



# **Cleveland Clinic**

## **School of Diagnostic Imaging**

### **Radiologic Technology Program**

#### **School Policies & Procedures Manual**

This policy and procedures manual has been prepared to provide students, clinical site staff and school staff with information regarding the School Policies. The School believes in the guidelines described in this manual and final interpretation of these guidelines rest solely with the School of Diagnostic Imaging. The manual does not create a contract, expressed or implied, and should not be relied upon to alter the enrollment relationship with the School.

The School of Diagnostic Imaging reserves the right to modify, suspend or eliminate any part of the policies or procedures set forth in the manual at any time, with or without notice. The School reserves the right to supply the final interpretation of all policies. Moreover, the language used in the policy manual is not intended to create, nor is it to be construed to constitute an offer to contract or a contract by the School of Diagnostic Imaging and any of Cleveland Clinic employees.



## **Radiologic Technology Program**

I, \_\_\_\_\_, certify that I have received, read and understood the School of Diagnostic Imaging Policy Manual. I have had the opportunity to discuss the policies and further understand that failure to observe these policies and procedures may result in disciplinary actions taken against me.

## TABLE OF CONTENTS

	<u>PROGRAM POLICIES:</u>	<u>PAGE:</u>
5-6	Advisory Advisory and Program Staff	7-11
	Attendance	12
	Behavioral Objectives	13-14
	Competency Examination	15-17
	Competency Examination Schedule	18
	Concern Services for Students (Assistance Program)	19-20
	Confidential Information	21
	Continuing Education of Staff	22
	Correspondence Schedule with Perspective Students	23-25
	Course Sequence and Clock Hours	27-32
	Disciplinary Policy	33-35
	Dress Code	36-38
	Educational Records	39
	Evaluations & Counseling	40
	Employment Guidelines for Students	41
	Full Time, Part Time, Transfer and Advanced Placement Students	42-44
	Grading Procedures	45-47
	Graduation Policy	48-49
	Harassment Policy	50
	Health Care Coverage, Workplace Injury & Illness	51
	Infection Control	52
	JRCERT Non-Compliance	53
	Leave of Absence	54-55
	Mission Statement and Philosophy	56
	Organizational Chart	57
	Patient Identification	58
	Post Graduate Job Placement	59-63
	Pregnancy Policy	64
	Pregnant Patient Policy	65-67
	Problem Resolution Process	68
	Program Effectiveness	69
	ProgramProgramProgram Goals	70
	Program Self-Evaluation Committee and Outcomes Assessment	71
	Quarter Breaks and Personal Time Off (PTO)	72-75
	Radiation Safety-Individual Monitoring Devices & Exposure Reports	76-78
	Radiation Safety in Fluoroscopy, Portables, & Mammography	79
	Satisfactory Academic Progress	80
	Scheduling of Clinical Experiences	81-82
	Security Policy	83
	Security Statistics	84
	Student Appraisal and Review	85-87
	Student Recruitment and Admission	88-91
	Substance Abuse	92
	Supervision of Students	93
	TB Surveillance	94
	Tuition Financial Assistance	95-98
	Tuition, Fees and Refunds	99-100
	Venipuncture for Injection of Contrast by Students	

## **RADIOLOGY DEPARTMENT POLICIES:**

**\*The following policies are published on the Cleveland Clinic-East Intranet and reflect the policies and procedures of the entire Cleveland Clinic Health System.**

Fluoroscopic Room Procedure  
Mechanical or Power Failure with an X-Ray Unit  
Medical Physicists Responsibilities in QA Program  
Meeting Radiation Safety Standards  
Patient Education  
Patient Radiation Protection  
Patient Safety – Contrast Administration  
Proper Patient Dress for Radiology  
Radiation Safety Committee  
Radiation Safety – State and Federal Regulations  
Radiograph Labeling  
Registry Eligible  
Reporting of Training Related Illness or Injury of CCHS-East Students  
Safety for Patient and Personnel in Radiology  
Venipuncture for Administration of Contrast Media

## **PROFESSIONAL ORGANIZATIONAL INFORMATION:**

The American Registry of Radiologic Technologists (ARRT)  
Standards of Ethics  
ARRT Pre-Application Review of Eligibility for Certification  
JRCERT Standards for an Accredited Educational Program  
in Radiologic Sciences

## **PROGRAM FORMS:**

Attendance Verification Form  
Course Evaluation Form  
Developmental Exam Responsibility Table  
Developmental Exam Student Self-Record  
Leave of Absence Form  
Student Evaluation  
Student Survey of Clinical Experience  
Student Survey of Clinical Rotation to Secondary Site

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Advisory and Program Staff

**PAGE:** 1 of 2

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**MEDICAL ADVISOR**

Jeffrey S. Unger, MD

**REGIONAL DIRECTOR OF ACADEMIC PROGRAMS**

Kathleen Knittel, MSN, RN

**PROGRAM MANAGER**

Gloria A. Albrecht, B.S., RT(R)

**CLINICAL COORDINATOR**

Barbara Fertig, AA, RT(R)

**INSTRUCTOR**

Lisa Quick, AAS, RT(R)

**CLINICAL INSTRUCTORS**

Mark Moore, RT(R) - Cleveland Clinic Foundation  
Susan Fortin, RT(R) - Euclid Hospital  
Carol Gaba, RT(R) - Fairview Hospital  
Karen Hogan, RT(R) - Fairview Hospital  
Angela Maltry, RT(R) - Hillcrest Hospital  
Betty Lindgren, RT(R) - Hillcrest Medical Office Building  
Deanna Mountcastle, RT(R) - Huron Hospital  
Melisa Schaffer, RT(R) - Lakewood Hospital  
Michael Torres, RT(R) - Lutheran Hospital  
Layla Ramsey, RT(R) - South Pointe Hospital  
Don Carlson, RT(R) - Veterans Administration Medical Center

**CLINICAL SUPERVISORS/INSTRUCTORS**

Dale Jablonski, RT(R) - Cleveland Clinic Foundation  
Deborah Hunnell, RT(R) - Euclid Hospital  
Angela Maltry, RT(R) - Hillcrest Hospital  
Deanna Mountcastle, RT(R) - Huron Hospital  
Amy Orzech, RT(R) - Lakewood Hospital  
John Hetman, RT(R) - Lutheran Hospital  
Gregory Zmina, RT(R) - Veterans Administration Medical Center  
Kellie Loporto, RT(R) - South Pointe Hospital

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Advisory and Program Staff

**PAGE:** 2 of 2

**ORIGINAL DATE:** June 23, 1983

**REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**ADVISORY COMMITTEE**

Jeffrey S. Unger, MD - Radiologist, South Pointe Hospital  
Kathleen Knittel, RN – Regional Director of Academic Programs  
Gloria Albrecht, RT(R) - Manager, School of Diagnostic Imaging  
Ruthanne Rennert, RT(R) - Manager of Radiology, Euclid Hospital  
Cynthia Lewis, RT(R) - Manager of Radiology, South Pointe Hospital  
Renee Kolonick, RT(R) – Director of Radiology, Hillcrest Hospital  
Linda Lorence, RT(R) - Clinical Manager of Radiology, Hillcrest Hospital  
Susan Borelli, RT(R) - Manager of Radiology, Huron Hospital  
Lisa Petronio, RT(R) - Manager of Radiology, Lakewood Hospital  
Michelle Rader, RT(R) - Manager of Radiology, Lutheran Hospital  
Gregory Zmina, RT(R)- Manager of Radiology - Veterans Administration Medical Center  
Mark Moore, RT(R) - Education Coordinator, Cleveland Clinic Foundation  
Greg Belko, RT(R) - Director of Radiology, Fairview Medical Center  
Barb Fertig, RT(R) - Education Coordinator, School of Diagnostic Imaging  
Junior Class Student Representative  
Senior Class Student Representative

**SUBCOMMITTEE ON STUDENT READMISSION**

Gloria Albrecht, RT(R) - Manager, School of Diagnostic Imaging  
Barbara Fertig, RT(R) - Education Coordinator, School of Diagnostic Imaging  
Lisa Quick, RT(R) - Instructor, School of Diagnostic Imaging  
Radiology Department Manager/Director of Clinical Site  
Clinical Instructor at Clinical Site  
Clinical Supervisor/Manager at Clinical Site

**SUBCOMMITTEE ON RADIOLOGIC TECHNOLOGY PROGRAM POLICY**

Members of the Advisory Committee

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Attendance

**PAGE:** 1 of 5

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

Maintaining a stable and reliable work force is crucial for a properly functioning health care system. Excessive tardiness or absenteeism negatively affects patient care and hospital morale, and is therefore, unacceptable. This policy establishes standards of appropriate attendance, provides a procedure for notification of absence and tardiness and establishes guidelines for the discipline and improvement of substandard attendance and tardiness. The ethics and attitude developed through this policy will help ensure student success in the future, regardless of their place of employment.

**DEFINITIONS:**

**RECORD OF CORRECTIVE ACTION FOR ATTENDANCE**

A rolling year is the period of time for which attendance infractions are reviewed for corrective action. Records of corrective action for attendance may be reviewed in matters relating to employment references, early graduation, dismissal, and reinstatement after dismissal, and tuition forgiveness application for a period of two (2) years.

**PERSONAL TIME OFF (PTO)**

This applies to any time the student requests time off from either the clinical site or school. The student should provide timely notification for absence, which is defined as no less than one (1) hour prior to the start of class or clinical experience. This time off must be documented on the school calendar and the student must also notify the clinical site in advance by contacting the clinical instructor or their designee. If a student fails to notify the clinical site and school within the time guidelines, they will receive one (1) disciplinary point for each infraction.

**TARDY**

Students are expected to be at their assigned area, ready to start when their shift begins. When a student swipes in or reports for class or clinical beyond their scheduled starting time (i.e. one (1) minute after scheduled start time), they will be considered tardy, although they do not have to make up any tardiness under 15 minutes. Students will be forgiven two (2) instances of tardy prior to the accumulation of any points under the tardy attendance policy.

**NO CALL/SHOW**

This applies when a student who does not attend school / clinicals as scheduled also fails to report off to both the school and the clinical site. Notification received more than one (1) hour after the scheduled starting time is treated as a “no call”. The first incident of no call/no show will result in the student receiving corrective action in the form of documented counseling. The second incident will result in a written corrective action, the third incident will result in either a final written warning or suspension, and the fourth incident will result in termination from the program.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Attendance

**PAGE:** 2 of 5

**ORIGINAL DATE:** January 28, 1994

**REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

**ROLLING YEAR**

Rolling year is defined as the twelve (12) month period of active student participation immediately preceding the initial date of any chargeable occurrence. A rolling year will be extended beyond 12 months by the amount of time taken on the approved Leave of Absence if the leave is greater than 30 days in duration.

**FAILURE TO CLOCK IN/OUT**

Students will be charged with a quarter (.25) of a point for each incident of failure to clock in or out as long as documentation is provided to the school the same day as the incident. If documentation is not provided the same day, the student will be charged .50 of a point per incident. In the event of a lost or stolen badge, students will only be charged with one incident (.25) until such time as a new badge is prepared. The student, though, must immediately request a new badge. No more than three (3) days should be needed for replacement of lost or stolen badges. Students will be forgiven two (2) instances of Failure to Clock prior to the accumulation of any points. Documentation must be provided on the official Attendance Verification Form.

Attendance Standards: Number of points per type of incident:

TYPE OF ABSENCE	NUMBER OF POINTS
Tardy	.5*
Failure to Clock In/Out (Documentation provided/faxed to school the same day as incident)	.25*
Failure to Clock In/Out (Documentation <b>not</b> provided the same day as incident)	.50*

\*The first two incidents of tardy and failure to clock in/out will not result in any point accumulation.

**Corrective Action Guidelines:** Discipline will be initiated for occurrences in accordance with the following chart:

TYPE OF ACTION	FULL TIME: (35 HOURS PER WEEK)	PART TIME: (LESS THAN 35 HOURS PER WEEK)
Documented Counseling	6 points	4 points
Written Corrective Action	8 points	6 points
Final Written Warning / Suspension	10 points	8 points
Termination	12 points	10 points



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Attendance

**PAGE:** 3 of 5

**ORIGINAL DATE:** January 28, 1994

**REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

1. Students are expected to be in the classroom or the radiology department of their clinical site, at or before their official start time. Time clocks are to be swiped upon arrival at and departure from both the classroom and the clinical site. Students are not to falsify official documents by swiping for other students or employees (requires immediate dismissal).

For each instance that a student forgets to swipe in or out, he/she must provide written documentation to the school, from the Clinical Instructor, Back-up Clinical Instructor, Supervisor or Technologist in charge, **verifying actual start/quit times.** Only the official documentation form will be accepted, and **must be received by the school no later than one (1) week after notification is given to the student.**

For a single incident of not swiping/punching in **or** out for any given day, the student will receive the appropriate points for not swiping. If documentation is provided within one (1) week of notification, this will be the only disciplinary action. But, if documentation is **not** provided **within one (1) week after notification**, the student will be charged with **two (2) hours of make-up time**, as we would have no record of when they swiped in or out.

For any given day when the student has not swiped in **and** has not swiped out, the student will receive the appropriate points for two (2) no swipes. If documentation is provided within 1 week of notification, this will be the only disciplinary action. But, if documentation is **not** provided **within one (1) week after notification**, the incident will be considered a NO CALL/NO SHOW and the student will be charged with seven (7) hours of makeup time. No call/no shows are considered a Category III disciplinary problem and require a written corrective action.

**Lost ID Badges must be replaced within three (3) days.**

2. PTO (Personal Time Off) is time that has been scheduled with the Manager, Education Coordinator, Instructor, Clinical Instructor or their designee no later than one (1) hour before their expected arrival. Students who wish to leave during their shift and then return must schedule the time 1 day in advance. **Quarter breaks will be scheduled by the program manager.**
  - a. Thirty-five hour a week (24 month) students are permitted 70 hours of PTO (Personal Time Off), a ten-day Fall, Winter, Spring, and Summer break each year.
  - b. Part-time students receive the same total PTO and break hours as a full time student; however, PTO and break hours need to be spread over the longer time frame.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Attendance

**PAGE:** 4 of 5

**ORIGINAL DATE:** January 28, 1994

**REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

3. Students may use PTO for unforeseen personal illness, family illness, or personal emergencies. PTO is to be reported by the student calling the school at 216-692-7887 **and** their clinical instructor (or his/her representative) two hours prior to his/her start time. Calls after this will result in a disciplinary action beginning with documented counseling.
4. Students may not take less than two (2) hours PTO at the beginning of their clinical day, unless previously scheduled. If not taking the minimum 2 hour PTO, any arrival after the scheduled start time will be considered a tardy. (See # 14) Notification must be made by the student himself/herself unless the student's condition or circumstance prevents this. Notification must be made each and every day in the event of a multi-day absence, unless the student and the Program Manager have agreed in advance to a date of return. Additional unscheduled days or failure to call in a timely fashion will result in disciplinary action.
4. Students are not permitted to swipe in more than 15 minutes before their scheduled start time.
5. If a student is requested to leave because of lack of patients, the time will not be removed from their PTO time, however the school must be informed of each occurrence.
6. No more than ten (10) scheduled PTO days may be taken at one time unless there are extenuating circumstances.
7. PTO days are discouraged on class days.
8. No more than 21 hours of scheduled PTO will be carried over to the second year.
9. All students are scheduled off on the following six holidays: New Years, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and Christmas. In addition to these, students who are scheduled at the V.A. Medical Center will observe an additional 4 holidays only if they are scheduled to be at the clinical site on these particular days. If they are scheduled to be in the classroom on these four additional holidays, they are expected to be in class. These holidays are: Veterans Day, Presidents Day, Columbus Day, and Martin Luther King Day. Students who wish to observe holidays other than these may do so only with approval of the Program Manager or Education Coordinator. These additional holidays may be either substituted for one of the above holidays or PTO time may be used. The student must also inform the Clinical Instructor at their assigned clinical site of the schedule change.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Attendance

**PAGE:** 5 of 5

**ORIGINAL DATE:** January 28, 1994

**REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

10. Students are permitted up to 3 days off for documented evidence of death of immediate family member. Documented evidence must include an obituary notice, proof of relationship and proof of funeral dates. These 3 days do not subtract from the students PTO time. Immediate family includes: parent, step-parent, brother, sister, parent-in-law, grandparent, spouse (current husband or wife) or child.
11. If a student must be absent more than the permitted time because of extenuating circumstances, he/she may request part-time status (see Full-time, Part-time, Transfer and Advanced Placement Policy).
12. If a student exceeds their PTO, time must be made up at the end of the program prior to graduation. With approval from the school and clinical site, the student may make up excess PTO used. This has to take place during the same week the time was used to avoid a disciplinary action. If excess PTO hours are not made up, the student will receive a disciplinary action starting with documented counseling.
13. Student arrival after the beginning of any scheduled start time will be considered tardy. Students are expected to be on time for all clinical and class time. All tardiness 15 minutes or longer can be made up during the first break week or after graduation. The number of permitted times tardy will be prorated for part-time students, so that the total number stays the same as for full-time students.
14. If an emergency causes a student to be late, the student is to report to the Program Manager or Education Coordinator and Clinical Instructor his/her expected time of arrival.
15. Extended lunch periods will be considered an incident of tardiness.
16. If a student leaves the facility at anytime during the day, he/she is required to swipe out and in at the time clock.
17. Clinical days are normally 7 hours in length, not including the lunch break.
18. When a student is at the clinical site for five (5) or more hours they are required to take a one-half hour lunch break.
19. Students may not exceed 40 hours a week.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Behavioral Objectives

**PAGE:** 1 of 1

**ORIGINAL DATE:** March 1, 1996

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 8, 1999

---

Personal and professional development starts as a student and continues throughout a radiographer's career. The work ethic and attitudes developed or influenced during the training period greatly impacts the degree of professional success a radiographer enjoys.

**During the training period, the student will:**

- Show initiative by displaying motivation and energy in starting and completing tasks.
- Demonstrate a professional attitude by displaying and/or creating a positive emotional and psychological environment for patients and co-workers.
- Develop professional interpersonal relationships as evidenced by positive interactions with patients, families and co-workers.
- Possess appropriate patient perception skills by demonstrating the ability to perceive patient's needs and respond to them as needed.
- Be productive, as demonstrated by the volume of work accomplished.
- Perform high quality work, as evidenced by the accuracy and thoroughness of procedure performance.
- Possess organizational skills by demonstrating the ability to perform in a systematic and logical fashion.
- Demonstrate the ability to follow direction by possessing the ability and willingness to listen, reason and interpret tasks.
- Demonstrate flexibility by being willing to be guided and instructed.
- Demonstrate adaptability by being able to adapt procedure to patient.
- Demonstrate self-confidence.
- Demonstrate a professional demeanor.
- Present a professional appearance in accordance with school policy.
- Demonstrate dependability by being reliable and conscientious.
- Demonstrate accountability by taking responsibility for his/her actions and through attendance and punctuality.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Competency Examination

**PAGE:** 1 of 2

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 13, 2005

---

Competency evaluations will be conducted as a means for students to demonstrate competence in carrying out appropriate assignments. Competency evaluations will be graded on a Pass or No Pass (P or NP) basis. A competency evaluation is not considered complete until a Pass is obtained.

1. Students are required to have competency evaluations completed by the assigned Technologist, Clinical Instructor or Clinical Coordinator according to the following schedule:

1st Quarter – 0	5th Quarter - 15 (including 5 repeat comps)
2nd Quarter – 10	6th Quarter - 15
3rd Quarter – 10	7th Quarter - 15, plus 3 terminal comps
4th Quarter – 15	8th Quarter - 15, plus 3 terminal comps
Plus 3 mid-program comps in 3 <sup>rd</sup> or 4 <sup>th</sup> Quarter	
2. Students in the 1st and 2nd Quarter must do a pre-test prior to the competency evaluation. The purpose of the pre-test is to demonstrate areas of needed improvement prior to the grading process. Students may do as many pre-tests as they wish.
3. Four mid-program competency evaluations will be performed by the Education Coordinator or Clinical Instructor, or their designee, during the 3<sup>rd</sup> and/or 4<sup>th</sup> quarter.  
These procedures are:
  - Abdomen Series
  - Spinal series (may be chosen by Clinical Instructor)
  - Extremity: Elbow, Knee, or Wrist (only one is required)
  - Portable Chest
4. Three terminal competency evaluations will be performed by the Education Coordinator or Clinical Instructor in each of the last two quarters (7th & 8th). Three terminal competency evaluations must be completed by the end of each quarter to avoid an incomplete.  
The following is a list of terminal competencies:
  - Barium enema (single or double)
  - Multiple spine series (2 or more on the same patient)
  - Cranial/Facial exam
  - Ribs
  - Multiple extremities (2 or more on the same patient)
  - Trauma hip
  - Shoulder with Y-view or Axillary view
  - Decubitus chest
  - Any pediatric case
  - Portable abdomen

**\*Of these 10 competencies, the student will perform 6 as terminal competencies at the discretion of the clinical instructor/supervisor.**

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Competency Examination

**PAGE:** 2 of 2

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

5. A student who receives less than 21 points or 84% is not considered competent on that exam and must repeat the competency evaluation until an 84% or better is obtained. Until the 84% or better is obtained, the competency is not considered complete and the student must have direct supervision while performing that procedure.
6. Competency evaluations should be filled out in ink and returned to the Clinical Instructor by the technologist. Additionally, the clinical instructor must initial all competencies prior to turning them into the school.
7. All examination competencies that are not passed, must still have a competency form filled out, signed, and returned to the clinical instructor by the technologist.
8. Students may not use elective weeks to observe specialty areas if they have not completed their quarterly examination competencies.
9. While performing an examination competency, the student should not refer to any notes or books. This should be done prior to the beginning of the exam and before the patient is brought in the room. Students must also give the technologist the competency examination sheet **prior** to starting the procedure.
10. Students may not complete a competency examination on any procedure prior to educational instruction on that procedure.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Competency Examination Schedule   **PAGE:** 1 of 3

**ORIGINAL DATE:** March 10, 1998

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

The following schedule is a guideline for the student to follow in obtaining the required 95 competencies for graduation from the Radiologic Technology Program. Attached is a comprehensive list of mandatory, elective and additional exams that may be performed to obtain the required competencies. This schedule should be adhered to, as much as possible, with regard to patient availability.

Exams listed for the 1<sup>st</sup> through the 4<sup>th</sup> quarters may be exchanged as patient availability makes necessary. Students cannot complete a competency examination prior to educational instruction on that procedure.

Exams listed for the 5<sup>th</sup> through 8<sup>th</sup> quarters can also be exchanged as patient availability makes necessary, but must also be finished prior to graduation.

Students must demonstrate competence in six mandatory general patient care activities which include: CPR, Vital signs (blood pressure, pulse, respiration, temperature), sterile and aseptic technique, venipuncture, transfer of patient, and care of patient medical equipment (e.g., oxygen tank, IV tubing).

All 36 mandatory exams must be performed satisfactorily to fulfill graduation requirements. Of the 36 mandatory radiologic procedure competencies, 28 of them must be done on patients (not on phantoms or simulated). Students must also demonstrate competency in at least 15 of the elective procedures. The remaining 44 procedures can be performed from the elective and/or additional list of examinations.

**1<sup>st</sup> Quarter**

No competency exams required

**2<sup>nd</sup> Quarter**

1. Intravenous Urography
2. Pelvis
3. Small Bowel Series
4. Portable Chest *or* Portable Abdomen
5. Chest; stretcher *or* wheelchair *or* pediatric
6. Lower extremity
7. Upper extremity
8. Chest, routine
9. Elective/Additional
10. Elective/Additional

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Competency Evaluation Schedule      **PAGE:** 2 of 3

**ORIGINAL DATE:** March 10, 1998

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

<b><u>3<sup>rd</sup> Quarter</u> **</b>	<b><u>4<sup>th</sup> Quarter</u> **</b>
1. Esophagus/Barium Swallow	1. Upper G. I. Series
2. Abdomen series; with upright or decubitus	2. Barium enema; single <i>or</i> double
3. Chest; stretcher <i>or</i> wheelchair <i>or</i> pediatric	3. Spine Series
4. Portable Chest <i>or</i> Portable Abdomen	4. Chest; stretcher <i>or</i> wheelchair <i>or</i> pediatric
5. Hip; trauma <i>or</i> non-trauma	5. Lower extremity
6. Lower extremity	6. Upper extremity
7. Upper extremity	7. Hip; trauma <i>or</i> non-trauma
8. Elective/Additional	8. Elective/Additional
9. Elective/Additional	9. Elective/Additional
10. Elective/Additional	10. Elective/Additional
	11. Elective/Additional
	12. Elective/Additional
	13. Elective/Additional
	14. Elective/Additional
	15. Elective/Additional

**\*\*Plus 3 Mid-Program Competencies with the Clinical Instructor during the 3<sup>rd</sup> and 4<sup>th</sup> Quarter\*\***

<b><u>5<sup>th</sup> Quarter</u></b>	<b><u>6<sup>th</sup> Quarter</u></b>
1. Upper extremity	1. Spine Series
2. Nasal bones	2. Hip; trauma <i>or</i> non-trauma
3. Facial bones	3. Lower extremity
4. Paranasal sinuses	4. Upper extremity
5. Upper extremity	5. C-arm procedure; surgical
6. Spine Series	6. Ribs
7. Ribs	7. Elective/Additional
8. Portable orthopedic	8. Elective/Additional
9. Elective/Additional	9. Elective/Additional
10. Elective/Additional	10. Elective/Additional
11. Elective/Additional	11. Elective/Additional
12. Elective/Additional	12. Elective/Additional
13. Elective/Additional	13. Elective/Additional
14. Elective/Additional	14. Elective/Additional
15. Elective/Additional	15. Elective/Additional



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Competency Evaluation Schedule      **PAGE:** 3 of 3

**ORIGINAL DATE:** March 10, 1998

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

**7<sup>th</sup> Quarter**

1. Retrograde Urogram
2. Lower extremity
3. Upper extremity
4. Abdomen series; with upright or decubitus
5. Elective/Additional
6. Elective/Additional
7. Elective/Additional
8. Elective/Additional
9. Elective/Additional
10. Elective/Additional
11. Elective/Additional
12. Elective/Additional
13. Elective/Additional
14. Elective/Additional
15. Elective/Additional

**\*\*Plus 3 Terminal Competencies  
with the Clinical Instructor**

**8<sup>th</sup> Quarter**

1. Trauma Extremity
2. Trauma Cervical Spine
3. Elective/Additional
4. Elective/Additional
5. Elective/Additional
6. Elective/Additional
7. Elective/Additional
8. Elective/Additional
9. Elective/Additional
10. Elective/Additional
11. Elective/Additional
12. Elective/Additional
13. Elective/Additional
14. Elective/Additional
15. Elective/Additional

**\*\*Plus 3 Terminal Competencies  
with the Clinical Instructor**

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Concern Services for Students  
(Assistance Program)

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 31, 2001

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

The School of Diagnostic Imaging is aware that students face a variety of challenges in their daily lives, with school being just one of these. Often difficult situations can be resolved without any assistance, but sometimes a problem occurs that requires assistance to be solved. With this in mind, the School of Diagnostic Imaging offers the services of CONCERN to any student who may require assistance.

CONCERN offers assessment, short-term counseling, referral if necessary and follow-up care to those who want assistance in dealing with personal problems or work issues. Common problems for which one might contact CONCERN include: family problems, child care issues, emotional problems, legal issues, marital problems, parenting issues, loss/bereavement, financial problems, alcohol and drug problems and stress.

**Guidelines for using CONCERN**

1. Students may confidentially contact CONCERN directly by calling 216/663-3287 or 800/989-8820. The School of Diagnostic Imaging is not notified of the names of the students who utilize CONCERN services.
2. If a student chooses to access CONCERN, the student will be provided with confidential assessment, counseling and referral services which, in most cases, will be limited to 1-3 sessions, free of charge, with a CONCERN counselor. The goal of these sessions will be to assess the primary issue of concern and if indicated to refer the student either to a mental health care provider, which the student may access through their health insurance, or to a community based service.
3. Instructors or other administrative staff from the School of Diagnostic Imaging may make voluntary referrals to CONCERN by requesting the student to contact CONCERN or by actually facilitating the scheduling of an appointment by calling the CONCERN office on behalf of the student.
4. Students are advised to schedule appointments outside of scheduled class and/or clinical hours. If the student is unable to attend the appointment as scheduled, the student should inform CONCERN staff as soon as possible.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Confidential Information

**PAGE:** 1 of 2

**ORIGINAL DATE:** May 1, 1988

**LAST REVIEWED:** March 15, 2007

**REVISED:** July 1, 2005

---

**POLICY:**

The School of Diagnostic Imaging is committed to keeping its patients' health information confidential. Recent federal regulations (HIPPA) define privacy and security standards for healthcare organizations and mandate compliance. Hospital, entity and business ethics, as well as statutes and regulations create an obligation to keep in strict confidence all information about patient, including the patient's name, condition, and treatment records. Such information may only be released as necessary and in accordance with relevant statutes and regulations.

During the course of education, students may have access to confidential information concerning business, finances, patients and employees. This information may be in the form of verbal, written, or computerized data. The safe guarding of such confidential information is a critical responsibility and expectation of every student. Students are required to adhere to Privacy and Information Security policies or face strict disciplinary action up to and including dismissal.

Management will ensure that students understand and adhere to this policy of confidentiality. Casual conversations regarding patients and co-workers are inappropriate. Conversations regarding patient care should take place in a private area with appropriate personnel.

**REGULATIONS GOVERNING PATIENT CONFIDENTIALITY:**

1. A student is not to discuss a patient's illness with him/her unless specifically ordered by the physician or during the course of professional care. Only the doctor is qualified to tell the patient how sick he/she is or how soon he/she may be expected to recover from his/her illness.
2. A student is not to discuss patient's he/she hears about in entity with friends or in public areas inside or outside the entity. This particularly includes discussion of patients in areas such as coffee shops, snack bars, dining rooms, and while traveling to and from work via public transportation. The patient is entitled to complete privacy when he or she is confined to the hospital, and any intrusion upon this privacy may be subject to disciplinary action.
3. A student is not to discuss his/her personal illnesses or problems with either hospital interns or residents or visiting physicians. He/she should make arrangements to visit his/her doctor's office for personal medical care.
4. If a student is involved in an incident, argument or accident with a patient, he/she should report the incident immediately to his/her clinical supervisor or department head for his/her review and deposition. School officials must also be notified of any incidents.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Confidential Information

**PAGE:** 2 of 2

**ORIGINAL DATE:** May 1, 1988

**LAST REVIEWED:** March 15, 2007

**REVISED:** July 1, 2005

---

5. A student may read a patient's record only if they are directly involved in providing patient care, in checking the quality of patient care or for a legitimate business need. This information may only be discussed with those directly involved in providing or supervising that patient's care.
6. Accessing the records of family, friends, co-workers, acquaintances, neighbors or anyone else if the student is not involved in providing their care or for a legitimate business need, is grounds for dismissal.
7. A student may not access their own medical record. Students must follow the usual process as designated through the Health Information Services (Medical Records) department.

**STUDENT CONFIDENTIALITY:**

It is inappropriate to discuss or view confidential and personal matters related to fellow students.

**DISCIPLINARY ACTION:**

Deliberate, accidental or careless release of patient information could result in legal liabilities for the student and/or hospital. The acquisition, release, discussion or other use of confidential information for purposes other than to conduct normal authorized business activities is strictly prohibited. Violation of confidentiality is a very serious matter and will be considered grounds for corrective action, up to and including dismissal. Federal law also include criminal penalties for the misuse of protected health information.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Continuing Education of Staff

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

---

The Staff of School of Diagnostic Imaging will demonstrate continuing education through attendance of seminars, courses, educational meetings and/or directed readings. The Clinical Instructors will routinely attend radiology department staff meetings to inform staff about school issues and procedures, and to discuss problem areas and gather input. The Clinical Instructor will pass information regarding changes in the department to the students. Minutes of these meetings will be forwarded to the School Manager and maintained on file. The Educational Coordinator and/or Program Manager will also attend the radiology department meetings when appropriate.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Correspondence Schedule with  
Perspective Students

**PAGE:** 1 of 1

**ORIGINAL DATE:** April 23, 1996

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

In an effort to keep perspective students informed of the status of their application file and results of the selection process, the applications are reviewed as they are complete. When the school has the student's application, application fee, and grade transcripts, the student will be contacted by a school representative and informed regarding the interview dates. A clinical observation at one of our clinical sites is required prior to acceptance. The application deadline is February 1<sup>st</sup>. After the decision is made regarding each applicant, a letter of acceptance or non-acceptance is sent to each applicant. Letters for accepted students are then sent regarding receipt of acceptance fee and payment due dates, health records, physical exam requirements, student handbook and start date.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Course Sequence and Clock Hours

**PAGE:** 1 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

<b>24 month program 1<sup>st</sup> Quarter - FALL</b>		Hours per Week	Number of Weeks	Total Hours
RT 100	Introduction to Radiology	3.5	(1 <sup>st</sup> & 2 <sup>nd</sup> ) 2	7
		3.5	(3 <sup>rd</sup> thru 6 <sup>th</sup> ) 4	<u>14</u>
RT 101	Patient Care in Radiography	6.5	(1 <sup>st</sup> & 2 <sup>nd</sup> ) 2	13
		6.5	(3 <sup>rd</sup> thru 6 <sup>th</sup> ) 4	26
		4.0	(7 <sup>th</sup> thru 11 <sup>th</sup> ) 5	<u>20</u>
				59
TECH 101	Radiographic Technique I Radiographic Technique I Lab	8.75	(1 <sup>st</sup> & 2 <sup>nd</sup> ) 2	17.5
		6.75	(3 <sup>rd</sup> thru 6 <sup>th</sup> ) 4	27
		3.5	(7 <sup>th</sup> thru 11 <sup>th</sup> ) 5	<u>17.5</u>
				62
POSL 101	Radiographic Positioning I Lab	6.75	(3 <sup>rd</sup> thru 6 <sup>th</sup> ) 4	27
		3.0	(7 <sup>th</sup> thru 11 <sup>th</sup> ) 5	<u>15</u>
				42
POS 101	Radiographic Positioning & Related Anatomy I	7.0	(1 <sup>st</sup> & 2 <sup>nd</sup> ) 2	14
		6.75	(3 <sup>rd</sup> thru 6 <sup>th</sup> ) 4	27
		3.0	(7 <sup>th</sup> thru 11 <sup>th</sup> ) 5	<u>15</u>
				56
			TOTAL	296
CL 101	Introductory Clinical Experience I	17.0	(7 <sup>th</sup> thru 11 <sup>th</sup> ) 5	85
			QUARTER TOTAL	381
<b>2<sup>nd</sup> Quarter - WINTER</b>				
MT 101	Medical Terminology I	2	11	22
TECH 102	Radiographic Technique II Lecture & Lab	3	11	33
POS 102	Radiographic Positioning & Related Anatomy II	2	11	22
POSL 102	Radiographic Positioning II Lab	3	11	<u>33</u>
			TOTAL	110
CL 102	Introductory Clinical Experience II	24	11	264
			QUARTER TOTAL	374

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Course Sequence and Clock Hours

**PAGE:** 2 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

		Hours per Weeks	Number of Weeks	Total Hour
<b>3<sup>rd</sup> Quarter - SPRING</b>				
MT 102	Radiographic Technique III	2	11	22
PHY 102	Principles of Radiation Physics	3	11	33
POS 201	Advanced Radiographic Procedures I	3	11	33
POSL 201	Advanced Radiographic Procedures I Lab	3	11	<u>33</u>
			TOTAL	121
CL 103	Intermediate Clinical Experience I	25	11	275
			QUARTER TOTAL	396
<b>4<sup>th</sup> Quarter - SUMMER</b>				
PHY 202	Radiographic Equipment & Quality Control	2	11	22
POS 202	Advanced Radiographic Procedures II	2	11	22
BIO 101	Radiation Biology & Protection I	2	11	22
	Developmental Exams	1	11	<u>11</u>
			TOTAL	77
CL 104	Intermediate Clinical Experience II	28	11	308
			QUARTER TOTAL	385
<b>5<sup>th</sup> Quarter - FALL</b>				
SP 201	Special Procedures	2	11	22
BIO 102	Radiation Biology & Protection II	2	11	22
RT 201	Trends in Radiologic Technology	2	11	22
	Developmental Exams	1	11	<u>11</u>
			TOTAL	77
CL 205	Intermediate Clinical Experience III	28	11	308
			QUARTER TOTAL	385



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Course Sequence and Clock Hours

**PAGE:** 3 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

**6<sup>th</sup> Quarter - WINTER**

PATH 201	Radiographic Pathology I	2	11	22
RT 202	Radiographic Film Critique	2	11	22
MRI 101	Introduction to CT/MRI & Cross-Sectional Anatomy	1	11	11
	Developmental Exams	1	11	<u>11</u>
			TOTAL	66

CL 206	Intermediate Clinical Experience IV	28	11	308
--------	-------------------------------------	----	----	-----

QUARTER TOTAL 385

**7<sup>th</sup> Quarter - SPRING**

PATH 202	Radiographic Pathology II	2	11	22
RT 203	Critical Thinking	2	11	22
	Developmental Exams	1	11	11
REG 201	Registry Review I	1	11	<u>11</u>
			TOTAL	66

CL 207	Advanced Clinical Experience I	28	11	308
--------	--------------------------------	----	----	-----

QUARTER TOTAL 385

**8<sup>th</sup> Quarter - SUMMER**

REG 202	Registry Review II	6	11	66
	Computer Exams	1	11	<u>7</u>
			TOTAL	73

CL 208	Advanced Clinical Experience II	28	11	308
--------	---------------------------------	----	----	-----

QUARTER TOTAL 381

**Total Class Hours 886**

**Total Clinical Hours 2164**

**Total Program Hours 3050**

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Course Sequence and Clock Hours

**PAGE:** 4 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**21 month program:**

	Academic Hours	Clinical Hours
1st Year		
First Quarter	296	85
Second Quarter	110	264
Third Quarter	121	275
Fourth Quarter	77	308
2nd Year		
Fifth Quarter	77	308
Sixth Quarter	77	308
Seventh Quarter	77	308
TOTAL	835 Hours	1856 Hours

\* Actual hours may vary dependant on overall class needs and abilities.

Total Program Hours: 2691

**24 month program:**

	Academic Hours	Clinical Hours
1st Year		
First Quarter	296	85
Second Quarter	110	264
Third Quarter	121	275
Fourth Quarter	77	308
2nd Year		
Fifth Quarter	77	308
Sixth Quarter	77	308
Seventh Quarter	77	308
Eighth Quarter	73	308
TOTAL	908 Hours	2164 Hours

\* Actual hours may vary dependant on overall class needs and abilities.

Total Program Hours: 3072

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 1 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 23, 2006

---

**OBJECTIVE:**

Students enrolled in the Radiologic Technology Program must conduct themselves in an appropriate and professional manner and must adhere to the rules and regulations of the school and clinical sites. This policy establishes guidelines that will assure an environment that is orderly and efficient. It provides standards and rules governing performance and a procedure for consistent, non-discriminatory application of the rules in the interest of maintaining the highest quality patient care and educational environment.

**PROCEDURE:**

When it becomes necessary to discipline a student for performance deficiencies, acts contrary to established policies or procedures, or to assure that the school's and clinical site's best interest are served, reference may be made to the categories below which relate the severity of the offenses to the corrective action. However, categories are not all-inclusive and students may be disciplined for actions not specifically designated.

Students who disagree with the action taken may proceed through steps outlined in the Problem Resolution Process. If a student is dismissed from the program, utilizes the Problem Resolution Process, and is denied re-acceptance, that student will not be permitted to reapply to the program.

**A. CATEGORY I** (Discharge upon first offense)

1. Threat of, or actual physical or verbal abuse of patients, visitors, staff, employees or students. Inappropriate treatment of any patient for any reason.
2. Falsification of any official hospital or school record.
3. Immoral or illegal conduct and any acts of dishonesty.
4. Willful damage to, or theft of property of the school, hospitals, patients, visitors, employees or students.
5. Absence from classes or clinical experience without justifiable reason or without reporting off for three (3) consecutive clinical and/or class days, or three (3) incidents of no-call/no-show in a twelve (12) month period.
6. Possession of firearms or other weapons on school/hospital premises.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 2 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 23, 2006

---

7. Unauthorized possession, use, copying or revealing of confidential information regarding patients, employees, students, or school/hospital activity.
8. Conduct seriously detrimental to patient care, fellow students, employees or school/hospital operations.
9. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with a fellow student, employee, visitor and/or patient.
10. Unauthorized or improper use of any type of leave of absence, suspension time, vacation time or scheduled/unscheduled time.
11. Conviction of a felony.
12. Solicitation and/or distribution of literature in violation of hospital policy.
13. Any other serious failure of good behavior or gross neglect of duty.

**B. CATEGORY II** (1. Suspension 2. Discharge)

1. Possession, use, or sale of alcohol, narcotics or controlled substances on hospital premises or reporting to school or clinical experiences under the influence of alcohol or narcotic as evidenced by: a) inability to perform assigned duties or participate in class, b) demonstration of undesirable characteristics (such as breath, attitude, uncooperativeness toward patients, staff, students, visitors, others).
2. Insubordination or refusal to perform a reasonable assignment after having been instructed to do so.
3. Sleeping during clinical experiences.
4. Disorderly or outrageous conduct (fighting, malicious practical joking, horseplay, gambling) on school/hospital property.
5. Sale, loan or gift of parking control card.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 3 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

6. Failure to conform to professional ethics.
7. Any serious failure of good behavior or serious neglect of duty.

**C. CATEGORY III** (1. Written Corrective Action 2. Suspension 3. Discharge)

1. Conduct prejudicial to the best interest of the hospital and/or school.
2. Careless or indifferent job performance which includes causing or contributing to unsanitary or unsafe conditions and performing unsafe procedures.
3. Careless neglect or improper or unauthorized use of hospital and/or school property or equipment.
4. Collecting funds or accepting gratuities.
5. Any other failure of good behavior or neglect of duty.
6. Repeated or chronic infractions of hospital and/or school rules with no evident improvement in performance or conduct.
7. Failure to observe school policies regarding required supervision prior to competency and on repeat radiographs.
8. Unnecessary radiation exposure to patient or personnel

**D. CATEGORY IV** (1. Documented Counseling 2. Written Corrective Action 3. Suspension 4. Discharge)

1. Absent from assigned area during clinical hours without permission.
2. Failing to call in or inform the clinical site and the school regarding absence, whether scheduled or unscheduled. (No call/no show)
3. Unauthorized extended lunch or coffee breaks.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 4 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

3. Loitering during scheduled working and off-duty hours.
4. Smoking or eating in unauthorized areas.
5. Vending or conducting personal business on hospital premises.
6. Violation of hospital parking regulations.
7. Improper attire or appearance.
8. Inefficiency, incompetence or negligence in performance of duties.
9. Unauthorized use of telephone.
10. Sleeping during class/clinical.
5. Tardiness or absenteeism in excess of that permitted by school policy.
6. Attendance policy infractions.
7. Failure to complete Developmental Corrections and re-corrections prior to the next months Developmental Examination.

**E. RECORD OF DISCIPLINARY ACTIONS**

1. Records of disciplinary action remain active in the students record for a two year period; the exception being tardiness and attendance (see attendance policy). If any further infractions occur within the two year period, they will be used as a basis for further progressive discipline. Records of disciplinary action within the two year period may be reviewed in a matter relating to employment.
2. Any student receiving a second disciplinary suspension within the 2 years, whether the two suspensions are for related or unrelated conduct, shall be terminated.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 5 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

**F. GENERAL**

1. Regardless of the category in which an offense is listed, a particularly flagrant violation may result in more severe discipline than that which is indicated for that category. Conversely, in the event that mitigating circumstances are judged to exist, less severe discipline may be imposed than would otherwise be indicated for the category of offense involved.
2. If a student is dismissed from the program, utilizes the Problem Resolution Process, and is denied re-acceptance, that student will not be permitted to reapply to the program.

**G. ADDENDUM**

**The following is an addendum to the Student Disciplinary Policy and Code of conduct and outlines the treatment of customer service related performance issues and/or problems.**

Providing the best possible patient care and understanding customer service is a priority at the Cleveland Clinic. In support of this philosophy, The Cleveland Clinic does not allow inappropriate treatment or behavior towards the customer. "Customer" is defined as any individual that comes in contact with the department or student during the normal course of doing business. This could include patients, visitors, family members, co-workers, etc. All employees and students are expected to conduct themselves in a professional and caring manner at all times when dealing with the customer.

In the event that this professional behavior is not exhibited, possible disciplinary action may occur up to and including termination.

In the event that a student does not conduct him/herself in a professional manner, keeping the customer's needs in mind, the following disciplinary steps may take place. How rapidly a student goes through the following progressive steps, or at what stage the disciplinary action will be initiated, will depend upon the seriousness of the offense involved. The department manager and/or school manager will use their judgment regarding the impact the student's behavior has on customer/patient satisfaction. The manager(s) will then determine the appropriate step of the discipline policy which applies in the particular circumstance.

**Step 1            Documented Counseling**

For rules considered less serious, a recorded conference may be the first step in the discipline procedure. It consists of a verbal conference with the student and the program manager or education coordinator and will be documented in writing and placed in the students' personal file.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Disciplinary Policy

**PAGE:** 6 of 6

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

**Step 2                      Written Corrective Action**

The written warning is a document summarizing the performance problem or incident detrimental to customer/patient satisfaction. The document and situation will be reviewed with the student outlining the specific problem(s)/incident and warning the student that further behavior detrimental to customer/patient satisfaction will result in further disciplinary action.

**Step 3                      Final Written Warning OR Suspension**

A suspension may occur when performance continues to be detrimental to customer/patient satisfaction. Depending on the seriousness of the incident or behavior the student may receive a suspension as the first step of the disciplinary process. A suspension is generally for a three day period however, a greater or lesser number may be determined after review of the particular situation. Suspensions should be scheduled so that consistency and continuity of the learning process is not interrupted more than necessary and as close to the infraction as possible.

**Step 4                      Dismissal**

Dismissal will occur as the final step in the disciplinary process. Termination may occur for serious offenses relating to customer/patient satisfaction or for continued performance problems impacting on customer/patient satisfaction. Immediate termination as the first step may occur for the following customer service related incidents:

1. Threat of or actual physical or verbal abuse of patients, visitors, staff or employees.
2. Inappropriate treatment of any patient for any reason.
3. Willful damage to, or theft of property of the hospital, patients, visitor or employees.
4. Conduct seriously detrimental to patient care, co-worker or hospital operations.
5. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature with a co-worker, visitor and/or patient.
6. Any other serious lack of good behavior or gross neglect of duty.



**School of Diagnostic Imaging  
Cleveland Clinic  
Radiologic Technology Program**

**POLICY TITLE:** Dress Code

**PAGE:** 1 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** February 29, 2008

**REVISED:** February 29, 2008

---

Students shall present a neat and clean, professional appearance at all times. Each jacket, shirt or top must have the school patch sewn on the left upper sleeve.

Regardless of what is considered “in fashion,” studies have shown that patients view health care workers as more professional and competent when they are dressed in a traditional uniform that reflects the professional medical environment. The radiography student dress code is guided by this belief and in the interest of patient and student safety. The Cleveland Clinic student dress code is consistent with the student’s specific radiography program requirements.

### **Uniforms**

1. **Uniforms consist of navy blue uniform tops (scrub) and white pants (scrub). Navy blue uniform warm-up jackets may be included.** Sweaters are not permitted.
2. If the student’s program permits, shirts (tanks, t-shirts, turtlenecks) both long or short sleeved may be worn under the uniform but must be **solid white**. No decals, designs or words on the undershirts. Crew-neck shirts are highly recommended under V-neck uniform tops. If a short-sleeve t-shirt is worn underneath a short-sleeve uniform top, the sleeves of the t-shirt must not hang below the uniform top sleeves.  $\frac{3}{4}$  sleeve length tops are not permitted.
3. Undergarments are to be solid white or skin toned.
4. Socks/hosiery must be **solid white**.
5. Shoes must be **solid white** and must be worn during all clinical hours. They must not have colored stitching, stripes, insignias, etc. Uniform stores carry many styles of solid white shoes.
6. The CC ID badge must be worn at all times, with the name and photo visible, at the chest or collar level. The program-provided film badge must be worn.
7. CC-provided scrubs may only be worn in the ED, surgery and angiography. They must be returned upon graduation or departure from CC.

### **Grooming**

1. Uniforms must be freshly laundered and wrinkle-free each time they are worn.
2. Daily bathing is imperative.
3. Undergarments should not be visible beneath the uniform.
4. Gum chewing is prohibited.
5. Perfume, cologne, and scented lotions are prohibited. Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to a student’s attention.
6. Excessive make-up and glitter is prohibited.
7. Tattoos must be covered by the uniform.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY NAME:** Dress Code

**PAGE:** 2 of 3

**DATE:** January 28, 1994

**LAST REVIEWED:** February 29, 2008

**REVISED:** February 29, 2008

---

8. Fingernails must be kept short (1/4 inch or shorter). Nail polish must be clear. No artificial nails of any sort are permitted; they harbor bacteria and violate the CCF infection control policy.
9. Females: Hair must be neatly groomed and hair longer than shoulder length must be tied back.
10. Males: Beards and mustaches are permitted but must be closely and neatly trimmed. Students must shave prior to class and clinical experience. Hair should be kept professional in length (i.e. not to touch the collar of the uniform).

**Jewelry and Accessories**

1. Excessive, dangling, or gaudy jewelry is prohibited.
2. No more than one earring per ear is permitted. Earrings must be of the “post” style.
3. Visible body piercing, including tongue and mouth piercing, is not permitted.
4. Wearing of engagement or wedding rings is permitted, but discouraged. Rings must be removed when scrubbing or performing special procedures. No other rings are permitted, including nose and lip rings and clips.
5. Excessive make-up and glitter is prohibited.
6. The wearing of hats/caps is prohibited. An exception to this rule is headgear that is part of a religious protocol or required by the clinical facility (i.e. surgical caps, hoods, etc.).

**Classroom Personal Appearance and Behavior**

**Purpose:**

Patients and visitors form opinions about the Cleveland Clinic Health System and the School of Diagnostic Imaging by the appearance of its students. Dress and personal hygiene must provide an image complementary to the student body, School of Diagnostic Imaging, Cleveland Clinic, and the profession of radiography itself.

**Classroom Appearance and Behavior:**

Please remember that even though we are in class, we are on hospital grounds and professional behavior is important. Loud or boisterous behavior is inappropriate. Students are responsible for their own appearance and are required to wear attire that is neat, clean, pressed and in good repair and condition. Garments that are tight fitting, revealing, faded, low cut, too short, inappropriate in adornment, torn, or in disrepair are not acceptable. Shoes must be closed toed and clean. Sandals or flip-flops are not permitted.

If the appropriateness of any student’s apparel is in question, faculty will have the final decision.

Overly casual clothing is considered inappropriate. Examples of overly casual attire include: tank tops, tube tops, halter tops, spaghetti strap shirts or dresses, clothing with holes in it, shorts that are too short.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY NAME:** Dress Code

**PAGE:** 3 of 3

**DATE:** January 28, 1994

**LAST REVIEWED:** February 29, 2008

**REVISED:** February 29, 2008

---

**Smoking Policy:**

The School of Diagnostic Imaging is committed to creating a healthy environment for students, faculty, patients and visitors.

In order to be consistent with this commitment, smoking and the usage of any tobacco products is strictly prohibited on all Cleveland Clinic owned property. Students must leave the hospital grounds to smoke. Please do not loiter or litter the property adjacent to the hospital.

Students who smoke must be mindful of the fact that they may carry cigarette odor on their person. Ill patients are particularly sensitive to scents/odors and some scents can elicit allergic reactions. If an obvious scent/odor is noticed, it will be brought to a student's attention.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Educational Records Policy

**PAGE:** 1 of 3

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:**

---

This policy is in accordance with Family Educational Rights and Privacy Act of 1974.

A. You may inspect and/or review any of your official records and files.

**Exceptions:**

1. Your parents' confidential/financial statement may not be inspected.
2. Confidential letters and recommendations placed in your file prior to January 1, 1975, are not available to you. Right of access to future confidential recommendations in the areas of admission, job placement and awards may be waived by you.
3. Medical, psychiatric or similar records are not accessible to you. A doctor or other qualified professional may inspect your record if you so desire.

B. No one may inspect your record with the following exceptions:

1. Faculty at the School of Diagnostic Imaging who have legitimate academic interests and School secretaries who must work with the students' files.
2. School officials who have legitimate academic interests.
3. Individuals concerned in connection with a student's application for or receipt of financial aid.
4. Representative of State educational authorities.
5. Representative of the administrative head of Cleveland Clinic.
6. Representative of the Comptroller General of the United States.
7. Representative of the Secretary of Education.

The School of Diagnostic Imaging is not required to notify you that your records have been inspected as listed in exceptions under "B".

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Educational Records Policy

**PAGE:** 2 of 3

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

- 
- C. You will receive prior notice when your records are being inspected, without your consent, in the following situation:  
Pursuant to a court order or lawfully issued subpoena.
- D. You may sign a release of information form to give consent to release your records to other persons or agencies. Such forms are available in the School of Diagnostic Imaging office. On this form, you must indicate:
1. The records to be released.
  2. The reasons to be released.
  3. To whom the records are to be given.
- E. All students have a file which is maintained in the School of Diagnostic Imaging office. If you have any questions or concerns about your record, you should discuss such issues with the Manager of the School. Appropriate changes, deletions or corrections will be considered at this time. If this conference does not resolve the differences, you may request that a hearing be held. You have the right to legal counsel at the hearing at your expense. The Manager of the School will give you a written decision and state the reasons for the conclusion. You may add written explanatory materials to your file after submitting such to the Manager of the School.
- F. Student's financial aid records are maintained by the School of Diagnostic Imaging.
- G. All files and required documents, for students receiving veteran's educational benefits, will be maintained in the school office. Such files will be retained for three (3) years.
- H. Contents of Permanent Educational Record:
1. Official School of Diagnostic Imaging transcript.
  2. Official transcripts from all schools attended including high school. GED may be accepted in lieu of a high school transcript.
  3. Results of standardized tests, as applicable.
  4. Final Summary

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Educational Records Policy

**PAGE:** 3 of 3

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**I. Request for Transcripts:**

Requests for transcripts must be in writing and submitted to a school official. The student must include the name and address of the institution to which she/he wishes the transcript sent. The request must be signed by the student. Transcripts issued directly to the student will not be signed or stamped with the school seal. This will be considered an “unofficial transcript”. Transcript requests will be processed within 5-7 working days during the academic term, but may take longer at the end of the term.

**J. Request for Course Materials**

Students are provided with course descriptions, syllabi and other materials for radiography courses throughout the program. Students are expected to retain such materials for any further use and/or reference. The School is not responsible for providing additional copies for providing additional copies for student use.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Evaluations & Counseling

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 24, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** July 22, 2003

- 
1. Students are required to have their technologists complete the required number of Student Appraisal/Review forms per quarter. (See policy titled *Competency Evaluations*) These Student Appraisal/Review forms should be given to the Clinical Instructor at each facility by the technologist, who will review them with the student and send them to the Imaging School Office.
  2. Counseling sessions will be conducted throughout the quarter as needed to include:
    - a. Review summary of student evaluation forms.
    - b. Review Radiology Student Competency Examination Summary Forms
    - c. Review Student ARRT Mandatory and Elective Summary
    - d. Review quarterly grades.
    - e. Review attendance.
  3. Information regarding the number of exams performed is to be used as counseling tools, not as a liability towards the student's letter grade.
  4. Students will be held responsible for non-compliance issues and disciplined accordingly.
  5. Additional counseling sessions will be conducted if the Program Manager, Education Coordinator or Clinical Instructor finds them necessary.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Employment Guidelines for Students

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

---

The School of Diagnostic Imaging does not attempt to control whether or not a student works part-time or the number of hours worked. Students are encouraged, however, to look at alternatives, and to consider whether the employment will add to their professional work experience.

Should employment as a technologist assistant, or other PRN position by one of the clinical sites occur, that clinical time as an employee of the institution must be in addition to the hours required by the school and cannot be logged as clinical experience. These hours cannot be submitted to fulfill requirements for early release, should the student be pursuing this option.

Clinical competencies cannot be performed during the hours worked as a technical assistant, tech aid or any other employment position within the hospital.

Students employed by respective institution may not be responsible for direct or indirect supervision of other students.

The School will not change rotation schedules, objectives, clinical hours, test dates or other requirements to accommodate a full time student who works.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Full Time, Part Time, Transfer and  
Advanced Placement of Students

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

Full time students are those students who attend the Radiologic Technology Program 35 hours per week.

Part time students are those students enrolled in the program who, with written approval of the Program Manager, attend for less than 35 hours per week. The minimum hours that a part-time student can attend is 21 hours per week.

A student may request placement from the 24 month program into the part time program, or placement from the part time program into the full time program. It should be noted, however, that courses are taught only once a year. All course work and clinical time must be completed prior to graduation. See the Course Sequence and Clock Hours Policy for class and clinical hours.

There are no provisions for transfers from other schools or advanced placement students.

Transfers from one clinical site to another clinical site within the program must be requested in writing and any decision will be made at the discretion of the program officials.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Grading Procedures

**PAGE:** 1 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 23, 2006

---

1. The following grading scale is used:

93 -100	A	4.0
84 - 92	B	3.0
77 - 83	C	2.0
67 - 76	D	1.0
0 - 66	F	
2. Students must maintain a "C" grade or better in each academic course in the Radiologic Technology Program. Students not satisfying this minimal academic requirement will be counseled and those receiving a "D" course grade will be placed on academic probation. If a student receives two or more "D" course grades in any given quarter he/she will be dismissed from the program. Students who receive an "F" in any course will be dismissed from the program.
3. If a student who is placed on academic probation at the end of one quarter, does not receive a grade of "C" or better for **ALL** future courses, he/she will be dismissed.
4. Students are counseled as needed throughout the quarter regarding academic grades, clinical grades, attendance, tardiness, evaluations, quarterly GPA, cumulative GPA, and other pertinent information regarding student progress.
5. Students must take the monthly developmental exam on the date assigned by the program officials. If for any reason a student can not take the exam on that date, they will receive a zero (0) for that month's developmental exam.
6. If a student falls below the minimum required score on any of the 12 monthly developmental exams, he/she will be placed on academic probation. Failure to remove themselves from this type of academic probation by receiving a score above the minimum required by the time they have taken two additional developmental exams will result in the student's dismissal. The minimum required score is based on the median score and is adjusted as follows:

Exams 1-3	- 10 points below mean
Exams 4-5	- 5 points below mean
Exams 6-7	- mean
Exams 8-9	- 5 points above mean
Exams 10-12	- 10 points above mean

Developmental corrections (and re-corrections) must be completed and stamped prior to the date of the following month's developmental examination. Because the developmental examination is

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Grading Procedures

**PAGE:** 2 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 23, 2006

---

usually given the third week of the month, the last developmental examination of that quarter will be considered part of the next quarter. If the developmental corrections are not completed and stamped by the date of the next examination, the student will receive a corrective action at the recorded conference level for each week that the developmental corrections are late. This corrective action will affect the student's clinical grade.

6. Students who do not turn in their completed developmental corrections until the date of the next monthly examination will be required to stay the entire day of the developmental exam.
7. Students who are dismissed may reapply for acceptance. Their re-acceptance will be subject to approval by the School of Diagnostic Imaging Advisory Committee.
8. A comprehensive final exam will be given near the end of the program. Students must obtain 75% or better on this exam to graduate from the program. Students who fail to obtain this percentage will be required to review and perform remediation and will take another exam two weeks after the first final exam. Programs officials will determine the areas of insufficiency to coordinate remediation. If the student fails the second attempt, he/she will continue remediation and take a third final exam one month after the second attempt. The fourth and final attempt is taken one month after the third final exam. Students who fail the fourth attempt of the comprehensive final are dismissed from the program.

**CLINICAL GRADES:**

**PURPOSE:**

To encourage students to participate fully in the clinical experience and to provide students, and the school, with a means of evaluating the quantity and quality of participation.

**POLICY:**

Students will be given an established number of points for each clinical experience. Each quarters clinical grade will be determined by:

- The number of evaluations turned in by the end of the quarter. Four points (two the 1<sup>st</sup> quarter) will be deducted from the established number of clinical points for each evaluation that is not turned in.
- The number of competency evaluations completed by the end of the quarter. Eight points will be deducted each week that the comps are not in.
- Observance of program and department policies and practices. Each disciplinary action will deduct eight points.
- No more than one evaluation per week will be accepted

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Grading Procedures

**PAGE:** 3 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 23, 2006

The following worksheet will be used to determine clinical grades.

**1<sup>st</sup> Quarter Clinical Experience**

	Pos.	Missed	%	Grade
# of Evaluations (4)				2 points off for each one not turned in by end of quarter
Radiology Department Orientation Check List				8 points off if not turned in
<b>Total</b>	<b>78</b>	<b>0</b>	<b>100</b>	<b>4 A</b>

**2<sup>nd</sup> - 8<sup>th</sup> Quarter Clinical Experience**

# of Evaluations (10)				4 points off for each one not turned in by end of quarter
# of Comps Completed (see Competency Evaluation Policy)				8 points off, each week comps are not completed after quarter ends
Program/Department Policies & Practices				8 points off for each disciplinary action
<b>Total</b>	<b>84</b>	<b>0</b>	<b>100</b>	<b>4 A</b>

Students must maintain a “C” grade or better in each clinical course in the Radiologic Technology Program. Students not satisfying this minimal clinical requirement will be counseled and those receiving a “D” clinical course grade will be placed on clinical probation. Students who receive an “F” in any clinical course will be dismissed from the program.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Graduation Policy

**PAGE:** 1 of 3

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

**PURPOSE:** To provide the student with guidelines regarding graduation requirements. All students must meet the following criteria for graduation.

**CRITERIA:**

- Regular and terminal competencies must be completed as outlined in the Competency Examination Policy.
- 100% of the ARRT mandatory & elective competencies must be completed.
- All Developmental Examination corrections must be completed.
- Case Studies and Equipment & Room Utilization forms must be completed.
- The Radiology program final exam must be passed with a 75% or better.
- All regular and make-up hours must be completed.
- Tuition payment must be complete.
- All reference books or other material must be returned.
- ID badge and film badge must be turned in.
- Senior survey must be completed.
- All computer programs must be completed with a score of 85% or better.
- Completion of all required college-level courses.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Graduation Policy

**PAGE:** 2 of 3

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

**Early Graduation:**

**PURPOSE:**

- To provide the *exceptional* student with the capability of completing the program at twenty-one months.
- The student must demonstrate the ability and competency to complete the program at twenty-one months.
- The student's self-motivation and self-improvement skills are evidenced by superior clinical and didactic achievement.

**CRITERIA:** In addition to the general criteria for graduation detailed on the previous page, the early graduation candidate must also fulfill the following requirement:

- Clinical competencies and proficiencies are completed, including those required in the last 3 months of the program.
- Must maintain a 3.5 clinical GPA quarterly.
- Must maintain a 3.5 academic GPA quarterly.
- Must have no disciplinary actions above the level of documented counseling.
- All course work has been completed prior to graduation date.
- The student must consistently exhibit positive attitude toward the program, department and hospital. Maturity and excellent interpersonal skills are a must to maintain a level of professionalism. Professionalism and attitude are documented by the clinical rotation evaluations.
- Attendance and punctuality records reflect the level of responsibility and dependability and must not be substandard.
- Students must initiate the request for early graduation with the Radiology Program manager.
- Evaluation will be required from the student's clinical instructor and clinical site supervisor.
- Clinical time that may have been accrued by the student over and above assigned clinical time while working as employee for a health care institution can not be used to fulfill graduation requirements necessary for early release.
- If applicant is approved for early graduation, maintenance of grades, performance, professionalism and attitude is mandatory.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Graduation Policy

**PAGE:** 3 of 3

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** December 28, 2007

**REVISED:** December 28, 2007

---

**PROCEDURE:**

- The student should meet criteria above.
- Students should be at the 18 month status in the program. Class scheduling or clinical rotations will not revolve around the candidate. Applications will be accepted up to the beginning of the twentieth month.
- A letter requesting early graduation should be submitted to the manager. Include any pertinent information; achievements, awards, etc.
- If a candidate is approved for early graduation, all graduation requirements must be met before their projected graduation date. If for any reason the requirements are not met, the student will remain in the program for three months and graduate at twenty-four months, if the requirements are met at that time.
- **The early graduation candidate is required to be present at the next formal graduation ceremony.**

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Harassment Policy

**PAGE:** 1 of 2

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 17, 2007

---

**PURPOSE:**

To provide an academic environment throughout the School of Diagnostic Imaging that is free of harassment of any kind so that students are afforded the opportunity to perform to the best of their abilities. Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1964, which prohibits sex discrimination in employment, and Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving Federal funds.

**POLICY:**

The School of Diagnostic Imaging prohibits harassment in any form, including harassment based on race, sex, religion, sexual orientation, gender identity or expression, national/ethnic origin and/or disability. The School of Diagnostic Imaging is committed to providing an environment free of any conduct or communication constituting harassment in any form defined by the state and/or federal law. Any violation(s) of this policy may result in corrective action based upon a review of the circumstances, the nature of the event and the context in which the alleged incidents occurred. Such corrective action may include dismissal from the radiography program, prosecution and/or civil action.

**HARASSMENT:**

Harassment is an assault on an individual's dignity and worth. It can include, but is not limited to the following:

- a. offensive jokes
- b. ridicule
- c. racial, religious, sexual or ethnic slurs
- d. unwelcome advances, requests or demand for favors, verbal abuse or kidding that is distasteful
- e. discussion, gossip, rumors or comments regarding an individual's personal life, relationships and/or preferences



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Harassment Policy

**PAGE:** 2 of 2

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 17, 2007

---

**SEXUAL HARASSMENT:**

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status;
- b. submission to or rejection of such conduct is used as a basis for decisions affecting that individual with regard to employment or to student status (e.g. grades, references, assignments, etc.);
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work and/or educational environment.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Health Care Coverage  
Workplace Injury & Illness

**PAGE:** 1 of 1

**ORIGINAL DATE:** February 3, 2005

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

**POLICY**

The School of Diagnostic Imaging/Cleveland Clinic recognizes that personal health maintenance is the responsibility of the individual students. Students are responsible for the cost of their own health care while enrolled in the School of Diagnostic Imaging. Based on this, it is strongly recommended that students carry adequate medical coverage. The school has information available regarding student health insurance plans. Students are required to submit a report of student hospitalization coverage upon acceptance into the program.

**PROCEDURE**

Students experiencing a work related needle stick or blood/body fluid splash should report to the Center for Corporate Health at their clinical facility as soon as possible. TB testing is performed annually. Any other work related injury is not covered by the Cleveland Clinic and the student should follow the procedure outline below. An incident report is required to initiate a visit to the Center for Corporate Health. The student will supply the School of Diagnostic Imaging a copy of their incident report detailing their injury.

**WORK RELATED INJURY**

If a student incurs an accidental injury while at the clinical site other than a needle stick or blood/body fluid splash, they may visit the emergency department, be sent home, or report to their own private physician for care. The student is responsible for any cost incurred for treatment.

**NON WORK RELATED ILLNESS**

A student who becomes ill while on duty at the hospital with a non-work related illness must report to their clinical instructor or supervisor, and the School of Diagnostic Imaging. The clinical instructor, supervisor, or program official may elect to send the student home and the student may elect to see their own physician.

**NOTE: Students who attend clinical rotations at the Cleveland Clinic Main Campus are required to show proof of health care coverage.**

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Infection Control

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 8, 2007

---

Students are provided courses designed to inform them that there is the potential for hospital acquired infections as a result of exposure in the department. Many patients are of an undiagnosed nature when diagnostic work-ups are performed. All patients should be considered potentially infectious and therefore require that Standard Precautions be followed. Hand washing between patient contacts is essential in preventing the transmission of infection. Personnel and students must have a basic knowledge of how diseases are spread and the precautions that must be taken in order to contain them. In this way, imaging services can be provided around the clock without compromise to the patient and with a minimum of risk for all.

Students should observe all policies as outlined in the Infection Control Manual of each of the clinical sites as made available during orientation to each site. These policies demonstrate concern for patients and co-workers and affords the student prompt medical attention should the need arise.

Students are to report to the Corporate Health if they have skin lesions, fever, cough or sore throat. A determination will be made on suitability for patient contact.

Hand washing between patient contacts is essential. The hospital's hand washing policy must be followed.

Students are to observe the prescribed dress code.

Eating and drinking are prohibited in the Radiology Department except in the designated areas.

When procedures are necessary, portable equipment will be used in the patient's room when possible. Students are to be thoroughly familiar with the hospital's isolation policies. When certain procedures are essential to the patient's care, we have an obligation to perform those services. These patients are entitled to the same high quality care that we administer to other patients.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** JRCERT Standards - Non-Compliance

**PAGE:** 1 of 1

**ORIGINAL DATE:** February 5, 1997

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

The Radiologic Technology Program of the School of Diagnostic Imaging, Cleveland Clinic is accredited and operates in accordance with the accreditation standards set for the in the “Standards for an Accredited Educational Program in the Radiologic Science” established by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is located at 20 N. Wacker Dr., Suite 900, Chicago, IL 60606-2901 (312-704-5300).

Each staff member of the Radiologic Technology Program is provided with a copy of the JRCERT Standards. It is the responsibility of the staff member to insure that the Standards are being closely observed. Any non-compliance issues should be handled directly by the staff member, whenever possible, and written notification provided to the Program Manager outlining the non-compliance issue and the action taken or a recommendation which would enable the program to become compliant. This written notification should be made within three working days of the staff member becoming aware of the issue. Receipt of this written notification should be acknowledged by the Program Manager within five working days.

Each student has access to a copy of the JRCERT Standards. It is the responsibility of each student to notify in writing a program staff member of any non-compliance issues. The staff member responds as outlined above.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Leave of Absence

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 23, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** February 4, 2002

---

1. School of Diagnostic Imaging, Cleveland Clinic Health System, reserves the right to deny or grant leaves of absence.
2. Leaves of absence, up to one year, will be considered for students with medical or emergency conditions or pregnancy. Verification is required. There are no additional charges incurred for extending the length of the program due to an approved leave of absence.
3. If a student is using Title IV funds for tuition and fees, the leave of absence may not exceed 180 days in any 12-month period and is the only leave of absence granted in that 12-month period (see exceptions listed below). One additional leave of absence may be approved if it does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. This type of leave of absence would have to be subsequent to the granting of the single leave of absence, which is granted at the schools discretion. Subsequent leaves of absence may be approved if the school documents that they are granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1992 (FMLA) (Public Law 103-3), enacted February 5, 1993.
4. Leaves of absence must be approved by the Program Manager.
5. Students must submit in writing to the Program Manager a petition requesting a leave of absence. This petition should be submitted at least two weeks in advance, if possible, and include the date on which the student intends to leave the program; the date the student intends to return and the reason for the requested leave.
6. Students on leave of absence must complete all course work, didactic and clinical, before graduation. Course work covered during most quarters is provided only once a year. Therefore, each request must be considered individually.
7. Students on leave of absence are required to speak with the Program Manager two weeks prior to the petitioned return date. Students returning from a medical leave of absence must present official documentation from their doctor that they are physically able to return to full clinical duties.
8. Students returning from a leave of absence are not guaranteed placement in the program if their return causes the number of students for which the program is accredited to be exceeded. Every effort will be made, however, to permit the return of the student on the return date requested.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Mission Statement and Philosophy

**PAGE:** 1 of 2

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** January 30, 2007

---

**MISSION STATEMENT:**

Our mission is to develop professional radiographers whose expertise will meet the needs of the community they serve, and whose strong academic education and technical experience will provide a foundation for lifelong learning values.

**PROGRAM PHILOSOPHY:**

1. The curriculum of the Radiologic Technology program reflects the philosophy of the system and the School of Diagnostic Imaging and revolves around the humanistic approach to patient radiologic examination
2. The basic purpose of the school is to provide learning opportunities and to prepare students to become competent health care workers in the radiologic community.
3. We believe that education is a continuous, dynamic process in acquiring abilities including knowledge, understanding and skills which have a direct influence on the growth and development of an individual.
4. We believe that learning is an integrative process taking place in the student which results in a change of behavior. Students learn by utilizing all their senses. We believe that motivation and a conducive environment are essential for learning. Learning is best achieved when it proceeds from the normal to the abnormal, from the simple to the complex, and when the students are actively participating in the learning process.
5. We believe that radiography is an essential occupation in the health field, concerned with providing technical assistance to the Radiologist in the room and carrying out the procedures requested by a physician. On the basis of our beliefs, the students are taught the knowledge, skills and abilities necessary to provide those services appropriate to the hospital/clinical environment.
6. We believe it is our responsibility to be aware of current trends in imaging techniques. Therefore, we include these trends in the learning experience of the student, so that the student can be an effective member of the allied health team.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Mission Statement and Philosophy

**PAGE:** 2 of 2

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** January 30, 2007

---

7. We believe that the evaluation of the student is a vital component of any educational program and is an on-going process. Although conventional methods of evaluation of theoretical and clinical learning are used, we recognize the importance of continual change and refinement, and the development of increasing efficient instruments for evaluation.
8. An annual budget for the School of Diagnostic Imaging will be prepared by the Program Manager and the Administrative Director of Academic Programs.
9. The Cleveland Clinic will provide the Program with a qualified full-time Manager, Coordinator, and instructor who will assume direct supervision of program content, coordination of didactic and clinical education, student evaluation and counseling, budget preparation and file maintenance. A clinical instructor or designee will be provided by each clinical sites to supervise, instruct, advise and evaluate students.
10. Euclid Hospital will provide the Program with a classroom facility, computer lab, and adequate office space and equipment.
11. The School of Diagnostic Imaging Advisory Committee will be established for the purpose of planning and evaluating the school's quality of education.
12. A comprehensive Master Plan for the Radiologic Technology Program will be maintained by the Manager and will be available at all times in his/her office. These manuals will be reviewed and updated annually.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

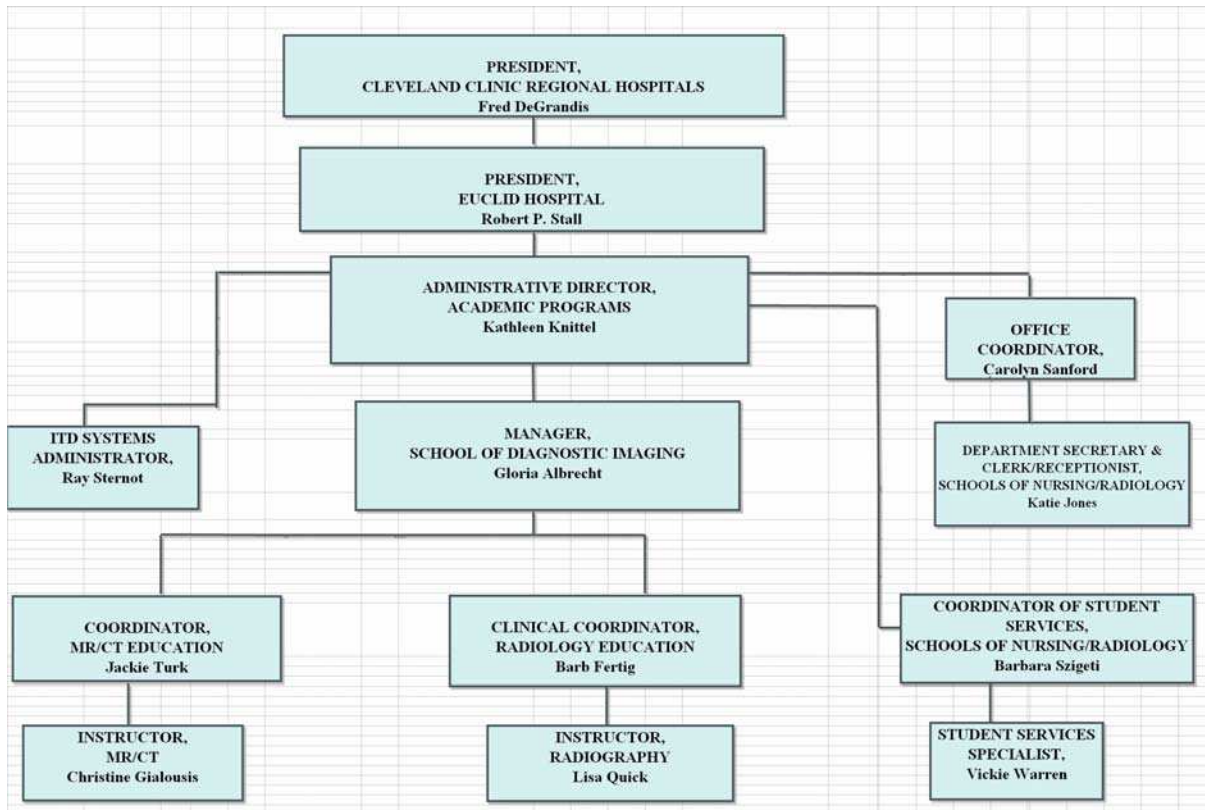
**POLICY TITLE:** Organizational Chart

**PAGE:** 1 of 1

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

---





**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Patient Identification

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 1997

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**PURPOSE:**

To assure proper patient identification before performing a procedure.

**POLICY/PROCEDURE:**

All patients must be properly identified and exam verified prior to exam start. All patients must be identified using a “Two Identifier” system. Preferred identifiers are name and birth date. All in-house and emergency patients must wear a hospital wristband for identification. If a wristband is not available, contact the division and request someone identify the patient. Radiology exams will not start until proper identification is made and the patient has a wristband where applicable. Outpatients will receive wristbands at patient registration where applicable.

Out patients should have written orders from the referring physician in order to verify the exam. In addition, for each exam ordered there must be a pertinent diagnosis.

Orders must be verified and patients identified before any contrast or radionuclide is administered.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Post Graduate Job Placement

**PAGE:** 1 of 1

**ORIGINAL DATE:** June 17, 2005

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 17, 2005

---

Students may be recruited by the Cleveland Clinic for post graduate employment based on recommendation from the radiology supervisors and managers if the student demonstrates good clinical skills and attendance. The radiography program does not offer guarantee of job placement within the Cleveland Clinic.

The radiography program does make all notices of employment opportunities available to the student. We periodically receive telephone calls, flyers and/or letters regarding job opportunities in all areas of radiography. In addition, the student has available to them information on continuing education in radiation therapy, nuclear medicine, diagnostic medical sonography, mammography, MRI and CT.

The radiography program also holds a Resume and Interviewing Techniques Workshop for senior students prior to graduation. The student can request personal assistance from the program personnel to assist in writing a cover letter and resume.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnancy Policy

**PAGE:** 1 of 5

**ORIGINAL DATE:** February 15, 2002

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 17, 2005

---

**Purpose:**

To limit occupational exposure of the pregnant radiography students.

**Policy:**

As specified in 10 CFR 20.1208, it is the school/hospital's responsibility to ensure that the dose to the embryo/fetus from the occupational exposure of a declared pregnant student/worker, not exceed 0.5 rem (5 mSv) over the entire pregnancy. The school must also make an effort to avoid substantial variations in a uniform monthly exposure

**Procedure:**

A. Declaration of Pregnancy

The declaration of pregnancy must be in writing and is voluntary. That is, the pregnant student need not declare her pregnancy if she so chooses. Further, the school is not required to restrict the dose to the embryo/fetus to 0.5 rem until a written declaration of pregnancy is made. It should also be noted that the declaration can be revoked by the pregnant student at any time. The revoking of the declaration of pregnancy must also be in writing.

The written declaration of pregnancy must include an estimated date of conception. The estimated date of conception will be necessary in the determination of the accumulated dose the embryo/fetus may have received prior to the declaration of pregnancy. A form that will be used to document the declaration of pregnancy is included with this policy.

The accumulated dose the embryo/fetus may have received prior to the declaration of pregnancy will have to be subtracted from 0.5 rem (5 mSv) to determine the dose the embryo/fetus will be allowed to receive during the remainder of the pregnancy. If the dose is determined to be 0.45 rem or greater by the time the declaration is made, it is the school/hospital's responsibility to ensure that the embryo/fetus receives only 0.05 rem during the remainder of the pregnancy. The form that will be used to document the occupational exposure to the embryo/fetus is included with this policy and is to be completed by the program staff.

B. Calculations of Exposure

The rem (5 mSv) dose limit shall be the sum of the deep-dose equivalent to the declared pregnant worker from external sources of radiation and the dose from radionuclide's in the embryo/fetus and/or pregnant student. Radionuclides that may have been administered to the worker for diagnostic or therapeutic procedures should not be considered.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnancy Policy

**PAGE:** 2 of 5

**ORIGINAL DATE:** February 15, 2002

**LAST REVIEWED:** March 15, 2007

---

It is the responsibility of the Radiation Safety Officer to implement this policy and to assure compliance with the policy.

**Pregnant Student Alternatives**

A pregnant student can receive a leave of absence up to one year. The first 3 months of pregnancy are the most important, so the student is urged to make her decision quickly. Although it is both procedure and practice of the program to offer the utmost in radiation protection to all students, the School of Diagnostic Imaging, Cleveland Clinic or any of its clinical affiliates will not be responsible for injury to either the mother or child during pregnancy.

If the student returns to the program within six weeks after the pregnancy has been completed, the student will present a statement of authority from the physician.

**Pregnancy Policy Information**

When at the clinical site, all students must adhere to radiation safety practices. Since exposure to radiation may affect a developing fetus, it is in the best interest of the pregnant student to report the pregnancy so as to have the radiation exposure monitored accurately. However, the student is under no obligation to do so. If the student chooses to do so, she should notify the program manager, education coordinator and/or clinical instructor in writing.

It is the policy of the radiography program that no program objective should be sacrificed however, consideration

will be given to a change in the clinical rotation assignments due to pregnancy. It is advised that, based upon the knowledge that a fetus is particularly sensitive, the student should decide whether or not the added risk of working with radiation is sufficiently low. The student is advised that the American College of Radiology recommends that no consideration be given for abortion if the fetus exposure is less than 10,000 mrem. This amount of radiation to a technologist is unheard of in routine diagnostic radiology. The recommendation applies to a patient who has received repeat x-ray examinations directly to the abdomen during pregnancy.

As part of the initial information provided to new students, the National Council on Radiation Protection recommends that the whole pregnancy exposure be limited to less than 0.5 rem. If, during the course, the student wishes further information or a review of the known effects of radiation on the unborn, then this information may be obtained by contacting the program's radiation safety officer.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnancy Policy

**PAGE:** 3 of 5

**ORIGINAL DATE:** February 15, 2002

**LAST REVIEWED:** March 15, 2007

---

The student should notify her physician that she is enrolled in a radiography program and obtain a statement of recommendation for continuance in the program.

**Information for the Student Radiation Worker**

By definition a toxic substance is one which is able to cause some harm to humans. The factors which influence the harm depend upon the type of toxic substance, the dose given to the human and the susceptibility of the human. In general, the human is at reduced risk from toxic substances when the cells are either not dividing or dividing quite slowly as in the case of the oldest members of society. On the other hand it is generally agreed that the fetus has a greater sensitivity to any toxic substance since its cells are dividing at an incredibly rapid rate. Even an individual that is four or five years old has a markedly reduced rate of growth when compared to the fetus. For this reason radiation protection as always been directed towards the fetus and only recently have the other toxic substances in our environment been identified by the general population as being hazardous to the fetus. The National Council on Radiation Protection and Measurements, Report #105, recommends that once a pregnancy is made known by the worker, exposure of the embryo-fetus should be no greater than 0.5 mSv (50 mRem) in any one month. This would be a total maximum exposure of 45 mSv (4500 mRem) for 9 months. This amount of radiation is exceedingly small and it is a level in which the risk is thought to be minuscule (if at all).

The radiation worker in diagnostic x-ray has little likelihood of receiving 45 mSv (4500 mRem) in a nine month period (or for that matter in a year) provided that standard radiation protection policies are carried out. No radiation exposure is to be expected for worker who stands outside a room during a procedure. During fluoroscopy the amount of radiation exposure scattered from the patient and able to penetrate a lead apron is exceedingly small. To obtain 45 mSv (4500 mRem) in a nine month period would require a nonroutine situation such as fluoroscopy without the protection of a lead apron. It is generally recognized that the difference in radiation exposure to the general population for nine months between Denver and Washington, D.C. is 50-80 mRem. At these levels no difference in biological effects are noticeable.

**Personnel Monitoring**

The declared pregnant student that is likely to receive in excess of 50 millirem in a year must wear a second personnel monitoring device at waist level behind the lead apron, if applicable, to record the most representative exposure to the embryo/fetus. This will not result in a policy change for the radiation student who currently wears a personnel monitoring device at waist level. However, for the student who wears a single personnel monitoring device at the collar, a second personnel monitoring device must be issued to be worn at waist level. In this way the most representative exposure to the embryo/fetus can be recorded while maintaining a consistency with previous exposure records.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnancy Policy

**PAGE:** 4 of 5

**ORIGINAL DATE:** February 15, 2002

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**Student Responsibilities**

Once the declaration of pregnancy has been made in writing, a review of the individual's exposure history must be made. If it is determined to be unlikely that the embryo/fetus will receive in excess of 500 millirem during the entire gestation period, reassignment or restrictions may not be necessary. However, if it is determined that the dose to the embryo/fetuses is likely to exceed 500 millirem, consideration may be given to reassignment of the declared pregnant student to an area of little or no radiation exposure or to placing certain duty restrictions on the individual to limit the exposure to the embryo/fetus.

The pregnant radiography student has the following options available:

1. Continue in the Radiography Program as scheduled.
2. Request a full leave of absence from both academic and clinical course work. (see Leave of Absence Policy)
3. Request a clinical leave of absence, but continue with academic course work. Clinical time missed during the clinical leave of absence must be completed prior to graduation.

Duties that may be considered for restriction because they represent a higher probability for the embryo/fetus to exceed 500 millirem are as follows:

- A. Nuclear Medicine  
The declared pregnant student should be restricted from involvement in I 31 therapies for the treatment of hyperthyroidism or thyroid carcinoma.
- B. Radiation Therapy  
The declared pregnant student should be restricted from handling brachytherapy source.
- C. Radiology  
General, Fluoroscopy, Portables, Specials, and CT (No restrictions should be necessary.)
- D. Surgery  
No restrictions should be necessary
- E. Cath Lab  
Wrap-around aprons with 0.5mm of lead or equivalent should be worn.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnancy Policy

**PAGE:** 5 of 5

**ORIGINAL DATE:** February 15, 2002

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

**Education**

Educational material is made available for the pregnant student to review. Examples of suggested publications are:

1. NCRP Report No. 53, "Review of NCRP Radiation Dose Limit for Embryo and Fetus in Occupationally-Exposed Women."
2. NCRP Report No. 54, "Medical Radiation Exposure of Pregnant and Potentially Pregnant Women."
3. NRC Regulatory Guide 8.13

The pregnant student should already have reviewed the most recent NRC Regulatory Guide. "Instruction Concerning Prenatal Radiation Exposure" and the facility's policy for a pregnant radiation student during her initial training. Upon declaration, both the most recent Regulatory Guide and the school's pregnancy policy should be presented to the pregnant student for review. All records of exposure to the embryo/fetus and the written declaration of pregnancy will be maintained on file until the NRC terminates the license.

During radiography program orientation and also upon declaration of pregnancy, there will be documentation of the student's review of NRC Regulatory Guide 8.13, NCRP Report No. 53 and 54, and the school's policy for the declared pregnant radiography student.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Pregnant Patient Policy

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1998

**LAST REVIEWED:** March 15, 2007

**REVISED:** April 4, 2002

---

**PURPOSE:**

To ensure all patients of childbearing age who are pregnant or suspect they are pregnant are not unnecessarily exposed to radiation.

**POLICY:**

Technologists and students performing radiographic exams on women of childbearing are responsible for asking patient if there is a possibility of pregnancy. This information must appear in the appropriate Radiology Information system or other computer system, if available.

When the radiology department is notified of possible pregnancy, the patient's exam will be delayed until the referring physician can be notified. A decision will be made by the radiologist and referring physician as to whether to proceed with the exam.

Proper radiation protection for patient and fetus/embryo must be employed and documented in the Exam Data Entry screen of the HBO system or other computer system, if available.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Problem Resolution Process

**PAGE:** 1 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** December 6, 2004

---

**POLICY STATEMENT**

The School of Diagnostic Imaging recognizes that students have the right to due process in academic and non-academic matters.

**PURPOSE**

The purpose of the Problem Resolution Process is to provide students with a method to 1) formally express concerns, 2) appeal a faculty or committee decision or 3) notify the school that the student believes that his/her rights have been violated. Students are advised to **initially** consult with appropriate school faculty of the School of Diagnostic Imaging in an effort to resolve the concern and/or situation.

The following steps provide due process in the event that a student wishes to appeal a faculty or committee decision or believes her/his rights have been violated in an academic or non-academic situation.

1. A written statement indicating the student's concern or the decision which is being appealed is written by the student to the Manager of the School of Diagnostic Imaging. The statement should describe the concern or decision which is being appealed, the reason for the concern or why the decision is being appealed and the desired outcome. The statement appealing a faculty or committee decision must be submitted **within 5 working days** after the student is notified of the decision. The statement should include rationale for the student's position and his/her intent to attend the course during the appeal process. The written statement will be shared with all involved parties.
2. Within five working days, or a reasonable amount of time after the Manager's receipt of the statement, the Manager will conduct a fact finding search with all involved parties. The student and involved faculty member(s) will be notified of the decision.
3. If the student chooses to appeal the Manager's decision, the student must submit a letter of appeal to the Regional Director of Academic Programs within five working days of notification of the Manager's decision.
4. The Regional Director will investigate the concern or decision, render a decision, and inform the student within ten working days, or a reasonable amount of time, of receipt of the student's statement of appeal.
5. If the student chooses to appeal the Regional Director's decision, the student must submit a written statement describing the concern or decision which is being appealed, the reasons for disagreement with the director's decision and the desired outcome to the Director of Human Resources, **within five working days** of notification of the Regional Director's decision.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Problem Resolution Process

**PAGE:** 2 of 3

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** December 6, 2004

---

6. The Director of Human Resources, will investigate the concern or decision, render a decision, and inform the student within ten working days, or a reasonable amount of time, of receipt of the student's statement of appeal.
7. The student may continue in the program until the appeal process is completed. The school faculty reserves the right to suspend clinical experience during the appeal process. In such an event that the appeal is granted, any time missed must be completed.
8. If a student is not satisfied with the result of the appeal process, the student may wish to contact the following accreditation organization:  
Joint Review Committee on Education in Radiologic Technology  
20 Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
Web Site: [www.jrcert.org](http://www.jrcert.org)  
Phone: 312-704-5300

## School of Diagnostic Imaging

### Problem Resolution Request Form

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

Dates of the Incident Being Appealed: \_\_\_\_\_

**I. Summary of Incident/Action:**

Briefly and clearly summarize the incident/action you are appealing. Please include dates, individuals involved and provide copies of any written material regarding the incident/action. Attach additional pages if needed.

---

---

---

---

---

---

---

---

---

---

**II. Desired Resolution:**

Clearly specify the desired outcome or resolution you are requesting to the above incident/action.

---

---

---

---

---

Date Initial Request Received:

---

Outcome of Problem Resolution:

---

---

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Program Effectiveness

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** December 6, 2004

---

**ARRT(RT licensure exam) First Time Pass Rates**

CLASS/YEAR	National Pass Rate	Cleveland Clinic Pass Rate
2002	88.40%	100%
2003	88.60%	92%
2004	88.80%	100.00%
2005	89%	93%
2006	90.50%	100%

**Job placement rates**

Graduate employment data is obtained through self reporting by graduates and by post graduation surveys. The figures below represent the percent of graduates in a given class that were licensed by the end of the year, were eligible for and seeking employment in radiography, and who obtained employment within 6 months of graduation.

CLASS	Percent licensed and seeking employment who were employed in radiography within 6 months of graduation.
2002	88.80%
2003	100%
2004	90%
2005	93.70%
2006	100%

**Program completion rates**

CLASS	Number Admitted	Number Graduated
2002	14	57.10%
2003	23	56.50%
2004	30	73.30%
2005	20	75%
2006	24	66.60%

**Mean Scale Registry Scores**

YEAR	National Registry Scores	Cleveland Clinic Registry Scores
2002	83%	88.30%
2003	83.10%	85.70%
2004	83.90%	87.10%
2005	84.80%	87.90%
2006	84.80%	87.00%

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Program Goals

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 23, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** November 10, 2006

---

**PROGRAM GOALS:**

1. The student will acquire and develop the education and skills necessary to perform as an entry-level radiographer.
2. The student will develop learning habits that will demonstrate a commitment to professional and personal growth by participation in professional activities and continuing education.
3. The student will understand and apply methods for effective problem solving, critical thinking, and communication skills.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Program Self-Evaluation  
Committee and Outcomes Assessment

**PAGE:** 1 of 1

**ORIGINAL DATE:** June 4, 1996

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

---

The Program Manager, Clinical Coordinator, Instructors and Clinical Instructors review the Standards for an Accredited Educational Program in Radiologic Sciences annually to assure compliance. This committee also meets annually to compile and review the:

- A. Master plan,
- B. Course evaluations,
- C. Program evaluations by graduates,
- D. Employer evaluations of graduates,
- E. Student registry results/developmental exam results/final exam results/grade distribution/honors and membership in professional societies,
- F. Student attrition/retention/academic delinquency rates and reasons,
- G. Number of graduates in specified employment settings/programs and the relevance to the school,

The committee submits the compiled information/report to the Advisory Committee for further consideration. If deficiencies are found, recommendations for improvement are made by the committee, along with a date for completion.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Quarterly Breaks and Personal  
Time Off (PTO)

**PAGE:** 1 of 1

**ORIGINAL DATE:** March 7, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 13, 2005

---

Students are assigned quarterly breaks throughout the training period. This time does not take away from the 70 personal time off hours that students are permitted each year. Leave of absence time or approved make-up time may be permitted during one of the scheduled quarterly break weeks.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety-Individual  
Monitoring Devices and  
Exposure Reports

**PAGE:** 1 of 4

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

**PURPOSE:**

To establish guidelines for the recording of exposures and use of Individual Monitoring Devices by the student according to Ohio Administrative Codes.

**POLICY:**

1. Monthly film badges will be provided by the school to each student.
2. The film badge must be worn whenever the student is at the clinical site. Failure to do so will result in disciplinary action. If a student comes to clinical without their film badge, they will not be permitted to continue their clinical experience until the badge has been obtained. Missed clinical time must be made up during the make-up week or after graduation.

**I. Location of Monitoring Devices:**

1. If only one IMD is worn, it shall be worn at the collar level outside the lead apron. If two monitors are worn, one shall be at the collar level outside the lead apron and one shall be worn at the waist level under the apron. In case of pregnancy, it is the responsibility of the student to notify the school so a fetal monitor can be ordered. The badge should be worn at waist level under the apron.
2. When two monitors are worn, they must never be interchanged. In accordance with Ohio Administrative Code 3701:1-38-12(A)(4)(6)(i)(ii), the reported deep dose equivalent for the single IMD may be multiplied by 0.3 for determination of effective dose equivalent (EDE). For double IMD personnel, the EDE may be determined by multiplying the waist IMD reported value by 1.5 and adding the calculative value to the collar IMD dose value, multiplied by 0.04.

**II. Exchange of Individual Monitoring Devices:**

1. A new IMD will be assigned each month.
2. The student is responsible for returning the old monitor at the end of each month to the department designee for processing.
3. If an IMD is lost or damaged, it is the student's responsibility to inform the department designee immediately. A \$5.00 replacement fee is charged by the company for lost or damaged badges.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety-Individual  
Monitoring Devices and  
Exposure Reports

**PAGE:** 2 of 4

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

**III. Review of Personnel Monitoring Records**

1. Each student must review and initial the monthly radiation exposure reports indicating they are aware of their radiation exposure.
2. Students receiving doses in excess of over ALARA Level II limits, Level I= 125mrem and Level II = 375 mrem, will be notified as soon as possible. For those individuals with doses in excess of Level II, an investigation will be performed and documented immediately as to the cause with possible suggestions for prevention of such doses in the future.
3. The dosimetry reports are retained indefinitely by the program. Annual written reports of occupational exposure are available for review at the end of the first quarter of the next calendar year.

**IV. Miscellaneous Personnel Monitoring**

1. No one shall purposely expose a personnel monitor.
2. Since personnel monitors are designed to measure only radiation received occupationally, it should never be worn when receiving diagnostic and/or therapeutic radiation exposures as a patient.
3. IMD must be worn only by the person to whom it is assigned.
4. In the event of pregnancy, see the Pregnancy Policy for more information.

**V. Overexposure and Reporting Overexposures to the State**

All exposures in excess of the legal limits as stated in Ohio Code 3701:1-38-21 will be investigated immediately. A written report will be filed to include the circumstances surrounding the overexposure and the measures taken to prevent it from happening again. Any individual receiving in excess of 5000 mrem will report to the RSO any condition that may have led to the excess.

All overexposures will be reported to the State in accordance with Ohio Code 3701:1-38-21 which states the following:

1. Immediate notification by telephone if there is an exposure or threat of an exposure to the whole body  $\geq 25$  rems, to the lens of eyes of 75 rems, or a shallow dose to the skin or extremities or total organ dose of  $\geq 250$  rems.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety-Individual  
Monitoring Devices and  
Exposure Reports

**PAGE:** 3 of 4

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

2. Twenty-four Notification by telephone if there is an exposure or the threat of an exposure to the whole body  $\geq 5$  rems, to the lens  $\geq 15$  rems, or a shallow dose to the skin or total organ dose to the extremities of  $\geq 50$  rems.
3. In addition to the notification, a written report will be filed with the State within thirty (30) days. The report will include a description of the licensed or registered source of radiation involved. If it's a radioactive material, the report will state kind, quantity, chemical and physical form. For radiation generating equipment, the report will state manufacturer, model and serial number, type and maximum energy of radiation emitted.
4. The report will include for each occupationally overexposed person, the name, social security number, and date of birth.
5. The individual who received the overexposure will also be notified no later than notifying the State in writing.

**VI. State Required Exposure Limits for Education and Training**

	<u>Rem/Year</u>
Whole Body; Head & Trunk	0.1 rem (1 mSv)
Active Blood Forming Organs	50 rem (500 mSv)
Lens of the Eyes; or Gonads	1.5 rem (15 mSv)
Hands, Forearms, Feet & Ankles	5 rem (50 mSv)
Skin of Whole Body	5 rem (50 mSv)
Embryo/Fetus– entire pregnancy	0.50 rem (5 mSv)

School of Diagnostic Imaging  
Cleveland Clinic

Lost or Damaged Film Badge Report

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

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

Description:

---

---

---

---

---

Corrective Action:

---

---

---

---

---

---

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

\_\_\_\_\_  
School Official Signature

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety in Fluoroscopy, Portables, and Mammography      **PAGE:** 1 of 3

**ORIGINAL DATE:** June 25, 2007

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

**PURPOSE:**

The purpose of this policy is to outline the necessary precautions for radiation safety when operating this equipment.

**POLICY:**

**I. Mobile Radiographic Units:**

1. The x-ray technologist/student shall stand at least 6 feet from the x-ray tube when making an exposure and shall wear a lead apron.
2. The technologist/student shall inform the surrounding patients and general public that they are about to make a radiographic exposure and allow them ample time to step back or leave the area prior to the exposure.
3. Anyone (including patients and personnel) within six feet from the patient at the time of the exposure must wear a lead apron.
4. All radiographic mobile units will be stored in an access controlled location or the keys will be removed and kept in a secure location where only licensed radiology personnel have access.
5. Ancillary protective devices such as ceiling drop shields, rolling floor shields, etc., should be used when available and feasible to the exam.

**II. Stationary Fluoroscopy Units:**

1. All personnel not required to be in the room during fluoroscopy exposures and/or spot film, cone and DSA exposures should leave. If they must remain in the room, a lead apron, thyroid shield, of at least 0.25mm lead equivalent must be worn and they shall be positioned so that no part of their body is in the useful beam.
2. All personnel in the room during radiation exposures must stand as far away from the patient/x-ray tube as possible.
3. The image intensifier carriage lead drape must remain on (where applicable) except when the clinical exam indicates otherwise, i.e., Myelogram.

**III. Mobile Fluoroscopy C-Arms:**

1. The technologist/student shall stand as far away from the patient/x-ray tube as possible while making C-arm exposures.
2. All personnel required to be in the room during C-arm exposures shall wear a lead apron of at least 0.25mm lead equivalent and shall be positioned so that no part of their body is in the useful beam.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety in Fluoroscopy, Portables, and Mammography      **PAGE:** 2 of 3

**ORIGINAL DATE:** June 25, 2007

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

3. Where applicable, the technologist/student shall inform all persons within the vicinity that they are about to make a fluoroscopic exposure and allow them ample time to step back or leave the area prior to the exposure.
4. Ancillary protective devices such as rolling floor shields should be used when available and feasible to the exam.
5. All mobile C-arms will be stored in an access controlled location or the keys will be removed and kept in a secure location where only licensed radiology personnel have access.
6. A safe distance of at least six feet should be maintained by anyone not needed at the patient's side during fluoroscopy exposures.

**IV. Mammography Units:**

1. The appropriate image receptor size and collimator shall be used for the breast size.
2. All individuals other than those required to be in the room during exposure shall wear a lead apron of at least 0.25mm lead equivalent.
3. The technologist/student shall stand behind the protective barrier when initiating an exposure.
4. All pregnant patients will be shielded. Approval from physician and radiologist should be in writing and attached to Mammography worksheet. Document shielding in HBO.

**PROCEDURE:**

1. All involved personnel shall have knowledge of principle of radiation protection.
2. The central principle is that maintaining distance is the greatest single safety factor.
3. Technologist/student using mobile equipment must inform anyone in the room/area of use of ionizing radiation before initiating exposure.
4. Lead aprons and lead thyroid shields shall at all times be required when unable to remain positioned behind the protective screen during fluoroscopic procedures or when in close proximity of any ionizing radiation.
5. Protective lead eye glasses are available for personnel who cannot remain behind protective screens during fluoroscopic procedures.
6. Protective lead gloves shall be worn when hands are in direct beam.
7. Involved personnel shall be supplied with radiation monitor device according to department policy.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Radiation Safety in Fluoroscopy,      **PAGE:** 3 of 3  
Portables, and Mammography

**ORIGINAL DATE:** June 25, 2007

**LAST REVIEWED:** June 25, 2007

**REVISED:** June 25, 2007

---

8.      Responsibility of department manager to ensure that protective equipment is readily available.
9.      If possible, the patient will be shielded during exposure. Patients to the immediate right or left of a patient receiving a portable will also be shielded if necessary (i.e., distance)
10.     All malfunction of equipment will be reported to the manager or supervisor.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Satisfactory Academic Progress

**PAGE:** 1 of 1

**ORIGINAL DATE:** February 5, 1997

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

The maximum time frame for a student to complete the program is 1½ times what is required for normal completion of the program. For full time students, this would be 36 months.

Students must have passing grades in all subjects as defined in school policy titled *Grading Procedures*.

Students who do not meet the minimum grade/program standards of 77% or “C”, will be determined not to be making satisfactory progress. If a student fails to demonstrate satisfactory academic progress at the end of each term, consultation between the school and the student will be conducted. The student will then be put on academic probation for the next quarter. The Program Manager will implement financial aid probation/suspension and school tuition and fees will be the responsibility of the student. The student must achieve the required passing grade of 77% or “C” in all future courses or be dismissed from the program.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Scheduling of Clinical Experiences

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 23, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

1. Student rotation schedules will be posted prior to the beginning of each clinical experience. In order to maximize the types of radiographic learning experiences and educational opportunities for the students, all students are required to participate in a two week trauma rotation which is scheduled in the evenings, from 3:30 – 11:00 p.m. Additional evening clinical rotations may be requested by a student. Students are expected to adhere to their rotation schedule. Students will not be scheduled for class and clinical time in excess of 40 hours per week.
2. Students must complete all required quarterly competency examinations prior to participation in any elective rotation.
3. Student clinical times will vary dependent on the area assigned.
4. All required assignments will be posted in advance.
5. Student rotations will be determined by the school and may not be altered by the clinical site without approval by the school.
6. It is the responsibility of the Clinical Site to insure that student experiences have educational merit. Students must not be used in place of employees.
7. Should a student's supervising technologist leave the department for any reason (illness, flex time, doctor's appointment, etc.) and there is no one to assume supervision of that student, the student will be sent home. This will not affect the student's PTO in any way.
8. The program must provide equitable learning opportunities for all students. For example, if an objective is for students to perform breast imaging and/or therapeutic procedures, then both genders must be provided the same opportunities to attain the requirement.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Security

**PAGE:** 1 of 2

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**A. Security/Safety Measures:**

All School of Diagnostic Imaging students must wear a Cleveland Clinic ID badge in a visible manner while in a Cleveland Clinic building. The badge must be readily available while on the grounds and entering and leaving the building, as hospital security personnel may request to see it.

Euclid Hospital maintains a 24 hour per day security force. The main security desk located in the Emergency Department is always staffed, and can be visited in person or reached by phone at Ext. 67688. For emergencies, dial “0” for the operator and they will connect you directly to security. All security concerns should be reported promptly to the Security Department.

Security personnel routinely patrol the hospital, the parking lots and all grounds. Access via the various property and hospital entrances is controlled according to the day and time.

Students are encouraged to take steps to protect their personal property. Valuable items, i.e. purses, cell phones, book bags, etc. should never be left unattended or inside vehicles parked on hospital grounds.

**B. Ohio’s Concealed Carry Law:**

It is the policy of the Cleveland Clinic to prohibit any person from carrying a concealed handgun or other deadly weapon onto the property of any Cleveland Clinic facility, including Euclid Hospital. Only law enforcement officers on official business are exempt from this policy. Questions regarding this policy may be directed to Security at Ext. 67688.

**C. Criminal Actions & Other Emergencies:**

Any emergency situation, criminal activity, incident or potential security problem should be immediately reported to the Euclid Hospital Security Department at Ext. 67688 (from outside at 216-692-7688). Security can also be reached by dialing “88” on any hospital phone. Security incidents may also be reported in person to the main security desk in the Emergency Department or to any security officer. The Security desk is staffed 24 hours per day. Any person witnessing, discovering or suspecting a crime or other incident should report it to security immediately. For additional safety information, refer to the back of the identification badge. When an emergency problem is reported, security personnel will be dispatched to investigate. Security personnel will summon the appropriate official police agency to the premises as needed. The Euclid Hospital Security Department maintains cooperative relationships with local, state and federal law enforcement agencies, and reports according to legal guidelines any criminal occurrences on the premises. Statistics are available concerning the occurrence on the hospital campus of specific criminal occurrences and arrests. The above policy refers only to security practices and procedures within the building, parking lots and grounds of Euclid Hospital.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Security

**PAGE:** 2 of 2

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**D. Provision of Information in accordance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542)**

The following information is provided to current and potential students and employees in accordance with the above named law.

- Information concerning graduation rates and ARRT (licensure exam) passing rates of students entering the School of Diagnostic Imaging is published annually in the Policy Manual and is available on request to prospective students and employees of the Cleveland Clinic.
- The campus security information on the next page is provided to current and potential students and employees in accordance with the above named law. The Policy Manual, which is review or revised yearly, contain policies regarding the reporting of criminal actions or other emergencies, campus security, campus law enforcement and substance abuse. The policy Manual also contains information about crime prevention, security and substance abuse education programs.
- Campus security statistics are also available on the website of the Office of Postsecondary Education of the U.S. Department of Education at [www.ope.ed.gov/security](http://www.ope.ed.gov/security). Statistics are available after the end of October for the past three years.
- In accordance with the Campus Sex Crimes Prevention Act (Section 160 of Public Law 106-386), Euclid hospital is providing the following website as a resource for the campus community to obtain law enforcement information regarding registered sex offenders: [www.cuyahoga.oh.us/sheriff/sou/default.asp](http://www.cuyahoga.oh.us/sheriff/sou/default.asp). The information is available through this website is maintained in accordance with the State of Ohio Sexual Sex Offender Registration Bill (House Bill 180) signed into law in 1997 and is provided by the Cuyahoga County Sheriff's Office as a community service.

**E. Motor Vehicle Policy:**

Student are responsible for their own transportation to classes and clinical experiences at Euclid Hospital or at other facilities utilized in the course of the program. While at Euclid Hospital, students may park in the hospital parking lots while observing the parking policy. At facilities other than Euclid Hospital, students are responsible for following that facilities parking policy.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

<b>Statistics concerning the occurrence of criminal offenses on campus reported to Euclid Hospital security authorities and/or Euclid police.</b>									
<b>Criminal Offense</b>	<b>Number of Offenses in 2003</b>			<b>Number of Offenses in 2004</b>			<b>Number of Offenses in 2005</b>		
Murder/Non-Negligent Manslaughter		0			0			0	
Forcible sex offenses (including forcible rape)		0			0			0	
Non-forcible sex offenses		0			0			0	
Robbery		0			0			0	
Aggravated Assault		0			0			0	
Burglery		0			0			2	
Motor vehicle theft		1			0			1	
Arson		0			0			0	
Negligent Manslaughter		0			0			0	
<b>Statistics concerning "hate crimes" (i.e. incidents directed at individuals because of race, gender, religion, ethnicity, sexual orientation or disability) that occurred on the Euclid Hospital campus.</b>									
<b>Criminal Offense</b>	<b>Number of Occurrences in 2003</b>			<b>Number of Occurrences in 2004</b>			<b>Number of Occurrences in 2005</b>		
Murder/Non-Negligent Manslaughter		0			0			0	
Forcible sex offenses (including forcible rape)		0			0			0	
Non-forcible sex offenses		0			0			0	
Robbery		0			0			0	
Aggravated Assault		0			0			0	
Burglery		0			0			0	
Motor vehicle theft		0			0			0	
Arson		0			0			0	
Negligent Manslaughter		0			0			0	
<b>Statistics concerning the number of arrests for specific crimes occurring on the Euclid Hospital campus.</b>									
<b>Crime</b>	<b>Number of Arrests in 2003</b>			<b>Number of Arrests in 2004</b>			<b>Number of Arrests in 2005</b>		
Liquor law violations		0			0			0	
Drug law violations		0			0			0	
Illegal weapons		0			0			0	

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Student Appraisal / Review

**PAGE:** 1 of 1

**ORIGINAL DATE:** January 24, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

- 
1. Students are required to have their technologists complete the required number of Student Appraisal/Review forms per quarter. These Student Appraisal/Review forms should be given to the Clinical Instructor at each facility by the technologist, who will review them with the student, sign them and send them to the Imaging School Office.
  2. Counseling sessions will be conducted throughout the quarter as needed to include:
    - a. Review summary of student appraisal/review forms.
    - b. Review - Radiology Student Competency Examination Summary Forms
    - c. Review - Student ARRT Mandatory and Elective Summary
    - d. Review quarterly grades.
    - e. Review attendance.
  3. Information regarding the number of exams performed is to be used as counseling tools, not as a liability towards the student's letter grade.
  4. Students will be held responsible for non-compliance issues and disciplined accordingly.
  5. Additional counseling sessions will be conducted if the Program Manager, Education Coordinator or Clinical Instructor finds them necessary.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Student Recruitment and Admission

**PAGE:** 1 of 3

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

**OBJECTIVE:**

1. To establish an awareness, in the communities we serve, that we provide opportunities for qualified students to become a Registered Radiologic Technologist, regardless of age, sex, race, creed or national origin.
2. To establish guidelines and criteria for candidates applying for admission to the School of Diagnostic Imaging.
3. To define the minimum qualifications which must be met by an applicant.
4. To ensure that qualified students will be selected for admission to this educational program on the basis of ability and without discrimination with regard to age, sex, race, creed or national origin.

**POLICY:**

1. Recruitment activities include participation in career days at local schools, distribution of posters to schools and libraries, advertising career supplement section of local newspapers, health fairs and direct mail of program brochures and applications when requested.
2. Candidates must be high school graduates or earned a certificate of equivalent education recognized by the U.S. Department of Education.
3. All candidates must satisfy the following minimum requirements. The Anatomy & Physiology sequence and the College Algebra must have been completed within the last 10 years of acceptance to the program:
  - Anatomy & Physiology with a “C” grade or better, completed within the last ten years. If the course is offered as a sequence, then Anatomy & Physiology I and II must be completed.
  - Algebra with a “C” grade or better, completed within the last ten years.
  - College Composition with a “C” grade or better or an equivalent course approved by the School of Diagnostic Imaging.
  - Bioethics or Ethics and Law in Healthcare with a “C” grade or better or an equivalent course approved by the School of Diagnostic Imaging.
  - Sociology or Psychology with a “C” grade or better
  - All courses must have a traditional letter grade. The School of Diagnostic Imaging does not accept the pass/no pass grading option.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Student Recruitment and Admission

**PAGE:** 2 of 3

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

4. Clinical observation must be completed prior to acceptance into the program.
5. All candidates must complete application to the School of Diagnostic Imaging, Radiologic Technology Program by meeting the following criteria:
  - a. Complete and submit to the Program Manager an application form with payment of a \$20.00 application fee to cover cost of handling and other expenses incurred during the application process. Application forms may be obtained from the School of Diagnostic Imaging.
  - b. Have a transcript of grades from high school and college sent to the School of Diagnostic Imaging, if applicable.
6. Candidates must have good eyesight either naturally or through correction. They must be able to see the printed words in a radiographic textbook and be able to read and accurately interpret the numbers on a radiographic technique chart.
7. Candidates must have the ability to hear instructions and be able to respond to verbal requests by patients/customers.
8. Candidates must be able to lift a minimum of thirty (30) pounds and possess the ability to support up to 175 pounds. Radiographers must assist, support and move patients from wheelchairs and carts onto radiographic examination tables which requires the use of their backs and muscles.
9. Radiographers work while standing, sometimes for hours. Candidates must be able to move around and stand with hands free for long periods of time.
10. Radiographers must verbally instruct patients and be able to express concern and empathy for them. Candidates must possess good verbal and nonverbal communications skills as evidenced from the application and interview process. Radiographers must perform data entry with dexterity and accuracy

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Student Recruitment and Admission

**PAGE:** 3 of 3

**ORIGINAL DATE:** June 23, 1983

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 25, 2007

---

12. Candidates are required to complete a form regarding their ability to meet the necessary technical standards.
13. Candidates will be personally interviewed by the members of the selection committee after completing the application process.
14. Candidates are required to take and pass a substance abuse test.
15. Candidates are required to complete a physical and provide documentation of completion to the Department of Corporate Health prior to the 1<sup>st</sup> day of clinical.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Substance Abuse

**PAGE:** 1 of 4

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**PHILOSOPHY:**

The School of Diagnostic Imaging must ensure that students provide safe, high quality radiology services while engaged in official school/educational activities. The school also strives to promote student health and well-being. Student use of abuse of dangerous drugs or alcohol is potentially harmful to self and others. The School of Diagnostic Imaging believes chemical dependency to be a treatable disease and will be supportive of impaired students while ensuring a safe environment.

**POLICY:**

**I. Prohibited conduct**

The School of Diagnostic Imaging students are prohibited while on Cleveland Clinic property to engage in official school educational activities from being under the influence of or possessing, using, or distributing alcohol or illicit drugs. This prohibition includes time in class and clinical areas, field trips and clinical preparation time on any site. Illicit drugs include controlled substances, habit-forming drugs, chemical substances which impair ability to function, and any potentially dangerous drug used not in accordance with a legal, valid prescription.

Disciplinary sanctions up to or including dismissal from school, and referral for prosecution will be imposed for individuals engaging in this prohibited conduct.

**II. Procedures**

**A. Suspected student chemical use requiring immediate action.**

1. A student will be removed from class or clinical area by the instructor when the student's behavior indicates there is impairment. Detection of alcohol on the breath or the odor of a mood altering substance is sufficient reason to believe a person is under the influence of a chemical.
2. The instructor will notify the School of Diagnostic Imaging or designee.
3. The student will be accompanied by the instructor, school Manager or designee to the Emergency Department for screening and evaluation. This evaluation may include collection of urine and/or blood samples, and a physical exam. The results of the evaluation will be documented and made available to the school Manager or designee.
4. If the result of the evaluation indicate chemical use, the Manager or designee will notify CONCERN (Employee Assistance Program) at 216-581-5345 or 800-989-8820. The student will be informed of this action, and that readmission to class and clinical will depend on faculty input and the recommendations from CONCERN.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Substance Abuse

**PAGE:** 2 of 4

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

5. If a student refuses the evaluation in the Emergency Department or is at a Clinical site outside of the Cleveland Clinic or where drug testing is not possible, he/she will be dismissed for the remainder of the school activity that day. The school will attempt reasonable means to ensure safe transport home. The incident will be documented by the involved school representative. The student must see the Manager or designee prior to attending class or clinical. At that time, the student will be informed that CONCERN has been contacted and that readmission to class or clinical will depend upon faculty input and recommendation from CONCERN.
- B. Suspicion of chemical dependency or abuse, (excluding being under the influence during school activities).
1. The instructor will document observed behaviors that might indicate a chemical abuse problem.
  2. Any concerned individual (e.g., fellow student) may discuss suspicions of drug abuse with the instructor or Manager of the school. Confidentiality will be maintained.
  3. The instructor will review documentation and evidence with the Manager.
  4. If warranted by evidence, the Manager will notify CONCERN.
  5. Further action will depend upon the recommendations of CONCERN and faculty input. If a treatment plan is recommended, the student will be granted a medical LOA. Student failure to comply with the agreed upon treatment plan will result in a disciplinary action up to or including dismissal from the school. Such failure may also lead to notification of the ARRT which may refuse to allow the student to take the licensure exam.
- C. Self-referral for chemical abuse.
- Students with chemical dependency problems are encouraged to seek appropriate help. Students may call CONCERN (Employee Assistance Program) to arrange for treatment and after-care support. (Call 216-581-5345 or 800-989-8820 to contact CONCERN).

Other sources for additional information or assistance include:

Alateen & Alanon	216-621-1381	Drug & Alcohol Hotline	800-821-4357
(Hotline)	216-523-8739	Free Clinic	216-721-4010
Alcoholic Anonymous	216-241-7387	Narcotic Anonymous	888-438-4673
Focus on Recovery Helplines	800-234-0420		
	800-888-9383		

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Substance Abuse

**PAGE:** 3 of 4

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**III. Drug Testing Policy**

The following is a written policy statement concerning the School of Diagnostic Imaging's post acceptance drug testing.

**School of Diagnostic Imaging Philosophy**

The School of Diagnostic Imaging must ensure that students provide safe, high quality radiology services while engaged in official school educational activities. The use of controlled substances, narcotics and other physically or psychologically altering substances is documented to have serious adverse effects on a significant proportion of the national population. Substance abuse impairs judgment, limits physical activities, and may result in hazards or injury to self and others. The School of Diagnostic Imaging recognizes its responsibility to maintain a drug-free educational environment, and a drug-free body.

All newly accepted students will be subject to substance abuse testing as part of the pre-enrollment health requirements. (This is consistent with the Cleveland Clinic policy requiring substance testing of all potential employees during the post-offer health examination).

A positive confirmed result for the drugs tested shall prohibit enrollment in the school for a period of one year. Further, a refusal to submit a drug test or any attempts to tamper with the specimen shall constitute permanent ineligibility for enrollment.

**Testing:**

The test subject shall be required to provide information that is relevant to the test, including identification of currently or recently used prescription or non-prescription drugs or other relevant medical information.

- 1) To schedule an appointment for a drug test, you may contact any one of the following facilities:

Center for Corporate Health at Twinsburg 2365 Edison Blvd., Suite 400 Twinsburg, OH 44087 330-963-4779	Center for Corporate Health at Sagamore Hills 7530 Carter Rd., Suite A Sagamore Hills, OH 44067 330-468-0194
Center for Corporate Health at Huron 13951 Terrace Rd. Cleveland, OH 44112 216-761-4261	Center for Corporate Health at Hillcrest Bldg. II 6801 Mayfield Rd. Suite 348 Mayfield Village, OH 44124 440-312-4181
Center for Corporate Health at Euclid 18901 Lakeshore Blvd. Euclid, OH 44119 216-692-7555	Center for Corporate Health at South Pointe 4110 Warrensville Center Rd. Warrensville Heights, OH 44122 216-491-7136
- 2) Take one piece of photo identification to the testing facility.
- 3) Please read the drug testing policy and sign the policy statement on the reverse side. Take the signed policy statement with you to the Corporate Health Clinic.
- 4) Once the test has been administered and results obtained, the School of Diagnostic Imaging will be notified. Students will be informed by the school of their results.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Substance Abuse

**PAGE:** 4 of 4

**ORIGINAL DATE:** May 17, 2007

**LAST REVIEWED:** May 17, 2007

**REVISED:** May 22, 2007

---

**CONTESTABILITY:**

A student who receives a positive confirmed drug test result may contest or explain the result to CC-ER within five (5) working days after written notification of the positive test results. If the student's explanation or challenge is unsatisfactory to CC-ER, the test subject may contest the drug test result as provided in the "Remedies" section of the CC-ER drug test policy.

**RIGHT TO CONSULT LABORATORY:**

Every student has a right to consult the testing laboratory for technical information regarding prescription and non-prescription medication.

If you wish to discuss any aspect of this policy or should you wish to view the complete Cleveland Clinic drug test policy, please contact the School of Diagnostic Imaging.

**IV. Federal Regulations**

In compliance with federal regulations relating to the issuance and dissemination of the Drug and Alcohol Abuse Prevention Policy, the following information is distributed annually to all students via the Policy Manual.

**THE DANGERS OF DRUG AND ALCOHOL ABUSE IN THE WORKPLACE AND ON CAMPUS:**

There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs and alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Supervision of Students

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 23, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** May 24, 2001

- 
1. Students shall not take the responsibility or the place of qualified staff. Until students successfully complete a competency evaluation in a given procedure, all clinical assignments must be carried out under the direct supervision of qualified radiographers.
    - A. A qualified radiographer reviews the request for examination in relation to the student's achievement;
    - B. A qualified radiographer evaluated the condition of the patient in relation to the student's achievement;
    - C. A qualified radiographer is present during the performance of the examination; and
    - D. A qualified radiographer reviews and approves the radiographs.
  2. After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision is defined as that of supervision provided by a qualified radiographer immediately available to assist regardless of the level of student achievement. The following are the parameters of indirect supervision:
    - A. A qualified radiographer reviews the request for examination in relation to the student's achievement;
    - B. A qualified radiographer evaluated the condition of the patient in relation to the student's achievement;
    - C. A qualified radiographer is present in an area adjacent to the student;
    - D. A qualified radiographer reviews and approves the radiographs.
  3. Unsatisfactory radiographs must be repeated only in the presence of a qualified radiographer.
  4. Students must not perform any radiographic examination without direct supervision until they have completed a competency evaluation with an 84% or better on that specific examination.
  5. Students who fail to observe the above policy will be disciplined.
  6. Should a student's supervising technologist leave the department for any reason (illness, flex time, doctor's appointment, etc.) and there is no one to assume supervision of the student, the student will be sent home. This will not affect the students PTO in any way.
  7. Program Clinical Instructors are assigned in each of the clinical facilities. If the Program Clinical Instructors are unavailable because of illness, time off, schedule, etc., the positions will be covered by Department Clinical Instructors. These individuals will be the supervisors, or their designee. This assures that students have a clinical instructor at all times to provide instruction and assistance. School policy titled *Advisory and Program Staff* lists the Clinical Instructors and their backups.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** TB Surveillance

**PAGE:** 1 of 1

**ORIGINAL DATE:** December 1, 1992

**REVIEWED:** March 15, 2007

**REVISED:** March 15, 2007

---

**POLICY**

The School of Diagnostic Imaging, Cleveland Clinic students are required to be screened periodically for tuberculosis (TB). The testing schedule will follow CDC/OSHA guidelines.

**PROCEDURE**

1. The Euclid Hospital Center for Corporate Health shall maintain a roster of students requiring periodic TB screens.
2. The Euclid Hospital Center for Corporate Health will notify students required to have a TB screen.
3. Students or employees who fail to complete TB screens may be subject to disciplinary action up to and including termination. In addition, students who have not completed the necessary TB screens will not be scheduled at the clinical site until the screen is completed.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Tuition Financial Assistance

**PAGE:** 1 of 1

**ORIGINAL DATE:** May 24, 2001

**LAST REVIEWED:** March 15, 2007

**REVISED:**

---

The School of Diagnostic Imaging participates in federal government funded financial aid program including Pell Grants, and Stafford Loans. Enrolled students may determine eligibility for aid from the U.S. Department of Education by submitting a Free Application for Federal Student Aid (FAFSA). On the FAFSA, the department of Education collects financial and other information used to calculate the Expected Family Contribution (EFC) and perform eligibility matches. There are several different types of FAFSA, both paper and electronic. Students should contact **Educational Management Services, Inc. at 216-749-5900** for additional information and forms.

During the 3<sup>rd</sup> & 4<sup>th</sup> quarters, the School will also supply students with any information needed for applications of student loans or employment based scholarship awards, loans, or grants.

The student is also given information regarding the Hope Scholarship Credit offered by the federal government that can be claimed for qualified tuition and related expenses.

The students are encouraged to apply for the annual Ohio Society of Radiologic Technologists (OSRT) grants. Applications and guidelines are distributed to all students as soon as they are received from the O.S.R.T. and the grants are distributed at the annual meeting. The student need not be present to be awarded a scholarship. Students may also be eligible for an annual American Society of Radiologic Technologists (ASRT) scholarship. Information on the ASRT scholarship is available online at [www.asrt.org](http://www.asrt.org), and will also be distributed to the students as it becomes available to the program.

Payment plans are also available for tuition payments. Please see School Policy titled *Tuition, Fees, and Refunds* for information.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Tuition, Fees and Refunds

**PAGE:** 1 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 3, 2007

---

**TUITION AND FEES**

Individuals who have been accepted as students in the Radiologic Technology Program are subject to the following fees:

ACCEPTANCE FEE:	\$300.00, applicable toward first quarter tuition
SUPPLEMENTAL FEE:	\$25.00 per quarter x 8 quarters
PROGRAM TUITION:	\$8,100.00
QUARTERLY PAYMENT:	\$1012.50 plus \$25.00 supplemental fee

**GENERAL INFORMATION**

Tuition and fees for courses taken at School of Diagnostic Imaging are payable by check, money order, or credit card. Payments must be made on or before the due date. A \$20 fee will be assessed if checks are returned for Insufficient Funds. If a check is returned due to insufficient funds, the student must pay by money order or credit card from that point on. **The tuition and fees are subject to change upon due notice to the student.**

**The School of Diagnostic Imaging has the right to deny access to grades, transcripts, letters of recommendation, actions on appeals or grievances, class, clinical experience, exams and ARRT notification of completion, if a student fails to meet financial obligations for tuition and fees.**

Students who are delinquent on any three payments while using the IPP or DPP agreements described below, will be denied future use of the plans.

**PAYMENT OPTIONS**

1. Payment in full.
2. Quarterly payments, due by the first day of the quarter.
3. If payment is received after due date, a \$25 quarterly late fee will be assessed for each overdue payment.

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Tuition, Fees and Refunds

**PAGE:** 2 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 3, 2007

---

4.      Installment Payment Plan (IPP)

The School of Diagnostic Imaging offers an Installment Payment Plan (IPP) for students who desire this option. The plan allows the student to pay a quarters tuition and fees in three monthly payments beginning on the tuition due date. The cost of this service is \$25. There will be no other fee or interest charges for the service, unless the student fails to meet payment deadlines. If a student fails to meet a pre-arranged payment due date, a \$10 monthly charge will be assessed to each overdue payment.

The Installment Payment Plan (IPP) can be arranged by submitting the attached form to the School of Diagnostic Imaging. The form must include the students signature and authorizing signature of the Manager of the school and will be kept in the students file. A copy of the agreement will be given to the student.

5.      Deferred Payment Plan (DPP)

The Deferred Payment Plan (DPP) allows students to defer their tuition and fees payment up to, but no longer than thirty days after the original due date.

A \$10 fee will be assessed to those students who elect to defer their tuition and fee payment. The student will be asked to sign a Deferred Payment Plan (DPP) agreement specifying payment amounts and due dates. The student will be given a copy of the agreement. If payment is not received by the date specified in the deferred payment plan agreement form a \$25 late fee will be assessed.



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Tuition, Fees and Refunds

**PAGE:** 3 of 4

**ORIGINAL DATE:** January 28, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** March 3, 2007

---

**REFUND POLICY**

\$150.00 of the acceptance fee will be refunded if the school is notified at least 3 weeks prior to the start of class.

Full refund of tuition and fees for all quarters at the School of Diagnostic Imaging will be granted if a student officially withdraws prior to the first day of the quarter. Partial refunds will be granted if a student officially withdraws during the refund period.

Through the end of the first week of the quarter. . . . . 90% refund of quarter tuition

Through the end of the second week of the quarter. . . . . 70% refund of quarter tuition

Through the end of the third week of the quarter . . . . . 50% refund of quarter tuition

Through the end of the fourth week of the quarter . . . . . 25% refund of quarter tuition

Fifth week of the quarter and after . . . . . no refund

**\*\*No refunds will be issued if a student is dismissed or has financial obligations to the School of Diagnostic Imaging.**



**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** Venipuncture for Injection  
of Contrast by Students

**PAGE:** 1 of 2

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

---

**POLICY**

Students will be presented with a formal class on IV Therapy and required to demonstrate competency. Even when the above two items have been accomplished, the student must have a qualified radiographer present and a physician or physician assistant must be in the department.

**PREPARATION**

- Check physician order and introduce yourself to the patient
- Identify patient using the required two identifiers
- Explain procedure to patient
- Assemble equipment
- Wash hands
- Apply tourniquet and select an uncompromised vein distal to proximal; release tourniquet

**PROCEDURE**

**Butterfly Needle Insertion**

- Glove and reapply tourniquet
- Prepare site with chloroprep using friction in an up and down motion
- Secure vein with free hand below insertion site; insert needle with bevel side up into skin; approach vein and wait for blood return
- Anchor butterfly needle with tape
- Attach syringe to tubing and inject contrast media
- Maintain needle position until procedure is complete
- Remove needle, apply pressure till site stops bleeding
- Apply dressing
- Properly dispose of used equipment using standard precautions
- Record procedure

**School of Diagnostic Imaging  
Cleveland Clinic**

**Radiologic Technology Program**

**POLICY TITLE:** IV Venipuncture for Injection  
of Contrast by Students

**PAGE:** 2 of 2

**ORIGINAL DATE:** March 4, 1994

**LAST REVIEWED:** March 15, 2007

**REVISED:** June 14, 1999

---

Angiocatheter Insertion

- Glove and reapply tourniquet
- Prepare site with chloroprep using friction in an up and down motion
- Secure vein with free hand below insertion site; insert catheter with bevel side up into skin (approach vein and wait for blood return)
- Lower catheter and advance slightly to make sure tip is in vein
- Advance catheter into vein off stylet; (have sterile 2X2 under hub to catch blood); remove stylet
- Remove tourniquet
- Connect tubing or caps catheter aseptically
- Anchor catheter and open roller clamp
- Apply dressing and tape and regulate flow rate
- Properly dispose of used equipment using standard precautions
- Instruct patient
- Record procedure