to be neat, clean, fresh, and wrinkle-free.

Uniforms are to be worn at all times on the hospital campus.

**II. Lab coats (warm-up jackets) for all students** A short white lab coat (sometimes called a warm-up jacket) in any style is recommended for cooler temperatures. Printed or colored lab coats and sweaters are not permitted. Students may wear plain, white long-sleeved or short-sleeved t-shirts under their scrub tops. When scheduled in the OR, students **MUST** wear either their own personal lab coat or a surgical lab coat from the OR. Failure to do so will result in counseling and possible disciplinary action.

**F. T-shirts**

Neat, clean white and pressed, t-shirts having no visible insignias, print, or patches may be worn under scrub tops for added warmth. Collars and sleeves of t-shirts must not be frayed. T-shirts may not be worn under lab coats without a scrub top.

**G. School insignia patch (for all students)**

Three school insignia patches will be purchased by each student at orientation. Additional patches may be purchased from the program director at any time. The cost of the patch is \$5.00 each. The patches are to be sewn on the left upper sleeve of any uniform top and lab coat.

**II. Shoes and socks**

Soft-soled hospital shoes or tennis shoes are required. Comfortable shoes that afford a high degree of support are strongly recommended. ***Shoes are to be all white without colored details or emblems.*** Laces must also be white. Shoes must be clean and polished at all times.

Hosiery must be worn at all times. Plain white stockings (support style is recommended) or crew socks are permitted. Socks with designs and/or stripes are not permitted.

### III. Miscellaneous

#### A. Cleanliness

Personal hygiene is an important factor in the professional image of the student radiographer. Bathing daily, use of deodorant, and attention to oral hygiene is required. As stated earlier, uniforms must be neat, clean, fresh, and wrinkle-free.

#### B. Hair

Hair must be neat and clean. Hair that extends below collar level must be pulled up or back. Plain barrettes and hair bands are acceptable hair accessories and must be black or brown in color. Extreme hair styles such as asymmetric, spiked, or unnatural color shades are not permitted. Facial hair on males must be short, neat, and trimmed.

#### C. Jewelry

For reasons of safety and infection control, jewelry is to be kept to a minimum. Jewelry must be conservative and non-offensive, as deemed by the clinical coordinator and/or program director. Students may wear one watch. Only wedding rings and/or engagement rings are permitted.

Bracelets are not permitted. Students with pierced ears are permitted to wear one pair of post earrings. **No other forms of visible body piercing (tongue, nose, eyebrow, etc. . .) are permitted.** Students will be instructed to remove jewelry, by the clinical coordinator or program director.

#### D. Nails

For infection control purposes, nails must be kept short (no more than ¼ inch). Clear nail polish is the only accepted polish. Artificial nails, tips, wraps and gel nails are not permitted.

#### E. Undergarments

Bras, sports bras and underpants are not permitted to be visible at any time.

#### F. Chewing gum is unprofessional and is not permitted on the hospital campus.

#### G. Tattoos must be covered at all times. Long sleeved white tee shirts and/or turtle neck tee shirts may be wore to accomplish this

SCHOOL OF RADIOGRAPHY  
**Grading Policy**  
Policy #4  
Revised 07/19

**PURPOSE:** In order to provide a consistent method by which student radiographers are graded, the following grading scales have been developed. These grading scales pertain only to Heritage Valley Kennedy Hospital radiography courses. Please refer to the La Roche University handbook for details regarding grading of college courses.

**RADIOGRAPHIC DIDACTIC COURSES**

All radiographic didactic courses will be evaluated on the following scale:

<u>Percentage</u>	<u>Letter Grade</u>	<u>GPA</u>
100- 94	A	4.0
93 - 91	A-	3.7
90 - 88	B+	3.3
87 - 84	B	3.0
83 - 80	B-	2.7
79 - 76	C+	2.3
75	C	2.0
74 - 0	F	0.0

**RADIOGRAPHIC DIDACTIC COURSES**

A student must achieve a minimum-passing grade of 75% in all segments of each radiographic didactic courses. Any grade below a 75% will be recorded as an “F” in that segment and will constitute an F for the entire course. Grades of “F” will not be averaged with other segments to constitute a passing grade. Grade averaging will only occur with successful scores in all sections in order to develop a letter grade for the student’s transcript.

**RADIOGRAPHIC CLINICAL COURSES**

Written examinations in clinical courses will utilize the above didactic grading scale. Radiographic positioning evaluations (actual or simulated) are calculated using the following grading scale:

<u>Percentage</u>	<u>Letter Grade</u>	<u>GPA</u>
100- 98	A	4.0
97 - 96	A-	3.7
95 - 94	B+	3.3
93 - 91	B	3.0
90 - 87	B-	2.7
86	C+	2.3
85	C	2.0
84 - 0	F	0.0

### **RADIOGRAPHIC CLINICAL COURSES**

A student must achieve a minimum-passing grade of 85% in all segments of each radiographic clinical courses. Any grade below an 85% will be recorded as an “F” in that segment and will constitute an F for the entire course. Grades of “F” will not be averaged with other segments to constitute a passing grade. Grade averaging will only occur with successful scores in all sections in order to develop a letter grade for the student’s transcript.

### **RADIOGRAPHIC CLINICAL COURSE**

\* A minimum overall score of 85% must be achieved on clinical radiographic examination competencies. Students have three chances to achieve this score. Students who cannot receive a passing grade after three attempts will receive a failing grade for that course and will not be permitted to continue in the program. In the event a student has to repeat an examination, the grade for the examination will be the average of all attempts. This average must be 85% or better.

### **PROFESSIONAL ADJUSTMENT GRADE**

Professional Adjustment evaluates the student’s professional behavior and clinical performance. The clinical coordinator completes all Professional Adjustment evaluations. The grading scale for the Professional Adjustment grade is located on the Professional Adjustment evaluation form that is included in the *Clinical Handbook*.

Radiographic clinical course grades are typically based on the averaged grades of the following:

- Preliminary Radiographic Examination Competencies
  - Radiographic Examination Competencies
  - Lab Demonstrations
  - Professional adjustment
  - Written examinations and other assignments
- This averaged grade is the grade that will be recorded on the student’s transcript.

### **POOR SCHOLARSHIP**

A student who receives an “F” in a radiography didactic or clinical course will not be permitted to continue in the radiography program and will be dismissed due to poor scholarship.

Because radiographic didactic and clinical courses are offered in sequence and each course is a pre-requisite to the next course, any student with an “F” must withdraw from the program for one year. Students who are dismissed or withdraw from the program due to poor scholarship are not guaranteed re-entrance into the program.

### **FUNDAMENTAL COURSES**

The following list of fundamental courses is taught at La Roche University. All fundamental courses must be completed with a grade of “C” or better. Fundamental courses with less than a “C” must be repeated.

- Anatomy & Physiology I (lecture & lab)
- Anatomy & Physiology II (lecture & lab)
- Life Science (lecture & lab)
- Medical Terminology

### **Page #3 Grading Policy (Continued)**

Introduction to Physics (lecture & lab)  
College Algebra

A policy regarding repeating fundamental courses called, Fundamental Course & Repeat, is part of the grading policy and is described on the next page.

### **GRADE APPEAL**

Students are entitled to formally appeal their grades by engaging the Due Process Policy outlined in this handbook. Grade appeals for quizzes, tests, written assignments, clinical competencies, or lab demonstrations must be made within three days of receiving the grade. Grade appeals for semester grades must be made within three days of receiving notification of the grade or at end-of-semester conferences. No examinations can be repeated in an attempt to pass or improve the original score. Grade appeals for La Roche University courses must be made in accordance with La Roche University's grading policy outlined in the La Roche University Student Handbook.

**PURPOSE:** To instruct students on the policy of fundamental courses and repeating courses.

### **FUNDAMENTAL COURSE PROGRESS**

The student must achieve a minimum grade of “C” in the radiography fundamental courses. Any student not achieving a “C” grade or higher in these fundamental courses must repeat the course and earn a passing grade in order to be eligible for graduation. Fundamental courses include all hospital-based courses and the following university based courses:

Anatomy & Physiology I (lecture & lab)  
Anatomy & Physiology II (lecture & lab)  
Life Science (lecture & lab)  
Medical Terminology  
Introduction to Physics (lecture & lab)  
College Algebra

### **GRADING / REPEAT POLICY FOR THE RADIOLOGIC TECHNOLOGY PROGRAM**

Students who need to repeat one or more of the above fundamental courses must follow these procedures:

#### **Repeat College Course Option**

If a student fails a fundamental course stated above, the student will be dismissed and may re-apply for the following year. The student may continue at La Roche and take courses but will not be permitted to take radiography courses at the school. The Student may not take courses failed at La Roche University at another institution and dual enroll. Please refer to the La Roche University Handbook.

#### **Repeat Hospital Course Option**

Because radiography courses are scheduled only once a year, the student will be required to wait for the course to be offered again the following year. The student may continue to take courses at the university, but must formally withdraw from the program.

Students should realize that course repetitions are likely to extend the completion date of the program and that the extension is likely to postpone the date on which they will be able to take the certification examination. Furthermore, students who are dismissed or withdraw from the program due to poor scholarship are not guaranteed re-entrance into the program the following year. Re-entrance will depend on the success of other academic courses, space available in the class he/she wishes to re-enter, and successful completion of a comprehensive examination covering all courses prior to the failed course. Also, the student must re-apply for all clearances which the student must prove no record exists to re-enter the program. Regardless of previous records, new clearances must be submitted. Students who are not granted re-entrance to the program must reapply for admission to the radiography program and if admitted, repeat the hospital-based didactic and clinical courses with a new freshmen class. (See Progression Policy # 6)



SCHOOL OF RADIOGRAPHY  
**Progression Policy**  
Policy # 6  
Revised 06/19

**PURPOSE:** In order to explain and define the process for students dismissed from the program for poor scholarship to be considered for re-admission.

**Students seeking re-admission to the program must understand the following:  
Re-admission is not guaranteed.**

**A student may only be re-admitted to the program one time**

**Students seeking re-admission must complete a re-admission application and pay a re-admission application fee. They must also re-apply for new clearances, Act 33, 34, 73.**

**Re-admission will only be considered when each criteria is met:**

- There is a space available for the student in the class he/she wished to re-enter.
- The student has had success in academic coursework completed while absent from the program.
- The student successfully completes a comprehensive examination with a grade of 85% or greater covering all courses prior to the failed course and then will be placed in the previous unsuccessful/failed course. Provided space is available within the class.
- In the case of multiple students seeking to reenter the program with one/few available spaces, provided the students scored  $\geq 85\%$ , priority is given to the student with the greatest overall GPA regarding SOR grades (not the highest comprehensive exam grade).
- If a student is seeking to re-enter the program and does not receive a score of 85% or greater covering all courses prior to the failed course on the comprehensive examination, then the student must re-start the program with an incoming freshmen class, provided space is available. When the student re-enters the incoming class, the student must attend and pass all previous clinical and didactic classes, regardless of their prior success in that course. The student's full participation in the courses is required.
- All students seeking re-admission to the program must take a comprehensive examination covering all courses prior to the failed course, with the exception of failed courses from HSCU 2001 and 2002. The comprehensive examination will only be given once.

**Re-admission will not be granted to any student who has been gone from the program longer than one year.**

A former student who has been out of the program for one year or more, can only be considered for admission to an incoming freshman class and must complete two years of the program over, regardless of what semester they left the program. Interested students must complete a re-admission application and pay the re-admission fee and re-apply for all clearances. Students must attend and pass all previous clinical and didactic classes, regardless of their prior success in that course. The student's full participation in these courses is required.

**Please understand this policy is voluntary and it is up to the individual student as to how she wishes to proceed in the event of a pregnancy.**

**PURPOSE:** Due to the radiation hazard to the unborn baby during the first trimester of pregnancy, pregnancies should be reported immediately to the program director **in writing, by use of the declaration of pregnancy form, found in the radiation protection handbook**. Please note, however, that student disclosure of pregnancy is optional and should be done only on a voluntary basis. When a student does declare pregnancy the student is counseled and given a regulatory guide regarding Prenatal Radiation Exposure from the U.S. Nuclear Regulatory Commission. ***Students who do not report their pregnancy in writing will be considered and treated as non-pregnant, regardless of physical appearance.*** In addition, it is recommended that the student discuss this situation with her physician and seek his/her written advice. At any time after declaring pregnancy, the student may un-declare pregnancy by submitting a signed withdrawal of pregnancy declaration form to the program director found within the radiation protection handbook.

Pregnant students will immediately be ordered a fetal monitoring badge. The National Council of Radiation protection and Measurements (NCRP) Report #16 recommends that during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposure of the expectant mother should not exceed 50 mR/month, 0.05 rem/month, or 0.5 mSv/month.

A pregnant student will choose one of the options outlined in this policy. (Please also refer to the *Radiation Protection Handbook*).

- I. **OPTION A:** The student may continue in the radiography program without any restrictions. No substitute rotations will be provided. A fetal radiation monitor will be ordered immediately for the student to use throughout the duration of her pregnancy.
- II. **OPTION B:** The student may request a leave of absence from the radiography program (**not to exceed one year**) and either withdraw from or attempt to complete the university courses in which she is currently enrolled.
- III. **OPTION C:** The student may request to withdraw from the radiography program for an indefinite period of time and either withdraw from or continue with courses at La Roche University. If she wishes to be reinstated into the radiography program at a later date, the student must contact the university and re-apply for admission to the program. Previous clinical and radiography work will be re-evaluated and the student will be placed in the program accordingly by the program director.

**In any withdraw or leave of absence situation, re-admission to the radiography program is subject to program vacancy.**

SCHOOL OF RADIOGRAPHY  
**Professionalism and  
Disciplinary Process Policy**  
Policy #8  
Revised 06/19

**PURPOSE:** Radiologic Technology, as a profession, has long subscribed to a body of ethical statements developed primarily for the benefit of patients in our care. As a student member of the profession, students must realize their ethical and moral responsibility not only to their patients, but also to society, to other health care professionals, and to themselves.

### **CODE OF ETHICS**

The student technologist is responsible to follow the *Code of Ethics* established by the American Registry of Radiologic Technologists (page 6 of this handbook).

### **PROFESSIONAL ORGANIZATIONS**

Students are encouraged to attend local professional meetings. When known, the date and location of such meetings will be posted by the program director.

### **PROFESSIONAL BEHAVIOR**

Students are required to act in a professional manner at all times when in the hospital and will uphold all State and Federal laws. This includes (but is not limited to) addressing patients by their proper name (i.e. Mrs. Smith), responding appropriately to patients, instructors, fellow classmates, technologists, and other employees; and displaying mature behavior.

In accordance with the hospital policy, disciplinary action may be taken for acting in a manner that, by generally accepted standards of behavior, is viewed as inappropriate. The following is a list of inappropriate behaviors that may result in **immediate dismissal** from the program.

1. Intoxication or drinking on hospital premises
2. Overt threats or acts of personal violence or possession of weapons
3. Unauthorized use or sale of illegal substances
4. Gambling on hospital premises
5. Participating in any activity that could or does lead to disruption of the care of patients
6. Dishonesty such as stealing, cheating or deliberate falsification of records
7. Divulging confidential information of patients, fellow students, technologists, and employees, or By failing to adhere to a patient's rights with regards to their Protected Healthcare Information as defined by HIPAA.
8. Sleeping during education hours, being late to class or clinical.
9. Immoral conduct
10. Insubordination, including refusal to accept appropriate assignments from or use of profane or obscene language towards supervisors/instructors/technologists
11. Disorderly conduct on hospital premises
12. Any grossly negligent, careless, or willful act that could result in personal injury or personal Damage.

## **DISCIPLINARY ACTION**

A student will be placed on a disciplinary action if any published rules and/or regulations of the program, hospital, or university have been violated. Also, any of the above mentioned regarding professional behavior will follow the Disciplinary Process. Each infraction will follow the disciplinary process and will be raised every level until the student graduates or reaches the termination level of the disciplinary process. The disciplinary process will start the first day of school and will end the day of graduation. Each infraction submitted to the student will follow the disciplinary process.

If conduct is inappropriate in the care and handling of the sick or deemed by the program director to be in harmful intent of another student, employee or faculty member **(will result in immediate dismissal)**.

Disciplinary actions are treated as an infraction and will follow the Disciplinary Student Consultation Form.

### **The Disciplinary Process:**

**Verbal Warning**

**Written Warning**

**Suspension**

**Termination**

### **Verbal Warning**

A student who receives a Disciplinary Student Consultation Form of a verbal warning will be informed by the program director of the infraction and counseled regarding the next step if an additional infraction occurs.

### **Written Warning**

A student who receives a Disciplinary Student Consultation Form of a written warning will be informed by the program director of the infraction and counseled regarding the next step if an additional infraction occurs.

## **SUSPENSION FROM PROGRAM**

Students who are suspended from the program will be suspended for a total of two proceeding clinical days from date of the infraction.

Students who are suspended from the program will not be permitted to make up missed or due assignments, or tests administered in their absence.

Additionally, students who are suspended from the program will not be eligible to receive awards at graduation.

## **TERMINATION FROM THE PROGRAM**

Students who are terminated from the program, will be immediately asked to leave the hospital premises, turn in all hospital property-student badge and will not be permitted to further be on the hospital campus. If the student must come back to see the program Director, then the student must submit an e-mail asking for permission to be on hospital premises. Once the e-mail is submitted, the program director will inform the student of the day and time they may be permitted on hospital premises.

**SCHOOL OF RADIOGRAPHY**  
**Grievance Policy**  
Policy #9  
Revised 10/20

**PURPOSE:** Every effort shall be made to resolve grievances informally within the School of Radiography through discussions between the student and the clinical coordinator and/or program director. When an informal resolution can't be reached, the student may formally initiate a grievance according to the guidelines outlined below. All students have the right to engage the due process policy. In the effort to resolve any grievance, the following due process will be adhered to:

**DUE PROCESS PROCEDURE**

1. The student will be given notification of specific charges and possible penalty within three (3) business days of an offense (subject to necessary investigation) through the use of the Disciplinary Student consultation Form and a counseling session with the clinical coordinator and/or program director. The student will be advised of the infraction and suggestions for behavior modification will be provided along with consequences of future similar infractions.

The student may appeal the charge and/or penalty to the program director by submitting a written notice within three (3) business days of the initial counseling session. The program director will review the appeal and render a written decision containing findings and recommendations to the student within three (3) business days after receiving the student's written notice. The written decision will also provide the student with information on how to further appeal the program director's findings.

2. Students may file a grievance for any matter by submitting a written notice to the program director within (3) business days of the incident. The program director will review the grievance and render a written decision containing findings and recommendations to the student within three clinical days after receiving the student's written notice. The written decision will also provide the student with information on how to further appeal the program director's findings.

**APPEALS PROCESS**

In the event the student desires to appeal the findings and recommendations of the program director, the student may appeal to the Affiliation Committee by submitting a written notice to the program director within three (3) business days of the initial disciplinary counseling session or the date of the written notification of the program director's findings and recommendations, whichever comes last.

The program director shall schedule a meeting with a quorum of the Affiliation Committee to discuss the grievance within five (5) business days of receiving the written notice from the student. The quorum may include any member of the Affiliation Committee not directly involved with the grievance. With at least three (3) business days advance notice, the student will receive written notification of the time, place, and date of a scheduled hearing. Hearing proceeding will adhere to the following guidelines:

1. The student may present evidence and/or witnesses for his/her defense. Only individuals who were present during the incident will be permitted to attend the hearing --“character witnesses” are not permitted.
2. The quorum of the Affiliation Committee shall hear testimony and then respond in writing to the student before five (5) business days have elapsed following the meeting. At this time, students will also be notified of the final appeals process.
3. All aspects of the Due Process and Appeals Process including the hearing will be kept confidential.

### **FINAL APPEALS PROCESS**

In the event the student desires to appeal the findings and recommendations of the Affiliation Committee, the student may file a grievance with the Final Appeals Board by submitting a written notice to the program director within three (3) business days of receiving the Affiliation Committee’s written response of findings.

The program director shall schedule a meeting with the Final Appeals Board to discuss the grievance within fifteen (15) business days of receiving the written notice from the student. The board will include two individuals from Heritage Valley Kennedy Hospital and two individuals from La Roche University who are not directly involved with the radiography program. Such individuals may include human resource personnel, academic administrators and/or deans, faculty members, and other administrative personnel. Hearing proceeding will adhere to the following guidelines:

1. The student may present evidence and/or witnesses for his/her defense. Only individuals who were present during the incident will be permitted to attend the hearing --“character witnesses” are not permitted.
2. The quorum of the Final Appeals Board shall hear testimony and then respond in writing to the student before five (5) business days have elapsed following the meeting.
3. All aspects of the Due Process and Final Appeals Process including the hearing will be kept confidential.
4. The decision of the Final Appeals Board will be considered final.

**PURPOSE:** To insure that students are provided with an environment conducive to maximizing their potential on examinations, written reports and other assignments and to provide faculty with an accurate means of measuring student progress.

### **Multiple Choice Exams**

Multiple choice examinations are given throughout the program. The tests are designed this way to help prepare the student for the type of questions on the certification examination. **The faculty reserves the right to administer completion, essay, and matching questions on examinations.**

### **Date of Examination**

Tests are usually announced well in advance of the date that they will be administered. **Faculty reserves the right to administer an unannounced quiz.**

### **Acceptable Behavior during Any Type of Testing (written, lab demonstrations, exam comps)**

The following is a list of behaviors that are considered acceptable during testing:

1. Use of a calculator will only be permitted when calculations are needed for the examination. The only calculator permitted for examinations, will be one provided by the instructor and will be collected at the end of the examination.
2. Only one blank sheet of paper will be provided by the instructor when calculations are needed for the examination. The blank paper provided for an examination will be collected by the instructor. Each student taking the examination with calculations, will be given a blank sheet of paper from the instructor, regardless of use. All paper provided must include the student's name, date and have a signed signature by the student.
3. Use of the full time allotted by the instructor according to the length and difficulty of the exam.
4. Explain their answer or challenge a question in writing

### **Unacceptable Behavior during Testing (written, lab demonstrations, exam comps)**

The following is a list of behaviors that are considered unacceptable during testing:

1. Talking to classmates.
2. Cheating (looking at another classmates exam, using a "cheat sheet", writing on the desk, etc.).
3. Asking for further explanation of a term used in the exam.
4. Excessively inquiring what is meant by a certain question.

5. Leaving the room after the exam has begun.
6. Sharing the same calculator with a classmate.
7. Not returning the provided blank paper after completion of examination or not placing student's name on blank paper.
8. Disclosing any information after the examination has been given regarding material to other classmates, or publishing via the internet, social media or any electronic devices.
9. Using more than the time allotted for an examination.
10. No drinks or any food permitted.
11. No electronic devices permitted during the examination, including cellular devices and/or an electronic watch.
12. Blank paper will not be permitted to any students unless calculations are needed for the examination.
13. Blank paper provided by the instructor is not permitted to leave the examination area.
14. Providing or receiving any type of assistance during lab demonstrations including but not limited to verbal assistance, eye contact/movement, or movement of a body part to correct positioning. In the event assistance is provided, the individual performing lab demonstrations will receive an overall failing grade for the lab demonstrations and both students will receive counseling and disciplinary action that could result in dismissal from the program.

### **Rebuttal of test questions**

Following the return of the corrected exam, if a student feels their answer is justifiable, the student must submit, in writing, to the instructor the source that proves the student is correct. The deadline on this rebuttal must be made within three days of receiving the grade.

### **Plagiarism**

When a student uses an outside source, it is the student's responsibility to cite that source in the reference section of their paper. Omission of a source and false citations both constitute plagiarism. Copying or using information from another student or other body of knowledge also constitutes plagiarism.

### **Violations**

Students' violation of the rules set forth in this policy shall be disciplined accordingly. If a student is found guilty of violating this policy, the student will receive a "zero" on that exam, report or assignment. If a student is found guilty of violating this policy more than once during a given course the student will receive an "F" in the course and the offending student will be dismissed from the program.



SCHOOL OF RADIOGRAPHY  
**Tuition Policy**  
Policy #11  
Revised 08/2022

**PURPOSE** In order to offset some of the cost incurred by the program in the educational process of students, the HVK School of Radiography charges tuition separate from tuition charged by the college.

**AMOUNT OF HOSPITAL TUITION**

The amount of tuition is \$350 for each of the seven clinical sessions. Tuition will not increase during 24-month period that a student is enrolled in the program. Increases in tuition will effect only incoming students newly enrolling in the program.

**TUITION DUE DATE**

Tuition is due each semester and summer session on the first day of class. Invoices will be sent two weeks prior to the first day of the semester with a thirty-day period in which to pay tuition costs without incurring late fees.

**LATE –PAYMENTS**

Late payment of tuition will be subject to a late fee of 10% per month after the thirty day period to pay tuition. In addition, tuition not paid by the end of a semester will result in an incomplete grade until the account is settled.

**NON-PAYMENT OF TUITION**

Students with outstanding tuition balances will not be permitted to graduate.

**HOSPITAL REFUND POLICY**

A student who withdraws from the program will have any paid hospital tuition refunded as follows:

1. A 100 percent refund will be given prior to the start of classes for that semester. In the event of withdraw prior to the beginning of the first semester, 100 percent of tuition will be given minus the cost of any pre-ordered personal radiation dosimeters.
2. A 50 percent refund will be given for withdrawal up to the third week of classes during fall and spring semesters and the second week of summer sessions.
3. No refund will be given for withdrawal past the third week of fall and spring and the third week of summer sessions.

### **ACCEPTANCE FEE**

Once admitted to the radiography program, students are required to submit a \$100.00 acceptance fee that serves to hold their position in the class. This deposit is non-refundable in the event that the student changes his/her mind about their university/career choices. Students who are denied final acceptance to the program based on a positive drug test will not be refunded their deposit. Students who refuse to complete the Act 73 FBI Fingerprint Clearance, Act 34 Criminal Background Check and the Act 33 Child Abuse Clearance or do not clear these checks will not be permitted to start the program and will lose their deposit.

### **TUITION SCHOLARSHIPS**

Heritage Valley Kennedy Hospital offers tuition scholarships to students. Available scholarships are re-evaluated by the hospital each year and are subject to change. Scholarships are made known to all students so they have an equal opportunity to apply. The program director will advise students when to apply for available scholarships. When tuition scholarships are available, the student will be asked to sign a contract outlining the criteria to receive and maintain the funding.

### **TECHNOLOGY FEE**

Heritage Valley Kennedy radiography student's will incur a cost of \$635.00 for the school's technology fee to include, Exam Soft, Canvas and Trajecsys. The first semester the radiography student will pay \$315.00 of the technology fee for the first year, which is a non-refundable fee. The first technology fee of \$315.00 is due by the first week in August. The second technology fee of \$320.00 will be billed to the student for their second year and will be due by the first week of July. The second technology fee will be a non-refundable fee too. If a student leaves or is dismissed from the program and comes back at a later date, the technology fee they paid will not be credited back when the students re-enrolls. The student will pay the entire technology fee of \$635.00 when re-enrolled and must be paid before the start of their re-admittance.

SCHOOL OF RADIOGRAPHY  
**External Rotation Policy**  
Policy #12  
Revised 07/18

**PURPOSE:** To provide an opportunity for students to observe alternative radiology departments, hospitals, staff and students.

**OBSERVATION ONLY**

The students observe only and do not participate in the direct delivery of patient care during external rotations.

**STUDENT BEHAVIOR**

The students are to act in a professional manner at all times. At the discretion of the sponsoring external rotation site, any student who does not act appropriately will be asked to leave. The excused student will be required to make up any missed external rotation time at Heritage Valley Kennedy Hospital, in accordance with the Clinical preceptor's schedule. The excused student will receive formal disciplinary action, will not be permitted to submit any assignments related to the external rotation, and will be prohibited from participating in all future external rotations thereby forfeiting all associated assignments.

**CONTRACTS**

Each institution is provided with a letter of agreement or an institutional contract will be signed prior to the scheduled externship. This letter/contract contains an explanation of the rotation, a "hold harmless" clause and any institutional specific requirements.

**SCHEDULES**

The program director and the external rotation site schedule external rotations in accordance with the Clinical Rotation Plan. Students typically spend one clinical week or less at each external rotation. Students are informed at the beginning of the semester of external rotations.

**EVALUATIONS**

The students evaluate each external rotation. Comments are shared with the participating institutions and are used to improve subsequent rotations. The participating institutions evaluate the rotations and the students.

**SUPERVISION**

The coordinator or contact person at the external rotation site directs the supervision of the students. Students are provided in advance with the name and phone number of the contact person at each clinical site, as well as other pertinent information. Additionally, the program director and/or coordinator are on call to the students while they are on external rotations

## **EXPENSES**

Students are required to incur all expenses associated with external rotations including parking, lunches, and transportation.

## **CONTINUANCE OF EXTERNAL ROTATIONS**

Heritage Valley Kennedy Hospital School of Radiography will continue to offer external rotations to students as long as they are available and prove to be a valuable educational experience. Continuance of external rotation offerings is decided upon by the program director and the hosting institution. Changes to the rotation may result from evaluations received from both the hosting institution as well as the participating students. Evaluations are maintained on file in the School of Radiography.

SCHOOL OF RADIOGRAPHY  
**Semester Breaks, Vacation, &  
Holiday Policy**  
Policy #13  
Revised 07/17

**PURPOSE:** To insure that students receive an appropriate amount of time to enjoy vacation and holidays, the radiography program will follow the La Roche holiday and semester break schedule, when scheduling clinical breaks. To provide students guidelines in appropriately scheduling vacations.

**SEMESTER BREAKS AND TIME OFF**

The radiography program follows the University calendar. Students should refer to the academic calendar published by La Roche University to determine exact dates of semester breaks and holidays from classes taught at La Roche. All breaks from the hospital will occur during the same time period but may not be as long. The program will not bear the responsibility of predicting semester breaks for students or their families wishing to plan vacations. Students will be advised of their clinical breaks as soon as the La Roche calendar is available.

**HOLIDAYS**

Heritage Valley Kennedy Hospital/La Roche University offers the following holidays and breaks.

The week of New Year's Day  
Martin Luther King Day  
Spring Break  
Good Friday, the Thursday before and the following Monday  
One week following Spring Semester  
Memorial Day  
Independence Day  
Two weeks following Summer Semester  
Labor Day  
Thanksgiving Day & the Friday that follows  
The week of Christmas Day

Because students have abundant scheduled time off and because of the criticality of students participating in scheduled clinical/class time, students are not permitted to schedule vacations during times other than the schedule of breaks and holidays, as defined by the Heritage Valley Kennedy Hospital/La Roche University academic calendar. Students who violate this policy will receive formal disciplinary action with the possibility of termination from the program. No exceptions will be made.

Students will be provided with a schedule of breaks as the information becomes available.

SCHOOL OF RADIOGRAPHY  
**Communicable Disease Policy**  
Policy #14  
Revised 8/16

**PURPOSE:** To ensure that patients receive only the highest quality of care, the ill student should refrain from attending the clinic setting and the classroom. The possibility of spreading infectious organisms to patients, other students and faculty will be decreased.

### **ILL HEALTH**

The student will be excused from the clinic and/or the classroom for ill health. If the student should report to the school suffering from an illness, it is left to the clinical coordinator's discretion to dismiss the student. In accordance with the Attendance Policy, any missed time exceeding eight hours must be made- up (please refer to the Attendance Policy). The student should not report to the clinic (or will be dismissed from the clinic) for any of the following reasons:

1. Severe cold
2. Influenza
3. Diarrhea
4. Severe cough and congestion
5. Fever
6. Sore throat
7. Conjunctivitis ("pink eye")
8. Vomiting

The faculty reserves the right to dismiss the student for other illnesses as deemed appropriate by Heritage Valley Kennedy Hospital, School of Radiography.

### **STUDENT RECOURSE**

If the student refuses to leave the clinical upon request by the director, clinical coordinator or clinical preceptor, the student may opt to visit Heritage Valley Kennedy Hospital's Emergency Department to be seen by a physician at the student's expense. If the physician permits the student to have patient contact, the student will be permitted to return to the clinical setting.

### **EXPOSURE**

In accordance with hospital employee policy, a student who is exposed to a communicable disease during their clinical rotation will be seen and followed by Heritage Valley Kennedy's Employee Health Office.

#### **ANNUAL FLU SHOT**

The infection control department administers Flu Vaccines to all students free of charge. Any student who refuses to get or is otherwise excluded from receiving this vaccine will be required to wear a mask over their nose and mouth for the duration of the flu season. (Please see the SOR Program Director for the Heritage Valley Kennedy Hospital Policies.)

**SCHOOL OF RADIOGRAPHY**  
**Non-Discrimination and**  
**Racial/Ethnic Tolerance Policy**  
Policy #15  
Revised 06/19

**PURPOSE:** To ensure that all prospective and enrolled students in the Heritage Valley Kennedy Hospital/La Roche Radiography Program are treated in a non-discriminatory manner and are not a victim of nor participate in racial/ethnic harassment.

**EQUAL OPPORTUNITY**

Prospective and enrolled students of the Heritage Valley Kennedy Hospital/La Roche Radiography Program will receive equitable treatment without regard to age, sex, race, color, national origin, ancestry, religion, sexual orientation, or non-job related disability. This policy of non-discrimination applies to every aspect of the program's policies and practices, including recruitment and selection of program candidates, clinical and classroom instruction, learning opportunities, and clinical assignments.

**RACIAL/ETHNIC TOLERANCE**

The Heritage Valley Kennedy Hospital/La Roche University admits qualified students of any sex, race, color, religion, national and ethnic origin or veteran status to all the rights, privileges, programs and activities generally accorded or made available to students in the program.

The program is strongly opposed to and will not tolerate any form of harassment which is defined as any word, gesture, picture or symbol (verbal or written) that is commonly understood to convey hatred or contempt, or to demean, alarm or abuse an individual (or group) because of his/her sex, race, color, religion, sexual orientation or national and ethnic origin.

Any prospective or enrolled student who believes they have been discriminated against or racially or ethnically harassed should notify the program director and file a grievance in accordance with the program's Due Process Policy.

Students who are found to violate any aspect of this policy will be immediately dismissed from the program and not permitted back on campus without approval from the program director.

SCHOOL OF RADIOGRAPHY  
**Telephone and Electronic Devices  
Policy**  
Policy #16  
Revised 03/2021

**PURPOSE:** To ensure no disruption of class or clinical time occurs due to student use of electronic devices.

**Telephones**

Students are not permitted to make or receive personal phone calls during clinical time, with the exception of emergency calls. Any emergency calls should be made in the adjacent room 222 across from the Director's office. Students are not permitted to use faculty telephones except for emergency situations only and when granted permission by faculty.

**Cell Phones & Smart Watches**

Cell phones and smart watches are not permitted in the hospital, classroom, or lab at any time. Cell phones and smart watches must be stored in the student's locker and must be powered off.

**Other Electronic Devices**

Electronic devices that are disruptive to student learning such as portable audio / video devices are not permitted during class or clinical time.

If a student violates this policy they will be given a written warning. If the disruption occurs during a test/exam, the student will receive a "zero" on the test/exam.

Cell phones may not be used as a calculator during a test. All students will be provided calculators by the school, if needed for an examination.

All HSCU courses at Heritage Valley Kennedy, School of Radiography are not permitted to be audio/video recorded by a student.



**Purpose:** To provide a mechanism to report allegations against Heritage Valley Kennedy's School of Radiography of non-compliance with the Joint Review Committee on Education in Radiologic Technology's *Standards for an Accredited Educational Program in Radiography*.

### **JRCERT STANDARDS**

The JRCERT Standards for an Accredited Educational Program in the Radiography are displayed in the radiology classroom, the radiology resource room, and in the Radiology Department employee lounge. They are also available to the public through the JRCERT website at [www.jrcert.org](http://www.jrcert.org).

### **ALLEGATIONS OF NON-COMPLIANCE**

A complaint may be filed by any of the following:

- Student(s) currently enrolled in the program.
- Applicant(s) to the program.
- Other interested parties including graduates, clinical staff, faculty, or the public

**Any allegation of non-compliance to the JRCERT Standards should follow the following process:**

### **COMPLAINT PROCEDURE**

- 1) The allegation should be related to the JRCERT *Standards* and must be submitted to the Chief Executive Officer of the JRCERT as a written, signed, and dated statement. A return address must also be submitted. Additionally, the correspondence must indicate that efforts have been made to bring items of alleged non-compliance with the *Standards* to the attention of Heritage Valley Kennedy Hospital School of Radiography program officials. The identity of the complainant will not be revealed by the JRCERT. Heritage Valley Kennedy School of Radiography may not respond with any form of punitive or disciplinary action against the complainant.
- 2) The JRCERT will acknowledge receipt of signed allegations of non-compliance to the *Standards* with a letter from the JRCERT's Chief Executive Officer.
- 3) The JRCERT will also notify Heritage Valley Kennedy Hospital of the specific *Standard(s)* and the allegations of non-compliance and will be given a deadline for response.
- 4) Upon receipt of Heritage Valley Kennedy Hospital's response to the allegations, the Chief Executive Officer will forward the information to the JRCERT directors for deliberation and action. Depending on the results of its deliberation/evaluation of the situation, the Committee will decide one of the following:

- The allegations have no merit.
  - The allegations are warranted; the program has documented appropriate corrective action.
  - The program is in non-compliance with one or more of the *Standards*.
- 5) Depending on the decision of the Committee, Heritage Valley Kennedy Hospital School of Radiography may be required to submit one or more progress reports. The Committee may also recommend that the Heritage Valley Kennedy Hospital/La Roche University Radiography Program's accreditation status be reduced or it may accelerate the continuing accreditation process.
- 6) Heritage Valley Kennedy Hospital/La Roche University Radiography Program, the United Stated Department of Education and the complainant will be informed of the JRCERT's decision.

All correspondence relative to these actions shall be exchanged by certified mail, return receipt requested.

#### **MAINTENANCE OF RECORDS OF ALLEGATIONS OF NON-COMPLIANCE**

Records of any allegations Heritage Valley Kennedy Hospital School of Radiography of non-compliance with the *Standards* as well as disposition of the complaints will be maintained in the Records and Recruitment office. These records are available for review by the JRCERT site visit team during the accreditation process.

SCHOOL OF RADIOGRAPHY  
**Student Abandonment of Clinical  
Site Policy**  
Policy #18  
Devised 5/18

**Purpose:** To ensure that students remain in their assigned clinical areas and do not leave the imaging department without the permission of the clinical coordinator or clinical preceptor.

**Weekly Room Assignments**

Students are scheduled a weekly clinical room assignment by which they are expected to abide. During clinical education, students should not leave the Imaging Department or Clinical Site without express permission from the clinical coordinator or clinical preceptor, unless a student is assigned a room rotation that requires them to leave the department (portable, OR, ER, and internal rotation areas). Students who are assigned to one of these clinical areas and who are absent from the Imaging Department are expected to be in their assigned area.

**Permission to Leave the Imaging Department**

In the event that a student must leave the department, for a valid non-clinical activity (i.e. - meeting with the program director), the student must inform the clinical coordinator or clinical preceptor. When the student returns to the department, the clinical coordinator or clinical preceptor must be notified.

This policy is applicable to any situation that would result in the student leaving the Imaging Department during their clinical education for any non-valid reason such as smoking, eating, making personal phone calls, meeting with family/friends, accompanying technologists or other hospital personnel for non-educational activities, etc.

Students wishing to leave the department with an accompanying technologist or other hospital personnel for educationally relevant activities to areas the student is not formally assigned, must consult with the clinical coordinator or clinical preceptor prior to leaving the Imaging Department

Students will be held accountable for their locality in the hospital at all times while on school time.

**Purpose:** To ensure the safety, health, and welfare of students, patients, families, employees, and the community by providing a drug-free environment.

### **MAINTAINING A DRUG-FREE ENVIRONMENT**

Consistent with the hospital's and program's commitment to a drug-free environment and to the safety and well-being of its students, employees, patients, families, and the community the following is strictly prohibited:

- The presence of any student who is in the clinical area or on hospital property while under the influence of intoxicants, drugs, or any other controlled substance.
- The use, possession, transfer, sale, or purchase of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time, in the clinical area or on hospital premises.
- The use of school/hospital property, including school/hospital vehicles and telephones, or a student's position in the hospital to make, transfer, sell or purchase intoxicants, illegal drugs, or controlled substances.
- Any other use, possession, sale or purchase of intoxicants, illegal drugs, or controlled substances in a manner that has an adverse impact on the school and/or hospital.

### **REPORTING OF MEDICATION USE**

Any student, who is under prescribed medication or taking any drug that may affect the student's ability to perform in a safe and productive manner in the clinical or classroom setting, must report such use to the program director, clinical coordinator or clinical preceptor. The student will be evaluated at his/her own expense by an emergency room physician in conjunction with the program director, will determine if the student should be sent home.

### **NOTICE OF VIOLATION OF CRIMINAL DRUG STATUES**

Any student convicted of any violation of criminal drug statues occurring while enrolled as a student in Heritage Valley Kennedy Hospital's School of Radiography must notify the program director in writing within five (5) days of such conviction. The student will be terminated from the program.

## **PROGRAM RIGHTS**

Drug test will be conducted as a routine part of the student's entrance requirements. Any student may be requested to undergo drug and/or alcohol tests via blood, urinalysis, breathalyzer test or other diagnostic tests under certain circumstances as stated below.

\*Students must understand that any use of prescription medication must be a current and valid prescription issued to the student. All other use is considered abuse.

- When there is reason to believe, in the opinion of the School and/or Hospital that the student is under the influence of, or impaired by, alcohol or drugs (prescription or non-prescription) while on the School's and/or Hospital property
- Drug tests will be conducted as a routine part of the student's entrance requirements. Any student may be requested to undergo drug and/or alcohol tests via blood, urinalysis, breathalyzer test or other diagnostic tests if just cause is determined. "Just cause" is determined by the completion of a formal checklist of observed behaviors.
- When a student is involved in a class, clinical or community related accident or incident.
- Where there is reasonable suspicion. This may be based on any unusual occurrence, which in the opinion of the School or Hospital, could indicate a violation of policy

The School and/or the Hospital will cover the financial cost of any drug test it administers. The Director of Employee Health will serve as the Medical Review Officer (MRO) and will be responsible for discussing the test results with students.

## **DISCIPLINARY ACTION**

- Any violation of this policy, including the refusal to immediately submit to a requested search or test or a positive test result of such test, will result in immediate termination from the school. This termination is limited to the Radiography Program at Heritage Valley Kennedy Hospital. The student may continue to pursue college credits at La Roche University provided the student has not violated the college's controlled substance policy.
- Re-enrollment will not be granted to any student that has been terminated as a result of any violation of this policy.
- If the student was in the School of Radiography's tuition scholarship program, the student may be required to pay back monies as outlined in the scholarship contract.
- If the student is employed by Heritage Valley Kennedy Hospital, at the time of the policy violation, the student's employment will be terminated as outlined in the Hospital's policy.

## **NOTIFICATION TO LAW ENFORCEMENT AGENCIES**

Notification to law enforcement agencies will be made at the discretion of the school/hospital, regarding violations of this policy as appropriate and/or necessary.

## **PRE-ACCEPTANCE DRUG SCREENING**

Acceptance into the radiography program is contingent upon satisfactorily passing a drug test administered through Heritage Valley Kennedy Hospital. Results of the drug test are available to the program director. Individuals, who refuse any part of the test, including signing the consent/release form providing test results to the program director, will be ineligible for acceptance to the radiography program.

The student will be promptly notified of the results of the drug test along with confirmation or denial or final acceptance to the program. The one-hundred dollar acceptance fee required to hold the student's position in the class is not refundable regardless of the results of the drug test and admission or denial to the program.

## **ARRT CERTIFICATION EXAMINATION ELIGIBILITY**

Students should be advised that substance abuse issues may preclude them from being eligible to sit for the American Registry of Radiologic Technologists' Certification Examination. In the event that a substance abuse issue arises, students are advised to immediately confer with the ARRT via their website at [www.arrt.org](http://www.arrt.org) or by phone at (651) 687-0048. Heritage Valley Kennedy Hospital's School of Radiography will not bear any responsibility for students who are deemed ineligible by the ARRT to sit for the certification examination. (Please refer to the "Student Responsibility" section of this handbook.)

**SCHOOL OF RADIOGRAPHY**  
**N. Bruce Tannehill Scholarship**  
Policy #20  
Revised 08/18

**Purpose:** To inform students of eligibility requirements for the N. Bruce Tannehill, M.D. Education Endowment and to recognize and reward students for clinical excellence.

**N. BRUCE TANNEHILL, M.D. EDUCATION ENDOWMENT**

The N. Bruce Tannehill, M.D. Education Endowment is a scholarship fund for the benefit of Heritage Valley Kennedy Hospital School of Radiography students.

Guidelines for awarding the N. Bruce Tannehill, M.D. Education Endowment are as follows:

- A. The scholarship will be awarded to one Heritage Valley Kennedy Hospital School of Radiography graduating student based on superior clinical skill in that year's class
- B. The student will be chosen by the clinical preceptors at the completion of the second year of the radiography program.
- C. The award of \$500.00 dollars will be presented to chosen student at the School of Radiography's formal graduation service.
- D. The School of Radiography may choose not to bestow the N. Bruce Tannehill, M.D. Education Endowment if a worthy candidate does not exist, as deemed so by the aforementioned individuals.
- E. In the event there is a tie, the student who demonstrates the higher final grade point average will receive that year's scholarship.
- G. Recipients of the award will have their name engraved on a plate to be put on the N. Bruce Tannehill Education Endowment Recipient plaque hanging in the School of Radiography.
- F. Students who have been formally suspended from the radiography program at any time in the 24-month training period are automatically ineligible for the scholarship.

**Evaluation Criteria for the N. Bruce Tannehill, M.D. Education Endowment**

All graduating students will be evaluated according to the criteria below. Results will be tabulated by the program director, will remain confidential, and will be kept on file in the program director's office. The recipient of the award will remain confidential until the award is presented at the graduation service.

1= seldom, almost never/poor  
2= occasionally/fair  
3= very often/above average  
4= almost always/excellent

1. \_\_\_\_\_ The student engages in courteous professional conversations with patients, family members, and other health care professionals.
2. \_\_\_\_\_ The student demonstrates the ability to work independently.
3. \_\_\_\_\_ The student exhibits self-confidence.
4. \_\_\_\_\_ The students exhibits high regard for patient confidentiality.
5. \_\_\_\_\_ The student shows concern for patient's physical needs by offering assistance (bedpans, blankets, help changing, etc.).
6. \_\_\_\_\_ The student demonstrates initiative.
7. \_\_\_\_\_ The student utilizes proper radiation protection techniques such as shielding, collimation, and proper exposure factors.
8. \_\_\_\_\_ The student exhibits thorough knowledge of radiographic procedures.
9. \_\_\_\_\_ The student provides diagnostically acceptable radiographs.
10. \_\_\_\_\_ The student presents a professional appearance.



SCHOOL OF RADIOGRAPHY  
**Nancy B. Lisanti Memorial  
Scholarship for Academic  
Excellence**  
Policy #21  
Revised 08/22

**Purpose:** To inform students of eligibility requirements for the Academic Achievement Award and to recognize and reward students for academic excellence.

**The Nancy B. Lisanti, Memorial Scholarship for Academic Excellence**

The Nancy B. Lisanti, Memorial Scholarship for Academic Excellence Award is presented to the graduating student with the highest grade point average in that year's class.

Guidelines for awarding the Nancy B. Lisanti, Memorial Scholarship for Academic Excellence Award are as follows:

- A. The scholarship will be awarded to one Heritage Valley Kennedy Hospital School of Radiography graduating student based on the highest GPA in that year's class. The final grade point average will be rounded to the right of the decimal point which is the third decimal or (thousandths) place value.
- B. The candidate will be chosen based on the final grades of all Heritage Valley Kennedy Hospital School of Radiography clinical and didactic courses. (Please refer to the Grading Policy located in this handbook.)
- C. A minimum final GPA of 3.33 is required to receive the Academic Achievement Award. The award will not be given in the event no graduating students earn the minimum GPA.
- D. There must be two or more students in the graduating class in order for the Academic Achievement Award to be given.
- E. In the event of a tie, the award will be given to the student who had the least unexcused absences/tardiness from Heritage Valley Kennedy Hospital School of Radiography in the 24-month training period. If the students are still tied then the student who has the highest grade in HSCU 2013 will receive the award. If there is still a tie then the money will be divided equally.
- F. The award of \$500 will be presented at the School of Radiography's formal graduation
- G. Recipients of the award will have their name engraved on a plate to be on the Academic Achievement Award Recipient plaque hanging in the School of Radiography.
- H. Students who have been formally suspended from the radiography program at any time in the 24-month training period are automatically ineligible for the scholarship.

SCHOOL OF RADIOGRAPHY  
**CPR Policy**  
Policy #22  
Revised 07/17

**Purpose:** To provide quality of care to our patients and staff in the presence of medical emergencies.

### **CPR Certification**

CPR certification is provided to all students during orientation and is free of charge.

Radiography students must be CPR certified prior to the beginning of HSCU 2001. The CPR course will be scheduled and provided by Heritage Valley Kennedy Hospital. In the event that a student cannot attend one of these classes, it will be the student's responsibility to become certified and the cost of this certification will be the student's responsibility.

Any student, who has not been certified, prior to the beginning of HSCU 2001, will not be permitted to participate in clinical.

### **Certification Maintenance**

Students are required to maintain their certification throughout the program. In the event that a student's certification expires during the program, the student will be recertified by the hospital staff. If a student's certification has expired, due to leave, the student must arrange with the program director to be re-certified during one of the hospitals scheduled sessions or via an outside source.

Any student chooses not to complete the CPR certification requirement will not be eligible to continue in the program.

**Purpose:** To guide an organized response to protect human life and property in the event of a fire or internal disaster involving the W. Laird Davis Center of Learning building.

### **DEFINITION OF FIRE DISASTER**

A fire disaster is defined as any situation that involves smoke or fire, or the possibility of smoke or fire which threatens the safety of people or property.

### **IMPLEMENTATION OF PLAN**

The first person to observe a fire or smoke should do the following:

1. Evacuate personnel out of immediate danger.
2. Pull the nearest fire alarm.
3. **Dial 111** and state **“CODE RED”** and give the location of the fire.
4. In the event of a fire, take the appropriate fire extinguisher and begin to extinguish the fire.
5. Close all windows and doors.

### **EVACUATION**

When the fire alarm rings in the W.L.D. building, the evacuation plan is in effect and the following procedures must be followed:

1. All personnel in the building should proceed immediately out the front door and evacuate the building. In the event that the front door is not accessible, proceed to the closest stairwell. The stairwells are designed to provide safe exit from the building. Individual classrooms and offices are not fire rated and must be evacuated in the event of fire or smoke.
2. The security guard on duty is responsible for verifying that all personnel in the building begin evacuation.
3. The Fire Brigade shall report to the location of the fire or internal disaster.
4. Only the Director of Facilities Management, Asst. Director of Facilities Management, the Nursing Supervisor or the Fire Department may terminate the Fire Plan.
5. At the termination of the fire plan, personnel from the School will be notified to return to the building and the switchboard operator will page “Code Red, ALL CLEAR” in the hospital.

### **EVALUATION**

Following the deactivation of the fire plan, all members of the fire/safety committee will meet to a complete report along with recommendations for improvement.

**Purpose:** To ensure a safe working environment for Heritage Valley Kennedy Hospital patients, families, students, employees, as well as for the community This policy serves to inform students that they will be required to have and be cleared of Act 73 FBI Fingerprint Clearance, Act 34 Criminal Background Check and the Act 33 Child Abuse Clearance.

### **SAFE WORK ENVIRONMENT**

In accordance with the hospital's policy of providing a safe working environment for its patients, families, students, employees, as well as for the community, prospective students to the Heritage Valley Kennedy Hospital/La Roche University Radiography Program are required to undergo these clearances.

#### **PA Act 33, 34 and 73 Clearance**

PA Act 33, 34 and 73 background checks are required to be done on all students accepted into the radiography program. Information will be provided to the students before July orientation and the fee will be paid by the student. All students are required to complete this process prior to the beginning of the first day of the fall semester. If the three original documented clearances are not submitted and cleared by the program director by the start of the first day of school, the student will be dismissed from the program. The student will be permitted to continue at La Roche University and take courses. The students will not be permitted to start classes at Heritage Valley Kennedy Hospital Radiography Program.

#### **ARRT CERTIFICATION EXAMINATION ELIGIBILITY**

Students should be advised that criminal convictions may preclude them from being eligible to sit for the American Registry of Radiologic Technologists' Certification Examination. In the event that such an issue arises, students are advised to immediately confer with the ARRT via their website at [www.arrt.org](http://www.arrt.org) or by phone at (651) 687-0048. Heritage Valley Kennedy Hospital's School of Radiography will not bear any responsibility for students who are deemed ineligible by the ARRT to sit for the certification examination. (Please refer to the "Student Responsibility" section of this handbook.

#### **PA ACT 33, 34 & 73 CLEARANCE**

Students are required to obtain all three clearances. The links to apply for the clearances will be provided to the student and the fee will be paid by the student. Any student not receiving the appropriate documentation will be dismissed from the program. Additionally, students that are in the program are required to submit any violation that may come up within the two years to the program director and the ARRT. Additionally, students that are denied clearance may be sanctioned by the ARRT, depending on the outcome of the rejection.

**Purpose:** To inform students of services made available to them by Heritage Valley Kennedy Hospital while enrolled in the radiography program.

### **Substance Abuse**

Please refer to the Controlled Substance Abuse policy located in this handbook.

### **Counseling Services for Students in Need**

Students may access a counselor in the Social Services Department for personal problems Monday through Friday from 8:00 a.m. until 4:30 p.m. Please contact the program director or clinical coordinator to put you in touch with a counselor. The student is assured confidentiality in this process by the Student of Concern Advisory Committee.

### **Employee Health and Infection Control Nurse**

The Employee Health Office at Heritage Valley Kennedy Hospital offers annual PPDs and flu vaccines to students as well as treatment for exposure to blood/body fluid and infectious processes that occur during the student's clinical education at the hospital.

The Hepatitis B series is required for all students. Students who do not obtain the Hepatitis B vaccine from their primary care physician will be prohibited from clinical participation.

### **Resource Center**

Students are encouraged to utilize Heritage Valley Kennedy Hospital's resource center room that consist of computers, internet access and a copy machine. Students have access to the school's resource center room, twenty-four hours a day by using their hospital identification to swipe in for access to the building.

### **Student Services at La Roche University**

Please refer to the La Roche University handbook or website ([www.laroche.edu](http://www.laroche.edu)) for services made available to students by the University.

**SCHOOL OF RADIOGRAPHY**  
**Required, Non-Credit Training**  
**and Certifications Policy**  
Policy #26  
Revised 05/18

**PURPOSE:** To provide students with the necessary information/training to function safely and professionally within the Hospital, Imaging Department and the School of Radiography.

All students must complete the general Orientation Program, in order to be informed of Heritage Valley Kennedy Hospital's policies and procedures and the philosophy and overall operations of the Hospital. In addition, new students must complete a School of Radiography and Imaging Department specific departmental policies and procedures.

**General Hospital Orientation**

- A. Welcome/Overview
- B. Patient Safety/Ethical Aspects
- C. Health & Infection Control
- D. Tour of the Hospital/Photo I.D.'s
- E. Safety & Security
  - 1. General Safety
  - 2. Lifting Techniques
  - 3. Hazardous Materials, Medical Equipment & Electrical
  - 4. Life & Fire Safety
  - 5. Emergency Preparedness
- F. Compliance
- G. HIPAA
- H. Customer Service
- I. Cultural Diversity
- J. Quality & Performance Improvement

**School of Radiography**

- A. Safety and hazardous materials training, including the individual's safety responsibilities (including fire procedures)
- B. Departmental policies and procedures (Student Handbook)
- C. Review of Clinical Competency Program
- D. Review of Radiation Safety Program
- E. Layout of the work area and location of needed supplies, equipment, etc.

**Imaging Department**

- A. Safety and hazardous materials training, including the individual's safety responsibilities (including fire procedures)
- B. Department specific infection control procedures
- C. Layout of the work area and location of needed supplies, equipment, etc.
- D. Crash Cart

**ADDITIONAL TRAINING REQUIREMENTS**

- A. CPR Certification**
- B. FBI Fingerprint Clearance Act 73**
- C. PA ACT 33/34 Clearances**

SCHOOL OF RADIOGRAPHY  
**Information Technology Policy**  
Policy#27  
Revised 05/21

**PURPOSE:** This policy governs the students' use of information technology at Heritage Valley Kennedy Hospital, including, but not limited to computers, Trajecsyst, Canvas and social media.

- A. Confidential information may not be posted or transmitted in any way that violates FERPA and/or HIPAA regulations.
- B. To protect your privacy and integrity, do not share your password(s) with anyone else or provide another person with access to your user account(s).
- C. Use of software and services provided to you by Heritage Valley Kennedy Hospital requires that you read and accept the Terms of Service provided by the software publisher(s).
- D. Use of computer hardware, software, and/or services provided by Heritage Valley Kennedy Hospital for the purposes of distributing inappropriate, illegal, malicious, unsolicited, or copyrighted content in any file format is strictly prohibited.
- E. The HVK School of Radiography faculty and Information Technology staff reserve the right to monitor any and all computer activity at any time, for any reason.
- F. Students may not install software or change settings on any computer that is property of HVK / HVK School of Radiography. If a third-party application needs to be installed for schoolwork, inform the Academic IT Coordinator and a decision will be made after determining the risk of installing such an application.
- G. Any social media posting regarding Heritage Valley Kennedy Hospital, its schools, and/or clinical sites must conform to Administrative Policy and Procedure.
- H. It is your responsibility to remove personal/private information from HVK computers, such as the computers in the Resource Center and those from the Laptop Cart. This includes items in the download's folder and cookies/browsing history in any internet browser that is used.
  - a. Settings are in place to clear browsing history and other private information from Firefox upon closing the browser. Files are scheduled to be deleted from the common user directories each night, though no guarantees are made for this or other automated systems.

- I. The Resource Center Desktop computers are available for student use. In general, these are available 24/7, with a few exceptions, such as during some types of maintenance.
- J. The only Wi-Fi network to be used by students within the School of Radiography is SON Wi-Fi. The Wi-Fi password will be changed at the start of each semester or as needed and will be provided to students before it is changed. Students are only permitted to share the SON Wi-Fi password with fellow students and instructors. Under no circumstances should the SON Wi-Fi password be shared with other hospital employees.
- K. For information on obtaining hospital policy documents, please contact the Academic IT Coordinator.

### Printing Policy

- HVK School of Radiography provides the printer/copier and toner in the Resource Center for student use.
- Students must supply their own paper.
- The Academic IT coordinator will train students regarding paper loading upon request.

### Evaluations and Data Collection

- The accrediting agency/agencies of the HVK School of Radiography require that students complete evaluations for their courses, instructors, and/or clinical sites. Students are required to complete these at the end of each term.
- These required evaluations are anonymous. They require students to be signed into their HVK School's Canvas account for identity authentication. Identity information is not collected in these evaluations.
- Some evaluations may collect information that can directly or indirectly identify a student. In general, these are optional, such as the demographics survey.
- Bulk survey results are stored in a secure electronic repository that only the School of Radiography Director, the Academic IT Coordinator, and an HVK System Administrator can access.
- Relevant survey results are shared with faculty as necessary.



### Laptop/Computing Device Policy

- Students are welcome to use personal laptops and devices for school work, taking notes, and most other school related activities. The policies that apply to HVK systems will apply to your personal devices when you are using hospital IT resources, such as the SON Wi-Fi internet connection. You are not permitted to use personal devices when taking exams (in Examsoft/Examplify), completing training modules (in HealthStream), and/or accessing patient data. Extenuating circumstances may allow for adjustment to these restrictions.
- Laptops will be distributed to the students from a laptop cart for testing on Examsoft and HealthStream. Any other software platforms, for any reason, may be required to be completed on the laptops, at the discretion of the Director, School of Radiography.
- HVK laptops will be collected when use is complete.

### Laptop Sign-out Policy

- In general, the HVK laptops are not to be signed-out to students outside of testing situations. In certain extenuating circumstances, a laptop may be signed out to a student provided it does not interfere with an existing testing schedule and is approved by the Academic IT Coordinator. A checked-out laptop must be returned by the time determined by the Academic IT coordinator. If it is returned after this time or not returned at all, a penalty will be assessed each day. Students will also be held to the Laptop/Computer Damage Policy which may result in additional fees should damage to the computer occur.
- The penalty for not returning a laptop on time will be \$50/each 24-hr period, starting immediately after a missed return time. If penalty fees reach the value of the computer, the full value of a replacement computer will be charged to that student and no additional late fees will accrue for that particular laptop. The student will not be permitted to graduate, receive transcripts, or enter into their next course until all penalties are paid in full.

### Laptop/Computer Damage Policy

- Should any damage, beyond normal wear and tear, occur to an HVK laptop or computer while in possession or use by a student, the student responsible for the damage will be responsible for the cost of repair. In an accident where fault cannot be assigned due to, e.g. lack of evidence, the student who initially signed out a laptop will be responsible for the repair costs. The student will not be permitted to graduate, receive transcripts, or enter into their next course until all repairs/replacements are paid in full.

**SCHOOL OF RADIOGRAPHY**  
**Student Computer Lab Policies**  
**Policy#28**  
**Revised 05/16**

**PURPOSE:** The School provides computers for student use in the computer lab. The following are policies and procedures regarding the use of these computers by students:

- The computers are for use by students only and are provided for the purpose of working on classwork and homework.
- Keep food and drink away from all computer hardware and keep your work area tidy.
- Settings may not be changed at any time except by School of Radiography faculty, the IT Coordinator, or Information Management Department staff.
- Students may not install software of any kind onto student lab computers at any time.
- Students may download files that only relate to class assignments. Downloading of files for personal use is prohibited and can compromise the security and integrity of the information system.
- Students may not change the password of the Student user account (“HVK\Student”).
- If you believe that a computer has been infected with a virus or malware, or if you see any suspicious activity, report it immediately to a faculty member, the IT Coordinator, or the Information Management Department.
- Use of personal USB flash drives is prohibited.
- We reserve the right to remove any file stored on the computers at any time, for any reason. Any file stored on the computers becomes property of Heritage Valley Kennedy Hospital.
- When finished working on a computer, please close all programs and return to the Windows Desktop.
- Restricted medical and healthcare websites may be overridden after checking with the School of Radiography faculty.
- No computer equipment belonging to the School may be removed from the lab at any time except by the School of Radiography staff, the IT Coordinator, or the Information Management Department staff.
- To save on paper and toner costs, please only print when necessary.
- Report any broken computer equipment or technical issues to the School of Radiography faculty, the IT Coordinator, or the Information Management Department.
- We reserve the right to monitor any and all computer activity at any time, for any reason.

SCHOOL OF RADIOGRAPHY  
**Canvas, Trajecsys and Exam  
Soft Policy**  
Policy#29  
Revised 05/21

- Use of Trajecsys and Canvas applications and services requires that you read and accept the Terms of Conditions and Privacy Policy. Both may be found at the following link:
- The email addresses that are provided with the account are provided to students as an official means of communication with the faculty and staff of the Heritage Valley Kennedy Hospital School of Radiography. The faculty and staff reserve the right to communicate with students via their email address provided by the School.
- When choosing a password for your account, choose a password that will be memorable yet difficult for others to guess. Passwords must be at least eight (8) characters in length and should contain mixed-case letters, numbers, and symbols. Do not share your account password with anyone else.
- Sensitive or confidential information may not be transmitted via any service unless appropriate safeguards and security protections are first put in place. Students' personal information is protected under the Family Educational Rights and Privacy Act of 1974 ("FERPA").
- Using Canvas and Trajecsys applications and services for the purposes of distributing inappropriate, illegal, malicious, unsolicited, or copyrighted content in any file format is strictly prohibited, and will result in dismissal from the School.
- Using Trajecsys and Canvas applications and services for the purposes of cheating on any assignment is strictly prohibited. Please review the *Professionalism and Disciplinary* section in this guidebook for additional information.
- Email accounts may not be used for the purposes of sending unsolicited bulk email (also known as "spam").
- We reserve the right to perform the following actions at any time, for any reason:
  - Monitor email and chat communications.
  - Access any file in a student's Heritage Valley e-mail, Canvas or Trajecsys account
  - Disable or delete a student's account.
  - Access a student's account
  - Place a student's account and/or stored content under a legal hold.
- Upon graduation or termination, access to all Heritage Valley Kennedy Hospital Information Systems will be revoked.

The grading system utilized in clinical education requires the use of Canvas and Trajecsyst. This Trajecsyst application is designated for clinical preceptors, x-ray technologists, clinical instructor and clinical coordinator use only for completion of room objectives and competency forms.

- All students must log in and log out each day per the Trajecsyst application and per the Attendance Policy#1.
- Each technologist is provided an access code to the room per the academic information technology coordinator.
- All students must log in and out per a Heritage Valley computer, no exceptions.
- Falsification of records via the Canvas and or Trajecsyst may result in dismissal from the program.

SCHOOL OF RADIOGRAPHY  
**Social Media and  
Confidentiality Policy**  
Policy # 30  
Revised: 05/18

**PURPOSE:** This policy governs the students' use of information technology at Heritage Valley Kennedy Hospital, including, but not limited to computers, Trajecsys, Canvas and social media.

- Confidential information may not be posted or transmitted in any way that violates FERPA and/or HIPPA regulations.
- To protect your privacy and integrity, do not share your password(s) with anyone else or provide another person with access to your user account(s)
- Use of software and services provided to you by Heritage Valley Hospital requires that you read and accept the terms of Service provided by the software publisher(s).
- Using computer hardware, software and / or services provided by Heritage Valley Hospital for the purpose of distributing inappropriate, illegal, malicious, unsolicited or copyrighted content in any file format is strictly prohibited.
- The staff of Heritage Valley Hospital reserve the right to monitor any and all computer activity at any time, for any reason.
- Students may not install software or change settings on any computer that is the property of Heritage Valley Hospital.
- Social media postings must be made in accordance with Heritage Valley Hospital
  - Communications should not contain any information that identifies a patient's identity or health in any way.
  - Communications must not contain HV confidential, proprietary, or trade-secret information.
  - Social media postings should be your own personal opinions and should not speak on behalf of HV.
- Any social media postings, including text or photographs, representing the HV Organization, Brand, and/or School of Radiography must maintain a high level of professionalism.

SCHOOL OF RADIOGRAPHY  
**Student Radiographer  
Employment at Heritage Valley  
Kennedy Hospital**  
Policy # 31  
Reinstated 12/16

**Purpose:** To define the roles of the student as a trainee in the radiography program and as a student radiographer gainfully employed by Heritage Valley Kennedy Hospital.

**EMPLOYMENT AS A STUDENT RADIOGRAPHER**

In the event that Heritage Valley Kennedy Hospital has offered senior students enrolled in the radiography program gainful employment as student radiographers in the Department of Radiology, the employed student must be aware of this policy. Working hours are shared by the total number of students expressing interest in employment as a student radiographer. The decision to hire students for employment, as well as which students to hire rests with the Director of Imaging Services.

While working as a student radiographer, the student employee falls under the domain of the Department of Radiology and must abide by all hospital and department policies and procedures.

**CLASS TIME/PAID TIME**

The start time of student radiographers scheduled to work on educational days will be after the end of class or clinical time at 3:30 p.m. Students will not be dismissed from class early in order to report to work. Additionally, students are not permitted to receive an hourly wage for class or clinical time and are therefore not permitted to punch-in until the end of class or clinical time. Students who violate this policy will receive disciplinary action as both a student and an employee. Students are also not permitted to acquire competencies or get sign offs regarding clinical course work. All assignments, competencies and or room objectives are only permitted to be acquired during the designated school hours.

**SUSPENSION/TERMINATION FROM PROGRAM**

The program director will notify the Director of Imaging Services of the suspension/termination of any students who is employed by Heritage Valley Kennedy Hospital as a student radiographer. The program director will recommend to the Director of Imaging Services that the offending student also be temporarily suspended from employment at Heritage Valley Kennedy Hospital. At the discretion of the Director of Imaging Services, the offending student will be placed on temporary employment suspension thereby endangering their employment status with Heritage Valley Kennedy Hospital. The offending student will be responsible for finding adequate coverage for shifts missed during suspension and for promptly reporting such coverage to the Director of Imaging Services prior to the date of suspension.

Any student radiographer who is terminated or suspended from the radiography program more than once will automatically be permanently dismissed from employment as a student radiographer at Heritage Valley Kennedy Hospital.

Additionally, students who take a leave of absence from the radiography program are not permitted to work as student radiographers.

SCHOOL OF RADIOGRAPHY  
**Catastrophic Event Policy**  
**Contingency Plan**  
Policy #32  
Revised 5/21

**PURPOSE:** The school will provides a detailed action plan, in the event of a catastrophic situation where students are unable to attend clinical and or class. Below is a format of how the school will continue virtual learning until students can resume in person learning.

**Action Plan:**

**Lectures**

All lectures will be held at the same time and be done through the platform via Zoom, similar to skype. All students will be required to log onto to Canvas where a Zoom classroom will be added to conduct a lecture with a group of students. The teacher will conduct class via a live streaming application with power points and a white board included for class lecture. All lectures and material will be uploaded via Canvas so all students have access to lectures and any handout material. Each student will have a schedule that will consist of the designated week and days that they will be attending class and or virtual clinical labs.

**Examinations**

All exams will be conducted through the exam software application Exemplify at home. The instructors will proctor the test via Google Duo with three students at a time. The testing time for each student will be set by the instructor and adhered via the exam soft Exemplify platform.

**Clinical**

Each day the clinical coordinator will include virtual labs via you tube and or zoom. The clinical coordinator will set up discussion boards via Canvas to discuss scenarios during clinical time. The students will have an adjusted syllabus to include virtual labs in the morning and class time in the afternoon via a streaming application within the Zoom network. Discussion boards will be set up and included as a part of the clinical grade.

Any student needing a computer at home will be provided with one through Heritage Valley Kennedy, School of Radiography. The student will be responsible to return the computer after students can return to the hospital.



SCHOOL OF RADIOGRAPHY  
**Credit Policy**  
Policy #33  
Devised 02/19

**PURPOSE:** To ensure that all students are provided with the correct amount of credit hours per clinical/lab and class hours.

**CREDITS**

Courses will consist of clinical/lab hours and class hours that will amount to credits per the individual course. Courses HSCU 2001, 2003, 2005, 2007, 2009, 2011 will follow the Carnegie Units for hours per class credits. Carnegie units are defined as the unit of measuring educational credit, based on the number of classroom hours per week throughout a term. The Carnegie Units are consistent with La Roche University to include: fifteen clock hours= 1 credit, thirty clock hours= 2 credits, forty-five clock hours= 3 credits. Courses HSCU 2002, 2004, 2006, 2008, 2010, 2012 and 2013 will correlate with a scale that determines the Clinical/Lab hours per credit. This scale is as followed: Under 180 Clinical/Lab hours= 1 credit, 180-280 Clinical/Lab hours= 2 credits, Above 280 Clinical/Lab hours= 3 credits.

Credit Hours are as followed:

**Course Hours- Based on Carnegie Units**

<b><u>Course</u></b>	<b><u>Hours</u></b>	<b><u>Semester</u></b>	<b><u>Credits</u></b>
<b>HSCU 2001</b>	37.5 hours	15 weeks	2
<b>HSCU 2003</b>	37.5 hours	15 weeks	2
<b>HSCU 2005</b>	30 hours	12 weeks	2
<b>HSCU 2007</b>	37.5 hours	15 weeks	2
<b>HSCU 2009</b>	37.5 hours	15 weeks	2
<b>HSCU 2011</b>	31.5 hours	7 weeks	2

Credits for a lecture course

15 Clock hours- 1 credit

30 Clock Hours- 2 credits

45 Clock hours- 3 credits

## Credit Policy Continued

### Clinical/Lab Course

<b>HSCU 2002</b>	Clinical Hours 173 <u>Lab Hours 37.5</u> Total 210.5	15 week Semester	2 credits
<b>HSCU 2004</b>	Clinical Hours 170 <u>Lab Hours 37.5</u> Total 207.5	15 week Semester	2 credits
<b>HSCU 2006</b>	Clinical Hours 169.5 <u>Lab Hours 30</u> Total 199.5	12 week Semester	2 credits
<b>HSCU 2008</b>	Clinical Hours 256.5 <u>Lab Hours 37.5</u> Total 294	15 week semester	3 credits
<b>HSCU 2010</b>	Clinical Hours 244.5 <u>Lab Hours 37.5</u> Total 282	15 week semester	3 credits
<b>HSCU 2012</b>	Clinical Hours 149 <u>Lab Hours 31</u> Total 180	12 week semester	2 credits
<b>HSCU 2013</b>	Clinical Hours 94 <u>Lab Hours 97.5</u> Total 191.5	15 week semester	2 credits

### **Clinical/Lab hours**

Under 180 Clinical/Lab hours= 1 Credit

From 180 to 280 Clinical/Lab hours= 2 Credits

Above 280 Clinical/Lab hours= 3 Credits

Total Course, Class, Clinical/Lab Credits for HSCU 2001-2013- 28 credits

**SCHOOL OF RADIOGRAPHY**  
**External Additional Clinical**  
**Site**

Policy #34

Devised 11/2020

**PURPOSE:** The school provides additional clinical sites to improve learning and allow for additional resources to be available to all students. This allows students to experience the clinical setting within an office setting and achieve competencies. The following are policies and procedures regarding the additional clinical site:

- Students will abide by direct and indirect supervision during external clinical site rotations.
- Students are to report to their designated clinical site on time and report to the clinical preceptor before start of day.
- Students must adhere to their clinical preceptor at all times during external clinical sites.
- Students must employ radiation safety standards per the Radiation Protection Handbook.
- All handbook policies will also pertain to all external clinical sites designated.
- Students must wear their OSL radiation badge at all times during external clinical sites.
- Students must adhere to all policies and procedures per each additional clinical site.
- Students must adhere to ethical and professional behavior during each clinical rotation at sites.
- Students must be in approved school uniform and display their Heritage Valley Hospital badge at all times during the additional clinical rotation.
- Student's clinical competencies and room objectives may only be filled out by the designated clinical preceptor or clinical certified technologist per site.
- Student is responsible for the cost incurred to travel to and from the clinical locations.
- Student is not permitted to use any personal computer device or phone during rotations at sites.
- At the end of each rotation, each student will fill out an evaluation for each preceptor per clinical site.
- If any days are missed via the external clinical site rotations the clinical hours may be made up at Heritage Valley Kennedy.
- If school is cancelled due to inclement weather or unforeseen circumstances, the external clinical site preceptor will be notified and the student will not report to their designated external rotation.



HERITAGE VALLEY  
KENNEDY

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SCHOOL OF RADIOGRAPHY

**412-777-6210**

25 Heckel Road  
Kennedy Township, PA 15136

[HeritageValley.org](http://HeritageValley.org)