Associate of Applied Science Degree
Radiologic Technology
(434)799-2271
Danville, Virginia

School Catalog
2017 – 2018

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State Council of Higher Education for Virginia (SCHEV)
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101 North Fourteen Street
Richmond, VA 23219
(804) 225-2600

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City of Danville, Virginia
http://www.danville-va.gov/526/Business-Licenses
Commissioner of Revenue
(434) 799-5145
Owned by:
Danville Regional Medical Center School of Health Professions, LLC

Operated by:
Danville Regional Medical Center
142 S Main Street
Danville, VA 24541

Accredited by
The Joint Commission
(630) 792-5800

http://www.jointcommission.org

Institutionally Accredited by:
Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
North Falls Church, Virginia 22043
(703) 917-9503
For:

Associate of Applied Science Degree in Radiologic Technology Program

http://www.abhes.org/
info@abhes.org

Programmatically Accredited by:
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300

http://www.jrcert.org/
mail@jrcert.org

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Associate Degree in Applied Sciences in Radiologic Technology

Beginning January 2014 the Radiologic Technology Program’s admission requirements changed. Based on requirements set by the American Registry of Radiologic Technologists (ARRT) we are now required to have our graduates obtain an Associate’s Degree prior to sitting for the ARRT certification exam. Therefore, graduates MUST have either, an Associate of Science (AS), Associate of Applied Science (AAS), or Associate of Arts and Science (AA&S). All professional courses as well as general education courses required by the program, must be completed in order to graduate. Completing the general education courses may be accomplished:

1. Prior to application to our program, or
2. During the course of completing our program. (the 2 pre-requisite courses must be completed prior)

If accomplished prior to admission, the courses must be obtained from an institution of higher learning that is accredited by one of the following:

- **Accrediting Bureau of Health Education Schools (ABHES)**
  [academic degree must have been granted after 1969]
  [completion of professional education must have occurred after January 20, 2014]
- **Commission on Colleges of the Southern Association of Colleges and Schools**: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia
- **Middle States Commission on Higher Education**: Delaware, District of Columbia, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Islands
- **New England Association of Schools and Colleges**: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- **North Central Association of Colleges and Schools**: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, Wyoming
- **Northwest Commission on Colleges and Universities**: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington
- **Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (ACCJC) and Senior College Commission (SCC)**:

Danville Regional Medical Center has been approved by the Accrediting Bureau of Health Education Schools (ABHES) to offer an Associate of Applied Science Degree (AAS) in Radiologic Technology.

Eligibility requirements for ARRT certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy and for the primary pathway to Magnetic Resonance Imaging (MRI) and
Sonography will — effective January 1, 2015 — call for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT.

ARRT believes that the general education courses required for an academic degree will provide a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist’s role in healthcare. The degree will not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program. The degree requirement will apply to all who graduated on or after January 1, 2015. It must be granted by an institution accredited by a mechanism recognized by ARRT. A list of accrediting agencies for this region currently recognized is listed below.

**Accrediting Bureau of Health Education Schools (ABHES)**
[academic degree must have been granted after 1969]
[completion of professional education must have occurred after January 20, 2014]

**Commission on Colleges of the Southern Association of Colleges and Schools:** Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia

**Joint Review Committee on Education in Radiologic Technology (JRCERT)**

If you have any questions, it is recommended that all potential applicants contact the Radiologic Technology Program Director @ 434-799-2271 prior to enrolling in any coursework.
Radiologic Technology Program

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The didactic and clinical education experiences that you receive are integral components of the Radiologic Technology Program; you will complete approximately 1,800 hours of clinical education in addition to the didactic component of this program. This handbook provides you with information regarding the expected educational performance, competency requirements and the educational grading system. You are expected to have a thorough understanding of all objectives and competency requirements. The programs’ delivery of the educational materials is residential in nature as we do not currently offer any courses through distance learning methods. Any questions regarding these requirements should be directed to a member of the faculty.

The School of Health Professions’ Radiologic Technology Program is owned and operated by SOVAH Health. The School of Health Professions is accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Radiologic Technology Program is a two Associate of Applied Science Degree awarding program that is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) (See appendix II). The Program is also certified to operate as an Institution of Postsecondary Education by the State Council of Higher Education for Virginia (SCHEV). Students who successfully complete this program are eligible to sit for the American Registry of Radiologic Technologists (ARRT) Certification Examination. Students may also be required, upon graduation, to become licensed by the State of Virginia. (See appendix)

PROPERTY OF THE RADIOLOGIC TECHNOLOGY PROGRAM

CONFIDENTIAL INFORMATION: This information is to be neither copied nor disseminated. If found please return to:

SOVAH Health School of Health Professions
Radiologic Technology Program
109 Bridge Street
Suite 200
Danville, VA 24541
History

For many years, the ownership of the educational programs was a hospital. The hospital has grown and changed over the years, beginning in 1884 with the “Home of the Sick”, and progressing through names such as Danville General Hospital, The Memorial Hospital, and then as it is known today, Danville Regional Medical Center. The changes in modernization and service expansion brought a need for additional health technology programs. The Radiologic Technology Program opened in February of 2003 due to an increased demand for Radiologic Technologists.

Danville Regional Medical Center School of Health Professions, LLC, owns and operates the School of Health Professions and its program and is a wholly owned and operated subsidiary of Danville Regional Medical Center, LLC which is a wholly owned subsidiary of LifePoint Hospitals, Incorporated, a publicly traded company, of Brentwood, Tennessee. The School is composed of Danville Regional Health System Radiologic Technology Program.

Today, the Danville Regional Medical Center School of Health Professions has a faculty of 6 and an annual student body of 24 men and women. The faculty is qualified by professional preparation and experience, and committed to creating successful learning experiences. The students will find our School fosters a warm and innovative learning environment where they are challenged to provide excellence in health care in a variety of health care settings. The School and faculty provide mentorship for accountability and responsibility for professionalism and for valuing life-long learning. A large number of graduates become members of Danville Regional Medical Center’s highly motivated and progressive staff. Additionally, the strong clinical background obtained in the School can be utilized as a basis for advanced educational opportunities.

Location and Leisure Activities:

Danville Regional Medical Center School of Health Professions is located within the city of Danville, VA. Danville is an independent city of more than 46,000 residents located in the foothills of the Blue Ridge Mountains in the Piedmont region of Virginia. Our central location is within a day’s drive to more than two thirds of the United States population. History abounds in Danville and the Victorian architecture of the Main Street mansions is proudly displayed. This is the site of the Museum of Fine Arts and History, fourteen Civil War sites and the American Armored Foundation Tank Museum. Outdoor recreation can be enjoyed all year thanks to Danville’s mild, four-season climate. The Dan River is a natural resource for fishing and the Dan Daniel Memorial Park offers many activities. This park covers 150 acres along the Dan River and contains picnic grounds, a variety of hiking trails, bicycle trails, athletic fields, and other facilities, including the home of the Danville Braves, farm club of the Atlanta Braves.
School of Health Professions Radiologic Technology Program

The Radiologic Technology Program opened in 2002 is response to the growing need for well-trained Technologists in the Dan River Region. We are the sole occupants of the west wing of the 2nd floor, Suite 200, of the River District Tower @ 109 Bridge Street in downtown Danville.

Physical Resources (Rad Tech Program)

Physical space equals approximately 4,500 square feet which includes:

- Offices for our five (5) faculty members including telephones and computers and a fax/copy machine
- Office for Financial Aid
- Classroom with desks for 12 students
  - LCD projector
  - Computer
  - TV with VCR
  - Wifi Internet access for teaching purposes
  - Full size skeleton and individual bones
  - Multiple anatomical models including but not limited to;
    - Knee
    - Wrist
    - Spine, etc.
- An energized radiographic lab for the teaching and simulation of radiologic procedures.
  - Stretcher
  - Digital Radiography (DR) System
- Break room for the students including microwave and refrigerator
- We also have access to libraries at Danville Regional Medical Center and Danville Community College which house a wider variety of medical references and journals.
- Additional audio-visual equipment through the hospital's Department of Education
- Supplies for teaching and administrative purposes are available and are budgeted items
Faculty & Staff Members

Dean of the School of Health Professions

R. Alan Larson
Master of Health Administration
Medical College of Virginia
May 1989

Director, Radiologic Technology Program

Kevin L. Murray, MS Ed, RT(R)(QM)
Master of Science in Education
Virginia Polytechnic Institute & State University (Va. Tech)
August 1999

Didactic Faculty, Clinical Coordinator

Holly D. Reese, BAS, RT(R)
Bachelor of Applied Science Degree in Radiologic Technology
Elon College
May 1990

Didactic/Title IX Coordinator/Financial Aid

Mary H. Thomas, BSHS, RT(R)
Bachelor of Science Degree in Health Science
Old Dominion University
Norfolk, VA
2008-2010

Didactic/Clinical Faculty

Kristin G. Doss, BBA, RT(R)
Bachelor of Business Administration, Marketing Major
Radford University
Radford, VA
May 2006

Clinical Faculty

Meghan E. Setliff, AAS, RT(R)
Associate of Applied Science in Radiologic Technology
Danville Regional Medical Center School of Health Professions
Danville, VA
May 2006

To contact a member of the faculty, call 1-434-799-2271.

1 = Full Time Employee  a = Part Time Employee
Program Policies
Mission Statement

*The mission of the Danville Regional Medical Center School of Health Professions is to Make Communities Healthier by educating caring, competent, entry level healthcare professionals with eligibility to take program specific licensure/certification examinations.*

Program Goals

The goals of the DRMC School of Health Professions Radiologic Technology Program are:

**Goal #1: To provide students with sound problem solving and critical thinking skills necessary to function effectively in the clinical environment.**

- Students will determine the need to modify standard procedures to accommodate patient condition and other variables
- Graduates will demonstrate effective critical thinking skills

**Goal #2: To provide an education that promotes compassion, ethical behavior and professionalism in the healthcare setting.**

- Students/Graduates will demonstrate the ability to behave in a compassionate manner
- Students/Graduates will demonstrate positive ethical and professional behavior
- Graduates will have become members of a professional organization
- Graduates will be seeking completion of advanced certifications/degrees

**Goal #3: To provide students with the skills required to become clinically competent and prepared to meet the entry level expectations of their employers.**

- Students will demonstrate the ability to provide quality patient care
- Students will demonstrate proper positioning skills
- Students will apply the principles of radiation protection to patient, self and others
- Students will correctly make changes to technical factors to compensate for pathology, body habitus and other conditions
- Students can recognize emergency patient conditions and initiate appropriate treatments

**Goal #4: To provide students with the ability to demonstrate effective communication skills.**

- Students will communicate effectively with the patient prior and during procedure
- Graduates will demonstrate effective oral and written communication skills

**Goal #5: To meet the need for certified radiographers in the community.**

- Graduates are satisfied with the program
- The program will graduate 80% of the students initially enrolled
- Graduates will pass the ARRT exam on 1st attempt
- Graduates will be employed within 12 months if seeking entry-level employment
- Of the surveys returned, Employers will be satisfied with the program
GAINFUL EMPLOYMENT: Radiologic Technology Disclosures

This information is available to all members of the general public on our web site at: http://danvilleregional.com/professionals/radtech.dot

Professional Information may be found on the link below:

Institution OPEID: 021116

CIP: 51.0911 Radiologic Technology  http://www.onetonline.org/link/summary/29-2034.00

CONSUMER INFORMATION

Graduation/Retention Rates, Certification Rates, Employment Rates and Virginia Residential Statistics are also available on the Program’s Web Site.

http://danvilleregional.com/professionals/radtech.dot
PROGRAM POLICIES

APPLICATION DEADLINE: The deadline for application is June 1st.

NOTICE OF NON-DISCRIMINATION

The Danville Regional Medical Center School of Health Professions does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries and/or concerns regarding the non-discrimination policies of The School of Health Professions may be addressed by contacting our Title IX Coordinator by:

Phone: 434-799-2271 or
Email: Mary.Thomas1@LPNT.net
Mail: Title IX Coordinator, SOHP
109 Bridge Street
Suite 200
Danville, VA 24541

ADMISSION CRITERIA

1. Completed applications must contain the following:
   A. Completed application form with the non-refundable fee.
      Please make all checks payable to: DRMC Radiologic Technology Program.
   B. An essay.
   C. 3 letters of reference.
   D. Official high school transcripts are required and college transcripts if applicable (sealed envelopes).
   E. SAT and/or ACT Test scores if applicable.

(We ask that ALL information be sent in one packet in order to reduce processing time and errors.)

2. All information will be kept strictly confidential.

3. Applicants are selected in accordance with nondiscriminatory policies.

4. Permission is granted to consult previous educators, employers and agencies.

5. Fee schedules will be provided at the time of interviews.

6. Danville Regional Medical Center School of Health Professions Radiologic Technology Program will perform criminal background checks on all applicants; any false statements will be grounds for non-acceptance or dismissal.

7. Minimum admission/application educational requirements:
   A. High School diploma or equivalent with:
      ✓ A minimum cumulative GPA of 2.5.
      ✓ Two units of the following high school math courses with a grade “C” or above:
         □ Algebra I    □ Algebra II or  □ Geometry
      ✓ Two units of the following high school science with a grade “C” or above:
         □ Anatomy    □ Biology    □ Chemistry or  □ Physics.
   B. Before classes begin, those that have been accepted must also have successfully completed the following college level courses with a minimum final grade of “C” or better;
      ✓ Human Anatomy & Physiology I
      ✓ Medical Terminology I
   C. Additional required general education courses which MUST be completed prior to graduation:
      (Check with the Program Director for specific class information.)
      ✓ College Success Skills (or equivalent)
      ✓ English (College Composition I) (or equivalent)
      ✓ MTH Elective (126 or higher) (or equivalent)
      ✓ Humanities Elective
      ✓ Social/Behavioral Science Elective
(All General Education Courses MUST be completed prior to graduation.)

8. Acceptance of students is a two part process based upon results of, Part 1. Completed application score and Part 2. Personal interview score. Each candidate’s application and transcripts will be reviewed with a score being obtained from academic grades in math, science and other relative courses. (Advanced/college prep courses will carry more weight than standard course work.) Based on these scores the most qualified individuals will be granted a personal interview. The interview scores will be added to the application score in order to make our final decisions.

9. Acceptance into the DRMC School of Health Professions Radiologic Technology Program is also contingent upon potential students passing a pre-enrollment drug screening and physical examination. Results of these tests are confidential and are maintained by the institution.

10. Technical standards: Due to the nature of this profession and considering the safety of our patients and our students, applicants must be able to meet all of the following technical standards in order to be considered for enrollment.

   A. Sufficient corrected eyesight to observe patients, manipulate equipment and evaluate radiographic quality.
   B. Sufficient corrected hearing to assess patient needs and communicate verbally with other healthcare providers.
   C. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
   D. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds and ensure patient safety.
   E. Intellectual and emotional functions needed to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

ADVANCED PLACEMENT and EXPERIENTIAL LEARNING

The DRMC School of Health Professions currently has no process for awarding advanced placement or experiential learning.

CRIMINAL BACKGROUND and FEDERAL EXCLUSIONS

All candidates who have been accepted for admission or readmission into the program must submit a Criminal History and Federal Exclusion check prior to final acceptance and enrollment. Any applicant who has been convicted of a crime, other than minor traffic violations, should seek pre-approval from the American Registry of Radiologic Technologists (ARRT) by completing the ARRT’s Ethics Review Pre-Application by visiting the following link: https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf The Program reserves the right to dismiss students who have unsatisfactory criminal history and federal exclusion checks or who have been found to be fraudulent in their application. Persons who fail either review will not be allowed to enter the program. For more information, please contact the Rad Tech Program Director.
ATTENDANCE

Class and clinical attendance is **MANDATORY**!

1. Attendance is expected in both the classroom and clinical assignments. Successful completion of this program is directly dependent upon classroom and clinical attendance and participation in all activities. Clinical rotations are **NOT observation rotations** and do require direct patient contact and exam performance.

2. Students are expected to be in their assigned areas **on time and ready to work**.

3. Anyone not present at the start of class will **be counted tardy**. (No Exceptions!) Class time can **NOT** be made up. **Three (3) tardies** equal one absence and will be calculated as such.

4. Students are allowed a maximum of **two (2) days** absence in any class or clinical assignment without penalty regardless of the reason.

5. The third (3rd) absence will result in a reduction of their final course grade by five (5) points for each class a day was missed. Each additional absence will result in a further reduction by five (5) points, all of which could result in the student’s academic dismissal.

6. Jury Duty (with documentation), Bereavement (Immediate Family) are currently the only **excusable events**. (See Bereavement on the next page for definitions of immediate family.)
   a. Excusable events will not count against you nor will they be deducted from your 3 days of allowable absences.

7. Students leaving prior to 12:00 noon will have one (1) full day deducted, after 12:00 noon will be one-half (½) day deduction. (The time will be 4:00 p.m. for those working noon-8:00 p.m.) Deductions will be made in half and whole day increments **ONLY**.

8. If an absence occurs on a test/quiz day, a grade of **ZERO (0)** will be assigned for the missed test/quiz. The student is responsible for ALL missed work. The lowest test grade in each class will be dropped. Make-up tests will not be allowed except under extreme circumstances as described below.

9. Hospitalizations and extended medical care will be addressed based on the **Medical Leave of Absence policy**. Decisions of the faculty are final!

**If a student MUST miss or be late for clinical:**

1. The student must report his/her absence **30 minutes prior to the start** of his/her assignment by calling:
   a. Holly Reese or Kevin Murray
   b. If a clinical assignment, all students must call the assigned area Clinical Instructor or Supervisor. Clinical phone #’s are located on page 2 of the Introduction & Table of Contents section. It is the student’s responsibility to make this call **NOT** a faculty member. It is recommended that students add these #’s to their cell phone directory.

2. Students who are going to be tardy to clinical must also notify the office and assigned area of the anticipated arrival time. Three (3) tardies equal one absence and will be calculated as such. Absences on the last day of class WILL be factored into the final grade.

3. Failure to call BOTH the assigned clinical site AND the Clinical Instructor’s office due to an absence or tardy occurrence will result in an additional deduction of points from the final grade tabulation. These deductions are final and are not at the discretion of the Faculty.

4. The didactic and clinical learning experiences our students receive are integral parts of radiography education and the student is expected to apply him/herself in a diligent, professional manner in order to acquire the skills necessary to develop into a competent, professional technologist. **The typical scheduled week for the program is Monday through Sunday.** Routine class and **clinical**
hours are from 8:00 am-4:30 pm Monday through Friday. Approximately twice per semester students will be required to complete a noon-8:00 pm rotation and a weekend rotation approximately every 24 weeks. Some evening clinical shifts may be required throughout our educational program and students will be advised of this schedule in advance.

Normal 1st Year Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Clinical 8:00 am – 4:30 pm</td>
<td>Class</td>
<td>Clinical 8:00 am – 4:30 pm</td>
<td>Class</td>
<td>Off</td>
<td>Off</td>
</tr>
</tbody>
</table>

Normal 2nd Year Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical 8:00 am – 4:30 pm</td>
<td>Class</td>
<td>Clinical 8:00 am – 4:30 pm</td>
<td>Class</td>
<td>Clinical 8:00 am – 4:30 pm</td>
<td>Off</td>
<td>Off</td>
</tr>
</tbody>
</table>

Weekend shift schedules: 1st year students 9:00 am – 5:00 pm
2nd year students 9:00 am – 7:00 pm

Students will not be required to be in clinical the weekdays prior to their scheduled weekend. See example below!

1st year Weekend Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Off</td>
<td>Class</td>
<td>Off</td>
<td>Class</td>
<td>9:00am – 5:00 pm</td>
<td>9:00am – 5:00 pm</td>
</tr>
</tbody>
</table>

2nd year Weekend Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off</td>
<td>Class</td>
<td>Off</td>
<td>Class</td>
<td>Off</td>
<td>9:00am – 7:00 pm</td>
<td>9:00am – 7:00 pm</td>
</tr>
</tbody>
</table>

Absences on the weekend will be deducted from the student’s attendance record based on the following schedule:
1. If scheduled for 8 hour shifts one day will be deducted per occurrence.
2. If scheduled for 10 hour shifts one and one half 1 ½ days will be deducted per occurrence.
BEREAVEMENT
In the case of a death in the immediate family, students are allowed up to three (3) calendar days leave from school for bereavement. All additional time will be subtracted from your allowable absences. Immediate family is identified as spouse, child, parents (or legal guardians), parents-in-law, siblings and grandparents of self or spouse.

VACATION/HOLIDAYS
Classes will not be in session for one calendar week between Spring and Summer semesters and Summer and Fall semesters. Students will also be on break beginning with the end of Fall semester and ending on the first Monday after New Year's. The following days are also recognized as holidays:

<table>
<thead>
<tr>
<th>Memorial Day</th>
<th>Labor Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4th</td>
<td>Thanksgiving (Wednesday - Friday)</td>
</tr>
</tbody>
</table>

No other days are currently recognized by the Radiologic Technology Program!

INCLEMENT WEATHER
In the case of inclement weather the School will recognize the decisions made by Danville Community College. If DCC is closed due to weather, then the DRMC School of Health Professions Radiologic Technology Program will be also. If they are operating on a delayed schedule, then the delay will be from 8:00 am unless a specific time is given for opening. Students working weekend assignments will be expected to be in clinical on time. Decisions for schedule changes on weekends will be at the discretion of the clinical coordinator and will not be influenced by decisions made during the week prior.

Example: A two hour delay means that students must be present by 10:00 am. (8:00 am + 2 hours = 10:00 am)
If classes are scheduled to begin at 10:00 am there will be no delay!
Students scheduled to report to clinical at noon will be on time.

If it is stated that the college will open at 9:00 am, then so shall we.

Students should check the DCC website [http://www.dcc.vccs.edu](http://www.dcc.vccs.edu) and monitor local radio and television stations for information about the College’s operation. Information is provided to radio stations WAKG, WBTM, and WHLF, and television stations WSET (13), WSLS (10), WDBJ (7), and WFMY (2). All of the television stations also have web pages showing closing or delay information.

BLOOD DONATIONS
It is the intent of this policy to encourage blood donations by our students. Therefore, students may donate blood every 56-60 days if they so desire. This equates to a maximum of two (2) times per semester. If a student cannot donate he/she may have a personal friend or family member donate in his/her name. You CANNOT go to the donor center or areas within the hospital and hangout asking donor's to do so in your name. This is both tacky and unprofessional and defeats the purpose of this initiative. The purpose of this is intended to increase the number of donations given at our center.

Students may be awarded with a day off from clinical for each blood donation given at Danville Regional’s Blood Donor Center, not to exceed two per semester. These days MUST be requested and approved in writing a minimum of 24 hrs. in advance. Only donations received by the DRMC Blood Donor Center will be awarded days off. These days off will also be awarded only after the proper documentation has been received from the donor center and the appropriate request for time off has been received by the faculty. Blood days cannot be used on weekend rotations. This time will NOT be retroactively applied to days previously missed. NO EXCEPTIONS!

Donor Center Address: 159 Executive Drive, Suite K
Danville, VA 24541

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GENERAL/MEDICAL LEAVE of ABSENCE

If a student is not capable of attending class or clinical assignments due to personal or immediate family condition(s), regardless of nature, which requires his/her absence for longer than three (3) consecutive calendar days, the student may request a Leave of Absence. **This would require the student to contact the Program Director and request a Leave of Absence from the program in writing.**

**Option #1  Short Term Leave of Absence – Three (3) consecutive calendar days – 12 weeks**

1. The student is unable to be physically in class and/or clinical but maintains **direct contact** with all instructors **a minimum of twice a week** in order to complete class activities and assignments.
2. Failure to maintain this contact and/or complete assignments will result in the students’ dismissal from the program.
3. **If in the case of extenuating circumstances the student is unable to request a leave of absence, he/or she will be placed on Leave of Absence for a time period not to exceed one calendar week (7 consecutive days) or until such time that the student is able to communicate with the program director.**
4. The Clinical time **MUST** be made-up during the first and subsequent scheduled program breaks as necessary. The student may make up clinical time in advance when appropriate.
5. If a LOA occurs near the end of the program and class/clinical requirements need to be completed, the student may be allowed to walk at graduation, but will need to complete all class/clinical requirements in order to officially fulfill the requirements of the program.
6. If Clinical Competency Requirements are not met due to a LOA, the competencies **MUST** be completed upon return in a time period determined by the Clinical Coordinator. Persons going out on medical leave will have only a total of 15 weeks of attendance to meet these requirements.
7. **If the leave of absence is due to medical reasons (including pregnancy) a written medical release from the student’s physician will be required for return to clinical.**

**Option #2  Long Term Leave of Absence  Three (3) consecutive calendar days – 1 calendar year**

1. **This option would require a student’s or appointed guardian’s formal written request for Long Term Leave of Absence from the program.**
2. This would allow the student to be freed from current obligations to the program.
3. This option would allow the student to return to school at beginning of the semester in which the leave began during the next school year.
4. Students requiring greater than one year will be removed from enrollment and will be required to re-apply at such time they are fit to return to school.
5. This determination will be made by the faculty and all decisions are final.
6. This option would also require written communication from the student no less than 60 days prior to his/her anticipated return in order to make appropriate accommodations.
7. Failure to inform the program director of anticipated return will result in dismissal from the program.
8. **If the leave of absence is due to medical reasons (including pregnancy) a written medical release from the student’s physician will be required for return to clinical.**
Policy:

It is the policy of the Radiologic Technology Program that students will not routinely make up time missed. It is also our policy that students cannot be required and will not be scheduled to attend class and/or clinical for more than forty (40) hours in any given week.

1. **Make-up time will not be allowed for vacations, excessive absences or personal time.** If in the case of extenuating circumstances the student is unable to request a leave of absence, he/her will be placed on Leave of Absence for a time period not to exceed one week or until such time that the student is able to communicate with the program director.

2. The student will also be required to communicate a **minimum of twice a week with each instructor** in order to complete class activities and assignments.

3. Failure to maintain this contact and/or complete assignments will result in the students’ dismissal from the program.

4. The Clinical time **MUST** be made-up during the first and subsequent scheduled program breaks as necessary. The student may make up clinical time in advance if possible.

5. Clinical competency requirements **MUST** be completed during the 15 week schedule to which assigned. Persons going out on medical leave will have only a total of 15 weeks of attendance to meet these requirements.

Once make-up time has been scheduled ALL policies/rules regarding clinical rotations will apply.

By signing this policy, I am stating that I have read and fully understand this policy and the attendance policy and am wishing to “make up” time on a volunteer basis. I further understand that all “make up” time must be pre-approved by the Program Director. I also understand that time must be documented on this form and the form turned in to the Program Director. Make-up time must be “made up” in the area where time was missed or in an area where similar experience will be gained.

“Make Up Time Information”

Area in which time is being “made up” ________________________________________________________________

Date: _______________ Time In: _________ Time Out: _______ Total Hours: _______

Staff Signature: _____________________________________________________________________________________

Student Signature: ___________________________________________________________________________________
PREGNANCY AND IONIZING RADIATION POLICY

The student is under NO OBLIGATION to inform anyone of her pregnancy status. The Radiography Program at DRMC takes the position that the reporting of pregnancy to program officials be voluntary on the part of the student. It will be assumed that all students are NOT pregnant until such time that an official declaration has been made in writing to the Program Director. Students who declare their pregnancy must observe the following procedures in regard to class and clinical experiences/attendance.

Classes: Class attendance will continue to follow the standard attendance policy and will be enforced. Therefore, the student MUST REQUEST, if possible, a leave of absence based on the programs’ GENERAL/MEDICAL LEAVE of ABSENCE POLICY (see policy above). Failure to abide by the requirements of this policy will result in the student’s termination from the Radiologic Technology Program.

Clinical: Clinical experience, which involves the student being assigned to radiation areas, is a crucial part of this instructional program. Medical evidence however suggests that a fetus should not be exposed to any unnecessary radiation throughout the nine (9) month gestation period.

Students must understand that they will be exposed to a variety of radiological examinations in order to complete the requirements of this program. Those who choose to notify the director of their pregnancy should do so as soon as possible. The student will then be scheduled to review radiation safety practices and will be provided an additional radiation monitoring device to be worn at waist level (Fetal level) at all times while in the clinical setting. This badge must always be worn under the protective lead aprons.

Upon confirmation of pregnancy the student may select one of the following scenarios:

- The student may elect to withdraw from the program and be reinstated at that same point in the program twelve (12) months hence, or
- The student may elect to remain in the program and be placed in a radiation environment that is in accordance with the NRC’s regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus” where total fetal dose will not exceed 0.5 rem (5 mSv). All mandatory clinical experiences must be completed prior to program completion, or
- The student may elect to remain in the current and future clinical settings/rotations in an unaltered status for the duration of the program.

Regardless of the above option selected, the student will be required to complete all aspects of the program in order to graduate.

The student should also be aware that until a pregnancy is declared, the normal dose rate for an occupationally exposed person of 5.0 rems (50 mSv) per year will apply. The lower dose rate will not take effect until such notification is made in writing to the Program Director.

A copy of the U.S. Nuclear Regulatory Commission’s Regulatory Guide 8.13 is available for the students review and a copy will be provided upon request.

After the student has completed a leave of absence, a medical release from the student’s physician will be required for return to clinical activities. If she so chooses, the student may elect to “rescind” her declaration of pregnancy at any time. If the student chooses to rescind her declaration, it MUST be in writing!
COMPLETION REQUIREMENTS
To complete this program, students must complete and achieve a minimum of a “C” in each required didactic
and clinical course. **Credit is NOT provided for life experience.** Failure to maintain a “C” in each
required class and clinical will result in the student being dismissed from the program. Upon successful
completion of ALL program requirements, graduates will be awarded an Associate of Applied Science Degree
(AAS) in Radiologic Technology.

TRANSFER OF CREDIT
1. Transfer to other programs
   a. This is a two year hospital based Associate Degree Program. Semester equivalent credit
      hours have been applied, based on academic semesters, in order to facilitate transfer of
      credits to institutions which may offer credit for such course work.

2. Transfer into the DRMC Program
   a. DRMC will consider all applicable courses from institutions recognized by the United States
      Department of Education (USDE) and the Council for Higher Education Accreditation
      (CHEA). At this time DRMC does not accept credits from foreign nations.
   b. This program will consider transfer students as space comes available and requests for
      transfer are received.
   c. Consideration will be given based on the following;
      i. Availability of space
      ii. Academic level when transfer is requested
      iii. Grade point average
      iv. Completed clinical competencies
      v. Results of a required faculty interview
   d. **A minimum of 25% of the required CORE credit hours must be completed through the DRMC Radiologic Technology Program. (see page 29 for Core Course listing)**
   e. All required general education (gen ed) courses must be completed prior to graduation.
   f. A transfer application must be completed, with all transcripts attached.

ACADEMIC INTEGRITY
Students are expected to complete their own work at all times. Honesty is expected at ALL times and
dishonesty will be dealt with in a swift and severe manner. Plagiarism and cheating of any sort is strictly
prohibited. Any student caught cheating or allowing another to cheat from his/her work, **WILL BE
EXPELLED** from our program. This is also a violation of the ARRT and the JRCERT’s Standards of Ethics.

COPYRIGHTED MATERIAL POLICY
Music, movies and other copyrighted material is someone else’s property. When put on personal or system
computers without a license or other permission from the copyright owner, it is copyright infringement
and theft.

Unauthorized copying, distribution and certain other use of copyrighted material is illegal and can expose
the student, School, and DRMC to severe civil and criminal liability under the copyright law.

1. School respects the copyrights of those involved in creating and distributing copyrighted material,
   including music, movies, software, and other literary and artistic works. It is the policy of the
   School to comply with the copyright law.
2. DRMC provides the School students access to computer systems and the Internet to allow them to
   complete course assignments. Students shall use DRMC computer systems and networks solely for
   school purposes and make no more than insubstantial use of DRMC’s computer systems and
   networks for personal purposes.
3. Students shall not store or otherwise make unauthorized copies of copyrighted material on or
   using computer systems, networks or storage media.
4. Students shall not download, upload, transmit, make available or otherwise distribute copyrighted
material without authorization using DRMC's computer systems, networks, Internet access or storage media.

5. Students shall not use or operate any unlicensed peer-to-peer file transfer service using DRMC's computer systems or networks or take other actions likely to promote or lead to copyright infringement.

6. School is responsible for carrying out this policy. Questions concerning whether a student properly may copy or otherwise use copyrighted material should be raised with appropriate School personnel before proceeding.

7. DRMC reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause.

8. DRMC reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice.

9. Students who violate this policy are subject to discipline as appropriate under the circumstance and will be referred to the Integrity Committee. Such discipline may include termination from the program.

Unauthorized distribution of copyrighted material may subject the student to civil and criminal liabilities. Penalties for violation of Federal copyright laws may include impounding and disposition of infringing articles, payment for damages and loss of profits, cost and attorney’s fees, imprisonment up to 10 years or fines or both. More detailed information may be found at www.copyright.gov.
SATISFACTORY ACADEMIC PROGRESS

All courses in a semester must be passed in order for the student to progress. This includes the program courses offered by Danville Regional Medical Center School of Health Professions faculty and any required support college courses provided by another educational institution. A grade of C or higher is required for passing.

For all program courses, a grade **below** a C is recorded as an F and is a failing grade. This will result in academic failure, inability of the student to progress to the next course, and dismissal from the program and the School of Health Professions.

An Incomplete (I) may be given when, for unavoidable reasons, the student has not been able to complete all course requirements. All course work must be completed within three weeks after the end of the semester when the incomplete was given. Work not completed within this time frame will result in an F for the course.

For all required support college courses, a grade of C or higher is required. Grades of D or F will result in academic failure, inability of the student to progress to the next semester, and dismissal from the program.

Radiologic Technology Program Grading Scale

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
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<tr>
<td>93-100</td>
<td>4.0</td>
<td>Frequently Exceeds Minimum Requirements</td>
</tr>
<tr>
<td>85-92</td>
<td>3.0</td>
<td>Exceeds Minimum Requirements</td>
</tr>
<tr>
<td>77-84</td>
<td>2.0</td>
<td>Meets Minimum Requirements</td>
</tr>
<tr>
<td>00-76</td>
<td>0.0</td>
<td>Does Not Meet Minimum Requirements</td>
</tr>
</tbody>
</table>

Graduating with Honors & Final GPA

- Cum Laude (With Honors) 3.4
- Magna Cum Laude (With High Honors) 3.6
- Summa Cum Laude (With Highest Honors) 3.8

CLINICAL PROBATION POLICY

Students enrolled in the DRMC SOHP Radiologic Technology Program **MUST** meet minimum standards of performance as identified in the clinical handbook. Students who are identified by the program faculty as not meeting the minimum standards **WILL** be placed on clinical probation for a period of not less than six (6) weeks. The following conditions may warrant the need for a clinical probationary period:

- Continued less than satisfactory written and/or verbal assessment of a student’s performance from the clinical site/technologist, and/or
- Failure of four or more “check-offs” and/or “spot-checks”, and/or
- Clinical observation by the program faculty/coordinator revealing repeated less than satisfactory performance.

During this time a more focused level of instruction will take place with the clinical coordinator or clinical instructor. Additional training and evaluation of the student’s performance, based on the student’s educational level at the time of probation, will be performed. At the end of six weeks the Program Director, based on input from faculty members, may either:

1. Release the student from probationary status, if so deemed that the student has reached a minimum standard of performance in accordance with his/her level of education,
2. Recommend the student’s withdrawal from the program due to inability to reach a minimum standard of performance.
3. Dismiss the student from the program due to his/her inability to reach a minimum standard of performance.
READMISSION POLICY

A student that has withdrawn voluntarily from the program may be considered for readmission on an individual basis. A student may only be accepted for readmission once. To be considered for readmission the applicant must submit a new application and complete the entire application/interview process and if selected will begin as a new student.

Any student who has been dismissed from the program is NOT eligible for re-admission.

TERMINATION/CANCELLATION OF A PROGRAM

Program Termination/Cancellation Grounds
Danville Regional Medical Center School of Health Professions (“School”) reserves the right to cancel or terminate a program for any reason. Examples of reasons for termination include but are not limited to:

- Lack of demand in the community workforce for graduates of a program
- The School’s inability to secure needed resources (i.e. clinical facilities; faculty)
- Insufficient financial resources
- Insufficient enrollment

Program Termination/Cancellation Procedure:
In accordance with applicable law and accrediting agency requirements, the School will prepare and implement a plan to address matters related to program termination/cancellation. With respect to currently enrolled students, the plan may include offering courses needed to complete the program of study and/or assisting with the transfer of students to other programs (e.g., teach-out agreement) as required by applicable law or accrediting agency requirements.

ACADEMIC CURRICULUM

CURRICULUM DEVELOPMENT POLICY

The purpose of the curriculum is to facilitate and enhance student learning. Curriculum standards, integrity, and clarity of both purpose and results are highly important outcomes in the process of curriculum development and revision. Curriculum procedures are designed to achieve the program goals and assure that educational faculty members are primary participants in the development and revision of curriculum.

The Danville Regional Medical Center School of Health Professions Radiologic Technology Program uses the American Society of Radiologic Technologists’ (ASRT) Radiography Curriculum as its guide. The Program also uses the Virginia Community College Systems’ (VCCS) numbering system and course descriptions as a reference/model for identifying our courses. This more easily enables our students to transfer to other institutions of higher learning upon completion of our program. This would also allow for transfer to another program should the need arise. Courses are evaluated at the end of each semester by the students and faculty to determine whether the course is delivering the necessary information in a way that is conducive to learning.

Credit hours are assigned based on the USDOE and National Association of Student Financial Aid Administrators’ (NASFAA) standards.
Definition of Academic Credit Hour

Danville Regional Medical Center School of Health Professions’ definition of credit hour is congruent with requirements of the U. S. Department of Education and with the Accrediting Bureau of Health Education Schools.

A Credit Hour is:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work of this definition for other academic activities including simulation and skill laboratory work (practice and check-off), clinical experiences, projects, and focus sheets.
3. Due to the nature of the practicum experience in Radiologic Technology in regard to “down time” or time not actively engaged in patient care/examination, the DRMC Radiologic Technology Program follows the process established by the Virginia Community College System (VCCS) for awarding of credits for clinical experience (practicum). For every eighty (80) hours in the clinical setting (practicum) the student will be awarded one (1) credit hour. For a sixteen (16) hour/week (240 hrs./semester ÷ 80 = 3 credit hours) practicum the student will be awarded 3 credit hours and for a twenty-four (24) hour/week practicum (360 hrs. ÷ 80 = 5 credit hours) the award will be 5 credit hours.

The School's conversions to establish a minimum number of clock hours of instruction per credit hour is based upon the requirement of at least 30 clock hours of instruction combined with required work outside of class is minimally 37.5 clock hours per semester credit hour. The work outside of class may include, but is not limited to, the following:

a. Homework with specific requirements such as reading and/or writing assignments,
b. Practice and practical application,
c. Laboratory research,
d. Projects or other equivalent learning experiences,
e. Preparation for clinical experiences,
f. Studying for quizzes, tests, and exams
# Academic Calendar
## 2015-2016

<table>
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<tr>
<th><strong>Spring 2015</strong></th>
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<tbody>
<tr>
<td>Orientation Begins</td>
<td>January 5</td>
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<tr>
<td>Classes begin</td>
<td>January 12</td>
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<td>Tuition due no later than</td>
<td>January 16</td>
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<tr>
<td>Spring Break (no classes)</td>
<td>March 9-13</td>
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<td>May 1</td>
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<td>Exams</td>
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<table>
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<td>Memorial Day (no classes)</td>
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<td>June 29 - July 3</td>
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<td>Classes end</td>
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<td>August 21</td>
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<td>Labor Day (no classes)</td>
<td>September 7</td>
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<tr>
<td>Thanksgiving Break (no classes)</td>
<td>December 25 - 27</td>
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<tr>
<td>Exams</td>
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<table>
<thead>
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<td>January 4</td>
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<td>Classes begin</td>
<td>January 11</td>
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<tr>
<td>Tuition due no later than</td>
<td>January 15</td>
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<td>Spring Break (no classes)</td>
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<td>Classes end</td>
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<td>May 20</td>
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<tr>
<td>Memorial Day (no classes)</td>
<td>May 30</td>
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<td>August 5</td>
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<td>Exams</td>
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<td>Exams</td>
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</table>
**AAS DEGREE CURRICULUM**

The Radiologic Technology Program is a six (6)-semester Associate of Applied Science Degree granting program that includes classroom and laboratory sessions as well as supervised clinical practice in hospital and outpatient facilities.

### First Year

**Fall Semester I**
- **College Success Skills** 1
- **English Composition I** 3
- **Human Anatomy & Physiology I** 4
- **Humanities Elective** 3
- **Math Elective (Mth 126 or higher)** 3
- **Medical Terminology I** 3
- **Social Science Elective** 3

**Spring Semester II**
- **RAD 105** Intro to Radiology, Protection & Pt. Care 3
- **RAD 121/L** Radiographic Procedures I w/Lab 4
- **RAD 141** Principles of Radiographic Quality I 4
- **RAD 131** Elementary Clinical Procedures I 3

**Summer Semester III**
- **RAD 132** Elementary Clinical Procedures II 3

### Second Year

**Fall Semester IV**
- **RAD 111** Physics/Radiologic Sciences I 4
- **RAD 221** Radiographic Procedures II 4
- **RAD 231** Advanced Clinical Procedures I 5

**Spring Semester V**
- **RAD 205** RAD Prot/Radiobiology 3
- **RAD 215** Correlated Radiographic Theory 1
- **RAD 240** Radiographic Pathology 3
- **RAD 232** Advanced Clinical Procedures II 5

**Summer Semester VI**
- **RAD 246** Special Procedures 3
- **RAD 290** Advanced Clinical Procedures III 5

| Total Credit Hours | 70 |

The 70 credit hours consist of 50 credit hours of Core Curriculum (DRMC) and 20 credit hours of general education classes that MUST be completed at an institution of higher learning which is accredited by an entity recognized by the ARRT!

**Method of Delivery:** Residential
AAS DEGREE CURRICULUM

The Admission Requirements for the Radiologic Technology Program are two units of HS Math (Algebra I or higher), two units of HS Science (BIO, CHEM, Anatomy or Physics) with a minimum of a “C” in each course and an overall GPA of 2.5. All general education courses listed (or their equivalents) MUST be completed at an institution of higher learning recognized by the ARRT. *Human Anatomy & Physiology I and *Medical Terminology I must be completed by the end of the Fall semester in order to begin the professional courses in the Spring. All others may be completed prior to or during the professional component of the program.

Once all courses have been completed the graduate will earn an AAS Degree in Radiologic Technology.

### GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>Fall Semester 1</th>
<th>Discipline</th>
<th>Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>*BIO</td>
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### PROFESSIONAL CORE COURSES

<table>
<thead>
<tr>
<th>Spring Semester 2</th>
<th>Discipline</th>
<th>Number</th>
<th>Course Title</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>RAD</td>
<td>105</td>
<td>Intro to Radiology, Protection &amp; Pt. Care</td>
<td>3</td>
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<tr>
<td>RAD</td>
<td>121/L</td>
<td>Radiographic Procedures I w/Lab</td>
<td>3</td>
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<tr>
<td>RAD</td>
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<td>RAD</td>
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<td>RAD</td>
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<td>Advanced Clinical Procedures I</td>
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<td>Advanced Clinical Procedures III</td>
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| General Education Class Credits Required for Degree | 20 |
| Radiography Core Classes Required for Degree | 50 |
| Total Credits for the Associate of Applied Science Degree in Radiography | 70 |
RADIOLOGIC TECHNOLOGY PROGRAM

CORE COURSE DESCRIPTIONS

RAD 105 Introduction to Radiology, Protection and Patient Care (3 CR)
Presents brief history of radiologic profession, code of ethics, conduct for radiologic students, and basic fundamentals of radiation projection. Teaches the care and handling of the sick and injured patient in the Radiology Department. Introduces the use of contrast media necessary in the investigation of the internal organs.
Lecture 3 hours per week.

RAD 111 Physics/Radiologic Science I (4 CR)
Teaches concepts of radiation, radiography physics, fundamentals of electromagnetic radiation, electricity and magnetism, and application of these principles to radiography. Focuses on X-ray production, emission, and X-ray interaction with matter.
Lecture 3 hours & 3 lab hours per week.

RAD 121 Radiographic Procedures I (4 CR)
Introduces procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the chest, abdomen, extremities, and axial skeleton.
Lecture 3 hours & 3 lab hours per week.

RAD 131-132 Elementary Clinical Procedures I-II (3 CR) (3 CR)
Develops advanced technical skills in fundamental radiographic procedures. Focuses on manipulation of equipment, patient care, osseous studies, skull procedures, and contrast studies. Provides clinical experience in cooperating health agencies.
Clinical 16 hours per week.

RAD 141 Principles of Radiographic Imaging I (4 CR)
Presents factors that control and influence radiographic quality, as well as, various technical conversion factors useful in radiography. Discusses technical factors and ancillary equipment that assist in the creation and capture of the radiographic image.
Lecture 3 hours & 3 lab hours per week.

RAD 205 Radiation Protection and Radiobiology (3 CR)
Lecture 3 hours per week.

RAD 215 Correlated Radiographic Theory I (1 CR)
Presents intensive correlation of all major radiologic technology subject areas. Studies interrelationships of biology, physics, and principles of exposure, radiologic procedures, patient care, and radiation protection.
Lecture 1 hours per week.

RAD 221 Radiographic Procedures II (4 CR)
Continues procedures for positioning the patient's anatomical structures relative to X-ray beam and image receptor. Emphasizes procedures for routine examination of the skull, contrast studies of internal organs, and special procedures employed in the more complicated investigation of the human body.
Lecture 3 hours & 3 lab hours per week.

RAD 231-232 Advanced Clinical Procedures I-II (5 CR)(5 CR)
Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies.
Clinical 20-25 hours per week

RAD 240 Radiographic Pathology (3 CR)
Presents a survey of common medical and surgical disorders that affect radiographic image. Discusses conditions related to different systems of the human body. Studies the correlation of these conditions with radiographs.
Lecture 3 hours per week.

RAD 246 Special Procedures (3 CR)
Studies special radiographic and surgical procedures and equipment employed in the more complicated investigation of internal conditions of the human body.
Lecture 3 hours per week.

RAD 290 Coordinated Internship (5 CR)
Reinforces technical skills in fundamental radiographic procedures. Introduces more intricate contrast media procedures. Focuses on technical proficiency, application of radiation, protection, nursing skills, and exposure principles. Teaches advanced technical procedures and principles of imaging modalities, correlating previous radiographic theory, focusing on full responsibility for patients in technical areas, perfecting technical skills, and developing awareness of related areas utilizing ionizing radiation. Provides clinical experience in cooperating health agencies.
Clinical 24 hours per week.
TUITION
Students attending the Danville Regional Medical Center School of Health Professions must satisfy each semester’s financial obligations within the first five class days of each semester or within five class days of being informed of the charge, whichever occurs last. Failure to comply with the Payment Policy for Student Accounts will result in the student’s suspension from school. Transcripts, diplomas etc. will not be presented to any student whose account is delinquent.

- Updated fees may be found on our website main page.

A fee schedule will be provided to students upon acceptance into the program. These fees and tuition costs are subject to change upon recommendation and approval of the school’s administration. (See Payment Policy for Student Accounts) Details of the payment schedule will be provided by the Financial Aid Office. Tuition is always due by the end of the first (1st) full week of classes unless otherwise indicated.

Neither grade transcripts nor diplomas will be issued to graduates, or on behalf of graduates, whose account is not fully satisfied on time.

Fees for uniforms, class materials, meals, travel or any associated expenses are the responsibility of the student.

Radiographic markers are provided for you at no expense for use during your clinical rotations, however, if lost you must notify the program director and the student must pay for replacement.

For additional information or any questions regarding financial aid, please contact our Financial Aid Officer at 434-799-2117.

TEXTBOOKS

Textbooks are normally purchased by the program and passed on to students on the first day of class. This is done due to the fact that we have no bookstore and we can ensure that all students have the same edition. The school only purchases new textbooks and does not purchased used books. Textbooks are charged to the students at the purchase price with no mark-up.

If a student so chooses, he/she may make this purchase themselves. The student may purchase new or used books, but must understand that missing/damaged items in the textbooks are not the fault of the program. The student will be provided a list of textbooks and a sign-off sheet that must be returned no later than September 1st notifying the Program Director if he/she chooses to self-purchase the textbooks. This is to ensure that unnecessary purchases are not made by the program! However, the student must be certain to have the books no later than the first day of the scheduled class. Textbooks must be the currently used title and edition as identified on the list found on the Program’s web site under “Radiology Textbooks”, as significant changes do occur at times with different editions.
Financial Aid Code of Conduct

The Financial Aid Office of Danville Regional Medical Center School of Health Professions is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA adopted a Statement of Ethical Principles that governs the conduct of its members. As a member of the association, that statement is included into this policy.

NASFAA Statement of Ethical Principles

NASFAA’s Statement of Ethical Principles provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides that the financial aid professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interest at the institutional, state, and federal levels.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution’s full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

Task Force on Standards of Excellence

Adopted by NASFAA’s Board of Directors, April 1999

Danville Regional Medical Center School of Health Professions has adopted NASFAA’s Code of Conduct for Institutional Financial Aid Professions which states:

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
In keeping with the NASFAA Statement of Ethical Principles and Code of Conduct, DRMC School of Health Professions will abide by the following:

1. Revenue/Gift Restrictions. The school and its employees and officers may not receive anything of value from any lending institutions in exchange for any advantage sought by the lending institution. This includes gift, travel, and compensation for serving on lender advisory boards. Lenders may not pay for a place on the school’s preferred lender list.

2. Preferred Lender Guidelines. The school’s preferred lender lists must be based solely on the best interests of the students who may use the list, without regard to the financial interests of the school.

3. Preferred Lender Disclosure. The school must clearly and fully disclose the criteria and process used to select preferred lenders. Students must also be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list. No employee will refuse to certify or delay any loan based on the borrower’s selection of a particular lender.

4. Loan Resale Disclosure. The school may not permit a lender to appear on the preferred lender list if the lender has an agreement to sell its loans to another lender without disclosing the fact.

5. Call-Center Restrictions. The school may not permit employees of lenders to identify themselves to student as employees of the school. No employee of a lender may work or provide staffing in the Financial Aid Office.

The school’s Code of Conduct will be reviewed by all school employees and officers annually. The Code of Conduct is published on the school’s website, school catalog, and employee handbook. March 2009

**FINANCIAL ASSISTANCE**

Financial Aid Verification: The Financial Aid Officer conducts 100% verification of ALL financial aid applications for subsidized federal aid. The Free Application for Federal Student Aid (FAFSA) must be completed to conduct verification and determine eligibility. You may complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students and/or parents should use the IRS Data Retrieval Tool (IRS DRT) that is part of FAFSA on the Web. If unable to do so, IRS Tax Return Transcript(s) will need to be submitted. A Verification Worksheet along with other documents may be required depending on the individual situation and type of aid.

Financial aid will not be disbursed to the student until verification has been completed.

DRMC School of Health Professions students may be eligible for financial aid including the following:
**Grant**

**Pell Grant Program** – Eligibility is determined on the basis of financial need as determined by the U.S. Department of Education. No repayment is required.

**Loans**

**Federal Direct Loan**

Subsidized loans (based on need) and Unsubsidized loans are available to eligible students. Repayment begins six months (grace period) after last day of attendance. Subsidized loans are loans for which the borrower is not responsible for the interest while the student is enrolled at least a half-time basis, but interest will accrue during the grace period. Interest on unsubsidized loans begins to accrue after the first disbursement.

**To apply for a Direct Loan:**
- File the FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov.
- Contact the Financial Aid Officer to obtain a Loan Request Form.
- Complete online entrance counseling and sign an electronic Master Promissory Note (MPN). These may be completed at www.studentloans.gov. You will use your PIN that you used for your FAFSA to electronically sign the note.

**Federal Direct PLUS Loan**—Parents of dependent students may apply for a PLUS Loan to cover Cost of Attendance minus other aid awarded (including federal direct loans). Students must first file the FAFSA and apply for the maximum Federal Direct Loan.

**Debt Management and Financial Literacy**

Managing debt is very important, while in school and after your education is completed. There are several key steps that you can take to ensure successful debt management:
- **Know your lender/servicer.** You can always review your federal student loan history on the website of the National Student Loan Data System (NSLDS): www.nslds.ed.gov. The U.S. Department of Education will assign your loan to a servicer after the first disbursement.
- **Borrow responsibly.** Borrow only what you reasonably need to meet your costs of education here at DRMC.
- **Maintain financial literacy.** Understand the consequences of managing money and credit by engaging one of the many options for financial literacy:

  **FSA Financial Literacy**
  www.studentaid.ed.gov/PORTALSWebApp/students/english/financialliteracy.jsp
  **Mapping Your Future**  http://mappingyourfuture.org/money
  **Educational Credit Management Corporation Financial Awareness Basics**
  www.ecmc.org/fab

**Scholarships**

**Health Focus of Southwest Virginia** – Awarded to students who demonstrate a need and are approved by the Health Focus of Southwest Virginia Scholarship committee. If program is not completed, repayment is required. Repayment is managed through Health Focus of Southwest Virginia.

**J.T.-Minnie Maude Charitable Trust** – This trust provides higher educational opportunities through financial assistance to deserving and needy students in Danville/Pittsylvania County and surrounding areas. Applications are available online at http://jtmm.org. Click on the “Scholarship” tab for complete guidelines and requirements.
Danville Regional Medical Center Auxiliary/Volunteers Scholarship – Open for Danville Regional Medical Center current employees and volunteers and their immediate families (current spouses, children, step-children or grandchildren) who are pursuing a career in the medical field. Applications are available online at www.cfdrr.org.

Susan L. Edwards Memorial Scholarship – Open for students who are pursuing the field of radiologic technology. Applications are available online at www.cfdrr.org.

Contact the Financial Aid Officer for information on other scholarships that may be available.

Other

The School is approved for participation in programs such as Workforce Investment, Trade Act, and Veterans’ Benefits when students eligible for such programs are accepted by the School. Any repayment is managed through the individual agency.

Rights and Responsibilities of Student Financial Aid Recipients

If a student is a financial aid recipient, the student has the right to:

- Know the correct procedure for applying for student financial aid, cost of attendance, and the types of aid available.
- Know how financial need is determined.
- Know the type and amount of assistance he/she will receive and how and when he/she will receive the aid funds.
- Know financial records are confidential.
- Know the school’s refund policy.
- Know what portion of the financial aid received is a grant and what has to be repaid (loan). If the aid is a loan, the student has the right to know the interest rate, total amount that must be repaid, when repayment begins, and available options for repaying the loan(s).

If a student is a financial aid recipient, the student has the responsibility to:

- Complete all application forms accurately with correct information and submit them on time to the appropriate location.
- Provide all additional documentation necessary for verification.
- Complete entrance counseling and sign Master Promissory Note (MPN) if receiving federal loans. Comply with the provisions of the MPN.
- Read all materials sent from the Financial Aid Office and other agencies awarding aid.
- Report any additional financial resources received during the award year to the Financial Aid Officer.
- Complete exit counseling if you receive federal student loans(s).
- Attend an exit interview at graduation or withdrawal if receiving federal student loan(s).
- Repay all student loans received.
**DEPARTMENT: School of Health Professions**

**POLICY DESCRIPTION: Student Payments**

**REPLACES POLICY DATED:** 03/2006  
**APPROVED:** 3/2008  
**RETIRED:**  
**EFFECTIVE DATE:** 03/2008

**REFERENCE NUMBER:**

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<th>I. SCOPE</th>
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<td>Danville Regional Medical Center School of Health Professions will actively collect outstanding debts from students for semester charges including but not limited to tuition, all mandatory fees and entrance fees.</td>
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<table>
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<th>II. PURPOSE</th>
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<td>To collect funds from students in a timely manner.</td>
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<th>III. POLICY</th>
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<td>This Payment Policy becomes effective immediately and supersedes any previously published policy. Students attending the Danville Regional Medical Center School of Health Professions must satisfy each semester's financial obligations within the first five class days of each semester or within five class days of being informed of the charge, whichever occurs last.</td>
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<tbody>
<tr>
<td>A. Financial obligations include Danville Regional Medical Center School of Health Professions tuition and fees.</td>
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| B. Satisfy financial obligations is defined as  
  1) Cash or payment by Check,  
  2) Charge to Master Card, VISA, Discover or American Express  
  3) Written authorization to deduct payment from verified financial aid, or |

| | |
| --- | |
| It is the student's responsibility to make arrangements with the Financial Aid Officer to sign all necessary paperwork within the specified time period. Paperwork cannot be signed prior to the semester for which the charges are due. |

| C. The First day of scheduled classes is considered the first day of each semester, inclusive of orientation time period. |

| D. The following action will be taken for enrolled student accounts that are not satisfied in accordance with the Payment Policy.  
  1) After the fifth class day: Past Due Memo is given to the student.  
  2) After the tenth class day: Second Past Due Memo stating failure to pay by fifteenth day may result in dismissal is given to the student.  
  3) After the fifteenth class day: Failure to meet financial obligations may result in dismissal from the program. Program Director is notified.  
  4) Neither grade transcripts, certificates or school pins will be issued to students whose account is not fully satisfied. (See Academic Transcripts and Certificate Policy.) |

| E. First year accounts must be fully satisfied prior to the beginning of the second year. Second year accounts must be satisfied prior to graduation. |

| F. Returned (bounced) check fee is $35.00 and will require immediate settlement of the account. |


Page 37 of 82
I. SCOPE:
Danville Regional Medical Center School of Health Professions will have a fair and equitable Refund Policy under which the School makes a refund of unearned tuition, fees and other charges to the appropriate entity or the student.

III. PURPOSE:
To comply with all applicable state and federal regulations regarding refunds to students attending a postsecondary institution.

III. POLICY AND PROCEDURES:
A. Effective Date
This Refund Policy supersedes any previously published policy.

B. Application of Policy
This policy shall apply to:
1) Students who are Title IV (federal financial aid) recipients
2) All other students who:
   a) Do not register for the period of enrollment for which the student was charged; or
   b) Withdraws, takes an approved leave of absence, is terminated from the School, or otherwise fails to complete a program on or after his or her first day of class of the period of enrollment for which he or she was charged.

C. Non-refundable Charges
1) The following charges are nonrefundable from the date of payment:
   a) Application Fee
   b) Re-Application Fee
   c) Admission Fee
   d) Re-Admission Fee
   e) Transcript Fee
   f) Criminal Background Check

2) The following charges are nonrefundable after the first day of orientation:
   a) Liability Insurance Fee
   b) Drug Testing Fee
   c) Technology Fee

D. Refund Contingencies
1) Cancellation Clause: A full refund of all refundable monies paid will be made if the signer cancels the Enrollment Agreement within three business days of signing. Notification of cancellation must be given by certified or registered mail. If the cancellation occurs within three business days of signing the agreement and prior to any class attendance, the Application Fee will be refunded, less a maximum fee of 15% of the stated costs of the course or program or $100, whichever is less. A student applicant will be considered a student as of the first day of classes.

2) Cancellation: If a student fails to attend at least one day of class for the semester in which that student was charged, a full refund of monies paid in advance for that semester shall be made, less a maximum fee of 15% of the stated costs of the course or program or $100, whichever is less. A student applicant will be considered a student as of the first day of classes. If a student attends at least one day of class, the refund policy here will be followed.

E. Mandatory Charges
All charges posted to the student’s account are mandatory. The School of Health Professions does not have any optional charges.
**F. Refund Calculation**

1) The U.S. Department of Education mandates a school to calculate the amount of Title IV funds it is eligible to keep and the amount it must return for each student that received Title IV funds. If a student withdraws or takes a leave of absence prior to the 60% point of the semester, the Financial Aid Officer will calculate the percentage of unearned Title IV that must be returned. If a student withdraws on or after the 60% point of the semester, the student is considered to have earned the entire eligibility and no refund shall be made. The School of Health Professions will use the U.S. Department of Education’s software to calculate the amount of refund necessary. The School of Health Professions will use that student’s last day of attendance as the withdrawal date.

2) For all students who did not receive Title IV funds and are obligated for a quarter, semester, trimester or other period not exceeding 4 ½ calendar months shall be as follows:
   a) A student who enters school but withdraws during the first ¼ (25%) of the period is entitled to receive as a refund a minimum of 50% of the stated cost of the course or program for the period.
   b) A student who enters a school but withdraws after completing ¼ (25%), but less than ½ (50%) of the period is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.
   c) A student who withdraws after completing ½ (50%), of the period is not entitled to a refund.

**G. Allocation of Refunds**

1) If the student to whom the refund is owed received assistance under Title IV a portion of the refund calculated, not to exceed the amount of Title IV assistance that the student actually received for the period of enrollment, must be returned to the applicable federal program. Allocation of refunds will be in the following order:
   a) Unsubsidized Federal Stafford Loans
   b) Subsidized Federal Stafford Loans
   c) Parent PLUS Loans
   d) Federal Pell Grant
   e) To repay required refunds of other Federal, State, private, or institutional student financial assistance received by the student
   f) The student

2) If the student to whom the refund is owed did not receive assistance under Title IV the allocation of refunds will be in the following order:
   a) Other Federal or State agencies (e.g., Trade, Act, Workforce Investment)
   b) Other private sources of financial assistance
   c) The student

3) In the case of a student receiving a scholarship that stipulates “any unused portion be returned directly to the agency,” that agency will be moved up the list and will be refunded directly after all Federal and/or State agencies.

4) A student will in no instance receive a cash refund larger than the amount actually paid by the student.

**H. Timely Payment**

1) The date used for refund computation purposes is the “determined date of withdrawal.” The School will pay a refund that is due a student within 45 days of this date.

2) If the student takes an approved Leave of Absence, the refund will be paid within 45 days after the School receives the student’s written request for a Leave of Absence.
## DEPARTMENT: School of Health Professions

**POLICY DESCRIPTION:** Refund Policy for Students

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<th>05/2009</th>
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## I. Responsibilities and Division of Duties

1) It is the student's responsibility to notify the Director, in writing, of any withdrawal or request for a Leave of Absence.
2) The Director will forward a copy of the student's written request to the Financial Aid Officer who will then calculate a pro rata refund along with a Return to Title IV calculation if applicable.
3) If a student is administratively terminated, the Director will notify the Financial Aid Officer who will then calculate a pro rata refund along with a Return to Title IV calculation if applicable.
4) The Financial Aid Officer is responsible for initiating the Expense Statement to refund money to the applicable program and/or to the student.

## J. Appeals Process

1) Danville Regional Medical Center School of Health Professions recognizes it is impossible to encompass in this Refund Policy the variety of personal circumstances that may exist or develop. Students or parents who believe that individual circumstances warrant exceptions from this policy may submit a written appeal, with supporting documentation, to:
   Director
   Danville Regional Medical Center School of Health Professions
   109 Bridge Street – Suite 200, Danville, Virginia 24541
2) The Director will schedule a meeting with the Dean of the School within two weeks of receiving the appeal.
3) The Dean of the School will review the appeal and inform the student of the decision in writing no later than five working days following action.
4) The decision of the Dean of the School is final.

## K. Dissemination of Information

1) This Refund Policy shall be published in the School of Health Professions Catalog and the Radiologic Technology Program Student Handbook. The Handbook is distributed, free of charge, to students on the first day of Orientation. The Catalog is available upon request and on the School’s Web Site.
2) Additionally, the Financial Aid Office will also provide copies of the policy, free of charge, upon request.

## L. Definitions

1) **Last day of attendance:** This is the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
2) **Determined date of withdrawal:** This is the date the student communicates to the Director that he/she is withdrawing; if there is no communication, this is seven days past the last day of attendance.

## M. POINTS TO REMEMBER

2) Students are encouraged to understand this policy. The Financial Aid Officer is willing to explain.

Any requests for a refund must be in writing and addressed to:

Financial Aid Officer
DRMC School of Health Professions
109 Bridge Street
Suite 200
Danville, Virginia 24541
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I. SCOPE  
Danville Regional Medical Center School of Health Professions ("School") maintains academic records of students enrolled in the Radiologic Technology Program; the School releases student academic transcripts upon proper request and procedure or withholds according to specific reasons; the School awards or holds Diplomas or Certificates according to procedure.

IV. PURPOSE  
This policy identifies the proper request and procedure for release of Official and Unofficial Transcripts, withholding of transcripts and for awarding or holding Diplomas or Certificates.

III. POLICY  
This Academic Transcripts and Diplomas/Certificates Policy takes effect immediately and supersedes any previous policy.

An Official Transcript includes the student’s complete academic record at Danville Regional Medical Center School of Health Professions and carries the School seal, is contained in a sealed envelope, and will be labeled “Official.”

An Unofficial transcript includes the student’s complete academic record at Danville Regional Medical Center School of Health Professions, but will not bear the School seal and will be labeled “Unofficial.”

A Certificate is the award presented to students completing all requirements for graduation from the Radiologic Technology Program.

IV. PROCEDURE  
A. Official Transcripts may be released directly to the student/graduate or to a third-party. It is released to a third party only upon written request from the individual. The form titled “Request for Transcript” must be completed in full with signature and be either hand delivered, mailed, or faxed to the School. If request is to release to a third-party, it must include a complete address. If an incorrect address is provided, the requestor will be responsible for completing an additional “Request for Transcript.”

B. The first Official Transcript released (whether addressed to a third party or directly to the student/graduate) is done at no cost. Thereafter, a fee must be paid in full prior to the release. The amount of the fee will be included in the “Request for Transcript” form and is applicable to Official or Unofficial Transcripts. Payment can be via:
   a. Cash or Check, or
   b. Charge to Master Card, VISA, American Express, Discover (to charge, include the credit card number, expiration date, and 3-digit V-code number with the request).

C. An Unofficial Transcript is released to students after the end of each semester and at graduation at no cost.

D. If the School has knowledge that a student/graduate has an outstanding debt owed (or payments are not current) or has failed to pay a proper financial obligation due to the School or Danville Regional Medical Center (DRMC), or if the individual is in default on federal financial aid loans for that were incurred during and for enrollment at DRMC School of Health Professions:
   a. The School reserves the right to not release an Official Transcript.
   b. The School reserves the right to not grant the Diploma or Certificate to the graduate.
   c. The School will release one copy of an Unofficial Transcript to the student upon his/her request; in addition to omission of the School seal and being labeled “Unofficial”, the copy will be stamped with “Default on Financial Obligations”
   d. Examples of “Default on Financial Obligations” include but are not limited to:
      i. Unpaid tuition and fees as designated on Financial Requirements Sheet
      ii. In default on federal financial aid loans (Title IV Student Loan Programs) for the student incurred during enrollment at the School.
      iii. In default on other financial obligations owed the School.
**DEPARTMENT:** School of Health Professions

**POLICY DESCRIPTION:** Academic Transcripts and Diplomas/Certificates

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1. Unpaid fines such as failure to return library books/LRC resources
2. Bounced check fee
3. Copier fee
4. Failure to return DRMC Parking decal, Student ID badges, radiation badge, locker keys, Student Handbook, or the fee assessed for non-return.
5. When financial obligations are met and transcripts are able to be processed, the student/graduate is responsible for re-submitting a Request for Transcript form.

E. The School will not withhold an Official Transcript or Diploma/Certificate if it is confirmed the student/graduate has filed a bankruptcy petition or after the discharge of education debts under either Chapter 7 or Chapter 13.

F. All transcript requests are processed in the order in which they are received. Normal processing time is between two and four days. Please note that a request to send a transcript by fax or overnight does not expedite the processing of your request, although it will significantly reduce delivery time.

**V. REFERENCES:** This policy is in compliance with regulations mandated by the Family Educational Rights Privacy Act (FERPA) of 1974 [20 USC 1232g and 34 CFR 99], provisions of the Bankruptcy Code [11 USC 362, 11 USC 524 & 11 USC 525], and Education Code, section 72237.
PROFESSIONAL CONDUCT
It is the students’ professional responsibility to maintain a positive attitude and one of interest in all phases of his/her work. When on duty the student’s professional image, which includes appearance, attitude and technical skills, must be perfect. A competent person must possess an even temperament, patience and understanding in all situations.

1. **Clinical rotations are participatory in nature and not observation assignments.** Therefore, students are expected to participate in all procedures possible. Sitting is discouraged and should not happen in work areas unless there is no work to be done. This means there are no patients, and all rooms have been cleaned and stocked.

2. Courteous treatment and respect will be extended to all patients, hospital employees, fellow students, technologists, and faculty members regardless of age, sex, race, color or financial status.

3. Verbal attacks, bullying, harassment, abusive or blatant disrespectful behaviors will not be tolerated and will be dealt with promptly. Students guilty of such behaviors will be subject to suspension or termination. **Students guilty of fighting (assault and/or battery) will be dismissed immediately and may be subject to legal action.**

4. All patient information is strictly confidential and any information released without permission of the patient may result in dismissal and/or legal action.

5. Patients will be addressed by title and name, i.e. Mr. Jones. Students should refrain from using terms of endearment such as “sweetie” or “honey” as these terms are offensive to many individuals. Students will address fellow students and staff personnel by title and last name in the presence of patients.

6. Students should understand and practice radiation safety at all times. (see Radiation Monitoring and Radiation Safety Policies)

7. Chewing gum, clowning and horseplay will not be tolerated in the clinical setting. Loud talking and boisterous laughter are also unacceptable.

8. Most of our clinical facilities are now smoke free environments and prohibit smoking on the premises due to patient and employee sensitivities. Therefore, smoking during clinical hours is strictly prohibited. This includes smoking in your car on hospital/clinic property. If your car is on hospital property then you are on hospital property! Students who smoke during clinical hours are thereby violating program policy will have a Policy Violation form completed by the Clinical Instructor/Staff which will result in the loss of points and may result in suspension from clinical.

   **SMOKE BREAKS ARE NOT ALLOWED DURING CLINICAL HOURS!**
   Students who smoke before arriving at the clinical destination must be aware of the scent of smoke on their clothing/person (hair) and must take appropriate measures to minimize or eliminate this issue. If the scent is found to be offensive to a patient or a member of the staff, the student may be asked to leave that clinical site until the issue has been resolved. Attendance WILL be adjusted accordingly.
PROFESSIONAL ATTIRE
Students will present a professional, service-oriented image to our patients, visitors and public at all times and will adhere to the dress code while on the premises:

1. **The School identification badge MUST be worn at ALL times when on hospital or clinical premises, whether in uniform or street attire for both class/lab and clinical education.** No attachments may be placed directly onto the front of the identification badge.

2. **Classroom/Labs:** The dress code for classroom participation is neat dress - **business casual is preferred.** The following will not be allowed at any time:
   a. Leggings and/or stirrup pants, hip huggers, baggy or loose fitting pants, shorts or skorts of any length, sweat-pants.
   b. **Crop pants and Capri pants are acceptable but should be no shorter than mid-calf in length.**
   c. Low cut or revealing blouses/shirts, bare midriffs, mesh outfits, T-shirts, tank/sleeveless tops, military type clothing and miniskirts (dresses/skirts are to be no shorter than 3” above the knee).
   d. Torn or tattered clothing, pajamas or other sleep-ware
   e. Bedroom slippers, flip-flops, crocs with holes or casual sandals.
   f. Hats/caps are not allowed at any time.
   g. Excessive make-up is discouraged.
   h. Jewelry must be conservative and not dangling.
   i. **Tattoos are discouraged and must be kept covered while in the hospital/clinical areas.**

3. **Clinical:** The prescribed clinical uniform for this program is:
   a. Males: Approved uniform to include the school approved uniform shirt, and trousers, with **appropriate** white undergarments white shoes and white socks.
   b. Females: Approved uniform to include the school approved uniform shirt, skirt or pants, white clinic shoes and white socks/hose; with **appropriate** white undergarments (**thongs are prohibited**). Support stockings are recommended.
   c. Solid **White** long sleeve t-shirts, with no logos or prints are allowed, to be worn under uniform shirts. Thermal undergarments are NOT allowed.
   d. Uniforms will be neatly pressed, clean and in good repair.
   e. Shoes will be polished frequently and in good repair. **Shoes MUST be solid white. Shoes with colors and/or colored logos are not permitted.**
   f. ONLY approved lab coats, vests and cardigan sweaters may be worn for cover garments.
   g. Hair must be neatly trimmed at all times. **Shoulder length hair must be worn off the collar and MUST be pulled back (pony tail) or worn up – no exceptions.** Hair ornaments are restricted to barrettes of gold, silver or tortoise shell finish. No ribbons or scarves are permitted.
   h. Mustaches or beards are allowed if neatly trimmed. **Men must be clean shaven at all times** unless a note is provided by a dermatologist requesting otherwise.
   i. **Artificial nails of any type are strictly prohibited.**

4. All cosmetics must be used **conservatively!**

5. Due to possible patient sensitivity **Wearing of colognes, perfumes, body sprays or scented lotions etc., in the clinical setting is NOT permitted.** Many areas of the hospital are classified as “fragrance free areas”. Students who report to clinical with any detectable scents, including smoke, will be sent home and an absence will be applied.

6. Jewelry that may be worn with the uniform is limited to:
   a. Class ring, wedding and/or engagement ring
   b. Watch
   c. Single chain/necklace that does not lay on the uniform front.
   d. One matching pair of small post style earrings, one worn in each earlobe.
   e. **Except for ears, students are prohibited from wearing ANY forms of visible body piercing while in the clinical rotation.**
This prescribed dress code must be adhered to for infection control and for the safety and well-being of the patient and hospital personnel. Any questions regarding interpretation of this policy should be directed to a member of the faculty. Jumpers, one-piece pantsuits, scrub dresses, scrub pants or tops, sweater or sweatshirt tops and turtlenecks are NOT permitted in clinical. Students reporting for clinical assignment out of prescribed uniform will be sent home. Any time missed will be applied in accordance with our attendance policy.

**TELEPHONES, ELECTRONICS and/or COMPUTER/INTERNET USAGE**

The use of cell phones or any other personal electronic devices (iPods, MP3’s, cameras etc) during class/clinical is strictly prohibited. **Possession of these devices while in the clinical setting is also prohibited!** Distracting you from your patient care responsibilities could also be potentially harmful for your patients. Unless directed to do so by the instructor, photography in clinical, accessing the internet playing video games, texting, e-mailing, or similar activities during class/clinical times is also prohibited. It is not only distracting, but **it is also rude and disrespectful.**

Anyone found engaging in the use of these type devices while in class will be reprimanded and will have a deduction of 3 points from his/her final grade and may also be asked to leave for the day resulting in the awarding of an absence for that course.

Persons found using these devices in the clinical setting will have a Policy Violation form completed by the Clinical Instructor/Staff which will result in the loss of points and **MAY RESULT IN SUSPENSION FROM CLINICAL, TELEPHONES, ELECTRONICS and/or COMPUTERS are prohibited in the clinical area. No Exceptions!**

Students must remember that the telephone is a very important business tool. Students should always be helpful, courteous and tactful when using the phone.

1. **Personal phone calls during clinical or class are restricted to emergency calls only.** Please ask family and friends not to call while on duty. Do not tie up phones at the reception desk or in the clinical areas. If it is absolutely necessary to make a personal call, please use the phones located in the lounge area. **No long distance calls may be made!**

2. The department phones should be answered promptly. State the name of the department and your name. Example: "Radiology, Ms. Jones. May I help you?"

3. Be aware of the qualities of a good voice:

**INTERNET AND SOCIAL MEDIA USAGE**

The School/Hospital supports work-related access to the Internet and certain social media sites by authorized individuals. Internet access (at work) and use is a privilege and must be carried out in a manner that is consistent with clinical/job responsibilities, policies, and guidance addressing appropriate use of scheduled work time and resources. Authorized access to the Internet and social media sites are provided through the Information Technology and Systems department. Students engaged in personal or professional social media communications who reference School/Hospital-related content shall do so in a manner consistent with the mission, values, and all applicable policies and procedures, including those designed to ensure the privacy and security of patient-identifying information, as well as School/Hospital proprietary business information.

It is the School/Hospital’s expectation that any use of social media sites while on personal time for non-work-related activities will not violate School/Hospital policies. At no time shall
students/workforce members utilizing personal or professional social media, including blogs, share patient-identifying information or proprietary business information without proper written authorization for the use and disclosure of the information from the Facility Privacy Officer. All uses and disclosures of patient-identifying information shall be carried out in a manner compliant with applicable HIPAA privacy and security policies, regulations, and standards. Students must remember that they are representatives of this institution and all actions can be reflective upon the institution. The inappropriate use of social media shall be subject to corrective action, up to and including termination. Care should be taken in regard to posts relating to school or hospital activities.

It is forbidden for Students to use social media or any other mechanism while on duty:

- To harass, intimidate, or threaten another person.
- To access or distribute obscene, sexually explicit, abusive, libelous, or defamatory material.
- To distribute copyrighted materials which are not authorized for reproduction or distribution.
- To impersonate another user or mislead a recipient about your identity.
- To access another person’s e-mail, if you are not specifically authorized to do so.
- To bypass system security mechanisms.
- To transmit unsecured confidential or restricted information.
- To initiate or forward chain letters or chain e-mail.
- To send unsolicited mass e-mail (“spamming”) to persons with whom the User does not have a prior relationship.
- To participate in political or religious debate.
- To automatically forward messages (e.g., with mailbox rules) to Internet e-mail addresses.
- To communicate the School/Hospital’s official position on any matter, unless specifically authorized to make such statements on behalf of the School/Hospital.
- To pursue business interests which are unrelated to the School/Hospital.
- To conduct any type of personal solicitation.
- To deliberately perform acts that waste computer resources or unfairly monopolizes resources.
- For any purpose which is illegal, against School/Hospital policy, or contrary to the School/Hospital’s best interest.

In addition, breach of patient identifying information may also be subject to legal proceedings and/or criminal charges. Contact Human Resources for additional social media guidance. Although activities after hours are not under the direct regulation of the School, many of the above items may still be deemed unethical by the program and could result in dismissal from the program. **Posts found to be libelous, defamatory or unethical will be addressed and may also be dealt with legally.** Common sense should prevail and if something is questionable, it is best left alone. Seek input from your faculty or director if unsure!
CAMPUS SAFETY and SECURITY (Statistical data may be found on our web site at http://danvilleregional.com/professionals/radtech.dot)

Safety regulations apply to the Danville Regional Medical Center School of Health Professions as also applied to Danville Regional Medical Center sites and properties.

The Security staff of Danville Regional Medical Center provides routine security for the DRMC School of Health Professions. This includes rounds through associated buildings and grounds. The Security staff are not empowered law enforcement officers. They have no rights to arrest or detain beyond that of any citizen. The Security staff has the authority to communicate with the local law enforcement agencies concerning reports of criminal activity on property of Danville Regional Medical Center.

Safety should never be taken for granted. To ensure a safe working environment, each student should be aware of the policies and procedures of the School and medical center. In addition, each student must be familiar with his/her personal safety responsibilities. Students should notify a School faculty/staff member or Security staff of any potentially hazardous or unsafe condition as soon as possible.

Each student or employee of the DRMC School of Health Profession who is a victim of a crime or witnesses a crime against another person or their property, including that of Danville Regional Medical Center, is required to report such to the Medical Center Security. Each student or employee who is a victim of a crime is expected to cooperate with the local police during the investigation and prosecution of any crime committed on the campus. More detailed information is in the Student Handbook.

Students participate annually in the required Medical Center’s (RE-ED) safety program, which consist of but not limited to: fire plan, back safety, infection control, hazardous materials and chemical spills, electrical safety, workplace violence/keeping the environment safe, body mechanics, radiation safety, and substance abuse.

CAMPUS SECURITY ACT

On-campus crimes must be reported annually by the School and each student and employee is entitled to see this report (See Above). DRMC cannot prevent criminals from committing a crime on Medical Center/School property. Security patrols that are random and staggered are used in hopes that such patrols will deter criminal activity. A security system requiring use of an ID badge for access to the building (except main entrance) is also utilized. However, there is no guarantee that there will be no criminal activity on Medical Center/School property. Annually, the School will offer programs on the following topics:

- Crime Prevention
- Campus Security procedures and practices
- Chemical substance abuse

IMMEDIATE EMERGENCY RESPONSE

To ensure all students/faculty/staff are in a safe environment and to communicate expectations of actions to be taken in the event of a hostile person on DRMC School of Health Professions Property a detailed plan is in place. The plan includes immediate notification of DRMC Security and local law enforcement and how that communication is made. The plan is part of the Student Handbook and is verbalized to freshmen during orientation; to seniors as part of the annual safety seminar; and to faculty/staff during the annual faculty/staff workshop. A mock emergency response drill is performed annually in cooperation with DRMC Security and local law enforcement to test emergency response and evacuation procedures.
HOSTILE PERSON
ON DRMC SCHOOL OF HEALTH PROFESSIONS PROPERTY

PURPOSE: To ensure all students/faculty/staff are in a safe environment and to communicate expectations of actions to be taken in the event of a hostile person on DRMC School of Health Professions Property.

ACTIONS: When it becomes known that any person is considered hostile, creating a dangerous environment which threatens bodily injury or death of other persons, the following action plan will be enacted immediately: (Anyone knowledgeable of the hostile person/dangerous environment can activate the plan.)

1. Phone numbers and personnel and agencies to be notified are
   a. Dial 9-911 on DRMC phone or direct dial 911 if using a cell phone for the Danville Police Department
   b. Dial 4507 for the Centrex Operator to notify DRMC Emergency Personnel of a Code Strong [or a Code Silver if hostile person has a weapon or a hostage] (DRMC PA System, Safety/Security, Director of Emergency Operations, and Administrator-on-call)

2. If hostile person is located in the DRMC hospital facility: Students/faculty/staff will be notified via DRMC PA System via announcement of a Code Strong [or Code Silver].

3. The immediate area of the hostile person will be isolated as much as possible:
   a. Quietly evacuate all persons to a distant area.
   b. Persons in classrooms, offices, or other sections of the building will not approach the hostile person and will stay in the current location. If in the hallway, seek shelter in the nearest classroom/office. Lock the door if possible or block the entrance; close all windows and blinds; turn off all lights; crouch down in an area that is out of sight from the doors and windows; remain quiet; stay put until all-clear notice. Communicate with outside assistance (Police & Security), via phone located in the classroom.

4. The Administrator-on-Call, Director of Security, or the Director of the Program will establish a control and communication center as quickly as possible.
   a. The control center will be located away from the immediate area of the hostile person.
   b. All key personnel (administrative persons, security, & police) will be directed to the control center.
   c. No other person will be allowed to enter the control center or hostile area other than to provide medical attention.
   d. Once the Danville police arrive on the scene, they have legal responsibility and final authority.

5. The Administrator will make the decision in regards to declaring an internal disaster and activating that DRMC procedure.

6. See DRMC policies titled “Universal Codes”, “Violence in Workplace/Contraband Control”, and “Response to Medical Emergency on DRMC Property.”

7. If YOU should be the person who becomes aware of a hostile person in the School, implement the following procedure if doing so Does Not place you in danger:
   a. Call the Danville police and DRMC security and communicate:
      i. Your name and location. (For DRMC, communicate the appropriate code [Code
Strong or Code Silver.]

ii. The situation and location of situation taking place, such as “an armed person in the director's office of Radiologic Technology Program on fifth floor of D Building”
   If room number is known, report it.

iii. A description of the violent person(s) involved (physical description, clothing, vehicle information) and the individual’s exact location or direction of travel

iv. Any injuries and the location of injured person(s).

v. If weapons or specific contraband is known, report it.

vi. Stay near the phone or use cell phone and give police that number to establish a contact number for further communications.

b. If possible, enlist assistance of other persons in the area to help with securing of the entrances and to communicate via phone.

8. Once the situation is under control, the Danville Police will give the all-clear and appropriate parties will be informed. The Director of the Program will make the decision regarding class/clinical activities for the remainder of the day.

WORKPLACE HAZARDS AND COMMUNICABLE DISEASES POLICY
Due to the nature of our environment, students, faculty, patients and visitors may come in contact with communicable diseases, hazardous materials and other potential hazards.

Communicable Diseases:
All persons with patient contact, which includes students, should use Standard Precautions whenever patient contact is required. Students should pay close attention to the directions of clinical staff and observe the Standard Precautions notification on patient charts and patient room doors or walls. Students are encouraged to review “Standard Precautions” information provided during the orientation “Infection Control” presentation and annual re-education requirements information. Whenever in doubt ask a Clinical Instructor or staff technologist for direction. Any exposures to body fluids, which include serous secretions, blood, waste products, saliva etc., should be reported and an incident sheet completed ASAP.

Hazardous Materials:
All of the hazardous materials are cataloged and have Material Safety Data Sheets (MSDS) associated with them. Material Safety Data Sheets (MSDS) are available on the internal web for review and for assistance whenever an exposure to hazardous materials occurs.
Magnetic Resonance Safety

One of the modalities that students and the general public may come in contact with is Magnetic Resonance Imaging (MR). There are potential dangers for students and the general public if these individuals have implants or foreign bodies within their bodies as a result of accident or surgery. Due to this possibility all students will be complete a safety protocol that assures that students are appropriately screened for magnetic wave or radiofrequency hazards.

DRMC School of Health Professions Radiologic Technology Program
MRI Safety Protocol Screening Form

Name: _________________________ Date: ______________

Please complete the following questions: (Check the appropriate box)

1. Do you have a Pacemaker, Cardiac Defibrillator or artificial heart valve? Yes ☐ No ☐
2. Have you ever worked with grinding metals? Yes ☐ No ☐
3. Have you ever had metal in your eye? Yes ☐ No ☐
4. Do you have aneurism clips? Yes ☐ No ☐
5. Do you have ear (Cochlear/Otologic) implants? Yes ☐ No ☐
6. Do you have a hearing aid? Yes ☐ No ☐
7. Do you have any type of prosthesis (eye, limb, penile)? Yes ☐ No ☐
   a. If yes Type: __________________
8. Do you use any medical patches? Yes ☐ No ☐

Please check if you have or had any of the following:

- Heart Surgery
- Implanted Cardioverter Defibrillator
- Brain Surgery
- Shunts
- Stents
- Intravascular Coils/Filters
- Vascular Access Port
- Electrical/Mechanical/Magnetic Implants
- Internal Electrodes or Wires
- Orthopedic Pins/Screws/Rods/Plates
- Bone Growth-Bone Fusion stimulator
- Implantable Drug infusion Device
- Eye Surgery or implants
- Ear Surgery or Implants
- Eyelid springs or wires
- Neurostimulator system
- Metal Mesh Implants
- Wire Sutures or Staples
- Insulin or Infusion Pump
- Artificial Limb
- Joint Replacement
- Back/Neck Surgery
- Breast Implants or Expander
- Chemotherapy
- Radiation Therapy
- Radiation Seeds or implants
- Diaphragm or Pessary
- IUD
- Body Piercings
- Tattoos or permanent make-up
- Dental implants
- Wounds, Shrapnel or BB's
- Hair Piece, Extensions or wig
- Hair Pins

List any previous surgeries or operations below: ☐ None

1. Type: _______________________________ Year: ____________
2. Type: _______________________________ Year: ____________

Warning: Because of the strong magnetic field used with the MRI system, you must remove all METALLIC objects including hearing aids, dentures, partial plates, keys, electronic devices, cell phones, hair pins/barrettes, jewelry including all piercings, credit cards, coins, magnetic strip cards, coins, pens, knife/tools, and wigs/hairpieces. Damage to the MRI system or personal injury may result if this warning is not followed. Please consult with the MRI Technologist if you have any questions before you enter the examination room.

I have answered the above questions to the best of my knowledge and understand the information presented to me. I understand if there are any changes in my medical history this form will need to be revised and I will notify my supervisor and/or MRI supervisor.

Student Signature ___________________________ Date ____________
Faculty Signature ___________________________ Date ____________
RADIATION MONITORING

A radiation monitoring program for all Radiologic Technology Students is provided through DRMC. Students should familiarize themselves with the following to assure a complete understanding of the program and the procedures of implementation.

Procedures:

1. Each individual is assigned a radiation monitoring device, **which is to be worn at all times in the clinical setting and labs requiring radiation exposure**. The radiation monitoring device should be worn at the collar level outside of any protective lead apron.

2. The radiation monitoring device should be worn when in clinical assignments, classes and labs only.

3. Radiation monitoring devices **must be changed no later than the 1st week of each month**. The new badges will be placed in the break room on the badge board. Old badges should be swapped immediately when the new ones arrive. **It is the student's responsibility to change his/her badge on time. Failure to do this in a timely manner will result in lost points which may adversely affect your clinical grade!**

4. It is the goal of this program to keep radiation exposure dose to students at a minimum. Therefore, students should not hold patients during routine x-ray exposures. Presence during fluoroscopic and surgical procedures is unavoidable and is a critical part of the clinical education experience, however, care must be taken in order to minimize exposure during these procedures.

5. **Students radiation dose should be maintained below the NCRP recommended level of 100 mrem (1 mSv) per year. This equates to a monthly dose limit for students of 8 mrem/month (0.08 mSv.)**

6. Radiation monitoring devices must be changed monthly. The new badges will be placed in the break room on the badge board. Old badges should be swapped immediately when the new ones arrive. **It is the student's responsibility to change his/her badge on time.**

7. All exposure records are reviewed monthly by the Radiation Safety Committee and exposure records are made available to students by being posted in the break room on the bulletin board. Please do not place any other items on this board.

8. Should a questionable exposure be noted, the student and Program Director will be notified. An inquiry to assess the situation will be conducted. If the exposure is near or exceeds reasonable limits as dictated by the NRC and state laws, the student will be counseled by the Radiation Safety Committee and/or the Program Director on radiation safety practices. The student may be left in the current rotation, placed in another rotation with lower exposure probability, or removed from the clinical area completely until deemed safe by the committee. In extreme cases it may be necessary to remove the student from the program.

9. Should a student misplace his/her radiation monitoring device, contact the program faculty immediately.
RADIATION SAFETY RULES CLINICAL and/or LAB

1. Students are not allowed to make any exposures in the lab without prior consent, scheduling and supervision of a program faculty member.

2. Students **MUST** wear the assigned radiation monitoring device (dosimeter) at all times when in the clinical or lab setting and exposures are being performed.

3. Never stand in the primary beam.

4. **Never** make an exposure when another person is present in the examining room without appropriate protective covering. In a lab setting, when phantom images are being performed, NOONE should be in the radiographic room during exposure unless behind a protective lead **shield**.

5. Never enter a room while an exposure is being made.

6. Students should **always wear protective gear/apparel** when a protective barrier is not available.

7. Do not hold a patient during an exposure unless **absolutely necessary**. If a patient situation dictates that a student must be present during an exposure, the student must wear protective garments.

8. **Always** restrict the radiation beam by **coning or collimation**.

9. All doors to the radiographic room must be closed during an exposure.

10. Never become careless when working with or around radiation.

11. All radiology personnel will adhere to the ALARA (As Low As Reasonably Achievable) concept.

12. Direct any questions or concerns to a faculty member.

13. **All radiographic procedures**, whether on actual patients or phantoms, must be performed under either direct or indirect supervision of a Registered Technologist only. See Clinical Handbook- Definitions of Direct vs. Indirect Supervision.

14. **REPEAT RADIOGRAPHS** may be performed **ONLY** under the **DIRECT supervision** of a Registered Technologist. This means that the technologist must be physically present in the examining room with the patient and student during the repeated procedure.
ILLEGAL DRUG AND ALCOHOL POLICY AND IMPLEMENTATION PROGRAM

Illegal Drug and Alcohol Policy

Danville Regional Medical Center School of Health Professions is firmly committed to maintaining an environment free of the influence of illegal drugs and alcohol. In keeping with this commitment, the School maintains the right to require any student to undergo testing to determine his or her fitness for enrollment in the School. Students will be dismissed from the School for any illegal or unauthorized involvement with drugs or alcohol. Illegal or unauthorized involvement includes, but is not limited to:

a. Illegal or unauthorized possession, use, manufacture, dispensation, distribution, or purchase of illegal drugs and/or alcohol
b. Being under the influence of drugs and/or alcohol
c. Violation of any applicable federal or state criminal drug and/or alcohol statute
d. Positive laboratory testing for drugs in which the student does not have a legal prescription, or which the student is using in a non-prescribed manner.

Illegal Drug and Alcohol Implementation Program

Drug Screen testing will be done at the following times:

a. Upon enrollment
b. Upon re-enrollment
c. At randomly chosen time(s)
d. Any Student “For Cause”

IF A STUDENT REFUSES OR FAILS TO BE TESTED AT THE REQUIRED OR “FOR CAUSE” TIMES AS REQUESTED, OR, IF A STUDENT ATTEMPTS TO TAMPER WITH ANY PART OF THE TESTING PROCESS, HE/SHE WILL BE DISMISSED FROM THE SCHOOL OF HEALTH PROFESSIONS.

Post-Accident Drug Test – Work related accidents involving students MUST be reported immediately to the Clinical Instructor and the Program Director. Students involved in a work related “accident” must not be allowed to leave the facility and will be required to undergo an immediate drug screening. Students involved in such accidents that leave without permission of a Faculty Member or Program Director will be disciplined and may be terminated from the program.

Upon report of an accident during clinical hours, the Program Director shall review the circumstances of the work related “accident” and will immediately schedule the student for a mandatory drug screening. Typically an “accident” is any event, incident, or judgment resulting in:

a. Bodily injury (including a needle stick and a blood splash) to the student that requires medical attention other than simple First Aid/one time treatment for minor scrapes, scratches, cuts, burns, splinters, etc.
b. Bodily injury of any kind to another person.
c. Death to any person.
d. Damage to any property.

Students who are required to undergo a post-accident drug screening, based on the above criteria, will be suspended from clinical rotations pending the results of such test. If the results are positive for an illegal substance the student will immediately be dismissed from the program. If the student tests positive for a prescribed drug in excess of the prescribed amount,
the student may be disciplined, up to and including termination retroactive to the date of the accident. A refusal to undergo the test will be grounds for dismissal. The test should be administered as soon as practical following the work related incident and prior to the student leaving the work location.

“For Cause” Testing

“For Cause Testing” provides the faculty with a means to identify drug and/or alcohol affected students who may pose a danger to themselves, others, or patients under their care, in the performance of their duties in the clinical area or affiliating agencies. In addition, the testing may be requested when the student is attending class/clinical or present on Campus or the properties of any clinical affiliate(s). The faculty and staff attended a training program presented by the Employee Assistance Program of Danville Regional Medical Center on the signs and symptoms of substance abuse/chemical dependency.

a. If a student exhibits behaviors indicative of the possibility of illegal or unauthorized involvement with drugs or alcohol, or a noticeable odor of drugs or alcohol on the student is noticed, the School will conduct the investigation deemed appropriate to determine whether corrective action is needed. The School maintains the discretion to take whatever corrective action deemed appropriate under the particular circumstances.

b. Instructor(s) will maintain records of observations of student behaviors, which indicate the possibility of illegal or unauthorized involvement with drugs and alcohol. It may be appropriate to meet with the student and discuss the observations and consider various explanations for the behaviors.

c. If a pattern of suspicious behavior develops (see INDICATORS OF SUSPECTED CHEMICAL SUBSTANCE ABUSE in this handbook), the student will be confronted with the suspicious behavior and requested to have drug testing at that time. In addition, if a student exhibits behaviors in the clinical or classroom setting indicative of the possibility of substance abuse, the student will be confronted with the behaviors and requested to have immediate testing for drug and alcohol abuse. The student will be counseled as to the seriousness of the observed behaviors and how these behaviors affect performance and patient care.

d. Drug and alcohol testing will be required of a student if the School is notified internally or externally of the possibility of substance abuse. The student will be confronted with the allegation and requested to undergo immediate drug and/or alcohol testing.

e. The student will not be permitted to return to clinical until the Program Director or designee receives the testing result.

f. Any Applicant/Student who tests positive for an illegal drug or a legal drug which the student is using in a non-prescribed manner will be dismissed and will not be eligible for admission / re-admission to the School at any time.

g. If a student is deemed to be under the influence during clinical or class, the faculty member(s) will request the student’s keys to prevent him/her from driving. The faculty in this case reserves the right to contact the students’ parents, guardian or significant other to request that the student be provided transportation home in order to prevent harm to the student or others. If a student refuses, the Program Director will notify local law enforcement of the time and location so that they may deal with this student officially.

h. It is our goal to protect the student and the general public from potential harm.
**Conviction of any Drug Statute**

A student who is convicted of violating any drug statute must notify the Program Director within 5 days of the conviction. Within 10 days of receiving this notice from the student or otherwise learning of the conviction, the School will give notice of the conviction to the federal agency involved in any applicable grant program.

After receiving such notice from a student or otherwise learning of such a conviction, the School will take the corrective action appropriate, up to and including dismissal.

**Notification of Illegal Drug and Alcohol Policy and Implementation Program**

At the beginning of this program, each student will be given a copy of this Illegal Drug and Alcohol Policy and Implementation Program. As this policy may be modified from time to time students will be provide with updates. The student will be required to sign the attached form acknowledging receipt of the copy, understanding of the program, understanding of the requirements of adherence, and understanding of the possibility of corrective action, up to and including dismissal from the School.

**Drug-free Awareness Program**

The School of Health Profession’s Drug-Free Awareness Program includes the following elements:

a. The School conducts ongoing education and training, including in-service programs, to inform and remind students and employees about the dangers of illegal and unauthorized involvement with drugs and alcohol.

b. Among the topics that may be discussed and explained further in these education and training programs are the health risks associated with chemical substance abuse, social effects of chemical and substance abuse, and the applicable legal sanctions under local, state, and federal law for illegal involvement with drugs and alcohol.

c. The School publicizes and discusses this Program on Illegal Drugs and Alcohol at least annually. Thus, students and employees are informed and reminded regularly of the School's policy, the expected standards of behavior, and the potential for corrective action for violations of the policy.

d. The School makes efforts to inform and remind students about the availability of rehabilitation and counseling services.

**References:** *(For more in-depth description)*

LEGAL SANCTIONS FOR ILLEGAL INVOLVEMENT WITH DRUGS AND ALCOHOL

There are a number of federal, state, and local laws controlling or prohibiting the possession and distribution of drugs and alcohol. Violations of these laws can lead to lengthy imprisonment, substantial fines, or both.

ALCOHOL

Virginia State laws concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages include the following:

- Any sale of alcoholic beverages requires an ABC license.
- Alcoholic beverages are not to be given or sold to persons less than 21 years of age.
- Alcoholic beverages are not to be given or sold to persons who are intoxicated.
- State law prohibits: drinking in unlicensed public places; possession of alcoholic beverage by person under 21 years of age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is less than 21 years of age.

DRUGS

The Federal Controlled Substance Act and the Virginia Control Act penalizes for unlawful manufacturing, distribution, use and possession of controlled substances, including marijuana, cocaine, and LSD. The penalties vary based on the type of drug involved, possession, and intent to distribute. Federal law sets penalties for the first offense ranging from one year to life imprisonment and/or $100,000 to $4 million fines. Penalties may include forfeiture of properties, including vehicles used to transport or conceal controlled substance or denial of federal benefits such as student loans. Convictions under state law may be misdemeanor or felony crimes with sanctions from six months to life imprisonment and/or $250 to $100,000 fines.

Federal law holds that any person who: distributes, possesses with intent to distribute, or manufacture a controlled substance in, or within one thousand feet of an educational facility, is subject to a doubling of the applicable maximum fine and punishments. Virginia state law carries sanctions of up to five years of imprisonment and up to $100,000 fine for similar violations.
INDICATORS OF SUSPECTED CHEMICAL SUBSTANCE ABUSE

APPEARANCE: Inattention to personal appearance and hygiene. Has an odor of alcohol on the breath and a flushed appearance. Glassy red and/or watery eyes, frequent runny nose, tremors, unsteady gait. **Weight loss**, hyperactivity and hyper-vigilance or drowsiness.

SOCIAL CHANGES: Increased isolation, eat alone, avoids peers and has a decreased interest in school and other social activities.

GENERAL BEHAVIORS: Frequent inappropriate responses; elaborate excuses for behaviors; grandiosity; **decrease in grades**; late to class and leaves early; frequent trips to the bathroom during class and clinical times; lying and blames others for problems; increasing irritability; mood swings and erratic behavior. Involvement in an accident on School or any affiliates property resulting in an injury or significant damage to property.

MENTAL STATUS: Forgetfulness, memory loss, confusion, euphoria, disorientation, and has difficulty following directions and instructions. Makes repeated mistakes due to inattention and exercises poor judgment. Has difficulty remembering one’s own mistakes.

ABSENTEEISM: Repeated absences and tardiness, particularly if they follow a pattern. Unbelievable excuses for absences. Frequently absent for respiratory problems and gastritis. Leaves class or the clinical area without permission.

**ANY and ALL of the above indicators are grounds for “for cause” testing.**

DRUG AND ALCOHOL TREATMENT

The School sincerely desires to offer assistance to any student who seeks help with a drug or alcohol abuse problem. Free resources for the Danville community are:

- Danville-Pittsylvania Community Services – (434) 799-0456
- Alcoholics Anonymous – (434) 799-4111
- Counseling and Psychological Services – (434) 792-2277

These services are not a shield from corrective action for students who violate the School’s program on Illegal Drugs and Alcohol.

HEALTH RISKS RELATED TO THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

The use of illicit drugs and the abuse of alcohol (chemical substance abuse) pose numerous health risks to individuals. Chemical substance abuse strikes all ages, cultural groups, and socioeconomic classes. Studies show that one out of every ten American workers is a substance abuser. Chemical substance abuse is a major public health issue. It affects the abuser physiologically and psychologically, as well as socially.

SOCIAL EFFECTS OF CHEMICAL SUBSTANCE ABUSE

Chemical substance abuse is a major issue with grave ramifications. It increases the crime rate, auto accident deaths, number of teenage pregnancies, and the suicide rate. The abuser and their family members are destroyed by chemical substance abuse. Substance abuse in the work setting increases accidents, workman's compensation claims, absenteeism, and theft.
I, __________________________ understand and agree that a requirement of my admission to ___________, understand and agree that a requirement of my admission to Danville Regional Medical Center School of Health Professions includes a urine/blood test for the presence of drugs/alcohol.

I understand that by checking the box marked "consent" below and signing this form, I will be giving my consent to Danville Regional Medical Center (DRMC), or its assigned agent, to collect and test a urine/blood sample from me for drugs/alcohol. This test will be performed during the admission/orientation process and may be performed randomly or “for cause” during my enrollment period. In the event that DRMC designates another laboratory or health care provider to collect or test the sample, I will be giving my consent to that process and I will be authorizing the laboratory or health care provider to release the results of the tests to the Medical Center.

I understand that if I decline to indicate my consent on this form or in any other way refuse to take the test, I will not be admitted as or continue as a student. I also understand that if the test results indicate the presence of illegal or unauthorized drugs/alcohol in my system, I will not be permitted to continue as a student.

I understand that in addition to positive test results for illegal drugs/alcohol, positive results of a drug test for a controlled prescription medication will disqualify me for entrance to DRMC unless I indicate on this form I am on medication and can produce either my prescription or current medication container.

I have taken the following drugs or substances, including over-the-counter drugs or prescription drugs, within the last 30 days (identify name, amount, and when taken):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I hereby ☐ consent ☐ refuse to consent to this drug/alcohol screening test

Student Signature

Date

Witness Printed Name

Witness Signature

Date
I understand that Danville Regional Medical Center School of Health Professions has a Drug and Alcohol Testing Policy. I understand that I am subject to drug/alcohol testing as a part of the entrance and continued enrollment process to the School. I understand that if I test positive, refuse to be tested, or attempt to alter or tamper with a sample or any other part of the testing process, I will not be permitted to enter the School. I further understand that any time after entering the School, I will be subject to corrective action, up to and including dismissal from the School, if I violate this policy, either in its current form or as it may be changed from time to time. Finally, I understand that the policy is not a contract or an offer to contract and that the DRMC School of Health Professions maintains the exclusive right to interpret, modify, or eliminate any part of the policy at any time.

________________________________________________________________________
Student Signature

________________________________________________________________________
Student Name (printed)

________________________________________________________________________
Date
STUDENT SERVICES

NOTICE OF NON-DISCRIMINATION POLICY

The Danville Regional Medical Center School of Health Professions does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries and/or concerns regarding the non-discrimination policies of The School of Health Professions may be addressed by contacting our Title IX Officer by phone or email @; 434-799-2271 or Mary.thomas1@lpnt.net. The Title IX Coordinator may also be reached by US Mail at Mary Thomas, Title IX Coordinator, Radiologic Technology Program, 109 Bridge Street – Suite 200, Danville, VA 24541. For further information, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

GRIEVANCE POLICY

PURPOSE

It is the purpose of this policy to:

1. Clarify and provide an effective and acceptable means for students to bring complaints and grievances concerning their well-being in the Program to the attention of administration. Therefore, an informal and a formal grievance and complaint procedure have been established for the benefit and use of the Danville Regional Medical Center School of Health Professions Radiologic Technology Program students.

2. Settle any complaints and/or grievances after consideration of as many facts as possible with an attitude of mutual respect and confidence.

RIGHT TO FILE GREIVANCE WITHOUT FEAR OF RETRIBUTION

Students will not be subjected to adverse actions by any school official as a result of initiating a complaint.

DEFINITIONS

Grievance – a dispute arising over the interpretation or application of any established policies or procedures of the Program that may have an adverse effect on any party.

Complaint – a dispute over any other condition not necessarily concerning the Program’s policies.

GENERAL RULES:

The student filing this grievance may choose to have a fellow student accompany him/her through all stages of this process, if that fellow student is a witness to the alleged grievance.

All class time/assignments missed must be made up by both the student filing the grievance and the student witness if applicable.
If the time limits are not adhered to, then the grievance will become invalid.

If the grievance is related to termination from the program, the terminated student shall still be held to this grievance schedule and will not be allowed to attend classes during the appeals process.

If the student’s appeal is upheld and the student is to be reinstated, the student has five (5) working days to meet with faculty members to create a schedule to make up all missed assignments. Once this schedule is created and sent to the Program Director, the student must meet the deadlines established in order to successfully complete the course.

Confidential information will be disclosed on a need to know basis, which will be determined by the Program Director.

The President and/or the Administrative designee will not hear grievances without first having exhausted the appropriate informal and formal grievance procedures. Any such requests will be referred back to the Program Director for resolution.

**DRMC SCHOOL OF HEALTH PROFESSIONS INFORMAL GREIVANCE PROCEDURE**

1. The student shall prepare, either by himself/herself or with assistance of an advisor of his/her choice, a written grievance specifying the action he/she believes to be improper, course number, and any documents or information needed to explain circumstances should be included.

2. The grievance shall be;
   a. Dated
   b. Signed
   c. Sent to the Program Director within five (5) working days of the incident.

3. Appeals/Grievance: The Appeals/Grievance Committee will be composed of a member of the faculty and three (3) student members all from the opposing class.

4. One student will be selected by the designated appeals process committee to serve as recorder of meeting minutes.

5. The Chairman will distribute copies of all data related to the grievance to committee members at the beginning of the hearing.

6. If requested, a mediator from the hospital’s administration will be allowed to sit on the committee during the hearing of a case.

7. The mediator will be without vote and refrain from expressing his/her opinion. The purpose of the mediator is to make sure that each member on the committee has an equal opportunity to speak and that full and fair review of the facts takes place.

8. Student, with or without advisor, presents the grievance and evidence (not to exceed 30 minutes).

9. Faculty members, with or without advisor, present statements and evidence (not to exceed 30 minutes).

10. Committee may question student and/or advisor(s).

11. Committee may question faculty and/or advisor(s).

12. Student, faculty, and advisors are excused from the hearing.
13. Discussion between members of the committee shall be limited to pertinent facts relevant to the specific issues.

14. Votes of the Appeals/Grievance Committee will be held in private and by secret ballot only. A majority vote is needed for decision.

15. The votes will come from the three (3) student members only.

16. The Chairman collects and counts the votes and informs the committee if a decision has been reached. The committee is not informed of the count or the results of the decision.

17. The committee is adjourned if a decision has been reached.

18. In the event of a tie vote, the committee will resume discussion and review of written evidence before voting takes place again.

19. If, after casting a second secret ballot, the tie remains unbroken, the Faculty Member has the power to break the tie. The committee is not informed of the count or the result.

20. The committee will not reveal the result of the vote to the student filing the grievance. The vote will be delivered to the Program Director who will then notify the student in writing, within three (3) days, of the committee’s decision.

DRMC SCHOOL OF HEALTH PROFESSIONS FORMAL GRIEVANCE PROCEDURE

Students may appeal this decision and choose to file a formal grievance. A student with a justified grievance has the right to file his/her complaint with the Program Director. Any grievance must be in writing and filed utilizing the proper grievance procedure.

The major functions of the Appeals/Formal Grievance Procedure process are to:

1. Accept and investigate all formal grievances of students which have been through the informal process without satisfactory resolution.

2. Conduct hearing on all formal appeals/grievances presented.

3. Render decisions of all formal appeals/grievances.

To file a Formal Grievance;

1. The Informal Grievance Procedure must have been completed.
2. The student or student’s family member must demonstrate direct harm or involvement in the incident for which the grievance is being filed.

Step 1: File the grievance in writing with a member of the program faculty within two (2) working days of the rendering of the Grievance Committee’s decision. The Faculty member must then confer with the student who filed the grievance in an effort to resolve the issue within two (2) working days after the receipt of such grievance.

Step 2: If the student is dissatisfied with the decision of the Faculty member, the student may appeal within two (2) days to the Program Director. The Director will then be given two (2) working days from the time of notification to respond to the student.
Step 3: If at this time the student is still not satisfied with the decision, the student may request, that the grievance be forwarded to the President of DRMC. This request must be in writing and received within two (2) working days of the decision.

The Program Director will within two (2) working days forward the grievance and all associated documentation to the President of DRMC. The President of DRMC will have five (5) working days from the date of receipt to respond. Due to the responsibilities and trust that have been delegated to this position, all decisions rendered by the President of DRMC are final.
INFORMAL CHAIN OF COMMAND

FOR STUDENT COMPLAINTS PROBLEMS/CONCERNS*

► Students will not be subjected to adverse actions by any school official as a result of initiating a complaint. ◄

Notification of Concern/Complaint

Student/Instructor Conference

No Resolution

Resolution
No Further Action Required

Referral to Director/Designee

Resolution
No Further Action Required

No Resolution

Formal Written Appeals/Grievance**

If after following through with the School and Hospital’s grievance procedure, the student is still dissatisfied, the student may, as a last resort, contact any/or all of the following to file a complaint:

- Accrediting Bureau of Health Education Schools (ABHES) and/or the
- Joint Review Committee on Education in Radiologic Technology (JRCERT) and/or the
- State Council of Higher Education for Virginia (SCHEV)

Their contact information may be found inside the front cover of this handbook.

*THIS PROCESS MUST BE ADHERED TO OR THE COMPLAINT WILL BE DISREGARDED.

** THE FORMAL PROCESS MUST BE ADHERED TO AS DESCRIBED IN THIS POLICY AND THE DECISION OF THE DRMC PRESIDENT IS FINAL!
TITLE IX SEX DISCRIMINATION POLICY

DRMC School of Health Professions does not tolerate sex discrimination. This includes sexual harassment, sexual misconduct, and sexual violence. All students, employees, patients, visitors or any member of the public who has business with Danville Regional Medical Center, the DRMC School of Health Professions Radiologic Technology Program, its’ clinical affiliates or any parties with connections to this institution must be treated with professional respect and courtesy. Any party feeling that they have been harassed in any manner should report the violation as soon as possible to the Title IX Coordinator. Students should contact the Clinical Instructor and Program Director immediately. If further action is required, or if one of the above named individuals is involved, the victim should follow the grievance procedure provided in this manual.

Sexual Harassment:

All persons MUST be treated with professional respect and courtesy. Danville Regional Medical Center, the DRMC School of Health Professions Radiologic Technology Program and its’ clinical affiliates prohibit any form of sexual harassment in the workplace or clinical setting, whether by a supervisor, manager, co-worker, fellow student or faculty member. Sexual harassment includes unwelcome sexual advances or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s enrollment in the school;

2. Submission to or rejection of such conduct by an individual is used as the basis for admission or continuation in the program or clinical setting or any decision affecting the individual; or

3. The conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive educational/working environment.

If any student believes that he/she or a fellow student has been subjected to sexual harassment, the involved person(s) should report the alleged incident to the Title IX Coordinator immediately. If either of the faculty is the source of the alleged harassment, or if the individual prefers not to address the incident with the Title IX Coordinator, the alleged offense should be reported following the grievance procedure found in the policies section of this manual. ALL allegations will be investigated, and the related information will be held in the strictest confidence to the extent possible. Those who are found to be guilty of engaging in sexual harassment will be subject to corrective action up to and including termination.

Title IX prohibits retaliation of any person involved in a complaint or investigation.

Title IX Coordinator: Mary Thomas
109 Bridge Street
Suite 200
Danville, VA 24541
434-799-2271
mary.thomas1@lpnt.net
REQUEST FOR ACCOMMODATIONS BECAUSE OF A DISABILITY

Danville Regional Medical Center School of Health Professions is committed to ensuring all qualified individuals with disabilities have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are approved by the director of the program and made on an individual basis. It is the student’s responsibility to initiate and follow-through with a request for accommodations because of a disability. The student is also responsible to inform faculty of each course regarding the accommodations approved by the director of the program. This notification is to be done in a timely manner (at the beginning of the course) in order for arrangements to be made. Students who wish to request accommodations must adhere to the process outlined below. Any cost associated with the student obtaining the necessary information is borne by the student.

The student must submit the request for accommodations to the Director of the Program at the time of enrollment in the program. If the disability is diagnosed after enrollment, the student may submit the request later. However, receiving a request for accommodations after class/clinical experiences and/or evaluation(s) of student performance have occurred does not change those experiences or evaluation results. The request for accommodations must include:

1. A letter from the student that specifies the accommodation(s) requested.

2. Documentation (written report) of an evaluation (educational/psychological/physical) completed within the preceding two years, prepared by a professional qualified to render a diagnosis and evaluation of the specific disability in an adult. The documentation must be on or attached to the professional’s letterhead, typed, dated, and signed and must include the professional’s qualifications. It must:
   a. State a clear diagnosis of disability with a description of the disability and diagnostic tests/methods and criteria used, including specific test results. For learning disabilities, current documentation is defined using adult norm.
   b. Recommend specific accommodations and give a history of previous accommodations and their impact.
   c. Document that the recommended accommodation is justified, that is, appropriate and necessary for the diagnosed disability.

If there are multiple disabilities, documentation must be submitted for each disability.

The student may be asked for additional documentation before decisions are made regarding approval of accommodations.

The Director of the Program will consider the documents received, consult with appropriate resource person(s), and a decision will be made on the request. The accommodations may not contradict or over-ride the Essential Functions required of a student in the specific educational program. The decision and any reasonable and appropriate accommodations approved to be made will be communicated to the student in writing.
ACCOMMODATIONS FOR TESTING

Students who wish to request testing accommodations because of a disability must submit the following to the Director of the Program:

1. A letter from the student that specifies the testing accommodation(s) requested.

2. A written report of an evaluation (educational/psychological/physical) done within the preceding two years by a qualified professional which (a.) states a diagnosis of disability, describes the disability and recommends specific testing accommodations, if applicable, and (b.) documents that the recommended testing accommodation is justified, that is, appropriate and necessary for the diagnosed disability.

The director will consider the information received and a decision will be made on the request for testing accommodation. The decision and any reasonable accommodations that will be made will be communicated to the student in writing.

COUNSELING

The Program Director and faculty will serve as counselors for all students. If situations arise that require more experienced intervention, the Director of the DRMC School of Health Professions Radiologic Technology Program will refer the student to his/her own provider or may make another recommendation.

TUTORING

Students requesting or requiring tutoring may request such from any faculty member. Faculty members will make every effort to be available when needed. If a student so chooses, faculty members can make recommendations of current students or graduates who may be of assistance. All tutoring is and will be held in strict confidence.
TRANSPORTATION/PARKING
Students are responsible for their own transportation between home, school and clinical rotations. If required while on campus, DRMC security will assist those requiring transportation to and from their vehicles.

Students MUST park in designated areas only. Failure to do so may result in one or any combination of the following actions;

1. One day of suspension per occurrence,
   a. (day of suspension will count toward attendance policy)
2. Vehicle being towed,
3. Clinical probation,
4. Clinical grade reduction,
5. Loss of onsite parking privileges.

STUDENT HEALTH
The school health program is under the supervision of the Occupational Health Department of the medical center. Clinical related injuries such as needle sticks will be directed to Occupational Health for attention. Illnesses, injuries, personal medications and consultations are the financial responsibility of the student. All students must have health coverage for the duration of their enrollment.

CAREER ADVISING / PLACEMENT ASSISTANCE
The DRMC School of Health Professions Radiologic Technology Program maintains continuous contact with Danville Regional Medical Center’s Recruiter. The recruiter will be able to answer questions concerning job postings and projected employment possibilities. Program faculty also maintains continuous contact with various clinical facilities and may be able to assist in identifying potential job openings. Graduates will be contacted by email, as long as current email addresses are provided, of any and all job opportunities that we are made aware of. The DRMC School of Health Professions Radiologic Technology Program, Danville Regional Medical Center, LLC and any of its affiliates make no guarantees concerning employment at any time.
LIBRARY SERVICES

The Radiologic Technology Program has three library resources available to its students utilizing their identification badge. They are located;

1. on the 5th floor of the “D” building near the program classroom.
2. on the 1st floor near the vein clinic is the hospital’s medical library.
3. on the campus of Danville Community College. DCC’s Mary M. Barksdale Library is a fully operational, professionally staffed library @ 1008 S Main Street in Danville, VA. It is open to our students during normal library operational hours.
   a. All students wishing to utilize the Mary M. Barksdale Library must abide by the following:
      i. Obtain a library card. If not a student at DCC, the card will be a community borrower’s card.
      ii. DRMC students will be required to show their DRMC student identification badge at time of services.
      iii. Abide by the rules for returning borrowed materials by the date(s) established at the time of check-out.

For more information:

Visit the Mary M. Barksdale Library (DCC) page at:
http://www.dcc.vccs.edu/LRC/library/Library.htm

You may also link to the e-Library at:
http://www.dcc.vccs.edu/LRC/e-Library/elibrary.htm

Library Hours: http://www.dcc.vccs.edu/LRC/LRC/hours.htm

Student Library Access Policies are found on the DRMC Radiologic Technology Website Link under: Library Services
CLINICAL POLICIES

CLINICAL ASSIGNMENTS

Students are assigned to the clinical areas of the department and ancillary facilities on a rotational basis. Assignment schedules are provided to the student and posted in all major areas of the department in advance. **Students will be assigned to the normal 8:00 a.m. to 4:30 p.m. weekday hours as well as periodic split shift (12:00 noon-8:00 p.m.) and weekend shifts on a rotational basis.** All clinical assignments are under the supervision of registered technologists and the student's status in the program will determine whether the level of supervision is direct or indirect*.

Under direct supervision students will work closely with a technologist or instructor while indirect supervision requires that a technologist or instructor be in the immediate vicinity and immediately available to assist. Students will **not** attempt an exam until they have received proper classroom and lab instruction. However, **all students are expected to participate** in all procedures with the technologist to the extent capable. **Any repeat exam performed by a student MUST be done in the presence of a registered technologist.**

CLINICAL OBJECTIVES

Students are provided with learning objectives for each clinical assignment area and should review and be thoroughly familiar with these objectives prior to beginning each assignment. These objectives serve to guide and direct the student in acquiring clinical skills and to maximize the benefit of each assignment. Pay particular attention to checklists required for most areas. Students will be provided a set of identification markers which are to be used on each radiograph performed. An ID marker must be visible on each radiograph performed in order to meet requirements. The student is responsible for maintaining and returning these markers upon graduation. Lost/misplaced markers **MUST** be replaced by the student. The Program Director will order a new set and the student will be responsible for the cost.

PERFORMANCE EVALUATION

Following the first semester orientation period, the student is evaluated by the supervisor of the area or their designee and/or by the Clinical Instructor at the end of each assignment. The student must review the evaluation with the individual completing the evaluation, sign and date the evaluation and return the evaluation to a Clinical Instructor for review. Should the student receive an evaluation which they believe to be unfair, they are to submit a written explanation attached to the evaluation and schedule an appointment with an instructor or the Program Director to discuss the evaluation.

CLINICAL COMPETENCY

The student is required to complete all clinical competency exams in order to successfully complete the clinical requirements of this program. Each student is provided with a detailed description of the clinical competency requirements and a semester schedule of competency goals toward which to work. **Students are prohibited from performing exams on patients during non-scheduled hours unless approved and scheduled by a member of the faculty and the clinical facility. Students MUST keep their scheduled appointments with the Instructor performing their check-off evaluations. Failure to make these appointments will result in reduction of the grade and may result in disallowance of the exam.**

CLINICAL EXPERIENCE RECORD

Each student is provided with a log in which to maintain a record of the examinations they participate in during clinical rotations. The student is responsible for keeping an accurate, neat and complete record of examinations conducted.
STUDENT RESPONSIBILITIES

1. Review clinical objectives and become familiar with all functions of the assigned area.
   a. REMEMBER THAT THE PATIENT IS ALWAYS OUR PRIMARY CONCERN.
   b. Remain in assigned area or with the technologist assigned to that area during all procedures.
   c. Assist with the care of patients in a professional manner with their safety and well-being in mind.
   d. Assist with the setting, manipulation and control of all equipment in the area.
   e. Anticipate, prepare for and participate in ALL patient exams regardless of level of experience.
   f. Follow all recommended safety guidelines and report any equipment malfunction to the immediate supervisor.

2. Students are provided with one (1) set of personalized ID lead markers to be used on all images created. Students will be required to purchase replacement sets.

3. All films taken by a student must be viewed and approved by a staff technologist or instructor who must sign their name to the request.

4. When a technologist on alternate call is needed, the staff technologist is responsible for notifying the appropriate person. Students are prohibited from taking on this responsibility.

5. Students are not to do any stat procedure or any intensive care patient without the assistance of a staff technologist.

6. Students are not to leave the hospital premises during instructional hours without the permission of a faculty member.

7. Requests for time off in excess of four (4) hours must be submitted by Monday of the week before time is desired to be taken.

8. Students are expected to support all departmental and hospital policies and regulations.

9. Students should report any problem related to personnel, schedules, procedures, and other actions regarding student functions to the Program Director.

10. Students are to assist in maintaining a clean, well-kept and well stocked examination room/department. Students are encouraged to use non-patient contact time to study and practice positioning.

11. Loitering or relaxing in patient care or public areas is prohibited.

12. Students should review the bulletin boards in the department and classroom frequently. Schedules, revisions and changes in policies and procedures, and announcements are posted there.

13. Students are required to identify location of and park in designated areas for each clinical facility.

14. Supplies, medications and equipment used in the clinical setting are the property of that facility. Removal (theft) or willful destruction of these items is prohibited and may result in dismissal from the program and potential criminal prosecution.
TRANSPORTATION AND HANDLING OF PATIENTS

1. All requests for examinations should be reviewed carefully and particular attention paid to clinical information. The order for the exam should be checked on the chart to verify that the correct exam was ordered.

2. **ER/Nursing Unit staff MUST be notified that a patient is leaving or returning to the unit using established protocol.**

3. The privacy of the patient should be respected at all times and students should ensure that the patient is properly covered at all times.

4. At **NO** time are students to administer medication, water, or treatment of any kind to a patient except under the direction of a physician. This rule applies to all patients.

5. Emergency department and in-patients will **NOT** be examined without an ID armband. ID bands are to be checked carefully against the chart and requisition to verify that the correct exam is being conducted on the proper patient. **Verbal acknowledgement from the patient is not sufficient to verify identity.**

6. Verbal identification with outpatients will be made by asking them to provide address, birth date, or other pertinent information found on the request.

7. Students are not to remove splints, cervical collars, casts or dressings without the direct order of a physician.

8. Any situation that represents a risk of injury to a patient, visitor or staff member must be reported immediately to a supervisor.

9. If a patient suddenly becomes ill, notify a technologist, supervisor or physician immediately.

10. When in doubt as to the mode of transportation of a patient, consult the nurse or physician as inattention to this directive may result in patient injury.

11. Wheelchairs will be locked when assisting patients to or from them.

12. All stretcher patients will be transported with side rails up to ensure their safety.

13. All in-patients must be accompanied by a transporter when traveling to or from the department. Patients are not to return to their rooms unassisted.

14. **When transporting any Emergency Department patient, students must follow ED transporting protocols.**

15. Students **will not** transport monitored patients (EEG, EKG etc.) or patients with oxygen or IV’s without the assistance from a staff technologist until such time that they have had proper classroom and clinical instruction. Students should **document** O2 levels and other pertinent information prior to transport.

16. If unsure about reconnecting the patient’s monitors get assistance from the unit staff and **DO NOT** leave until the patient has been re-connected by the staff.

17. **ER/Nursing Unit staff MUST be notified that a patient is leaving or returning to the unit using established protocol.**
CLINICAL INSTRUCTOR/STAFF RESPONSIBILITIES

1. Serve as a mentor by demonstrating professionalism, effective communication skills and quality patient care;

2. Be knowledgeable of program goals, policies and procedures;

3. Understand the clinical objectives and clinical evaluation system;

4. Provide students with clinical instruction/supervision;

5. Evaluate student’s progress and clinical competence;

6. Maintain competency in the professional discipline and instructional and evaluative techniques through continuing professional development.

MISCELLANEOUS

18. Staff lunch periods are scheduled by the supervisor of the clinical area during clinical days. Students are allowed **30 minutes for lunch** and must go with the staff technologist assigned to the area where the student is assigned or when asked to do so by the area supervisor. Students MUST NOT leave for lunch during busy times or in the middle of a procedure. **Remember the patient comes first!**

   If time permits, students may be allowed to take a 15 minute break in the morning and afternoon.

   *If a condition exists that requires a student to eat at given intervals etc., it will be the student’s responsibility to inform the Clinical Instructor and/or staff in order to ensure that the time is permitted as necessary.

2. OSHA regulations stipulate that food and beverages are not allowed in patient care areas. Breaks may be taken at the discretion of the immediate supervisor and only in designated areas. The application of lipstick, Chap Stick, lip balm, etc is also prohibited in patient care areas.

3. Limit conversations to those of a professional nature. **Conversations of a personal nature, GOSSIPING and or spreading rumors will not be tolerated during clinical hours.**

4. Students will not accept gifts or tips from patients.

5. All policy violations will carry a minimum of a warning. Continued violations WILL result in corrective action being administered. **Failure to follow the proper procedure for reporting when late or absent will result in immediate corrective action.** See the policy violation form in the appendix of this manual.
PROFESSIONAL SEMINAR ATTENDANCE

The Radiologic Technology Program attends, **AS A GROUP**, the VSRT Student-Educator Seminar in Virginia Beach each Spring. This is a fun and educational event that we participate in on an annual basis and participation is expected of all students. This event is designed to assist the students in assessing their preparedness for the ARRT certification exam. The students normally raise money to help pay for this event. This being a Program function means that attendance to this meeting is an expectation of all students. Those choosing not to attend will be required to attend a full eight hours of clinical **each day of the event**, excluding weekends, and the attendance policy will be in effect. Also once monies have been disbursed for registration fees and/or spending, any students not attending will be required to make full re-payment of funds to the class treasury. This would not include Hotel costs unless a private room was provided. Failure to repay these fees will result in a debt to the school and transcripts and/or certificates will be withheld until payment is made.

FACULTY ACCESSIBILITY

The faculty will be available to students on class days for a minimum of two (2) hours. Office hours will be at the discretion of the individual faculty member. **Conferences involving two or more faculty members may have to be scheduled.** All conferences with faculty will be strictly confidential except in extreme circumstances. Students may request conferences with any faculty member during normal scheduled hours. Exceptions may be made on a case by case basis.

FACULTY/STUDENT INTERACTION

Class officers are elected each year in order to provide a unified voice to the faculty to address student concerns. One student from each class is also selected by the class to sit as a representative on the program’s advisory committee. The first class period of each month is set aside as a class meeting for discussion of any and all issues involving the students and/or the program. Private consultations are also scheduled on an individual basis with each and every student at semester’s end with their clinical advisor.

STUDENT/TECHNOLOGIST JOBS

At times our clinical affiliates offer employment to our senior students as part time student technologists. These jobs are just that...They are jobs! They are not associated with clinical requirements and cannot take the place of clinical hours. Students must complete the scheduled day of clinical or class prior to beginning any work shift. The faculty members do not participate in the hiring for these positions. **Student Technologists also cannot perform competencies or check-offs on ANY student.** These must be completed by ARRT Registered Technologists only.
ORGANIZATION CHART

Legend:

- Direct Line of Authority
- Cooperation/Communication

LifePoint Board of Trustees

R. Alan Larson, President & CEO
SOVAH Health
Dean of the School of Health Professions

Kevin L. Murray, MS Ed, RT(R)(QM)
Director of Radiologic Technology Program

Radiologic Technology Program Advisory Committee

Mary H. Thomas, BS, RT(R)
Coordinator of Regulations & Financial Aid

Holly Reese, BAS, RT(R)
Clinical Coordinator

Kristin G. Doss, BS, RT(R)
Didactic Faculty / Clinical Instructor
Meghan E. Setliff, AAS, RT(R)
Clinical Instructor

Revised 8/16 klm
JRCERT NON-COMPLIANCE POLICY

JRCERT Standards:
The DRMC School of Health Professions Radiologic Technology Program wishes to maintain accreditation through the Joint Review Committee on Education in Radiologic Sciences (JRCERT). The JRCERT Standards are all encompassing and govern the structure and function of our program. The standards are available for review upon request. The standards may also be found on the internet at www.jrcert.org.

PURPOSE

It is the purpose of this policy to:

1. Clarify and provide an effective and accessible means for students to understand the role of the program and its responsibility to the student and JRCERT.

2. Clarify and provide an effective and accessible means of voicing concerns of non-compliance with JRCERT Standards to the appropriate parties.

3. Settle any complaints and/or concerns, after consideration of as many facts as possible, with an attitude of mutual respect and confidence.

COMPLAINT PROCEDURE

Any student with a justifiable complaint has the right to file his/her complaint with the School’s administration and/or the JRCERT. Any complaint must be in writing and filed with the Program Director.

Step 1: File the complaint in writing with the Program Director. The Program Director must confer with the student who filed the complaint in an effort to resolve the issue within two (2) working days after the receipt of such complaint.

Step 2: If the student is dissatisfied with the decision of the Program Director, the student may file his/her complaint with the President of Danville Regional Medical Center within two (2) working days after receiving a response from the Program Director. The President of Danville Regional Medical Center will have five (5) working days from the date of receipt to respond.

Step 3: If at this time the student is still not satisfied with the decision, the student may file his/her complaint with the JRCERT.

Note: The student has the right, if he or she feels threatened or uncomfortable with this process, to proceed directly to the JRCERT. This however, under non-threatening situations, should be the student’s last option.

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312.704.5300
Web: www.jrcert.org
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

   A student should submit to the director of the specific program, a written request that identifies the record(s) the student wishes to inspect. The director will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

   A student who wishes to ask the School to amend a record should write the director of the program, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic, research, or support staff position; a person employed by Danville Regional Medical Center providing a service instead of a School employee (i.e. health, security, mail, business office, MIS); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Managers, or a student serving on an official committee, such as Appeals Committee, or assisting another school official in performing his or her tasks; or representatives of authorized agencies such as Virginia Board of Nursing or accrediting agencies.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901

Definitions for FERPA
Student: An applicant becomes a student upon registration/enrollment in a Program provided by the School of Health Professions.

Legitimate Educational Interest: A need to review an education record in order to fulfill professional responsibilities for the School.

School Official: A person employed by the School in an administrative, supervisory, academic, or support staff position; a person employed by DRMC providing a service for the School (including health, security, mail, business office) instead of using School employees or officials; or a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent).
RECORD MAINTENANCE POLICY

It is the policy of this program to follow the recommendations of our accrediting agencies in regard to maintenance of student permanent records. We follow both Accrediting Bureau of Health Education Schools (ABHES) and the State Council for Higher Education in Virginia (SCHEV) recommendations.

Accrediting Bureau of Health Education Schools (ABHES)

APPENDIX E
RECORD MAINTENANCE

Institutions are encouraged to maintain records in an easily accessible and orderly fashion. Minimally, the following records must be maintained although institutions may choose a variety of methods for retention of these important documents:

A. Students (current, withdrawn, graduate)
   1. Enrollment agreement
   2. Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
   3. Admission determination documentation (e.g., admission exam, counseling documentation for students admitted under an ability-to-benefit determination)
   4. Signed statement of general health
   5. Financial records (e.g., required financial aid documentation, tuition payments, refund calculations) and evidence of monies returned
   6. Academic transcript (must be maintained indefinitely)
   7. Attendance records
   8. Progress reports or correspondence
   9. Externship/external clinical evaluations
   10. Documentation of placement activity
   11. Other records as may be required by other regulatory agencies.

Records must be maintained for a minimum of three (3) years after the end of the institution’s most recent fiscal year during which the students were last enrolled or for longer periods of time as required by other regulatory agencies.
D. The postsecondary school shall maintain records on all enrolled students. These records minimally shall include:

1. Each student’s application for admission and admissions records containing information regarding the educational qualifications of each regular student admitted which are relevant to the post-secondary school’s admissions standards. Each student record must reflect the requirements and justification for admission of the student to the postsecondary school. Admissions records must be maintained for five years.

2. Transcript of the student’s academic or course work at the school, which shall be retained permanently in either hard copy forms or in a database with backup.

3. A record of student academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student’s current status (graduated, probation, etc.)

4. The school shall transact a written, binding agreement with another school or records-maintenance organization with which the school is not corporately connected for the preservation of students' transcripts by another institution or agency, as well as for access to the transcripts, in the event of school closure or revocation of certification in Virginia.