RADIOLOGIC TECHNOLOGIST

Policy & Procedure Manual
2025-2026

EMORY
UNIVERSITY
SCHOOL OF
MEDICINE

Radiologic
Technology
Certificate
Program

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Policy & Procedure Manual Disclaimer

The policies and procedures appearing in the Radiologic Technology Certificate Program Policy & Procedure Manual reflect the current policies and procedures for the Radiologic Technology Certificate Program and the School of Medicine but are subject to amendment and change without prior notice. The program reserves the right to make any policy changes within the 2-year program. This includes and changes that would make the program better, or that is brought about by unusual circumstances. This includes any and all administrative, financial or educational policies and procedures (academic or clinical).

It is the responsibility of each student enrolled in the Radiologic Technology Certificate Program to understand and abide by the regulations and policies within this handbook and within Emory University Publications.

INTRODUCTION

This Policy & Procedure Manual is a reference for Radiologic Technologist students and others seeking information concerning the administrative policies, rules, and regulations of Emory University (Emory), the Emory School of Medicine (ESOM) and the Emory School of Medicine Radiologic Technologist Certificate Program (RT Program). This Manual contains policies and procedures for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student organizations, student health and disability insurance, academic and personal counseling, and student health.
These policies and procedures are in place to maximize student success and help students maintain the high academic and professional standards necessary to be a Radiologic Technologist. The RT Program and ESOM abide by and follows all Emory policies except where noted.
Being an excellent Radiologic Technologist includes knowing and meeting expectations. These skills will continue to serve students well as they obtain and maintain professional certification and registration.
All policies apply to all students in the Radiologic Technologist Program in all locations.

Emory School of Medicine Radiologic Technology Certificate Program

There is a critical demand for radiologic technologists, or radiographers, who specialize in using X-rays for diagnostic imaging. They perform a variety of procedures, including skeletal, chest, and abdominal exams, administer contrast media, and assist with specialized procedures like myelography and arthrography.

To meet this demand, the Emory School of Medicine (ESOM) Radiologic Technology Certificate program, formerly ***Emory Decatur Hospital School of Radiologic Technology*** prepares students for the American Registry of Radiologic Technologists (ARRT) exam. Graduates become registered radiologic technologists in radiography, R.T. (R), equipped with the latest skills and knowledge to deliver high-quality patient care in the medical imaging field.

Radiology Coursework

The ESOM RT Certificate Program functions as an off-campus instructional site for the Emory University School of Medicine, with classrooms located on the Emory Decatur Hospital campus. Students begin by rotating through diagnostic imaging areas throughout all the Emory Healthcare medical facilities and, in later semesters, gain hands-on experience in specialty fields such as Mammo, CT, MRI, Nuclear Medicine, Ultrasound, Interventional Radiology, Radiation Oncology, and PET. In the fifth semester, students also have the option to select two elective rotations in specialty areas.

Our curriculum combines classroom lectures, laboratory work, and clinical training in radiologic technology. It aligns with the Joint Review Committee on Education in Radiologic Technology (JRCERT) standards and follows the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. This outcomes-based program is designed to help students develop both academic knowledge and clinical skills.

Imaging Services at Emory Healthcare, Inc.

As students' progress through the ESOM RT Certificate Program, they gain hands-on experience during clinical rotations at various Emory Healthcare facilities. These include inpatient diagnostic imaging services, specialty areas, and outpatient diagnostic imaging centers across multiple campuses.

Emory Healthcare is comprised of the University Hospital Division, Regional Hospital Division, and The Emory Clinic (TEC)/Physician's Group Practice (PGP) Division.

University Hospital Division

- Emory University Hospital (EUH)

- Winship Cancer Institute (WCI)
- Emory University Hospital Midtown (EUHM)
- EUHM-Winship Emory Midtown (WEM)
- EUHM-Medical Office Tower (MOT)
- Emory University Orthopaedics & Spine Hospital (EUOSH)
- Emory Imaging at Stockbridge

Regional Hospital Division

- Emory Decatur Hospital (EDH)
- Emory Hillandale Hospital (EHH)
- Emory Long-Term Acute Care Hospital (ELTAC)
- Emory St. Joseph's Hospital (ESJH)
- Emory John's Creek Hospital (EJC)

The Emory Clinic (TEC)/Physician's Group Practice (PGP) Division

- Emory Musculoskeletal Institute (EMI)
- Emory Sports Medicine Complex-Hawks
- Emory at Spivey Station
- Emory Orthopaedics & Spine Center at Decatur
- Emory Orthopaedics & Spine Center at Stonecrest

Emory Healthcare's core purpose is to improve lives and provide hope by delivering exceptional care to our patients, their families and the communities we serve.

ACCREDITATION

Institutional Accreditation

Emory University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award degrees at the associate, bachelor's, master's, and doctoral levels. This organization can be contacted at the following address:

Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4907
Phone: (404) 679-4501
Website: https://sacscoc.org/

Programmatic Accreditation

The 24-month Radiologic Technology Certificate program, sponsored by Emory University School of Medicine, is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of this JRCERT-accredited program can be confident they have received a high-quality education that supports the essential skills, knowledge, and professional values needed for success in the imaging field. The program currently holds the maximum eight-year accreditation awarded by JRCERT.

JRCERT-accredited programs must adhere to the following JRCERT Standards for an Accredited Educational Program in Radiography: JRCERT Standards for an Accredited Educational Program in Radiography.

For more information regarding our programmatic accrediting organization, please visit the following:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606
Phone: 312-704-5300
Email: mail@jrcert.org
Website: www.jrcert.org

The program's current award letter can be found at the following link: Accreditation Award Letter

Upon graduation from our program, the graduate will receive a certificate of completion and be eligible to take the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist-Radiography, R.T.(R).

Certification and Licensure Disclosure Statement

The Emory School of Medicine (ESOM) RT Certificate program meets the curriculum requirements for national certification through the American Registry of Radiologic Technologists (ARRT). The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Currently, the state of Georgia does not require radiologic technologists to be licensed or certified to practice in the state.

Although the state of Georgia does not currently require radiologic technologists to become licensed or certified to work in the state, the rules for certification and licensure vary from state to state. For more information regarding licensure for each state, please visit the American Society of Radiologic Technologists website at following link: ASRT State Licensure Information

MISSION STATEMENTS

Emory University School of Medicine Mission Statement

The Emory University School of Medicine is a leading institution with the highest standards in education, biomedical research, and patient care.

We are committed to recruiting and developing a diverse group of students and innovative leaders in biomedical science, public health, medical education, and clinical care.

We foster a culture that integrates leading edge basic, translational, and clinical research to further the ability to deliver quality health care, to predict illness and treat the sick, and to promote health of our patients and community.

This mission encompasses the following objectives:

- Provide outstanding educational programs for medical and graduate students and for training health care professionals
- Develop outstanding clinicians and investigators who are lifelong learners, who will provide the highest quality compassionate care, and who will serve the needs of their community and the world in the best traditions of our profession
- Conduct innovative and collaborative research and integrate this knowledge into the practice of medicine
- Advance the early detection, treatment, and prevention of disease
- Ensure the highest ethical and professional standards in all of our endeavors

Emory Department of Radiology and Imaging Sciences Mission Statement

The Emory Department of Radiology and Imaging Sciences is a community dedicated to the promotion of health, discovery and innovation, and educating the future healthcare workforce. We embrace and celebrate a collaborative culture, adaptive approaches to continuous innovation, and aligned partnerships in patient-centered care.

Emory School of Medicine Radiologic Technology Certificate Program Mission Statement

The mission of Emory School of Medicine Radiologic Technology Certificate is to foster a supportive learning environment that emphasizes technical expertise, critical thinking, ethical practices, safety, professionalism, and continuous learning, ensuring graduates are competent, entry-level radiographers ready to sit for the ARRT exam. **Rev. 12/2024**

The Emory School of Medicine (ESOM) Radiologic Technology Certificate Program is committed to providing high-quality, hands-on education that prepares students with the skills and knowledge needed to excel in medical imaging.

PROGRAM GOALS & STUDENT LEARNING OUTCOMES

The Emory School of Medicine (ESOM) Radiologic Technology Certificate Program monitors student learning outcomes and tracks program effectiveness through various data sources, including program statistics and surveys. The success of the Program's mission is measured by the extent to which it accomplishes the following goals:

Goal 1: Students will demonstrate clinical competency.

Learning Outcomes:

- 1.1 Students will competently perform routine exams
- 1.2 Students will demonstrate knowledge and skills relating to various medical imaging systems (CR, DR, PACS, RIS.)

Goal 2: Students will employ problem-solving and critical-thinking skills.

Learning Outcomes:

- 2.1 Students will adapt to non-routine situations (i.e. trauma, age-specific patients).
- 2.2 Students will modify exposure factors to accommodate challenging patients.

Goal 3: Students will exhibit professionalism.

Learning Outcomes:

- 3.1 Students will perform as an effective team member & demonstrate a professional work ethic.
- 3.2 Students will understand the importance of professional growth and development.

Goal 4: Students will communicate effectively.

Learning Outcomes:

- 4.1 Students will demonstrate effective verbal communication skills.
- 4.2 Students will demonstrate effective written communication skills.

Program Effectiveness Data

The program adheres to the following minimum standards:

- A five-year average credentialing examination pass rate of at least 75% on the first attempt.
- A five-year average job placement rate of at least 75% within twelve months of graduation for those "graduates actively seeking employment". *
- An annual student completion rate of at least 75%.

***Note:** The JRCERT defines "actively seeking employment" as graduates who are actively pursuing job opportunities in the radiologic sciences. Graduates are considered "not actively seeking employment" under the following circumstances:

- They do not respond to program officials regarding their employment status after multiple attempts.
- They are unwilling to relocate for employment.
- They decline employment due to salary or work hours.
- They are on active military duty.
- They are continuing their education.

Program Effectiveness Data (Based on the previous 5 years) (2019-2023) **Rev. 10/2024**

Institution Name: Emory University School of Medicine-Woodruff Circle
Program Type: Radiography
Degree Type: Certificate

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination

The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with thenumber of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	**Results**
Year 1 – 2019	**21 of 21 - 100%**
Year 2 – 2020	**10 of 13 - 77%**
Year 3 – 2021	**12 of 13 - 92 %**
Year 4 – 2022	**8 of 10 - 80%**
Year 5 - 2023	**17 of 20 - 85%**
Program 5-Year Average	**68 of 77 - 88.3%**

Job Placement

The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	**Results**
Year 1 - 2019	**15 of 15 - 100%**
Year 2 - 2020	**11 of 11 - 100%**
Year 3 - 2021	**10 of 10 - 100%**
Year 4 - 2022	**10 of 10 - 100%**
Year 5 - 2023	**9 of 9 - 100%**
Program 5-Year Average	**55 of 55 - 100.0%**

Program Completion

The number of students who complete the program within the stated program length. The annual benchmark established by the program is 75%.

Program Completion Rate	number graduated divided by number started the program
Year	**Results**
Year 1 - 2023	**20 of 23**
Annual Completion Rate	**87%**

ADMISSIONS

Equal Opportunity Policy

Emory University is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD). **Rev. 04/2025**

Admission Requirements

The ESOM Radiographic Technology Program is a certificate program and does not award a degree. To meet eligibility for the American Registry of Radiologic Technologists (ARRT) exam, applicants must already hold an Associate's degree or higher from an institution listed under one of the ARRT-Recognized Agencies.

Application Process

. Complete and Submit:

- ESOM RT Certificate Program Application
- $50 non-refundable application fee **Rev. 11/2024**
- Handwritten/typed paragraph explaining interest in becoming a radiographer
- Academic Documentation (official sealed transcripts required):
    - An Associate's or Bachelor's degree with a minimum 2.5 GPA.
    - Completion of 15+ credit hours of core college courses (GPA ≥2.5) from an accredited institution:
        - Math 1101 or higher
        - Communications 1101 or higher
        - English 1101 or higher
        - Arts/Humanities or Natural Sciences 1101 or higher
        - Intro to Computers/Microcomputers
            - (Remedial courses not accepted)

**Note: If degree GPA is less than 2.5, then one of the following is required:*

- ACT composite score ≥17, or (Our ACT School Code is 6261)
- SAT Math and Verbal ≥830, or (Our SAT School Code is 5175)
- ACCUPLACER Next-Gen
    - Reading ≥237 & Math ≥258.

- 3 Personal References
    - Applicants must provide email addresses for references in their application.
    - References must have supervised the applicant for at least six months in an evaluative role (e.g., supervisors or educators). Friends, relatives and co-workers are not acceptable.
    - Reference forms will be emailed directly to those listed in the application.

- High School Academic Minimum Requirements (Grades 9-12):
    - English: 4 units
    - Mathematics: 3 units (including Algebra)
    - Science: 3 units
    - Social Studies: 2 units
    - Other Academic Subjects: 3 units

Additional Admission Information

- Minimum age: 18 (within 30 days of admission).
- Submit all required sealed, official documents (i.e. transcripts, test scores) by March 31st deadline
    - Application documents (e.g., transcripts, test scores, etc.) cannot be returned or forwarded.
    - Incomplete applications or those submitted after the deadline will be disqualified.
- ESOM Radiologic Technology program admission is a competitive selection process. Meeting minimum program criteria alone does not guarantee a prospective student automatic admittance into the program. The Admissions Committee reserves the right to accept or decline applicants based on factors such as academic performance, motivation, personality, and character. These factors are assessed through the application process, interviews, review of academic and personal data, references, and background checks.
- The ESOM Radiologic Technology program admits students only once per year at the beginning of the Fall semester. The deadline for all application and transcript materials is March 31st of each year.
- Applicants not selected for the program must resubmit application and transcript materials for the following admissions period.
- Prospective students must complete a new application and submit a new set of transcript materials for each attempt of entrance into the Radiologic Technology program. **Rev 01/2007**

Interview Process

The interview process is divided into Phase I and Phase II.

- **Phase I**
    - Interview Presentation with explanation of program and major policies
    - Signed Interview Agenda
    - Signed Policy & Procedure Manual Agreement
    - Signed Technical Standards Agreement
- **Phase II** Interview with the Admissions Committee. In an effort to be objective the committee uses an umbrella approach to determine if the student is accepted. Criteria used are: **Rev. 02/2020**
    1. Interview scores (score of 28 or > +, < 28 -)
        a. Each prospective student will be asked the same 8 questions. Each committee member will rate the student's answers on a scale of 1-5. The scores from all committee members will be averaged and recorded. A score of 28 or > will receive a + on the umbrella; a score of 28 or < will receive a – **Rev 02/2012**
    2. Tests Scores and/or degree GPA
        a. Associate's Degree GPA of 2.5 or > +, 2.5 or > -
        b. Bachelor's Degree GPA of 2.5 or > +, 2.5 or > -
        c. SAT score of 830 or > +, 830 or > -
        d. ACT score of 17 or > +, 17 or > -
        e. ACCUPLACER Next-Generation
            i. Reading score of 237 or > +, 237 or > -
            ii. Quantitative Reasoning/Algebra score of 258 or > +, 258 or > -
    3. College Core classes **Rev 01/2008**
        a. Cumulative GPA with a 2.5 or higher will receive a +, cumulative GPA less than 2.5 will receive a –

i. Math 1101 or higher
ii. English 1101 or higher
iii. Communications / Public Speaking 1101 or higher
iv. Intro to Computers
v. Arts/Humanities or Natural Science 1101 or higher

4. High School Transcripts or GED
    a. High School cumulative GPA of 3.0 or > +, 3.0 or > -
    b. GED score of 50% or > +, 50% or > -
5. Technical Standards: completed +, not completed –
6. Previous Healthcare or Volunteer experience: yes +, no –

Applicants scoring 25 or 27 on the umbrella will be accepted; scores of 22 or 24 will be offered an alternate position. Interviews will continue until the class is filled. All students will be notified of their acceptance status within 3 days of the interview.

Selection Process

The Admissions Committee assesses applicants based on:

- Academic performance (GPA and test scores)
- Interview responses
- Employment history and volunteer experience
- Reference evaluations
- Communication skills, motivation, maturity, and ability to follow instructions
- Compliance with application requirements
- Selection considerations are prioritized for the following individuals:
    - Candidates with a college degree (GPA ≥ 2.5) and meeting SAT/ACT requirements.
    - Applicants who have completed core college courses with the required GPA and test scores.

The Program's Admissions Committee evaluates applicants based on their ability to meet admission criteria and successfully complete the program to become registered technologists. All qualified applicants are considered for admission regardless of age, race, ethnicity, religion, culture, language, disability, socioeconomic status, sex, sexual orientation, or gender identity and expression.

Classes begin: First Tuesday after Labor Day (September).

Notification and Acceptance

Applicants will be notified of their admission status within 2 weeks of their interview. Alternate students will be notified of their final status, no later than June 30th. Accepted candidates must submit the acceptance form, pass a drug screening, and complete a background check.

ARRT Ethics Review for Criminal Convictions

Applicants with felony or misdemeanor convictions must have their eligibility for the ARRT Registry exam reviewed by ARRT before their program interview. Convictions, regardless of resolution, may affect eligibility for the certification exam, which is required by hospitals accredited by The Joint Commission.

Applicants are responsible for initiating the ARRT Ethics Review process and covering associated fees. For more information, contact ARRT at:

Address: 1255 Northland Drive, St. Paul, MN 55120
Phone: (651) 687-0048
Website: ARRT Ethics Review

If any student is convicted of a felony while in the program, the student must appear before the Advisory Committee in order to remain in the program.

Transfer Students and Advanced Placement

Emory School of Medicine Radiologic Technology Certificate Program does not accept radiography-specific transfer credits from other Radiologic Technology programs therefore we do not accept transfer students. Advanced placement is unavailable due to curriculum sequence and design. Students must start our program from the first day and complete all courses and requirements in order to receive a certificate of completion.

Technical Standards

Essential abilities and characteristics required for completion of the ESOM Radiologic Technologist Certificate Program consist of certain minimum physical and cognitive abilities and sufficient mental and emotional stability to assure that students can complete the entire course of study and participate fully in all aspects of Radiologic Technologist training, with or without reasonable accommodation.

The following abilities and characteristics are defined as technical standards, which, in conjunction with academic standards, are requirements for admission, promotion, and graduation. They are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Admission to the RT Certificate Program at Emory University is conditional on the student having the ability to satisfy these technical standards, with or without reasonable accommodation, and results from a process that examines and values all skills, attitudes, and attributes of each student on a case-by case basis.

The RT Program has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. Although students learn and work under the supervision of the clinical faculty, students interact with patients throughout their education. Patient safety and well-being are therefore major factors in establishing requirements involving the physical, cognitive, and emotional abilities of students for admission, promotion, and graduation. Students' must have the physical and emotional stamina and capacity to function in a competent manner in the hospital, classroom, and laboratory settings, including settings that may involve heavy workloads, long hours, and stressful situations.

The student must be able to meet the physical and technical standards necessary for successful completion of the ESOM RT Certificate Program. The physical and technical standards required are as follows:

I. **Motor Skills:**
A. Students must possess sufficient strength, coordination, and dexterity to:
1. Physically perform duties associated with general patient care in various healthcare settings. 2. Safely transfer patients between wheelchairs, stretchers, exam tables, and beds. 3. Operate and align medical imaging equipment, including transporting mobile radiographic machines, with speed and precision. 4. Provide physical and emotional support during radiographic procedures. 5. Administer first aid (including CPR) and emergency care until a physician is present. 6. Physically clean and stock exam rooms; change linen
II. **Observation Skills:**
B. Students must be able to:
1. Accurately observe and assess physical status of patient during entire interaction. 2. Recognize and interpret nonverbal communication during assessments and imaging procedures. 3. Collect and document medical histories.

4. Accurately evaluate surroundings while working in low-light conditions. 5. Maintain situational awareness to ensure safe, efficient patient care with the healthcare team. 6. Actively engage in classroom, clinical demonstrations and lab activities.
III. **Communication Skills:**
C. Students must be able to:
1. Read and understand patient charts and medical imaging requisitions. 2. Maintain precise and clear documentation. 3. Build rapport with patients, interpret nonverbal communication, and effectively exchange information to develop a medical history. 4. Answer phones, manipulate RIS and HIS systems and follow instructions. 5. Accurately process and relay patient status information promptly to the healthcare team. 6. Communicate clearly, efficiently, and respectfully with peers, faculty, patients, families, and healthcare professionals.
IV. **Affective Behavioral and Social Characteristics:**
D. Students must demonstrate emotional maturity, good judgment, and respect for patient confidentiality while building effective relationships with patients, faculty, staff, and peers. They must:
1. Work professionally, respectfully, and collaboratively within healthcare teams. 2. Interact courteously and empathetically with patients, families, and healthcare personnel. 3. Manage heavy workloads, adapt to stress, and maintain an emotionally balanced approach in professional and personal settings. 4. Contribute to a positive learning environment, accept feedback constructively, and assume responsibility and accountability for self-improvement. 5. Exhibit compassion, integrity, motivation, and strong interpersonal skills. 6. Demonstrates cultural sensitivity with others and adapts to diverse cultural values and practices.
V. **Intellectual & Cognitive Abilities:**
E. Students must possess strong cognitive abilities and effective learning strategies to process complex information. They must:
1. Manage time efficiently and prioritize tasks effectively. 2. Possess the ability to comprehend information through various methods, including classroom instruction, collaborative activities, independent study, presentations, and utilize technological resources to enhance outcomes. 3. Apply critical thinking and higher-order thinking skills to process information. 4. Calculate and apply appropriate technical exposure factors to meet procedural standards and patient needs. 5. Review and assess medical images for accurate positioning, appropriate radiographic exposure, accurate procedural sequencing and critique images for diagnostic quality.

The student must be able to meet these technical standards to be admitted or to continue in the program. If it is the judgment of the Admissions Committee that the applicant is unable to meet these requirements, the student must show certification of compliance with the standards to be considered for admittance or continuance in the program. **Rev. 12/2024**

Accommodations

Americans with Disabilities (ADA) Compliance

The program adheres to the Americans with Disabilities Act (ADA), fostering an inclusive environment for individuals with disabilities. Students must be mentally and physically capable of meeting program objectives without compromising the safety of patients, themselves, or others.

The program's technical standards define the required physical, mental, and emotional abilities but allow for reasonable accommodations to support students in completing the curriculum. Examples of reasonable accommodations include modified seating for hearing impairments, enlarged text or diagrams, and extended reading time for visual impairments. However, essential physical and technical standards required for patient care remain unchanged. Therefore, accommodations must not compromise patient care, safety, or the program's essential standards.

Applicants or students with concerns about these standards should contact the Department of Accessibility Services (DAS) promptly to discuss potential accommodations. Admission is contingent upon the ability to meet these standards, with or without accommodations, and is evaluated on a case-by-case basis.
Students seeking accommodations must initiate the process by contacting DAS. The Program Director is available to address any questions about the technical standards and how they apply to individual circumstances. **Rev. 12/2024**

Change of Address Policy

Any changes in the student's name, address, telephone number, marital status, etc., must be reported to the school faculty and updated through Emory University.

Housing

Housing is to be provided by the student. There are no dormitory facilities available.

CLINICAL OBLIGATIONS

Prior to Matriculation

As a condition of rotating through various clinical environments, students must comply with immunization requirements set forth by Emory University and Emory Healthcare.

If applicants are accepted into the program, their status is contingent upon the successful completion of a criminal background check and drug screening prior to enrollment. Students may potentially be responsible for covering the costs of these screenings.

Criminal Background Check and Drug Screening

All accepted RT Program students must undergo a Criminal Background Check (CBC) before matriculation as facilitated by a contracted vendor (www.advantagestudents.com). Enrollment in Emory School of Medicine Radiologic Technology Certificate Program is contingent upon the authorization to conduct CBC as well as the release of its findings to Emory School of Medicine Radiologic Technology Certificate Program.

The Program Director will review any findings to determine what, if any, action is required. Students may also be required to undergo additional CBCs and drug screening as required by clinical rotation sites, or if required to do so as an evaluation of their fitness to participate in their medical education.

All positive and multiple negative-dilute drug screenings, and any findings from the CBC that were not previously disclosed by the applicant prior to acceptance, will be reported to the Executive Associate Dean for Medical Education and Student Affairs, and then referred to a faculty committee for further consideration. After review of the results of the CBC and/or drug screening, the committee may seek additional information from the student, in writing or via interview. In the case of multiple negative-dilute drug screenings, the committee may require the student to submit to a blood-based drug screening.

Given the reports and any follow-up information provided, the committee will provide the Executive Associate Dean for Medical Education and Student Affairs with one of the following recommendations:

- Revocation of the acceptance to Emory University School of Medicine (for students who have been accepted but not yet enrolled)
- Referral to a conduct committee for further consideration (for enrolled students)
- No further action to be taken (for both enrolled and accepted but not yet enrolled students)

The Executive Associate Dean for Medical Education and Student Affairs will consider the report of the faculty committee and relay his decision to the student in writing. Based on the nature of the findings of the CBC report or drug screening, the Executive Associate Dean for Medical Education and Student Affairs reserves the right to immediately suspend a student, pending further investigation. The student may appeal the decision of the Executive Associate Dean for Medical Education and Student Affairs to the Dean of the School of Medicine in writing.

Health and Immunization Requirements

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which RT Program students are subjected in the course of clinical work, certain tests and immunizations are required of all students prior to matriculation.

For ESOM RT Certificate Program students to register for classes/change enrollment status and participate in clinical rotations, students must be 100% compliant with Emory University Immunization requirements. Students must also maintain current immunizations and vaccinations throughout the entire program. For

more information regarding these requirements, please visit Emory Student Health Immunization Requirements .
Entering students are required to provide documentation of all required immunizations using the Emory University Student Health Sciences Immunization Form. This form must be signed by a healthcare provider and returned to EUSHS prior to matriculation.

A physical examination is also required prior to matriculation and must be recorded on the School of Medicine Health Sciences Physical Examination Form. This form must also be signed by a healthcare provider and returned to EUSHS prior to matriculation.

Students will not be allowed to register or participate in any clinical activities until both forms are on file with EUSHS. An updated medical history and physical examination are required for re-enrollment after more than one year of attendance lapses. For re-admission after withdrawal for medical reasons, medical clearance by designated University health officials is required.

Please Note: Immunization requirements are subject to change at any time.

Tuberculosis Screening

Emory University School of Medicine requires a TB screening test of all students.
IGRA (TB blood test) must be administered within 6 months prior to matriculation. A second IGRA (TB blood test) is also required for the second year.

Entering students with a positive TB blood test (QuantiFERON Gold or T-spot) are required to have a negative chest x-ray.
Students who have received BCG vaccination in the past and have a positive PPD reaction, should have both a chest x-ray and a blood test (QuantiFERON Gold or T-spot) performed to complete the evaluation for latent TB. For clarification of this policy, please contact Student Health Services at 404-727-7551

Mandatory Medical Health Insurance Coverage

All students of Emory University, including those participating in the ESOM RT Certificate Program, must have medical health insurance coverage, or they will be required to purchase Emory University Student Health Insurance Plan (EUSHIP). All students are *automatically enrolled* and charged for the Emory University Student Health Insurance Plan. The charge will appear on students' tuition statements.

If students are already enrolled in their own medical health insurance plan, they must follow the steps to submit a Health Insurance Waiver .

- After the online waiver has been approved, the charge for the Emory University Student Health Insurance Plan will reverse on the student's university account.

Incoming RT Certificate Program students must complete the waiver by the August date. Beginning with students' second year, the waiver process ***must be completed annually*** for EACH year they are enrolled at Emory University.

Maintaining health insurance coverage is a requirement for continued enrollment. Students are responsible for informing themselves of the current policy.

Disability Insurance

All students enrolled full-time in the Emory University School of Medicine are provided with group long-term disability insurance coverage. For the 2024-2025 academic year this coverage is provided by The Guardian Insurance Co., Inc. A summary of the plan and an electronic copy of the benefit booklet is

distributed to students annually. Additional information concerning the plan is available by calling the plan administrator, Ms. Susan Gelber of InsMed Insurance Agency, Inc., 1-800-214-7039. Seniors will be given 30 days after graduation to extend the policy if desired. Ms. Gelber is also available by phone to discuss the options available to graduating seniors.

Professional Liability Insurance

Students will be enrolled in professional liability insurance through HPSO during their matriculation through the program. The cost will be covered by the clinical admin fee. **Rev 01/2025**

FINANCIAL REQUIREMENTS

Tuition and Fees

Rev 10/2024

Fee Type	Frequency	Total/year
Radiologic Technology Tuition	$1,800/semester x 6 semesters	$5,400/year
Immunization Fee	$125/semester	$375/year
Activity Fee	$118/semester (not charged in Summer semester)	$236/year
Health Insurance Requirement*	$2559/semester (not charged in summer semester)	$5118/year-EUSHIP *Student can waive this fee, if they already have medical insurance. This insurance waiver must be submitted & approved by the student health office
Health and Wellness Fee	$108/semester	$324/year
Technology Fee	$240/ One-time fee	$240
Clinical Admin Fee	$120/ One-time fee	$120
Advantage Students Drug Screen & Background Check	$99.95*/One-time fee	$99.95*-Base fee, may increase if student worked in multiple states
Transcript Fee	$70/One-time fee	$70
Application Fee	$50/One-time fee	$50
Parking Fees *Parking is free at EDH Campus	$150/One-time fee	$150-EUHM Parking Pass Parking is free at EDH Campus Other clinical/off-site parking; parking expenses at off-campus clinical sites are the responsibility of the student.
Additional Fees		
AHA CPR (BLS) Certificate	One-time fee	Cost varies
Uniform Scrub Top & Pants (5 complete sets)- 1st year (3 complete sets)-2nd year		Approximately-$30/set
Uniform Shoes		Approximately-$60/pair
Books, Supplies, laptop/tablet		$500-$1000
ARRT National Certification Exam Fee	$225-Students apply for the ARRT exam 90 days prior to graduation	$225

All prices are subject to change without notice.

Clinical Admin Fee

Hospital/clinical orientation, lead initial positioning markers, professional liability insurance

Technology Fee

Trajecsys online clinical recordkeeping, Board Vitals online review

Books
Proof of book purchase (receipts) must be provided by the starting date. Students must have the latest book edition. eBooks are permitted.

Uniforms
Appropriate uniforms are to be worn starting with the first day of class. 1 uniform set includes scrub top and scrub bottom (pant or skirt). Students are required to show proof of purchase (receipts) for 5 complete sets of uniforms on the first day of first year and 3 complete sets on the first day of second year. *Please see Dress Code for detailed information*

Miscellaneous
A calculator and a watch with a second hand are required. **Please have these the first day of school**.

Registry
Graduates from our program are eligible to take the National Registry for Radiographers. The student must make application with the ARRT; the fee is $225.00. This will be paid directly to the ARRT by the student, when the application is mailed, during the summer prior to graduation. The price is subject to change by the ARRT.

Professional Society Memberships
Students are strongly encouraged to join the Atlanta Society for Radiologic Technologists (www.radtechatlanta.wildapricot.org), the Georgia Society Radiologic Technologists (www.gsrt.wildapricot.org), & the American Society for Radiologic Technologists (www.asrt.org). By joining the professional societies, the student is eligible for several scholarship opportunities that are given annually to radiology students. Society membership will also provide the student with an opportunity to meet the professional development required in RAD 5103. **Rev. 3/2012**

Financial Assistance **Rev. 10/2024**
The ESOM RT Certificate Program does not currently participate in Federal Financial Assistance. However, students can contact the Emory University Office of Financial Aid and Student Affairs to discuss potential financial assistance opportunities.

- **Deferred Payment/The Emory Payment Plan (EPP)** The Emory Payment Plan is available to qualified students who wish to divide tuition fees into scheduled payments. A handling fee is charged by the University for participation in the Emory Payment Plan. For more information, visit Emory Payment Plan.
- **VA Benefits** We are not currently approved for VA benefits.
- **Professional Society Scholarships** Students can apply for various scholarships offered by several Professional Societies once the student has been enrolled. (ASRT, GSRT)
- **Federal Financial Aid** ESOM Radiologic Technology Certificate Program does not participate in federal financial aid (FAFSA, HOPE, Pell Grant).
  Please Note: The Emory School of Medicine Radiologic Technology Certificate Program does not have a school code. **Rev. 03/2012**
- Students can apply for personal/private student loans through outside lenders. **Rev. 02/10**
  - Banks
  - Credit Union
  - Finance Companies

Tuition Refund

Rev. 11/2024

The ESOM RT Certificate Program follows the University's Allied Health Tuition Withdrawal Adjustments schedule.

- **Partial Refunds:** Students who cancel registration during the first week of the semester forfeit only the deposit (or $25 if no deposit was required).
- **Progressive Forfeiture:** After the first week, voluntary withdrawal results in progressively higher tuition forfeiture. The Withdrawal Deadlines Schedule on the Student Financial Services webpage provides the latest refund details for complete withdrawals.
- **No Refunds:**
    - After the fifth week of the semester.
    - For partial course drops after the approved schedule change deadline.
    - For students dismissed from the program.

Medical Withdrawal

Readmission after medical withdrawal requires clearance from University health officials.

Additional Restrictions

Withdrawn students cannot reside in University housing or engage in student activities.

*See Withdrawal policy pg. 59

STANDARDS OF DRESS AND APPEARANCE

Students are expected to convey a professional demeanor, not only in their behavior but also in their dress and appearance. A professional image conveys credibility, trust, respect, and confidence to one's colleagues and patients. Your credibility most often depends on the patient's first impression, which will be based primarily on your appearance. If you do not present yourself in a manner that indicates that you know how to care for yourself, the patient will doubt your ability to care for them. In all educational settings (classroom, laboratory, clinical environment) students are expected to be clean, well groomed, and dressed in a manner appropriate to their responsibilities and the standards of their assigned clinical sites.

Patients vary in sensitivity to and in expectations regarding the appearance of their health care providers. A reasonable rule of thumb is to lean towards being conservative.

Any infraction of the dress code will warrant a demerit for the 1st offense and if repeated, two additional demerits will be issued. If a faculty member deems your appearance inappropriate, they may send you home to change. Time missed will be taken from your plus time.

Dress Code

General Guidelines for all students:

A. Scrub Uniforms **Rev 4/2024**

1. Pewter Gray scrubs are required (pewter gray scrub top and pewter gray scrub bottom).
2. uniform must be clean, pressed & in good condition
3. T-shirts worn under the tops must be all white or all black and have no visible writing
4. no undergarments should be visible
5. lab coats/jackets cannot be tied and worn around the waist
6. any visible tattoos must be covered (i.e., if you have a tattoo on your forearm, you must wear long sleeves to cover the tattoo.

B. Shoes/hosiery

1. Must be all white or all black
2. Black socks must be worn with black shoes, white socks must be worn with white shoes.
3. If a white t-shirt is worn under scrub tops, then white shoes must be worn. If a Black t-shirt is worn, then black shoes must be worn.
4. Must be kept clean and polished
5. Shoes cannot be canvas.
6. Shoes must be replaced when worn out
7. Hosiery, socks or stockings are required. No prints, colors must match the uniform color, be all white or all black
8. Must have a toe/nurse type

C. Jewelry

1. jewelry cannot interfere with job performance or safety.
2. one ring per hand
3. one necklace, plain gold or silver
4. only one earring in each ear, earrings can be no larger than the size of a quarter, no dangling earrings. Earrings must be conservative.
5. no nose, tongue or other visible body/facial piercing **Rev 02/2008**
6. buttons/pins, etc. must be limited to those which are hospital approved

D. Fingernails

1. nails should be well manicured: short or appropriate in length and should not interfere with job performance or safety.
2. No artificial nails permitted (acrylic, gel, SNS, etc.) **Rev. 01/2009, 03/2018**
3. Fingernail polish is not permitted. **Rev 03/2018**
4. Fingernails must be short, so when looking at the palm of the hand, the nails cannot be seen. **Rev. 01/2009**

E. Perfumes/colognes/after-shave cannot be strong or offensive.

F. Hair (including facial hair/beard) **Rev 8/2025**

1. hair off the shoulder and pulled away from face **at all times even on class days**
2. Must be kept clean, neat, well-groomed, professional
3. hair color should be of natural human hair color
4. Hats or other head coverings are prohibited (exceptions for religious or cultural reasons)
3. Fake/false eyelashes are not permitted. **Rev 3/2018**

G. Personal hygiene is important, bathe daily, use deodorant, and mouth wash

H. ID badge

1. Must be worn at shoulder level with photo and name clearly visible: (attached at the waist is not acceptable) radiographic initial markers cannot cover up name.
2. Name badge cannot be worn on a lanyard or any other device that hangs from the neck.
3. Dosimeter badge must be worn at the collar. **Rev. 06/2025**

I. Whenever the student is on Emory University or Emory Healthcare premises, reporting to class or the clinical area, they must be in school dress code. This includes the classroom, cafeteria, breaks, etc. No jackets, sweaters, or hoodies are allowed outside the classroom (i.e., walking down the hall to the school offices, restroom, cafeteria, clinical area).

Academic Calendar Class of 2027

First Year-Fall Semester September 2, 2025-December 19, 2025
- Orientation
- RADT 1100 Intro to Radiology & Patient Care
- RADT 1101 Radiographic Procedures I
- RADT 1102 Principles of Radiographic Imaging & Exposure I
- RADT 1103 Clinical Education I

Holiday-Thanksgiving Break-November 27-28, 2025
1st Semester Break-December 22, 2025-January 2, 2026

First Year-Spring Semester January 5, 2026-April 17, 2026
- RADT 2100 Patient Care II
- RADT 2101 Radiographic Procedures II
- RADT 2101 Principles of Radiographic Imaging & Exposure II
- RADT 2103 Clinical Education II

Holiday-Martin Luther King Day-January 19, 2026
2nd Semester Break-April 20-April 24, 2026

First Year-Summer Semester April 27, 2026-August 14, 2026
- RADT 3100 Patient Care III
- RADT 3101 Radiographic Procedures III
- RADT 3102 Equipment & Maintenance I
- RADT 3103 Clinical Education III

Holiday-Memorial Day-May 25, 2026
Holiday-Juneteenth-June 19, 2026
Holiday-Independence Day-July 4, 2026
3rd Semester Break-August 17-August 21, 2026

Second Year-Fall Semester August 24-December 18, 2026
- RADT 4100 Radiation Protection I
- RADT 4101 Radiographic Procedures IV
- RADT 4102 Equipment & Maintenance II
- RADT 4103 Clinical Education IV

Holiday-Labor Day-September 7, 2026
Holiday-Thanksgiving Break-November 26-27, 20265
4th Semester Break-December 21, 2026-January 1, 2027

Second Year-Spring Semester January 4, 2027-April 16, 2027
- RADT 5100 Radiation Protection II
- RADT 5101 Radiographic Procedures V
- RADT 5102 Professional Development & Independent Study
- RADT 5103 Clinical Education V

Holiday-Martin Luther King Day-January 18, 2027
5th Semester Break-April 19-April 23, 2027

Second Year-Summer Semester April 26, 2027-August 20, 2027
- RADT 6100 Radiology Technology Review
- RADT 6101 Clinical Education VI

Holiday-Memorial Day-May 31, 2027
Holiday-Juneteenth-June 19, 2027
Holiday-Independence Day-July 4, 2027
Graduation Day-August 27, 2027

Rev. 05/2025

Class of 2027 Academic Calendar and Student Schedule

Fall 2025 September 2, 2025-December 19, 2025

1st Semester-Junior Year	Monday	Tuesday	Wednesday	Thursday	Friday
	CLASS	**CLINICAL**	**CLASS**	**CLINICAL**	**CLASS**
Sep. 2, 2025-Oct. 31, 2025 *First Half*	RADT 1100 RADT 1101 RADT 1101L RADT 1102	RADT 1103 *See Clinical Rotation Schedule	RADT 1100 RADT 1101 RADT 1101L RADT 1102	RADT 1103 *See Clinical Rotation Schedule	RADT 1100 RADT 1101 RADT 1101L RADT 1102
Nov. 3, 2025-Dec. 19, 2025 *Second Half*	**CLINICAL** RADT 1103 *See Clinical Rotation Schedule				
Holiday	**Thanksgiving Break-November 27-28, 2025**				
Break	**December 22, 2025-January 2, 2026**				

Course Number/Title		Instructor/s
RADT 1100	Introduction to Radiology and Patient Care	Shaun Taylor/Traci Monfort/Christy Evans
RADT 1101	Radiographic Procedures I	Shaun Taylor/Traci Monfort
RADT 1101L	Radiographic Procedures Clinical Lab I	Traci Monfort/Christy Evans
RADT 1102	Principles of Radiographic Imaging and Exposure I	Shaun Taylor
RADT 1103	Introduction to Clinical Radiography I	Traci Monfort/Christy Evans

Spring 2026 January 5, 2026-April 17, 2026

2nd Semester-Junior Year	Monday	Tuesday	Wednesday	Thursday	Friday
	CLINICAL	**CLASS**	**CLINICAL**	**CLASS**	**CLINICAL**
Jan. 5, 2026-Apr. 17, 2026	RADT 2100 RADT 2101 RADT 2101L RADT 2102	RADT 2103 *See Clinical Rotation Schedule	RADT 2100 RADT 2101 RADT 2101L RADT 2102	RADT 2103 *See Clinical Rotation Schedule	RADT 2100 RADT 2101 RADT 2101L RADT 2102
Holiday	**Martin Luther King Day-January 19, 2026**				
Break	**April 20-April 24, 2026**				

Course Number/Title		Instructor/s
RADT 2100	Patient Care II	Christy Evans
RADT 2101	Radiographic Procedures II	Shaun Taylor/Traci Monfort
RADT 2101L	Radiographic Procedures Clinical Lab II	Traci Monfort/Christy Evans
RADT 2102	Principles of Radiographic Imaging and Exposure II	Shaun Taylor
RADT 2103	Clinical Radiography II	Traci Monfort/Christy Evans

Summer 2026 April 27, 2026-August 14, 2026

3rd Semester-Junior Year	Monday	Tuesday	Wednesday	Thursday	Friday
	CLINICAL	**CLASS**	**CLINICAL**	**CLASS**	**CLINICAL**
Apr. 27, 2026-Aug. 14, 2026	RADT 3103 *See Clinical Rotation Schedule	RADT 3100 RADT 3101 RADT 3101L RADT 3102	RADT 3103 *See Clinical Rotation Schedule	RADT 3100 RADT 3101 RADT 3101L RADT 3102	RADT 3103 *See Clinical Rotation Schedule
Holiday/s	**Memorial Day-May 25, 2026**				
	Juneteenth-June 19, 2026				
	Independence Day-July 4, 2026				
Break	**August 17-August 21, 2026**				

Course Number/Title	**Instructor/s**
RADT 3100 Patient Care III	Christy Evans
RADT 3101 Radiographic Procedures III	Shaun Taylor/Traci Monfort
RADT 3101L Radiographic Procedures Clinical Lab III	Traci Monfort/Christy Evans
RADT 3102 Equipment and Maintenance II	Shaun Taylor
RADTT 3103 Clinical Radiography III	Traci Monfort/Christy Evans

Fall 2026 August 24-December 18, 2026

4th Semester-Senior Year	Monday	Tuesday	Wednesday	Thursday	Friday
	CLINICAL	**CLASS**	**CLINICAL**	**CLASS**	**CLINICAL**
Aug. 24, 2026-Dec. 18, 2026	RADT 4103 *See Clinical Rotation Schedule	RADT 4100 RADT 4101 RADT 4101L RADT 4102	RADT 4103 *See Clinical Rotation Schedule	RADT 4100 RADT 4101 RADT 4101L RADT 4102	RADT 4103 *See Clinical Rotation Schedule
Holiday/s	**Labor Day-September 7, 2026**				
	Thanksgiving Break- November 26-27, 2026				
Break	**December 21, 2026-January 1, 2027**				

Course Number/Title	**Instructor/s**
RADT 4100 Equipment and Maintenance II	Shaun Taylor
RADT 4101 Radiation Protection I	Shaun Taylor
RADT 4102 Radiographic Procedures IV	Shaun Taylor/Traci Monfort
RADT 4102L Radiographic Procedures Clinical Lab IV	Traci Monfort/Christy Evans
RADT 4103 Clinical Radiography IV	Traci Monfort/Christy Evans

Spring 2027 January 4, 2027-April 16, 2027

5th Semester-Senior Year	Monday **CLINICAL**	Tuesday **CLINICAL**	Wednesday **CLASS**	Thursday **CLINICAL**	Friday **CLASS**
Jan. 4, 2027-Apr. 16, 2027	RADT 5103 *See Clinical Rotation Schedule	RADT 5103 *See Clinical Rotation Schedule	RADT 5100 RADT 5101 RADT 5101L RADT 5102	RADT 5103 *See Clinical Rotation Schedule	RADT 5100 RADT 5101 RADT 5101L RADT 5102
Holiday	**Martin Luther King Day-January 18, 2027**				
Break	**April 19-April 23, 2027**				

Course Number/Title		**Instructor/s**
RADT 5100	Radiation Protection II	Shaun Taylor
RADT 5101	Radiographic Procedures V	Shaun Taylor/Traci Monfort
RADT 5101L	Radiographic Procedures Clinical Lab V	Traci Monfort/Christy Evans
RADT 5102	Clinical Radiography V	Traci Monfort/Christy Evans
RADT 5103	Professional Development and Independent Study	Shaun Taylor/Traci Monfort/Christy Evans

Summer 2027 April 26, 2027-August 20, 2027

6th Semester-Senior Year	Monday **CLINICAL**	Tuesday **CLINICAL**	Wednesday **CLASS**	Thursday **CLINICAL**	Friday **CLASS**
Apr. 26, 2027-Aug. 20, 2027	RADT 5103 *See Clinical Rotation Schedule	RADT 5103 *See Clinical Rotation Schedule	RADT 6100	RADT 5103 *See Clinical Rotation Schedule	RADT 6100
Holiday/s	**Memorial Day-May 31, 2027**				
	Juneteenth-June 19, 2027				
	Independence Day-July 4, 2027				
Graduation	**August 27, 2027**				

Course Number/Title		**Instructor/s**
RADT 6100	Radiologic Technology Review	Shaun Taylor/Traci Monfort/Christy Evans
RADT 6101	Clinical Radiography IV	Traci Monfort/Christy Evans

Academic Calendar by Semester & Instructor/s

1st Semester Junior Year: September-December		**Instructor/s**
RADT 1100	Introduction to Radiology and Patient Care	Shaun Taylor/Traci Monfort/Christy Evans
RADT 1101	Radiographic Procedures I	Shaun Taylor/Traci Monfort
RADT 1101L	Radiographic Procedures Clinical Lab I	Traci Monfort/Christy Evans
RADT 1102	Principles of Radiographic Imaging and Exposure I	Shaun Taylor
RADT 1103	Introduction to Clinical Radiography I	Traci Monfort/Christy Evans

2nd Semester Junior Year: January-April		
RADT 2100	Patient Care II	Christy Evans
RADT 2101	Radiographic Procedures II	Shaun Taylor/Traci Monfort
RADT 2101L	Radiographic Procedures Clinical Lab II	Traci Monfort/Christy Evans
RADT 2102	Principles of Radiographic Imaging and Exposure II	Shaun Taylor
RADT 2103	Clinical Radiography II	Traci Monfort/Christy Evans

3rd Semester Junior Year: May-August		
RADT 3100	Patient Care III	Christy Evans
RADT 3101	Radiographic Procedures III	Shaun Taylor/Traci Monfort
RADT 3101L	Radiographic Procedures Clinical Lab III	Traci Monfort/Christy Evans
RADT 3102	Equipment and Maintenance II	Shaun Taylor
RADT 3103	Clinical Radiography III	Traci Monfort/Christy Evans

4th Semester Senior Year: September-December		
RADT 4100	Equipment and Maintenance II	Shaun Taylor
RADT 4101	Radiation Protection I	Shaun Taylor
RADT 4102	Radiographic Procedures IV	Shaun Taylor/Traci Monfort
RADT 4102L	Radiographic Procedures Clinical Lab IV	Traci Monfort/Christy Evans
RADT 4103	Clinical Radiography IV	Traci Monfort/Christy Evans

5th Semester Senior Year January-April		
RADT 5100	Radiation Protection II	Shaun Taylor
RADT 5101	Radiographic Procedures V	Shaun Taylor/Traci Monfort
RADT 5101L	Radiographic Procedures Clinical Lab V	Traci Monfort/Christy Evans
RADT 5102	Clinical Radiography V	Traci Monfort/Christy Evans
RADT 5103	Professional Development and Independent Study	Shaun Taylor/Traci Monfort/Christy Evans

6th Semester Senior Year May-August		
RADT 6100	Radiologic Technology Review	Shaun Taylor/Traci Monfort/Christy Evans
RADT 6101	Clinical Radiography IV	Traci Monfort/Christy Evans

Student Schedule

CLASS SCHEDULE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JUNIOR 1ST SEMESTER SEPT-OCT	CLASS	CLINICAL	CLASS	CLINICAL	CLASS
JUNIOR 1ST SEMESTER NOV-DEC	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS
JUNIOR 2ND SEMESTER JAN-APRIL	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
JUNIOR 3RD SEMESTER MAY-AUGUST	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
SENIOR 4TH SEMESTER SEPT-DEC	CLINICAL	CLASS	CLINICAL	CLASS	CLINICAL
SENIOR 5TH SEMESTER JAN-APRIL	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS
SENIOR 6TH SEMESTER MAY-AUGUST	CLINICAL	CLINICAL	CLASS	CLINICAL	CLASS

Junior Year 1st Semester

RADT 1100 **Introduction to Radiology and Patient Care**
Prerequisite: Program Admission
Credit Hours: 2

a. **Hospital Orientation**: The student will become familiar with the Emory Decatur Hospital policies and procedures such as fire safety, universal precautions, body mechanics and other important topics.
b. **Program Orientation**: The student will become familiar with the Policies & Procedures of the Radiology School.
c. **Department Orientation**: The student will become familiar with the Policies & Procedures of Imaging Services, RIS, Sectra-PACS, EPIC. **Rev. 08/2022**
d. **Radiology Orientation**: An overview of radiology will be given.
e. Principles and techniques of how to provide basic care including communication skills and ethical standards. Infection control and body mechanics will also be discussed.

RADT 1101 **Radiographic Procedures I**
Prerequisite: Program Admission
Co-requisite: RADT 1100, RADT 1101L, RADT 1102, RADT 1103
Credit Hours: 3

a. The positioning terms used in radiology will be discussed including projections, positions, body planes, and tube directions. Specific positioning lecture and labs will be held on the positioning terms, chest, upper extremity & shoulder girdle.
b. This class will also introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems.
c. The course content is also designed to provide an introduction to the origins of medical terminology.
d. This course is designed to establish a knowledge base in anatomy and physiology.

RADT 1101L **Radiographic Procedures Clinical Lab I**
Prerequisite: Program Admission
Co-requisite: RADT 1100, RADT 1101, RADT 1102, RADT 1103
Credit Hours: 1

a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures I course content which will allow the student to demonstrate the applied theories and principles introduced in RADT 1101.

RADT 1102 **Principles of Radiographic Imaging and Exposure**
Prerequisite: Program Admission
Co-requisite: RADT 1100, RADT 1101/1101L, RADT 1103
Credit Hours: 3

a. This course content is designed to establish a knowledge base in factors that govern and influence the production and recording of Radiologic images.

RADT 1103 **Intro into Clinical Radiography**
Prerequisite: Program Admission
Co-requisite: RADT 1100, RADT 1101/1101L, RADT 1102

Credit Hours: 3

a. This course content is designed to introduce the radiography student to clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. See Clinical Notebook.

Junior Year 2nd Semester

RADT 2100 **Patient Care II**
Prerequisite: All first semester courses completed successfully.
Co-requisite: RADT 2101, RADT 2101L, RADT 2102, RADT 2103
Credit Hours: 2

a. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions.

RADT 2101 **Radiographic Procedures II**
Prerequisite: All first semester courses completed successfully.
Co-requisite: RADT 2100, RADT 2101L, RADT 2102, RADT 2103
Credit Hours: 3

a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology.
b. This class will also discuss theories of disease causation and the pathophysiologic disorders that compromise healthy systems.

RADT 2101 L **Radiographic Procedures Clinical Lab II**
Prerequisite: All first semester courses completed successfully.
Co-requisite: RADT 2100, RADT 2101, RADT 2102, RADT 2103
Credit Hours: 1

a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures II course content which will allow the student to demonstrate the applied theories and principles introduced in RADT 2101

RADT 2102 **Principles of Radiographic Imaging and Exposure II**
Prerequisite: All first semester courses completed successfully.
Co-requisite: RADT 2100, RADT 2101/2101L, RADT 2103
Credit Hours: 3

a. This course content is designed to enhance a knowledge base in factors that govern and influence the production and recording of Radiologic images.

RADT 2103 **Clinical Radiography II**
Prerequisite: All first semester courses completed successfully.
Co-requisite: RADT 2100, RADT 2101/2101L, RADT 2102
Credit Hours: 3

a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. See Clinical Notebook.

Junior Year 3rd Semester

RADT 3100 **Patient Care III**
Prerequisite: All second semester courses completed successfully.
Co-requisite: RADT 3101, RADT 3101L, RADT 3102, RADT 3103
Credit Hours: 2

a. The student will be introduced to his/her role in the care of pediatric patients, geriatric patients, the care of patients during gastrointestinal and genitourinary exams, in addition to the care of patients needing alternative medical treatments.

RADT 3101 **Radiographic Procedures III**
Prerequisite: All second semester courses completed successfully.
Co-requisite: RADT 3100, RADT 3101L, RADT 3102, RADT 3103
Credit Hours: 3

a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology.
b. The content will expand upon theories of disease causation and the pathophysiologic disorders that compromise healthy systems.

RADT 3101L **Radiographic Procedures Clinical Lab III**
Prerequisite: All second semester courses completed successfully.
Co-requisite: RADT 3100, RADT 3101, RADT 3102, RADT 3103
Credit Hours: 1

a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures III course content which will allow the student to demonstrate the applied theories and principles introduced in RADT 3101

RADT 3102 **Equipment and Maintenance I**
Prerequisite: All second semester courses completed successfully.
Co-requisite: RADT 3100, RADT 3101/3101L, RADT 3103
Credit Hours: 3

a. This course content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design.

RADT 3103 **Clinical Radiography III**
Prerequisite: All second semester courses completed successfully.
Co-requisite: RADT 3100, RADT 3101/3101L, RADT 3102
Credit Hours: 3

a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. See Clinical Notebook.

Senior Year 4th Semester

RADT 4100 **Equipment and Maintenance II**
Prerequisite: All third semester courses completed successfully
Co-requisite: RADT 4101, RADT 4102/4102L, RADT 4103
Credit Hours: 3

a. The content will provide a basic knowledge of x-ray imaging circuits and generators, the x-ray tube, fluoroscopy, Automatic Exposure Control devices and mobile radiography units. This course

will also introduce knowledge in computing and information processing. Computer applications in the Radiologic sciences related to image capture, display, storage and distribution are presented. Topics included are: intro to computer science & computer literacy, computed and digital radiography systems, PACS and special imaging modalities. This content will also provide a fundamental knowledge of quality control.

RADT 4101 **Radiation Protection I**
Prerequisite: All third semester courses completed successfully
Co-requisite: RADT 4100, RADT 4102/4102L, RADT 4103
Credit Hours: 2

a. This course is designed to present students with an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. This course will also help to establish a basic knowledge of atomic structure and terminology, as well as the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter, and cell biology.

RADT 4102 **Radiographic Procedures IV**
Prerequisite: All third semester courses completed successfully
Co-requisite: RADT 4100, RADT 4101, RADT 4102L, RADT 4103
Credit Hours: 3

a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology. Components of the tissues, organs and systems are described and discussed. Content is also designed to provide the knowledge base necessary to perform standard imaging procedures, along with the application to special studies. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience will be used to complement the didactic portion.

RADT 4102L **Radiographic Procedures Clinical Lab IV**
Prerequisite: All third semester courses completed successfully
Co-requisite: RADT 4100, RADT 4101, RADT 4102, RADT 4103
Credit Hours: 1

a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures IV course content which will allow the student to demonstrate the applied theories and principles introduced in RADT 4102

RADT 4103 **Clinical Radiography IV**
Prerequisite: All third semester courses completed successfully
Co-requisite: RADT 4100, RADT 4101, RADT 4102/4102L
Credit Hours: 3

a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes

measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure.

Senior Year 5th Semester

RADT 5100 **Radiation Protection II**
Prerequisite: All fourth semester courses completed successfully
Co-requisite: RADT 5101/5101L, RADT 5102, RADT 5103
Credit Hours: 2

a. This course is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation, designing for radiation protection and radiation protection procedures.

RADT 5101 **Radiographic Procedures V**
Prerequisite: All fourth semester courses completed successfully
Co-requisite: RADT 5100, RADT 5101L, RADT 5102, RADT 5103
Credit Hours: 3

a. This course is designed to build upon previous exposure to knowledge base in anatomy and physiology. Components of the tissues, organs and systems are described and discussed. Content is also designed to provide the knowledge base necessary to perform standard imaging procedures, along with the application to special studies. Pathological disorders of the cardiovascular system, central nervous system, classification of disease, additive and destructive conditions will also be reviewed. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience will be used to complement the didactic portion.

RADT 5101L **Radiographic Procedures Clinical Lab V**
Prerequisite: All fourth semester courses completed successfully
Co-requisite: RADT 5100, RADT 5101, RADT 5102, RADT 5103
Credit Hours: 1

a. Clinical laboratory experience will be used to complement the didactic portion of Radiographic Procedures V course content which will allow the student to demonstrate the applied theories and principles introduced in RADT 5101

RADT 5102 **Clinical Radiography V**
Prerequisite: All fourth semester courses completed successfully
Co-requisite: RADT 5100, RADT 5101/ 5101L, RADT 5103
Credit Hours: 4

a. This course content is designed to provide the radiography student with the continued opportunity to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure.

RADT 5103 **Professional Development and Independent Study**
Prerequisite: All fourth semester courses completed successfully
Co-requisite: RADT 5100, RADT 5101/ 5101L, RADT 5102
Credit Hours: 2

a. This course is designed to promote continuing professional education and lifelong learning. Students are assigned articles and/or computer modules of current topics in the imaging field for independent study and class discussion. This course will also help to promote critical thinking skills, while enhancing problem-solving skills. Students will be assigned case study topics for discussion; students will then be required to present image studies as a class presentation, including image evaluation criteria, proper positioning, appropriate radiographic quality, type of pathology and/or reported diagnosis

Senior Year 6th Semester

RADT 6000 **Radiologic Technology Review**
Prerequisite: All fifth semester courses completed successfully
Co-requisite: RADT 6001
Credit Hours: 3

a. This course is designed to allow students to review basic knowledge from previous courses and helps the student to prepare for the American Registry of Radiologic Technology. Topics reviewed in this course are: Patient Care, Radiographic Procedures, Radiation Protection, Equipment and Maintenance, Principles of Radiographic Imaging and Exposure, Radiographic Pathology and Medical Terminology

RADT 6001 **Clinical Radiography VI**
Prerequisite: All fifth semester courses completed successfully
Co-requisite: RADT 6000
Credit Hours: 3

a. This course content is designed to provide the radiography student with a culmination of clinical work experience to observe and participate in various imaging procedures in clinical practice experiences. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of Radiologic procedures. This is accomplished through structured, sequential, competency-based clinical assignments. The concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of Radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the Radiologic procedure. The student must complete all clinical competencies and clinical rechecks, under the direct supervision of a registered technologist to meet graduation requirements

Books/Course Assignments

1. Principles of Radiographic Imaging, An Art & A Science by Carlton & Adler, Publisher Delmar
   Course: Equipment & Maintenance, RADT 1100, RADT 3102, RADT 4100
   Course: Radiation Protection, RADT 1100, RADT 4101, RADT 5100
   Course: Principles of Radiographic Imaging and Exposure, RADT 1100, RADT 1102, RADT 2102

2. Radiologic Science for Technologists, Physics, Biology, and Protection, by Stuart Bushong, Mosby
   Course: Equipment & Maintenance, RADT 1100, RADT 3102, RADT 4100
   Course: Radiation Protection, RADT 1100, RADT 4101, RADT 5100
   Course: Principles of Radiographic Imaging and Exposure, RADT 1100, RADT 1102, RADT 2102

3. Radiation Protection for Student Radiographers by Statkiewicz & Rittenour, Publisher Mosby
   Course: Radiation Protection, RADT 1100, RADT 4101, RADT 5100

4. Merrill's Vol I-III, Ballinger Mosby, Publishers
   Course: Radiographic Procedures I-V, RADT 1101, RADT 2101, RADT 3101, RADT 4102, RADT 5101

5. Radiographic Anatomy, Positioning and Procedures Workbook, by Steven Hayes, Publisher, Mosby
   Course: Radiographic Procedures I-V, RADT 1101, RADT 2101, RADT 3101, RADT 4102, RADT 5101
   Course: Radiologic Technology Review, RADT 6100

6. Basic Medical Techniques and Patient Care in Imaging Technique Torres, Lippincott
   Course: Patient Care I-III, RADT 1100, RADT 2100, RADT 3100

7. Medical Terminology/Pathology Radiographic Pathology for Technologists, Mace/Kowalczyk, publisher Mosby
   Course: Radiographic Procedures I-V, RADT 1101, RADT 2101, RADT 3101, RADT 4102, RADT 5101

8. Radiography Examination by D.A. Saia, Appleton & Lange's

9. PREP Radiography, by Saia, Appleton & Lange's

10. Comprehensive Review of Radiography by Calloway, Mosby

11. Radiography Exam Review by Carlton, Lippincott

**Encyclopedia and Dictionary of Medicine, Nursing and Allied Health, 4th Edition, Miller & Keane

Rev 03/2012

ACADEMIC INTERGRITY

Academic integrity is defined as a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. The Emory School of Medicine seeks to involve every member of the community in cultivating a culture of academic integrity and promoting communal standards.

Pursuant to this goal, the students, faculty, and administration of the Emory School of Medicine have created the Honor Code, which presents our standards of academic integrity and outlines the consequences for violations thereof.

EUSOM HONOR CODE

The students, faculty, and administration of the Emory University School of Medicine join in support of this STUDENT HONOR CODE for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and c) cultivating lifelong professional conduct.

To promote this purpose, matters regarding academic misconduct shall fall under the jurisdiction of the Honor Code, while other aspects of a student's medical education will be covered by the guidelines stated in the Student Conduct Code. Students who matriculate in the Emory University School of Medicine are obligated to uphold the Honor Code.

Statement of the MD and Health Professions Student Honor Code

Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics. Such offenses include, but are not limited to, engaging in, or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, misrepresenting attendance, or knowingly passing off work of another as one's own.

Honor Code Violations Definitions and Policies include:

- **Cheating** includes knowingly acquiring, receiving, or passing on information about the content of an examination prior to its authorized release or during its administration; provision or utilization of unauthorized aids; or impermissible collaboration.
- **Plagiarism** is defined as the act of incorporating into one's own work, the work or expression of another, without appropriately and adequately indicating the source.
- **Sabotage** is defined as intentional and malicious actions that impair another student's academic performance.
- **Falsifying or manipulating data** is defined as the act of creating, enhancing, or otherwise changing actual results in academic, clinical, or research matters.

Acts observed that appear to be in violation of the Honor Code will be reported to the Honor Council as detailed below. Failure on the part of a student to report such apparent violation will itself be considered a violation of the Honor Code.

Students are expected to abide by the terms of the Honor Code and a lack of knowledge of the actions prohibited by the Honor Code is not a valid defense and does not excuse a violation of the Honor Code.

To uphold this Honor Code and its purpose, an instructor may ask students to sign the following pledge at the end of all final examinations, quizzes, and other important projects: "On my honor, I have neither given nor received any aid on this (examination, quiz, or paper), nor am I aware of anyone who did."

The absence of this pledge does not exempt the student or the assignment from the obligations set forth under this Honor Code.

Each student upon entering the School of Medicine must sign a matriculation pledge stating that he/she has read, understands, and is aware of his/her responsibilities under the Honor Code.

ACADEMIC STANDARD

Grading System

The student must maintain an 80% GPA in all subjects. By keeping our standards high, we will hopefully increase the student's chances of passing the national registry, and graduate well-qualified radiographers. It is urged for all students to strive for high 80's or 90's. If the student's GPA falls below 80, the appropriate action will be taken.

The grade scale is as follows:

94-100 A
87-93 B
80-86 C
Below 80 Failing
IP = Course is still in progress
IC = Incomplete **Rev. 02/2015**

At the end of each semester, students are provided with a grade report that includes separate academic and clinical grades. These grades are calculated and averaged into the overall GPA. The institution retains official transcripts permanently, while grade records are kept for a minimum of three (3) years.

Academic Procedures **Rev. 03/2014**

- All records submitted to the school for admissions remain the property of the school. Copies of the documents may be obtained upon written request. Falsified records will result in dismissal.
    - No third party shall have access to student records without written consent of the student.
    - All records will remain confidential and in locked cabinets.
    - A student may request to see his/her grades at any time.
    - Records of grades and transcripts will be maintained for a minimum of three (3) years.
- Scheduled evaluations are performed to keep the student informed of their academic/clinical progress.
- Students are not allowed to reproduce copies of test materials. This includes photocopying, photographs, scanning, etc.
- Graded tests will not be issued to the student.
    - Students grades will be put in an online gradebook that the student will have access to.
    - If a student wishes to review their individual test (students may not review midterm or final exams), they must make an appointment with the instructor who administered the test. Both the student and the instructor must initial the Test Review Form. All tests must be reviewed under the direct supervision of the instructor.
- The student-instructor ratio for academic studies will be the number of students in each class to the instructor. The number of students varies from 12 to 24 per class.
    - The student-instructor ratio for labs will be less than the academic ratio. The lab ratio for practice and check-offs is usually 8:1 or less.

Academic Policies

The student will:

- Stay awake during class (head up and eyes open).
- Maintain an acceptable GPA (see academic probation)
- Attend scheduled classes. If a student misses class, due to illness or absences for any reason, the student must obtain the notes and is responsible for the material.
- Students are not allowed to wear head phones/earbuds, Bluetooth devices, portable video games, laptops, tablets, iPads, cell phones, smart watches, etc.
    - Students will be allowed to record/tape the lectures.
        - All recording devices must be approved by the instructors.
        - Recording devices must be visible when in use.
        - Cell phones *are not* an approved recording device.
- All cell phones must be turned off and kept in the students locker.
- Keep the classroom clean. **Rev 03/2015**

Test Days

This policy applies throughout the 2-year program.

1. If a student is out on a test day, the test must be made up on the day the student returns, unless prior arrangements are made. It is the student's responsibility to follow up with the instructor when a test is missed.
2. If appropriate arrangements are not made by the student 2 days from the time the test is missed a 10-point deduction will be made each day until the test is made up.
3. The student may come to school; take the test and then go home. However, the student is not allowed to stay home and come in later in order to take the test. The entire day must be missed and the test will be made up the day the student returns.
4. In order to prevent chronic illness on test days, the student will only be allowed to miss one test day without a doctor's excuse. On the second test day missed without an excuse, there will be a 10 point deduction from the test missed.
5. Students must take the test on the scheduled test day, except in an extreme emergency, which will be determined by the R.T. Director, clinical coordinator, and/or clinical instructor; however, if the student decides to take a test later (due to lack of study) there will be an automatic 15 point deduction from the grade.

During the test

1. Students are not allowed to leave the room during the test (including using the restroom).
    a. Students will need to use the restroom either *prior to* taking the test, or *immediately following* the test.
    b. ALL test(s) must be turned in *before* leaving the room (If the student leaves the room before the test(s) are turned in, then all tests will be collected and graded as is) **Rev 01/2019**
2. There is to be absolutely *no talking* or discussion during the test.
3. Students desks must be completely cleared and books, notes, water bottles, snacks, book bags/purses, etc. are to be placed in students locker.
4. The only items allowed on the students desk during the test will be the test, Scantron, pencil/s, calculator (cell phones *cannot* be used as a calculator), and blank piece of scratch paper.
5. Upon completion of the test, turn in the test and scratch sheet of paper to the instructor and either get out material for next class or quietly leave the room. Students *may not* congregate in the school lounge while other students are still testing.
6. Earphones/earbuds are not allowed during a test.
7. Cell phones, smart watches, earbuds/headphones, Fitbits, etc. must be put away in the designated hanger in the classroom *before* the test begins. Items can be collected once the test has been

turned in. **Rev 01/2019**

Academic Probation

If at any time a student fails 3 tests in a semester they will be counseled and put on academic probation.

If a student fails the midterm or final, they will automatically be put on academic probation. This probation period will be for 8 weeks.

If a student fails more than one final they will appear before the Advisory Committee.

During this probation period if the student fails any additional test they will meet with the Advisory Committee and possibly be dismissed from the program.

1. Any test failed during a semester must be made up within 1 week of taking the test unless special arrangements are made with the instructor.
2. Upon passing the test on the 2nd attempt the highest grade the student can receive will be an 80.
3. The original test that was failed will count toward academic probation.
4. If the test is failed the 2nd time the student must go before the Advisory Committee for possible dismissal. This 2nd failed test will count towards academic probation.
5. There will be no dropped test grades at the end of the semester. (revised 12/04)

After the 1st probation period, if a student again fails 3 tests, a midterm, or final exam in a semester the student will be counseled and then placed on a 2nd probation.

If there is a second probation period, the student will not be allowed to fail any test for the remaining time in the probationary period without appearing before the Advisory Committee for probable dismissal.

A third consecutive academic probationary period warrants program dismissal. **Rev 02/2007**

Lab Session Missed

If a lab is missed the student must get the notes from peers. If a check-off is missed, it is up to the student to make an appointment within one week with the clinical instructor/coordinator to check-off. Failure to make or keep this appointment will result in a 0. The student must make an 80% or better to be able to start procedural evaluations (pre-competencies/blue-sheets) for that exam. **Rev 01/2004**

Honesty Policy **Rev 03/2012**

If a faculty member or peer observes or suspects cheating in the clinical area or classroom setting, the matter will be taken to the Advisory Committee. At that time, if proven to be true, the outcome, which will be determined by the Advisory Committee, may be dismissal. Do not put yourself into a position that would allow anyone to suspect that you are cheating. Each student must sign an Honesty Pledge.

ATTENDANCE

Attendance, punctual arrival, and participation is the expectation for every student for the entire two year program. This includes all scheduled days, both didactic (class) and clinical. **Rev 8/2025**

Clocking In & Out

All students will use Trajecsys to clock in & out every day. Trajecsys is accessed through a designated computer at each clinical rotation. It is the students' responsibility to keep up with their username/password and to clock in & out correctly each day. **Rev. 08/2022**

The student must clock in and clock out every day in order to be counted present.

Failure/forgetting to clock in will result in one demerit.
Failure/forgetting to clock out will result in one demerit.

- Example of Failure/forgetting to clock out

Date	Site	Time	Type
10/28/2022	DIC-Emory Decatur Hospital	1100	IN
10/31/2022	Emory Hillandale Hospital	0813	IN
10/31/2022	Emory Hillandale Hospital	1151	OUT
October 2022 time totals: 03:38			
11/1/2022	Emory Hillandale Hospital	0839	IN
11/3/2022	Emory Hillandale Hospital	0830	IN
11/3/2022	Emory Hillandale Hospital	1549	OUT
November 2022 time totals: 07:19			

- Time exceptions (clock-in or out that was manually entered) will not be accepted. This will count as a failure/forgetting to clock-in or out and will result in one demerit.

Date	Site	Time	Type	Total Time	Exception
9/23/2022	Emory Decatur Orthopedics and Sports Medicine	0759	IN		
9/23/2022	Emory Decatur Orthopedics and Sports Medicine	1200	OUT	4:01	missed clock out

- Clocking-in or out using a smart device (phone, tablet, laptop, etc.) will not be accepted. The geolocation feature is not activated for our program, and the program will receive alerts. <u>You will receive 3 demerits for falsifying time</u>.

IPName	Location
mobile-166-198-157-019.mycingular.net	33.7903, -84.2848
mobile-166-198-157-083.mycingular.net	33.7895, -84.2833
mobile-166-198-157-073.mycingular.net	33.7902, -84.2849
mobile-166-198-157-073.mycingular.net	33.7899, -84.2833
prd-mcfe-gtwy3.eushc.org	
prd-mcfe-gtwy3.eushc.org	

Semester Breaks

Students are given one week off between semesters, a total of 4 weeks per year

Winter Break- 2 weeks
Spring Break- 1 week
Summer Break- 1 week

**Please see student schedule for exact dates*

Plus Time

During the first half of the 1st semester, the student is not allowed to take any time off with the exception of sick occurrences. Time missed must be made up on first semester break. (See make up time).

40 hours of plus time will be given halfway through the 1st semester and at the beginning of the 4th semester. The student may use this time for sick days, personal time off, physician's visits, etc. In order to use this time, it must be scheduled appropriately. If the student uses more plus time than they have available, then that time will automatically become make up time to be made up on the next semester break.

Scheduled Time Off

Time off must be scheduled at least 24 hours in advance and is not counted as an occurrence. A **Request for Scheduled Absence form** must be time stamped and submitted after being filled out by the student at least 24 hours in advance. Final approval will come from the school faculty.

Upon approval the scheduled time off must be posted on the student calendars that are located in the clinical area.

Failure to post scheduled time off on the Calendar in the clinical area is an infraction resulting in one demerit

Unscheduled Time off/ Occurrence

An occurrence is defined as any time missed that is not scheduled at least 24 hours in advance. This includes:

- Arriving more than two hours after the scheduled reporting time (Student is scheduled to report at 8:00am, but clocks in after 10:01am)
- Leaving earlier than scheduled departure time
- Calling out for the entire scheduled shift

Anytime a student is unable to come in or will be tardy:

On a class day: The student must email or call the school faculty at extension 404-501-5288 and leave a message. Text messaging school faculty members for an absence or tardy is unacceptable and will result in 1 demerit.

On a clinical day: The student must email or call the school faculty at 404-501-5288 and leave a message, as well as, the supervisor of their assigned area (see numbers below) and leave a message. Texting school faculty, classmates, supervisors, or other technologists to relay a message is unacceptable and will result in 1 demerit.

Failure to contact the **s**chool faculty & clinical area within one hour of assigned reporting time will result in one demerit. 2 consecutive sick days require a doctor's excuse.

Leaving Early-unscheduled

On a class day: The student must get permission from a faculty member.
On a clinical day: The student must get permission from a faculty member and notify the supervisor.

Any time missed due to an unscheduled early departure will be an occurrence. Time will be deducted from plus time if available; if no plus time is available then this will automatically be made up during the semester break.

Tardy

A tardy is defined as not clocking in from 1 minute to 2 hours from the scheduled reporting time.
If the student is late more than two hours this will be counted as an occurrence, not a tardy. 3 Tardies per semester = one demerit.

Tardy make-up time

Any amount of time missed due to being tardy must be made up within one week of the tardy.

- If the amount of tardy time is 6-15 minutes and on a class day, the student may check with the faculty to see if the time can be made up in the classroom by cleaning or performing other duties.
- If the time exceeds 15 minutes, the time must be made up in the clinical area. Time can only be made up after the end of the students scheduled shift. Time cannot be made up prior to any shift or over the students scheduled lunch time. **Rev 01/2009**
- In order for the tardy time to be considered made-up, the **Make-Up Time Verification Form** must be completed and signed by the supervisor showing the amount of time made up. Completed forms must be turned into the inbox on the faculty hallway. Any tardy time not made up within one week will become automatic make up time during semester break. *Be careful to comply, making up 20 minutes during semester breaks is no fun.
    - Example: Student is scheduled to report at 8:00am on Monday. Student clocks in at 8:26am. Student is 26 minutes tardy, and must make up 26 minutes by the following Monday.

Make-up time during Semester Breaks

Any time missed during a semester in which the student has no plus time must be made up during that semester break. Time accrued due to tardiness must be made up during the following semester break. Any make-up time not made up on the semester break it was missed, the remaining time MUST be made up AFTER graduation. Extenuating circumstances will be considered on an individual basis (see extended make-up time policy). **Rev 01/2007**

Make up time must meet the clinical needs of the student and the department. Thus, all make up time will be made up on scheduled clinical days**.** If the student fails to report for an assigned make-up day or time, the student will receive 3 demerits.

Extended Make-up Time

Any extended time missed due to extenuating circumstances (i.e. maternity leave, surgery, etc.) must be made up on semester breaks. Any remaining time not made-up during semester breaks will be made up AFTER graduation (please refer to graduation policy). The student will not be eligible to sit for the national registry until all make-up time has been completed (total number of course hours: 3,325) **Rev 01/2007**

Extended absences must be approved by the R.T. Director.

1. Educational leave for meetings, seminars and/or conventions must be approved by the R.T. Director.
2. Jury duty leave will be approved upon verification of jury days.
3. Military leave must be approved by the R.T. Director.

4. Funeral leave of an immediate family member must be approved by the R.T. Director.
5. Pregnancy leave. See Pregnancy Policy.
6. Routine surgery that is planned or any emergency surgery.
7. Prolonged illness will be reviewed on an individual basis.

***Note: If a student does not call in or come in for 3 consecutive days, this is considered grounds for dismissal from the program.**

Clinical Time and Attendance Change

Rev. 8/2025

Occasionally, the student is allowed to leave the clinical area early on non-busy days. It can be no more than one hour early and the **Clinical Time and Attendance Change Form** must be filled out and must be signed by the supervisor. Time will be deducted from students plus time if forms are not returned to school faculty in the week that the flex occurred. Any time over 1 hour will be considered an occurrence.

Holidays

Holidays are not required of the students.

Inclement Weather

On Snow and Ice days the student must make an earnest attempt to report to duty. Any time missed due to inclement weather will be taken from the students plus time. If the student does not have plus time, the amount of time missed must be made up during the next semester break.

Working for Pay within EHC

If the student agrees to work for pay, these work arrangements are between the student and supervisor involved and does not involve school faculty. When working for pay, it is the student's responsibility to make arrangements with the supervisor to be off during semester breaks, sick days, and scheduled school days off**.** Prior to working a shift, students must complete the Time and Attendance Schedule Form and turn it into the school faculty. if there are any changes to be made to their work schedule/time it is the student's responsibility to inform the school faculty. When working for pay the student must clock in and out using the UKG Dimensions touchpad. This system must be used in order to get paid. Hours worked for pay cannot be counted toward clinical time.

When working for pay the student is not allowed to receive pre-competencies or final competencies under any circumstances.

Students must wear their hospital ID during any time on campus as either a student or an employee. The student is a representative of the school and must always adhere to the same standard of conduct and dress code, even though they may be working for pay.

If a student has an occurrence lasting more than 2 hours, they cannot work anywhere throughout the Emory Healthcare system for pay that same day. For example, the student cannot call in sick for the school day shift (8a-4p) but come into work on the 3p-11p shift for pay. **Rev. 11/2024**

If a student owes make-up time, they will not be permitted to work for pay over their semester break until all outstanding time has been made-up. **Rev 8/2025**

Clinical Education

Clinical education is a vital aspect of training for qualified Radiologic Technologists. It is through learning and participation in the clinical setting that the student will master the skills required to perform quality radiographic procedures. The clinical portion of the program is comprehensive and rigorous, focusing on developing the hands-on professional skills needed to perform as a Radiographer.

As a competency-based program, students will receive feedback in the form of evaluations, conducted by professional clinical staff (i.e. faculty, clinical preceptors and departmental staff).
Students spend approximately 24 hours per week in the clinical education environment. During these rotations, students will utilize ionizing radiation and potentially encounter infectious diseases and body fluids. Therefore, this practical training also covers radiation protection, standard precautions, and the proper use of personal protective equipment.

Clinical education is divided into six semesters. As a first-year student, clinical rotations begin during the second week of school.

The first 8 weeks of the 1st semester will be a period of orientation for the student. From 1st semester until graduation the student will rotate through Emory Healthcare facilities, such as hospitals, outpatient imaging centers, and orthopedic clinics. Weekly clinical rotations include general diagnostic, fluoroscopic, emergency, and surgical imaging. The clinical rotation will be from 8:00 am until 4:00 pm on the clinical days. The student will still report to the radiology classroom on class days.

Beginning the 2nd semester until graduation the student will have an evening shift rotation (11:00am-7:00pm). The student has the 11:00am-7:00pm scheduled on their clinical days (no more than 3 days per week). Students will be required to complete this evening shift only once per semester. On class days, the student will still report to the classroom from 8:30 am-4:00 pm.

In the second year, students may rotate through special modalities such as CT, MRI, ultrasound, nuclear medicine, mammography, and more.

Breaks

Must be approved by the assigned supervisor. The student may leave their assigned area for a break *only* when permission has been given and there are no duties to be performed. Most of the time you will get a break, but occasionally you will not. Any student leaving the assigned area without permission is subject to disciplinary action.

Lunch

Lunch is a 30/45 minute period determined by the supervisor in charge. The student must report the exact time when leaving for and returning from lunch to the supervisor. Failure to return on time will warrant one demerit.

Clinical Assignments

Each semester the student is given goals and assignments, which are supported by labs and clinical experience. These assignments are structured in a way to allow the student to advance progressively at their clinical competency level. See Clinical Notebook/Trajecsys.

Clinical Rotations

Students are assigned to (1) one week rotations in all areas until each student has been through each radiography room. Rotations include areas such as fluoroscopy rooms, emergency rooms, orthopaedics, spine, chest, surgery, CT, and patient transport.

Once the clinical rotation schedule has been made and posted, if a student drops out of the program, that shift will remain vacant.

Rotation schedules are posted in each clinical area. A copy will be given to each student.

ELTAC Parking Pass

Students will be issued a parking pass to use when rotating at the ELTAC location. Students must return the parking pass prior to graduating (or pay a $10.00 fee if lost). Certificates will be held until parking pass is returned (or fee paid). **Rev. 3/2024**

Imager Student Badge

Students will be issued an *Imager Student* badge during their matriculation. This badge must be attached to your EHC issued name badge and be visible at all times. Students must return the *Imager Student* badge prior to graduating (or pay a $15.00 fee if lost or damaged). Certificates will be held until badge is returned (or fee paid). **Rev. 9/2024**

Clinical Affiliations

The program has articulation agreements with the following clinical sites:

1. Emory Decatur Hospital (EDH)- 2701 N. Decatur Road, Decatur, GA 30033
2. Emory Hillandale Hospital (EHH)- 2801 DeKalb Medical Parkway, Lithonia, GA 30058 ● 11.5 miles
3. Emory at Stonecrest Orthopedics and Sports Medicine 8225 Mall Parkway, Suite 150, Lithonia, GA 30038 ● 14.9 miles
4. Emory at Decatur Orthopedics and Sports Medicine- 487 Winn Way, Decatur, GA 30030 ● 0.4 miles
5. Emory Long-Term Acute Care Hospital (ELTAC)- 450 N. Candler Street, Decatur, GA 30030 ● 1.6 miles
6. Emory Musculoskeletal Institute (EMI), 21 Ortho Ln, Atlanta, GA 30329 ● 5.2 miles
7. Emory Winship Cancer Institute (WCI), 1365 Clifton Rd NE Building C, Atlanta, GA 30322 ● 2.8 miles
8. Emory University Hospital (EUH), 1364 Clifton Rd NE, Atlanta, GA 30322 ● 2.5 miles
9. Emory University Hospital Midtown (EUHM), 550 Peachtree St NE, Atlanta, GA 30308 ● 7 miles
10. Emory Clinic at Emory University Hospital Midtown (MOT), 550 Peachtree St NE, Atlanta, GA 30308 ● 7 miles
11. Winship Emory Midtown (WEM), 36 Linden Avenue NW, Atlanta, GA 30308 ● 7 miles
12. Emory University Orthopaedics & Spine Hospital (EUOSH), 1455 Montreal Rd E, Tucker, GA 30084 ● 4 miles
13. Emory Sports Medicine Complex (Hawks)- Atlanta (Brookhaven), 1968 Hawks Ln, Brookhaven, GA 30329 ● 4 miles
14. Emory at Spivey Station, 7813 Spivey Station Blvd #220, Jonesboro, GA 30236 ● 23.4 miles
15. Emory Imaging Center at Stockbridge, 3625 Hwy 138 SE, Suite 47B, Stockbridge, GA 30281● 21.1 miles
16. Emory Saint Joseph's Hospital, 5665 Peachtree Dunwoody Road, Atlanta, GA 30342●16.2 miles
17. Emory Johns Creek Hospital, 6325 Hospital Parkway, Johns Creek, GA 30097● 25.0 miles

Parking

Rev. 11/2024

- Emory Decatur Hospital (EDH)-students will use their EHC ID badge as their parking card to park in one of the employee parking lots located adjacent to the parking deck (blue lot) or behind Emory Decatur Hospital (yellow lot). AT NO TIME CAN THE STUDENT PARK IN THE PARKING DECK.
- Emory Hillandale Hospital (EHH)-students will park in the parking lot adjacent to the Emergency Room
- Emory Long-Term Acute Care Hospital (ELTAC)-students will be issued a parking pass and park in the parking lot behind the hospital (parking pass must be in view)
- Emory University Orthopaedics & Spine Hospital (EUOSH)-students will park in the parking lot outside the hospital
- Emory Musculoskeletal Institute (EMI)-students will park in the parking deck (do not park on the first or second level-this is reserved for patients ONLY!)
- Emory Imaging Center at Stockbridge-students will park in the parking lot in front of the building.
- Emory at Spivey Station-students will park in the parking lot in front of the building.
- Emory at Stonecrest Orthopaedics & Sports Medicine-students will park in the parking lot in front of the building.
- Emory University Hospital (EUH), Winship Cancer Institute (WCI)-parking arrangements to be made by Clinical Coordinator.
- Emory University Hospital-Midtown (EUHM), Winship Emory Midtown (WEM), Emory Medical Office Tower (MOT)-parking arrangements to be made by Clinical Coordinator.

Transportation

Transportation will be required to travel to clinical rotations. Emory Transportation Shuttles are available; routes and schedules can be found here.

Rev 05/2024

Clinical Probation Policy

4/2022

A. Student will be placed on clinical probation if:
    1. the student has failing clinical grade
        a. comprised of clinical notebook, clinical evaluation, and demerit points
B. Student will show **P*** on transcript for clinical education grade for the semester that probation occurred and will remain on clinical probation for the duration of the next semester.
C. Student will be given additional requirements and allowed to raise clinical education grade within a given time period (1-4 weeks based on individual circumstances and decided on by program faculty) by:
    1. completing missing assignments/evals, etc. from the semester that the probation occurred
    2. complete missing final competencies from the semester that the probation occurred
D. The student will also be required to meet all clinical requirements for the next semester (probation period).
E. If the student completes the additional requirements in the allotted time period and clinical probation is removed, the clinical grade for that semester (semester that the probation occurred) will be revised from **P*** to the lowest/minimum passing grade (80%).
F. The student will go before the advisory committee for dismissal if:
    1. the student does not meet the clinical probation requirements in the determined time period
    2. earns a consecutive clinical probation
        a. If the student is dismissed while still on clinical probation, a **P*** will remain on the students official transcript.

Student Supervision

Juniors and seniors must have direct supervision when performing all exams, until they have achieved competency. Once competency has been achieved, they can perform the exam with indirect supervision, as long as the supervisor in charge or a radiographer assures the following conditions have been met:

1. check the request for unusual circumstances the student may not be familiar with
2. assure that the student can perform the exam.
3. make sure the patient is not too sick for the student to do alone.
4. check all radiographs/images as the student does them.
5. assist the student, if repeats are required.
6. remain in the area the entire time in case the student needs help (immediate help must be available)

Direct Supervision

Direct Supervision is defined as student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition if the patient in relation to the student's knowledge, is present during the procedure, and review and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Indirect Supervision

Indirect Supervision is defined as student supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. **Rev 02/2015**

Pediatrics and Pregnant Patient Policy **Rev 03/2018**

Junior students may radiograph pediatrics, 0 to 17 years of age, and pregnant patients only with direct supervision.

Senior students may radiograph pediatrics, 0 to 17 years of age, and pregnant patients with direct supervision even when competency has been achieved in the specific requested exam.

* Direct supervision means the radiographer is in the room with the student at all times. **Rev 08/2012**

Portable Policy

No student shall perform a portable exam without the **direct supervision** of a Registered Technologist, even if the student has achieved competency.

Repeat Radiograph Policy

If a student must repeat a radiograph, for any reason, a **REGISTERED radiographer** must be in the room and check all patient positioning and technical settings on the control panel and equipment **BEFORE** the exposure can be made. All students, both seniors and juniors may never repeat a radiograph without a radiographer being present. ANY STUDENT WHO TAKES A REPEAT WITHOUT A REGISTERED RADIOGRAPHER BEING PRESENT WILL RECEIVE THREE DEMERITS AND A FIVE POINT DEDUCTION IN THEIR SEMESTER CLINICAL GRADE. This policy is STRICTLY enforced.

Students working for pay are NOT considered registered radiographers and therefore may not pass/accept images, watch repeats, or in any other way assume the responsibilities of a registered radiographer.

Repeat Guidelines

All students must have a Registered Technologist present prior to obtaining a repeat film!! No exceptions, no excuses!

Repeat: Anytime a 2nd exposure is performed on the same patient, with the intent to duplicate the same projection or any part of that same projection, in order to correct a mistake or in an effort to improve image quality.

Example: No image plate was placed in the bucky when exposure is made.

- The 2nd exposure is considered a repeat because the patient did receive the radiation dose, even though there was no image plate in the bucky for the 1st exposure.

Example: The costo-phrenic angle is clipped on a PA chest.

- The 2nd exposure is a repeat. It is a repeat to obtain complete information of the chest.

Example: AP foot is light.

- The 2nd exposure to obtain adequate density is a repeat.

Example: The distal tibia-fibula joint is clipped on an AP ankle.

- 2nd exposure is a repeat. It is a repeat to obtain complete information of the ankle joint.

Example: The bladder is clipped on an AP abdomen projection.

- The 2nd exposure is a repeat. It is a repeat to obtain complete information of the bladder.

Example: The L5-S1 interspace is not well demonstrated.

- The 2nd exposure is a repeat. It is a repeat to obtain complete information of the joint space whether it is a technical or positioning error.

Example: The equipment faults resulting in non-diagnostic technical factors.

- The 2nd exposure is a repeat.

Additional Images

Anytime it is determined by the radiologist or supervisor that a 2nd projection is needed to obtain additional information. i.e., an oblique projection of the chest is obtained to supplement a PA chest.

If the student clips the costo-phrenic angles on a chest, it is not considered an additional to obtain the angles, it is a repeat.

Example: During an IVP, if additional kidney tomo cuts are requested by the radiologist this would be considered an additional image.

Example: While obtaining a pelvis or hip, it is discovered that the patient has a prosthesis. In order to demonstrate the prosthesis in its entirety, this would be considered an additional image.

Verifying Images

Students are not allowed to verify their images when using the PACS/SECTRA system.
Will result in 1 demerit for the 1st offense.

Forfeit Rule

The program is a competency based clinical education system. Prior to obtaining a final competency on any exam, the student should feel competent in their ability to perform the exam without assistance.

If the student is confident and ready to be finaled on a particular exam, they should assess the patient to determine whether or not they wish to proceed with the final exam. The student may elect not to perform the exam at this time without it being considered a forfeit.
The student will have a total of 51 final competencies for the 2 years and only 4 forfeits. We strongly encourage the student to make sure they are ready before asking to be finaled.

Once the student decides to proceed with the exam, it will be deemed a forfeit if the student or the clinical preceptor/clinical coordinator decides not to count the exam as a final competency grade because of too many errors.

The student may call for a forfeit if they believe their grade will be too low.

The clinical preceptor/clinical coordinator may call for a forfeit if the student is making errors and the CI/CC considers the student not ready to final. To call a forfeit will be up to the discretion of the CI/CC.

When a forfeit is called by either the student or the CI/CC, the final sheet is to be filled out by the clinical instructor or clinical coordinator, with **FORFEIT** written on it and it is be turned in to the faculty by the CI/CC not the student.
The student will be allowed 4 forfeits for the entire 2 years.

If the student receives 2 forfeits during the 2 years, the faculty will meet with the student and a plan of action will be implemented.
If the student receives 4 forfeits during the 2 years, the Advisory Committee will meet to determine further action.

Clinical Grading

A Clinical Competency Grade will be recorded on the official transcript at the end of the two-year program. This grade will be determined from the (42) mandatory and (10) elective final competencies. Failure of any three competencies warrants a meeting with the Advisory Committee with possible dismissal.

Semester Clinical Education Grade

All portions of every clinical assignment must be completed, including tests and all evaluation forms.

The semester clinical grade is recorded on the student's transcript and is configured from the following:

Part I: Total Clinical Grade + Evaluation Grade – Demerit Points (Averaged) = Final Clinical Grade

Part II**:** Total Clinical Grade: Based on the student's ability to obtain the required number of competencies, as well as, their progress through the program (See Clinical Notebook/Trajecsys for semester requirements)

A. Semester Evaluation Grade**:** Based on the student's ability to consistently demonstrate required clinical skills on a daily basis
B. Demerit Points: For every 3 demerit points, 5 points are deducted from the student's semester clinical grade (See Demerit System)

Lead Positioning Markers

Each Radiograph must include an appropriate marker that clearly identifies the patient's right (R) or Left (L) side. Medicolegal requirements mandate that markers be present on all images. Digital Right (R) or Left (L) markers are prohibited except during surgical procedures where sterile fields cannot be broken. This is not recommended because of the potential for error and legal implications.

PROCEDURE

- The student will be provided 2 sets of Lead Positioning Markers.
- Students will be responsible for replacing lost or misplaced markers.
- The employee will have approved letter markers as a part of their work uniform
- Digital markers exceptions include surgical procedures where sterile fields cannot be broken.
- The employee will sanitize markers before and after each patient.
- The use of non-approved markers is prohibited.
- Letter markers should include technologist initials.
- Technologists should only use their assigned markers with their initials.
- Letter markers will be Aluminum 5/8 (0.625) Vertical Position with position indicator beads to identify patient Orientation.

Marker placement and use should be accordance with the following

- Markers will be placed inside the light field, not obstructing anatomy.
- The marker should always be placed on the edge of the collimator border.
- For AP and PA projections that include R and L sides of the body (head, spine, chest, abdomen, and pelvis), R marker is typically used.
- For lateral projections of the head and trunk (head, spine, chest, abdomen, and pelvis), always mark the side closest to IR. If the left side is closest, use L marker. The marker is typically placed anterior to the anatomy.
- For oblique projections that include R and L sides of the body (spine, chest and abdomen), the side down, or nearest IR is typically marked. For a right posterior oblique (RPO) position, mark R side.
- For limb projections, use appropriate R or L marker. The marker must be placed within the edge of the collimated x-ray beam.
- For decubitus positions of the chest and abdomen, R or L marker should always be placed on the side up (opposite the side laid on) and away from the anatomy of interest.
- Note: No matter which projection is performed, and no matter what position the patient is in, if a R marker is used, it must be placed on the "right" side of the patient's body If a L marker is used, it must be placed on the "left" side of the patient's body.

EDH Radiology Program-Main	404-501-5288
Shaun Taylor	404-501-5306
Traci Monfort	404-501-1254
Christy Evans	404-501-6179
EDH Radiology Program Classroom/Lounge	404-501-5947
EDH- Emory Decatur Hospital	
EDH Radiology-1st Floor	404-501-5812 or 470-630-7477
EDH-Radiology OR	470-214-7565
ELTAC Radiology	404-501-6762 or 404-501-6433
SAC Radiology	404-309-9922 or 404-501-1261 or 1404
EDH-CT	404-501-5319 or 404-501-5279
EDH-Diagnostic Imaging Center (DIC)	
DIC Radiology	404-501-6748 or 404-501-6753
DIC Front Desk	404-501-3288
DIC-CT	404-501-2682
DIC-MRI	404-501-2697
EHH-Emory Hillandale Hospital	
EHH Radiology	470-630-3221 or 404-501-8466, 8455
EHH-CT	404-501-8469
Emory Decatur Orthopedics	404-294-4111
Emory Orthopedics at Stonecrest	770-482-3241
Emory Stockbridge Imaging Center	404-778-7270
Emory at Spivey Station	404-251-2317 or 2391
EUH-Emory University Hospital	
EUH Radiology 1st Floor	404-712-7832 or 404-712-7036
WCI-Winship Cancer Institute	404-778- 3596 or 404-778-3573, 5112
EUHM-Emory University Hospital-Midtown	
EUHM Radiology Ground Floor	404-686-2326
EUHM Medical Office Tower (MOT)	404-686-3194 or 404-686-3259
Winship Emory Midtown (WEM)	404-686-8291
Emory Musculoskeletal Institute (EMI)(MSK)	
2nd Floor (ASC)	404-778-6200 or 404-778-6220
3rd Floor (Ortho)	404-778-6256 or 404-778-6258
4th Floor (Spine)	404-778-7100 or 404-778-6261
Emory Sports Medicine Complex (Hawks)	404-251-2491 or 404-251-2492
Emory University Orthopedic and Spine Hospital (EUOSH)	404-251-3094

R.T. Program Director	Shaun Taylor, M.S., R.T.(R)
Clinical Coordinator	Traci Monfort, B.S., R.T.(R)(MR)
Full-Time Clinical Instructor	Christy Evans, B.S., R.T.(R)(CT)

Emory Decatur Hospital Radiology	
Dominique Haley, R.T.(R)(M)	Jacqueline Allen, R.T.(R)
Ceciley Jones, R.T. (R)	James Leach, R.T.(R)
Natilee Stanley-Miller, R.T. (R)	Jami Howard, R.T. (R)(CT)
Bria McKinney, R.T.(R)	Beau Gentry, R.T.(R)
Kelly Rhodes, R.T.(R)(CT)	Amber Robinson, R.T.(R)
Andrea Sims, R.T.(R)	Emily Lelutiu, R.T.(R)
Emory Hillandale Hospital Radiology	
Dishay Poole, R.T.(R)	Xavier Joseph, R.T.(R)(CT)
Nykesha McCoy, R.T.(R)	Stacey Snipes, R.T.(R)
Emory Decatur Hospital Diagnostic Imaging Center (DIC)	
Emily Fraser, R.T.(R)(MR)	Tanya LeJeune, R.T.(R)
Leslie Mayfield, R.T.(R)(CT)	Austyn Smith, R.T.(R)(CT)
Eden Mengisteab, R.T.(R)	
Emory Long-Term Acute Care Hospital (ELTAC)	
Kisha Simmons, R.T.(R)	
Emory at Stonecrest Orthopedics & Sports Medicine	
Marleny Rodriguez, R.T. (R)	Towarsha Wimbush, R.T.(R)
Emory at Decatur Orthopedics & Sports Medicine	
Shawana Bolton, R.T.(R)	
Emory at Spivey Station	
Carly McKee, R.T.(R)	Abby Browning, R.T.(R)
Emory Imaging Center at Stockbridge	
Tara Hellinger, R.T.(R)	
Emory University Hospital (EUH)	
Ahmed Fadl, R.T.(R)	Harvey Faniel, R.T.(R)
Jackie Evans, R.T.(R)	
Emory University Hospital-Midtown	
Matthew Whitworth, R.T.(R)	Darell Saul, R.T.(R)
Emory Clinic Midtown (MOT)	
Selena Banks, R.T.(R)	
Winship Emory Midtown (WEM)	
Zachary Allen, R.T.(R)	
Emory University Orthopedic and Spine Hospital (EUOSH)	
Christopher Collins, R.T.(R)	Tolulope Babalola-Ogunbiyi, R.T.(R)
Letia Underwood, R.T.(R)	Victor Alvarado, R.T.(R)
Brooke Thomas, R.T.(R)	

Emory Clinic, Building C-Winship Cancer Institute (WCI)	
Alexandria Simmons, R.T.(R)	Rachel Blanding, R.T.(R)
Marcus Evans, R.T.(R)	
Emory Musculoskeletal Institute (EMI)	
Traci Holmes, R.T.(R)	Keire Tucker, R.T.(R)
Ana Yensi Casia, R.T.(R)	Wynter Walton, R.T.(R)
Emory Sports Medicine Complex (EP Hawks)	
Vivian Richardson, R.T.(R)	Tasha Ragland, R.T.(R)

Expectations

Emory University is an institution dedicated to providing educational opportunities for its students, transmitting, and advancing knowledge, and providing a wide range of services to students and to the general community. To accomplish these objectives and responsibilities requires that the University be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and a rational approach to the resolution of human problems.

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Health professionals are privileged to serve in important and time-honored roles as caregivers for other humans. These roles include physical and emotional dimensions that demand the highest degree of ethical behavior.

Professional behavior includes, but is not in any way limited to honesty, maintaining confidentiality, trustworthiness, professional demeanor, respect for the rights of others, personal accountability, and concern for the welfare of patients, and responsibility to duty:

Honesty – Being truthful in communication with all others, while in the healthcare arena or in the community at large.

Maintenance of Patient Confidentiality – Restricting discussion of patient care to those areas where conversations cannot be overheard by others outside of the care team; refraining from disclosing patient identity to those not connected to the care of the patient; maintaining appropriate security for all paper and electronic patient records, whether in the patient care or research realms.

Trustworthiness – Being dependable; following through on responsibilities in a timely manner.

Professional communication and demeanor – Being thoughtful and kind when interacting with patients, their families, other members of the healthcare team, and all others; maintaining civility in all relationships; striving to maintain composure under pressures of fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dress in attire that is reasonable and accepted as professional to the circumstances; refraining from intoxication; abstaining from the illegal use of drugs (both prescription and illicit drugs).

Respect for the rights of others – Dealing with all others, whether in a professional or non-professional setting, in a considerate manner and with a spirit of cooperation; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.

Personal accountability – Participating responsibly in patient care to the best of one's ability and with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if one is unable to perform clinical tasks effectively; complying with University Policies and Procedures in an honest and forthright manner.

Concern for the welfare of patients – Treating patients and their families with respect and dignity both in their presence and in discussions with others; avoiding the use of foul language, offensive gestures or inappropriate remarks ; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when one's ability to function effectively is compromised and asking for relief or help; never administering care, in person or over the phone while under the influence of alcohol or other drugs (prescription or illegal); not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient; advocating for the best care of the patient, in context of that patient's beliefs and desires.

Responsibility to duty– Effectively undertaking duties with alacrity [eagerness, enthusiasm and promptness are synonyms] and persevering until complete, or notifying a responsible more senior person of a problem; being punctual for class, clinicals and other duties; timely notification of supervisory faculty of absences/tardies or an inability to carry out assigned duties; seeing patients regularly and assuming responsibility for their care with appropriate supervision; identifying emergencies and responding appropriately; and being available to faculty or staff personnel when on duty.

Use of Social Media

As described above, behavior of students in the academic setting and beyond must be in keeping with the ideals of the institution and the profession of medicine. The following paragraphs indicate the current standards for behavior that relate to the use of social media.

Each student is responsible for his or her postings on the Internet and in social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of Emory students. Students responsible for such postings are subject to the conduct code process as for other unprofessional behavior that occurs outside the academic setting and may face disciplinary actions including dismissal from the School of Medicine.

Students within the School of Medicine are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

- There is no such thing as an "anonymous" post. Furthermore, any posts or comments submitted for others to read should be posted with full identification. Where your connection to Emory is apparent, make it clear that you are speaking for yourself and not on behalf of Emory. A disclaimer, such as, "The views expressed on this [blog or website] are my own and do not reflect the views of my University or the School of Medicine" are required.
- Internet activities may be permanently linked to the author. All future employment may be hampered by inappropriate behavior on the Internet.
- Making postings "private" does not preclude others copying and pasting comments on public websites. "Private" postings that become public are subject to sanctions described in the School of Medicine Conduct Code.
- Do not share information in violation of any laws or regulations (i.e. HIPAA). Disclosing information about patients without written permission of the patient and the School of Medicine, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
- For Emory's protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including Emory's own copyrights and brands. Curricular materials developed by Emory faculty and staff, or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.

- Do not share confidential or proprietary information that may compromise Emory's research efforts, business practices or security.

Social Media Guidelines for Social Networking

* Adapted from Social Media Guidelines for the American Medical Student Association (AMSA).
As students and medical providers, we should represent our profession well. Always adhere to rules of ethical and professional conduct.

Be responsible. Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.

Maintain separation. Avoid interacting with current or past patients through social media and avoid requests to give medical advice through social media.

Be transparent/use disclaimers. Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or university with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a student or medical provider.

Be respectful. Do not use defamatory, vulgar, libelous, and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.

Follow copyright laws. Comply with copyright laws. Make sure you have the right to use material before publishing.

Protect client/patient information. Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.

Avoid political endorsements. Political endorsements of candidates should be avoided outside your own personal social media accounts, even their comments should be carefully considered.

Comply with all legal restrictions and obligations. Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).

Be aware of risks to privacy and security. Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

The Radiologic Technology Certificate Program follows the Emory School of Medicine Conduct Code.

ESOM RADIOLOGIC TECHNOLOGY PROGRAM POLICIES AND GENERAL RULES

The following are examples of program policies and procedures to be adhered to during the 24- month program. Violation of any of these policies places the student in a position of reprimand that can range from a written reprimand to dismissal from the program by the Advisory Committee.

a. The student must follow all Policies & Procedures set by Emory University and Emory Healthcare.
b. The student must conduct themselves in a professional manner anywhere within Emory University, Emory Healthcare, or on the grounds. There will be no vandalism of Emory University or Emory Healthcare property (such as writing on the walls, wet cement, elevators, etc.), offensive language, fighting, stealing, insubordination, lying, harassment of others, damaging, wasting or abusing property of the university, program, or hospital.
c. There will be no unauthorized possession, sale or use of drugs, or alcohol in the university, RT program, or Emory Healthcare campuses.
d. Confidentially of patient information must be maintained.
e. There will be no falsifying or withholding any record or information given to Emory School of Medicine Radiologic Technology Certificate Program or Emory Healthcare.
f. Students must be familiar with and adhere to all Enterprise Radiology polices.
g. Students are not allowed to read a diagnosis over the phone without permission from a supervisor.
h. Students are not allowed to take verbal or telephone orders, they must get a supervisor.
i. Students must get approval from a supervisor to make copies of radiographic images to give to a patient, doctor, family member or lawyer.
j. Students cannot transport patients to and from the floors, emergency room, or other areas prior to basic patient care classes, CPR certification, and instruction on how to properly move/transport a patient. The approval will come from the R.T. Director.
k. Students are not allowed to inject contrast media, of any type, even under the direct supervision of a technologist, supervisor or radiologist. The student will be dismissed immediately, if this policy is violated.
l. The students must not eat or drink in the radiographic rooms or control areas.
m. Students must attend all mandatory in-services to meet The Joint Commission and departmental requirements.
n. Student is allowed to be a witness for patients signing a consent form; however, the student cannot answer questions concerning the consent form, or interpret the form for the patient.
o. Upon arrival in the clinical area, clock in.
p. Eat breakfast before reporting for duty, no food or drinks are allowed in the clinical area.
q. Do not leave the clinical area without proper authorization of the Director or Clinical Coordinator or Clinical Instructor, or appropriate supervisor.
r. During periods of inactivity, simulation of exams and reading text-books and professional literature is encouraged. Novels or crafts are not allowed in the clinical area.
s. At no time, for any reason, will you leave the patient unattended on the table.
t. You are not allowed in the clinical area at night, or on weekends, unless scheduled to do so.
u. Students are not permitted in doctor's or secretaries' personal offices and should not use office/hospital conference rooms for personal use.
v. **Cell phones are prohibited**.
w. Do not gather in patient areas for social conversations. The lounge is provided for this.
x. Book bags cannot be left in clinical area or lounges. Purses/bags must be secured in assigned lockers in the classroom during the week.

Advisory Committee

The faculty has the advantage of having an Advisory Committee made up of an 8 member diverse group, representing different areas of the hospital. This group meets at least twice a year, or whenever the need arises.

The Advisory Committee assists the faculty to annually review the:

1. Mission/Value Statement
2. P & P Manual
3. Clinical Notebook/Trajecsys
4. Qualitative/Quantitative Goals
5. Curriculum Guidelines
6. JRC Accreditation Process
7. Program's Performance Outcomes

In addition, the Advisory Committee meets as needed to review student infractions of clinical and academic issues.

Demerit System

The Demerit System is a code of discipline designed to enforce the policies and procedures of Emory School of Medicine Radiologic Technology Certificate Program and maintain a high level of ethical standards.

Infractions are assigned a point value according to the severity of the action.

One Demerit: (Minor Infractions)
Two Demerits: (2nd offense of any one demerit infraction)
Three Demerits: (Major Infractions)

Semester Demerits

At the end of each semester, demerits received during that semester will be added and points will be deducted from the overall semester clinical grade. For every three demerit points issued five points will be deducted from the student's semester clinical grade.

> Example: If a student receives **6** demerits in one semester, there will be a 10 point deduction in the clinical grade for that semester.

Accumulation of Demerits

Demerits will accumulate throughout your tenure in the program. However, demerits will only affect your clinical grade for the semester in which they were issued. If the student receives 8 demerits, they will be counseled by the faculty. If the student receives 12 demerits, the matter will be taken to the Advisory Committee for further review. No more than 16 demerits may be accrued throughout the course of the two year program. A total of 16 demerits may be deemed grounds for dismissal from the program.

ONE DEMERIT

- Three Tardies within one semester
- Failure to make up time from tardies within one week
- Failure to Clock In
- Failure to Clock Out
- Failure to report to assigned area on time (even if clocked in on time)
- Failure to perform morning duties in assigned clinical area (cleaning, stocking, etc.)
- Failure to park in assigned parking lot (parking in the visitors parking deck/unauthorized areas)
- Failure to adhere to dress code
- Any cell phones, headphones/earbuds or any prohibited electronic device in classroom or clinical area
- Any unauthorized computer use. (internet, itunes, YouTube, personal e-mail, etc.)
- Failure to follow written policies and procedures
- Failure to be prepared for clinical duty at all times (i.e. student doesn't have clinical notebook/Trajecsys login information, markers, ID badge, dosimeter, technique book, pen)
- Extending time for lunch or breaks
- Leaving assigned clinical area without permission/not in assigned clinical area
- Avoiding procedures (in which the student is competent) while in the clinical area
- Little or no effort to assist other students or clinical staff
- Texting classmates, supervisors, technologists, or faculty to alert them of an absence (must **call** area)
- Failure to notify Supervisor/Clinical Preceptor of ***unscheduled*** absence or extended tardy
- Failure to notify Supervisor/Clinical Preceptor of ***scheduled*** absence (not notifying clinical area at least 24 hours early of a scheduled absence).
- Failure to follow instructions from Supervisor/Clinical Preceptor
- Failure to maintain acceptable standards for exams on which the student has finaled/achieved competency.
- Failure to maintain acceptable standards in equipment operation.
- Failure to maintain acceptable technical standards for exams.
- Verifying images in PACS/SECTRA without direct supervision of a registered technologist.
- Not including a registered technologists' name in EPIC.
- Any other action deemed unacceptable by the R.T. Director, Clinical Coordinator, clinical instructor and/or clinical preceptors.

TWO DEMERITS

- A 2nd offense of any one demerit item

THREE DEMERITS

- **Performing a repeat without direct supervision of a registered technologist**
- Inappropriate behavior in classroom/clinical area (rude comments, insubordination, profanity, sleeping, not making up a failed test when scheduled, etc.)
- Lack of good attitude/cooperation in classroom/clinical area
- Being disrespectful of patients, peers, instructors, supervisors, clinical preceptor, etc.
- Unprofessional conduct or Unethical conduct
- Any act of carelessness regarding patient care or equipment use (rotoring to "play around")
- Clocking in or out, or having someone clock you in or out that misrepresents you actually being present. (falsifying time card)
- 3 occurrences per semester
- Failure to report for **any** scheduled shift, make-up time during semester breaks (no call/no show)

- Failure to progress clinically as expected by clinical coordinator, clinical preceptors. (Poor clinical semester/weekly evaluation).
- Performing an exam without direct supervision of a registered technologist in which student has not achieved competency (attempting to pre-comp without direct supervision of a registered technologist or attempting to achieve competency without a Clinical Preceptor)
- Falsifying or attempting to falsify a competency exam **Rev. 03/2021**
- Using a cell phone in the clinical area (making calls, retrieving voicemails, texting, on the internet/social media, showing pictures, etc.) Rev. 2/2011
- Any other action deemed unacceptable by the R.T. Director, Clinical Coordinator, clinical instructor and/or clinical preceptors. **Rev 02/2008**

Student Reprimand/Dismissal Procedure

Student dismissal can occur at any time if the offense is deemed severe enough by the R.T. Director, Clinical Coordinator, or Clinical Instructor and approved by the Advisory Committee; (i.e. reporting to school intoxicated). Student dismissal can also be the result of, but not limited to the following:

a. Cheating, which includes, but is not limited to:
    1. Copying, photographing, publishing and/or any other means of reproducing class materials with the intent to alter the results of the examination and/or to gain an unfair advantage.
b. Falsification of records (i.e. time/attendance, academic, clinical etc.)
c. Any Unprofessional/Unethical conduct
    1. Abusive or Threatening behavior
    2. Insubordination
    3. Carelessness regarding patient care/equipment
d. Accumulation of 16 demerits
e. Failure to maintain a passing grade in either clinical or academic work.
f. Failure to progress clinically as expected by the R.T. Director, Clinical Coordinator, and/or Clinical Instructor.
g. Failure to comply with program policies, procedures, or codes of conduct, including non-support of Emory University or Emory Healthcare's Mission and Vision. **Rev 09/2014**

Procedure Followed Prior to Dismissal of Student

Offenses will be recorded as follows:

a. Accumulation of 8 demerits warrants being counseled by faculty.
b. Accumulation of 12 demerits results in a meeting of the Advisory Committee.
c. Accumulation of 16 demerits may result in dismissal from the program, per Advisory Committee meeting.

Each demerit a student receives will be recorded on a Demerit checklist and reviewed and initialed by the student at the time of the infraction, as well as the end of the semester.

Students who have been dismissed, who wish to petition the decision of the Advisory Committee may file a formal complaint and follow the Appeals Process. **Rev 09/2014**

Student Withdrawal

A student may withdraw at any time during the two-year program. A written statement must be submitted to the R.T. Director. The clearance procedure must be completed; this consists of turning in the dosimeter, name badge, clinical notebook and paying any unpaid charges. Failure to do this will result in ESOM Radiologic Technology Certificate Program withholding any records until all items have been turned in.

Not reporting to school for three consecutive days without calling in will be interpreted as voluntary withdrawal. **Rev 12/2024**

Student Re-enrollment after Dismissal or Withdrawal

The student may reapply if they leave the program in good clinical and academic standing. The student must meet all admissions criteria, including an interview with the Admissions Committee. Advance Placement will be considered on an individual basis.

Performance Improvement Plan (PIP)

Emory School of Medicine Radiologic Technology Certificate Program
Performance Improvement Plan

Name: Date:

I. **Performance Deficiency:**
Reason/s for Action/s

❑ Tardiness /Absenteeism	❑ 8 Demerits ❑ Faculty_____
❑ Failure to report/call in ❑ R.T. Director ❑ Clinical area	❑ 10 Demerits ❑ Faculty_____
❑ Failing GPA or 2 tests ❑ Academic Probation	❑ 12 Demerits ❑ Faculty_____ ❑ Advisory Committee_____
❑ Sleeping in class or in Clinical Area	❑ 13 Demerits ❑ Faculty_____
❑ Insubordination	❑ 14 Demerits ❑ Faculty_____ ❑ Advisory Committee_____
❑ Slow clinical progress ❑ Unacceptable clinical evaluation	❑ 15 Demerits ❑ Faculty_____
❑ Abusive Language	❑ 16 Demerits ❑ Faculty_____ ❑ Advisory Committee_____
❑ Dress Code Violation	
❑ Falsifying Documents	❑ Other:

Description of outline of problem or event (Provide a brief and concise overview of the situation).
_____
_____
_____
_____

Date	Infraction	Reason

II. Performance Improvement Plan or Expected Changes.

Be specific. What is the standard or expectation? What is the time frame for change to occur: (immediately, within a few days, weeks/months).

_____
_____
_____
_____

III. Student Comments/Action Plan.

What is the goal of the student?

_____
_____
_____
_____

What will the student do to improve?

_____
_____
_____
_____

What does the student expect of the faculty in order to help him/her achieve this goal?

_____
_____
_____
_____

IV. Progress Report /Follow up

Date: Progress Faculty/Student

V. Performance Improvement Plan Reviewed

Student Signature_____ Date_____

❑ reviewed but student refused to sign.

R.T. Director _____ Date_____

Clinical Coordinator_____

Clinical Instructor _____

Rev 08/2002

GRIEVANCE/APPEALS PROCESS

ESOM Radiologic Technology Certificate Program wants to provide the student with an atmosphere that is conducive to learning. Most of the time we succeed: however, there will always be an occasional conflict/problem that arises. In the event of a conflict/problem, we have a procedure for the student to follow.

Grievance Process

1. Students wishing to file a grievance regarding courses, faculty or the educational process should submit a formal complaint in writing to the Program Director.
   **If the complaint involves the Program Director, the formal complaint should be submitted to the VP of Operations and/or (Exec. Assoc. Dean of Medical Education and Student Affairs)
2. The Program Director or (**VP or Operations and/or Exec. Assoc. Dean of Medical Education and Student Affairs) will review the complaint with any/all parties involved within 3 business days.
3. If the complaint cannot be resolved, or if the student requests, the complaint is forwarded to the Advisory Committee within 5 business days of the original filing.
4. The Advisory Committee will review and make recommendations and/or a decision within 7 business days of the original filing. If necessary, the Advisory Committee can contact the Program Director and/or the student for comments, clarification, etc.
5. Students wishing to appeal the Advisory Committee's decision may submit a formal complaint to the VP of Operations and/or (Exec. Assoc. Dean of Medical Education and Student Affairs)**
6. The VP of Operations and/or (Exec. Assoc. Dean of Medical Education and Student Affairs) has 2 business days to investigate the appeal, and s/he will set up a meeting between the student and the ad hoc Appeals Review Committee. **(See Appeals Process below)**
7. The Appeals Review Committee can either support or overturn the Advisory Committee's decision.
8. The final decision will come from the Appeals Review Committee, and this decision is not subject to additional appeals.

Appeals Process

1. Students wishing to file an appeal, must submit a formal written request to the VP of Operations and/or (Exec. Assoc. Dean of Medical Education and Student Affairs) within 24 hours of the Advisory Committee's decision.
2. The VP of Operations and/or (Exec. Assoc. Dean of Medical Education and Student Affairs) has 2 business days to investigate the appeal, and s/he will set up a meeting between the student and the Appeals Review Committee.
3. The Appeals Review Committee can either support or overturn the Advisory Committee's decision.
4. The final decision will come from the Appeals Review Committee, and this decision is not subject to additional appeals.

The Appeals Review Committee consists of:

a. Member of Risk Management/Patient Compliance (external source)
b. Member of DM Foundation (external source)
c. Member of Clinical Education Services (external source)

JRCERT Contact Information

Students wishing to voice allegations of the program's non-compliance with JRCERT Standards, or not following established accreditation policies, should contact the JRCERT. The address and phone number of the JRCERT is posted and made available to the students and the public.

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312-704-5304
www.jrcert.org

PREGNANCY POLICY

According to the guidelines of the Nuclear Regulatory Commission (NRC) the female pregnant student has the following options:

1. The student may voluntarily inform the program officials of their pregnancy in writing and indicate the expected date of delivery.

   Upon voluntary, written disclosure of their pregnancy the student may elect to:
   A. withdraw from the program and not reapply
   B. withdraw from the program and reapply the following year
   C. complete the program. In order to stay in the program, the following conditions must be met:
      a. The student must be counseled by the Radiation Safety Officer in order to be informed of all necessary measures to be taken to protect the fetus. (i.e. additional monitoring badge, reduced embryo/fetal dose limit) **Rev. 09/2013**
      b. The student must be willing to follow the Radiation Protection Guidelines set forth by the Radiation Safety Officer and R.T. Director.
      c. The student may continue the program **full-time, without modification and/or reassignment** of clinical rotations. A monthly fetal monitor will be issued for the individual to wear in addition to their regular dosimeters. Fetal dosimeters must be worn at the waist and under the lead apron. All clinical and didactic duties and assignments will continue to be performed as usual. **Rev. 09/2013**
      d. The student may continue the program **full-time, with limited reassignment*** of clinical rotations (As requested by the student, coordinated with the clinical coordinator). A monthly fetal monitor will be issued for the individual to wear in addition to their regular dosimeters. The student must complete all clinical competencies and academic work prior to graduating, even if they must graduate later than their peers.*** **Rev. 09/2013**
      e. The student may voluntarily revoke their declaration of pregnancy (in writing), at any time if they believe that it is in their best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply. The student will no longer receive a monthly fetal monitor to wear in addition to their regular dosimeters. **Rev. 09/2013**
      g. Once the student is no longer pregnant, they must withdraw declaration of pregnancy and be released back to work by a signed physician's order. Paperwork must be provided by the student. **Rev. 03/2010, 09/2013**

2. The student may choose not to declare they pregnant. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant.

**** The program will make every effort to reassign the student as requested; however, the student must realize that reassignment may not be possible.***

*****To maintain fair and equitable clinical education practices, no modification and/or reassignment will be made for other students to accommodate the pregnant individual.*** **Rev. 09/13**

Basic Radiation Safety Guidelines

The ALARA concept will be followed which is to keep radiation dose **A**s **L**ow **A**s **R**easonably **A**chievable for the student, patients' and peers

1. **Dosimeters**
   - A. All students will be issued a dosimeter to monitor their exposure and will be required to wear the dosimeter while at school. This badge is capable of measuring total body exposures.
   - B. The dosimeter must be cared for properly. They should not be taken home, washed, left in the sun, left on the TV, left in the radiographic room or otherwise mishandled.
   - C. The dosimeter shall be worn at the waist level when performing general radiographic procedures that require no lead aprons. Whenever a lead apron is worn, the badge shall be worn on the collar in order to yield an estimate of the radiation to the thyroid. At all times the dosimeter will be worn in an area from the neck to the waist. No other position is acceptable.
   - D. Dosimeters will be changed monthly, and the report will be sent to the radiation safety officer.
     The RSO will review the records and send a copy of the report for the student to sign off on and the faculty will keep a second record.
   - E. If your dosimeter reading is too high (>100 mrem annually), the radiation safety officer will contact you to find out the cause. Appropriate action and training will be taken.
     Rev 1/13; 6/25
   - F. Ring badges are worn by personnel working in the interventional suite and nuclear medicine
2. **Lead Aprons**
   - A. Lead aprons shall be worn by all personnel who might be exposed to radiation during a fluoroscopic or radiographic examination.
   - B. The apron should cover the body from approximately the thyroid gland to the knee. The lead content must be .5mm Pb equivalent or greater.
   - C. Proper care of aprons is essential. Aprons should never be tossed down on the floor or laid in a chair or folded in any way. Aprons are expensive to replace and relatively easy to damage. Biannual checks are made to determine if the apron is defective.
   - D. If a student finds a defective apron, it should be carried to the office of the Quality Assurance Coordinator so the apron can be replaced.
3. **Lead Gloves**
   - A. Lead-lined gloves should be treated in the same manner as lead aprons. Do not use them if they are damaged or if they are suspected of being damaged. Report any damaged gloves to the Quality Assurance Coordinator.
   - B. Lead-lined gloves are to be worn any time one's hands will be in or close to the radiation beam. The lead content will be .25 mm Pb equivalent or greater.
4. **Patient Holding Policy**
   - A. Student radiographers are not to hold a patient or image receptor for any radiographic examination/procedure. If the patient cannot voluntarily hold still for the exam, the radiographer can use a short exposure, ask a family member to hold the patient, use tape or other immobilizing device. **Rev 03/2017**
   - B. In the event of an extreme emergency, if a patient must be held during an exposure by students and/or radiographers, rotate the "patient holding" among all the personnel involved. Do not rely on one person to hold every time.

C. If one must hold a patient during an exam, this must be reported to the R.T. Director in writing.

D. If one holds a patient, it is important that lead gloves and aprons be worn at all times. Also, one should not stand in the direct path of the primary beam. The head should be turned away from the primary beam.

5. **Patient Shielding**

A. Patient gonads must be shielded at all times unless the shielding will interfere with the diagnosis of the radiograph. All patients are shielded at Emory Healthcare, regardless of age.

B. For prone or supine patients, lead aprons are the most convenient method of shielding. For pediatric or male patients, a flat sheet of lead or a lead glove can be utilized.

C. For erect radiography, the mini or half apron or the gonadal cup shaped shield is recommended.

D. Always collimate closely to the part being examined.

E. Routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure.

6. **Basic Radiation Protection Guidelines for Students**

A. Remember to use the lead apron during fluoroscopy and lead gloves if the hands are close to the beam.

B. One should maintain the maximum distance from the source of radiation whenever possible.

C. During regular radiography, the student should stand behind the protective barrier.

D. During fluoroscopy, the student should stand behind the radiologist, technologist, or other personnel in the room, if possible.

E. Do not hold the patient unless it is absolutely necessary.

F. Never radiograph objects or others “for the fun of it” or for practice.

G. The student should always collimate as closely as possible to limit the size of the beam and reduce the amount of scatter radiation.

H. Keep repeats to a minimum. A student cannot repeat a radiograph without the assistance of a registered radiographer.

I. ALARA concept should always be practiced.

J. The Cardinal Rules of Radiation Protection: time, distance and shielding, should be practiced.

7. Basic MRI Safety Guidelines for Students

A. A screening form will be completed by all enrolled students having potential access to the magnetic resonance environment.

B. The screening form will be reviewed by a registered MRI technologist prior to first clinical rotations.

During the orientation period and ***prior*** to beginning clinical rotations students must watch the MRI Safety Video and pass a quiz with an 80% or higher. **Rev. 12/2024**

Student Health Policy

There are many communicable diseases in the health care setting. During the first weeks of school the student will be made aware of the necessity of practicing good medical asepsis in order to protect the patients, peers and them self from the spread of disease.

The student will:

a. Complete Infection Control HLC annually.
b. Follow all policies and procedures discussed in this policy & procedure manual.
c. Practice good patient care as taught by the ESOM RT Certificate Program and Emory Healthcare.
d. Report to the EUSHS Health Nurse for an annual mandatory screening (vaccinations, TB screening, N95 fit test, etc). Failure to report in the allowed time will result in suspension until the screening has been obtained. This time is to be made up on semester break.
e. Have yearly in-services as mandated by Emory University and Emory Healthcare.
f. Wash hands before and after touching each patient.
g. Wash uniforms daily.
h. Emory Healthcare or Emory Decatur Hospital does not provide free medical care for students or employees.
i. Report any suspected illnesses that are contagious as soon as it is known.
j. Employee Assistance Program (EAP) provides you with free, confidential, in-the-moment support to help with personal or professional problems that may interfere with work or family responsibilities. BHS link

Student Safety Policies

In order to maintain a safe work environment and protect the student and others, the student will:

a. Read and follow the safety guides as described in each Emory Healthcare Imaging Services Department.
b. Read and follow the guides for the disposal of hazardous waste notebook located on EHC intranet.
c. Report immediately any injuries sustained on Emory University or Emory Healthcare property.
d. Follow the radiation safety guidelines.
e. Fill out an Initial Work Injury/Exposure report (via Emory Storefront; eVantage; Workplace Health tile) and go to the health nurse whenever an accident occurs such as needle stick, cut, and exposure to bodily fluids, etc. **Rev 01/2019**
f. Fill out an incident report (S.A.F.E.) whenever a patient is injured and give it to the supervisor to be signed. **Rev 01/2019**
g. Report/cleanup spills and/or objects in the floor that could cause injury to patients, peers, or yourself.
h. If there is a life threatening or serious accident during school hours, the supervisor in charge should have the student taken directly to the Emergency Department and contact the program faculty and students in case of emergency contact.
i. For the safety of the student, Emory School of Medicine Radiologic Technology Certificate Program will follow any limitations/restrictions set forth by Physicians that the student has seen for any injury/illness. If the limitations/restrictions require that the student cannot perform physically in the clinical area, then the student will be sent home until the imitations/restrictions have been lifted and the student can perform in the clinical area. The student will still be able to come on class days if the limitations/restrictions allow. The

student can use plus-time for the clinical time missed, however, if the student has no plus-time then the time can be made up over semester breaks (see Extended Make Up Time Policy). **Rev 1/09**

j. Fitness for Duty-The assessment of employees to determine ability to perform the essential duties of their jobs in a safe, secure, productive, and effective manner, without presenting a safety hazard to themselves, patients and/or other employees. Illness of three (3) or more consecutive days or shifts will also will also require medical documentation for clearance to work. PRB-5003 **Rev 06/2017**

Drug & Alcohol Policy

The Emory School of Medicine Radiologic Technology Certificate Program follows the drug & alcohol policy set forth by Emory Healthcare. We require readmission testing and drug testing following an accident on the job. The Emory Healthcare drug policy can be found on the Emory Healthcare intranet. Emory School of Medicine is a drug free workplace. For more information click here.

Tobacco & Nicotine Policy

In order to promote health and wellness and set a good example for the community we serve, Emory Healthcare will no longer be hiring smokers or nicotine users. The Emory School of Medicine Radiologic Technology Certificate Program follows the tobacco & nicotine policy set forth by Emory University.

- All job applicants will be tested for drugs as well as nicotine. **Rev 02/2010**

Smoking Policy

Emory University and Emory Healthcare is a non-smoking facility except for the designated areas. Smoking in any other area, including restrooms, is forbidden and the student is subject to reprimand if reported. Smoking will be prohibited on the premises therefore, listed below are support groups for tobacco users. Please see Tobacco & Nicotine Policy. **Rev 02/2010**

Georgia Tobacco Quit Line
1-877-270-STOP
www.unitega.org

Nicotine Anonymous
(404) 244-8444
www.nicotine-anonymous.org

GRADUATION

Graduation Requirements

To graduate from the ESOM RT Certificate Program, students must successfully complete both the academic and clinical components of the program by meeting the following criteria:

- Achieve a cumulative average of at least 80% in all courses.
- Score 80% or higher on each Radiologic Technology comprehensive final exam.
- Complete all required clinical hours for the program.
- Fulfill all clinical competency requirements.
- Meet the program's attendance standards.
- Meet the program's technical standards.
- Must also be in good standing with Emory University:
    - No holds in place for any of the following items:
        - Tuition/Fees
        - Student Health Requirements
- Must complete the program clearance procedure

Graduates who meet these requirements will receive a certificate from the Emory School of Medicine Radiologic Technology Certificate Program.

The student must be able to perform the following list of **Graduation Competencies** in order to meet graduation requirements.

1. The graduate will provide basic patient care and comfort, while utilizing Standard Precautions & Medical/ Surgical Asepsis Techniques.
2. The graduate will provide appropriate patient education.
3. The graduate will practice radiation protection.
4. The graduate will operate medical imaging equipment and accessory devices.
5. The graduate will understand basic x-ray production and interactions.
6. The graduate will position the patient and medical imaging system to perform examination and procedures.
7. The graduate will exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. The graduate will demonstrate knowledge of human structure, function and pathology.
9. The graduate will demonstrate knowledge and skills relating to quality assurance activities.
10. The graduate will evaluate the performance of medical imaging systems.
11. The graduate will evaluate medical images for technical quality.
12. The graduate will demonstrate knowledge and skills relating to medical images for technical quality.
13. The graduate will demonstrate knowledge and skills relating to medical image processing.
14. The graduate will understand the safe limits of equipment operation.
15. The graduate will recognize equipment malfunctions and report them to the proper authority.
16. The graduate will demonstrate knowledge and skills relating to verbal, nonverbal and written medical communication in patient care intervention and professional relationships.
17. The graduate will demonstrate good affective behavior skills.
18. The graduate can perform CPR.
19. The graduate will possess knowledge of venipuncture and Pharmacology.
20. The graduate will support the profession's code of ethics and comply with the profession's scope of practice.
21. The graduate will demonstrate skills in Computer Literacy, CR & Digital radiography.
22. The graduate will competently perform a full range of procedures on children, adults and geriatric in the following categories:

*Head/neck
*Abdominal/gastrointestinal/genitourinary
*Musculoskeletal
*Chest and breast
*Trauma
*Bedside
*Surgical

Clearance Procedure

Before a student can withdraw or graduate from the program, they must complete the clearance procedure. If the student is graduating, failure to complete this procedure will result in the certificate being withheld.

The student must:

1. Turn in I.D. badge
2. Turn in dosimeter
3. Turn in *imager student* badge
4. Turn in clinical notebook
5. Clear all outstanding debts
6. Complete all academic assignments
7. Complete all clinical assignments
8. Complete any make-up time
9. Clean out locker
10. Sign clearance form

Clearance Sheet

Name: _____ Date: _____

All items must be completed in order to receive your certificate. Registry scores will not be released until all criteria has been met.

Check one of the following reasons for the clearance procedure:

I. ____ Student graduating
II. ____ Student withdrawing
III. ____ Student remaining within Emory Healthcare

1. I.D. badge turned in	yes	no
2. Dosimeter turned in	yes	no
3. Outstanding debts paid	yes	no
4. Make-up time completed (If no, see Clinical Instructor)	yes	no
5. All Clinical Assignments completed (If no, see Clinical Coordinator)	yes	no
6. All Academic Assignments completed (If no, see R.T. Director)	yes	no
7. School locker cleaned out	yes	no
8. Clinical Notebook turned in	yes	no
9. Returned ELTAC Parking Pass	yes	no
10. Returned *Imager Student* Badge	yes	no

Student's Signature _____

R.T. Director's Signature _____

Clinical Coordinator's Signature _____

Clinical Instructor's Signature _____

Date: _____

Rev 06/2007

Graduation Ceremony

The graduation ceremony will be held in the Theatre at Emory Decatur Hospital. A small reception will be held in the Auditorium at Emory Decatur Hospital after the graduation ceremony.

It is mandatory for all junior and senior students to attend the graduation ceremony. Graduation will be held on the last Friday of August each year (actual date dependent upon room availability). **Rev 03/2012**

Certification

Upon completion of all requirements for graduation, including both academic and clinical criteria, the student will receive a certificate from Emory School of Medicine Radiologic Technology Certificate Program. Upon graduation, the student will be eligible to take the 200 question computerized national registry in diagnostic radiology administered by the American Registry of Radiologic Technologists. Upon passing the test the student will have earned the right to use the title, Registered Technologist in Radiology, R.T.(R)

Monies required to take this examination are to be paid by the graduate directly to the ARRT.

****Please Note: Final application approval must come from the ARRT.** **Rev 03/2012**

Job Placement

There is no job placement; however, we will inform the students of any job openings of which we are aware.

School Pins

During the senior year, students may wish to purchase pins through a local jeweler. These arrangements are made by the students and the school is not involved.

Transcript Requests **Rev. 12/2024**

Course grades are reported to the University Registrar for official records. At the end of each semester, students can access their grades, credit hours, and GPA through the OPUS system on the Emory Home Page (www.emory.edu).

The Family Educational Rights and Privacy Act (FERPA) grants students specific rights concerning their educational records. For detailed information about FERPA, student record policies, and instructions for requesting transcripts, visit the Registrar's website.

For graduates of the program prior to 2024, please complete the following EDH RT Program Request to Release Academic Records A $5.00 fee per transcript requested is also required (credit or debit cards only).

For all other graduates, please visit the following link for transcript requests through the Emory University Registrar's website.

Copies of Certificate

Emory School of Medicine Radiologic Technology Certificate Program **does not** keep a copy of the certificate given to the graduate upon completion of the program. **Rev 01/2007**

Early Clinical Release Policy

Early release of a student may be considered on an individual basis for students showing exceptional clinical skills.

The object of this release is to benefit both the student and Emory Healthcare. The student will be paid as a registry pending radiographer as they gain experience while working in the role of radiographer. Emory Healthcare will be supplied with qualified staff that is already trained in the methods of Emory Healthcare.

In order for this to occur, the following criteria must be met:

1. There must be a vacancy within Emory Healthcare to be filled.
2. The student must be selected by a supervisor of Emory Healthcare to fill a vacant shift.
3. All clinical competencies must be completed with a passing grade and turned in to the Clinical coordinator/instructor.
4. All rechecks must be completed and turned in to the clinical coordinator/instructor.
5. The student cannot be on academic or clinical probation.
6. All didactic work is to be completed including attending class days, completing assignments and passing tests.
7. The student must meet the obligation to work the hired shift.
8. Graduation practice and ceremony must be attended if applicable.
9. All make-up time must be made up.
10. All tuition must be paid in full.

Failure to meet the above stipulations will be cause to void the agreement and the student must return to the clinical rotations.

Emory School of Medicine Radiologic Technology Certificate Program releases _____ from the clinical rotation schedule.

Graduate: _____ Date: _____

R.T. Director: _____

Supervisor: _____

EMERGENCY PREPAREDNESS

CEPAR (Center for Emergency Preparedness and Response)

The Office of Critical Event Preparedness and Response (CEPAR) serves as the center for Emory enterprise-wide planning for and coordinated response to catastrophic events affecting Emory and the broader community. https://emergency.emory.edu/index.html

Emergency Notification System

The Emory Emergency Notification program is a multi-modal system for alerting students, staff, faculty and visitors of an emergency affecting the Emory community. The wide array of notification options affords Emory the flexibility to convey emergency information in the most appropriate manner and provides redundancy to help ensure the message gets out. Not all emergencies require all of the notification components to be engaged simultaneously.

Students can access the Emergency Alert Information page by logging into OPUS or PeopleSoft. Students should enter their cell phone number and provider information. Students should be sure to update their information if changes to cell phone number or mobile carrier occur.

LiveSafe App

LiveSafe is a personal safety mobile app that Emory University provides to all students, faculty, and staff to download for free. The app provides a quick, convenient, and discreet way to communicate directly with Emory University safety officials, enhancing your overall safety and allowing Emory University Police to better protect you. We encourage all students to download the app at https://emergency.emory.edu/livesafe/index.html

Emory School of Medicine Radiologic Technology Certificate Program Contingency Plan

Emory School of Medicine Radiologic Technology Certificate Program has a contingency plan in place for catastrophic events (ex. pandemic, natural disaster, etc.) that interrupts student learning and normal program operations. The purpose of the contingency plan is to provide continuity of student learning, while sustaining the mission and vision of the program during any catastrophic event.

1. Communication
    a. Emory SOM and/or EHC leaders will determine if ESOM RT Program must close for an extended period of time and communicate the decision to the Program Director
    b. Program faculty will assess the event, determine which aspect of the program will be affected and activate the contingency plan
    c. Program Director will communicate via email to all students, faculty and communities of interest for any disruption in didactic and/or clinical rotations
    d. Clinical Coordinator will communicate with students, clinical preceptors, clinical affiliations and communities of interest (if clinical rotations are disrupted)
2. Modifications- Please note that all requirements needed for successful graduation from the Radiology School must be met. To ensure that **all** graduation requirements are still met during a mandatory closure/catastrophic event the following may be implemented:
    a. Didactic/Classroom-If students are unable to physically attend didactic courses in the classroom during a catastrophic event the following may be implemented:
        i. Delayed/postponed graduation
        ii. Shortened/limited registry review
        iii. Non-conventional learning
            1. Study materials, lectures, assignments, worksheets, study guides, etc. may be conducted virtually.
            2. All tests will be administered once normal program operations are resumed.
        iv. Adjusted/eliminated breaks

v. Any other adjustments/modifications the faculty feel are necessary to meet requirements for graduation.

b. Clinical Settings-if students are unable to physically attend clinical rotations during a catastrophic event the following may be implemented:
   i. Additional/Adjusted clinical rotations or shifts in order to achieve competencies/pre-competencies
   ii. Delayed/postponed graduation
   iii. Non-conventional learning
      1. Lab materials may be conducted virtually.
      2. All lab check-offs will be conducted once normal program operations are resumed
   iv. Adjusted/eliminated breaks
   v. Any other adjustments/modifications the faculty feel are necessary to meet requirements for graduation.

3. Resources
   a. Students must have internet access and be able to access their email to receive communication from Program Director/Clinical Coordinator
4. Responsibilities
   a. Program faculty will maintain communication with Emory SOM/EHC leaders to stay up-to-date on all current information regarding any catastrophic event and relay communication to students and other communities of interest
5. Resuming Normal Program Operations
   a. Emory SOM and/or EHC leaders will determine when normal operations may resume and communicate the decision to the Program Director
   b. Program Director will communicate via email to all students, faculty and communities of interest when the program will return to normal operations.
   c. Clinical Coordinator will communicate with all students, clinical settings and clinical preceptors regarding any modifications/adjustments to clinical rotation schedules.
   d. Program Faculty will communicate with each cohort as to timelines/schedules for the administration of tests, labs, check-offs etc. for each course. **Rev. 12/2024**

COVID-19 Policy

1. Sick/Illness:
   a. If you are sick, stay home.
      i. Being sick includes: fever $\geq 100^{o}F$ and have one of the following symptoms: cough, sore throat, body aches, vomiting, diarrhea, shortness of breath, or congestion.
   b. If you develop symptoms during your shift:
      i. notify your supervisor (if in the clinical area)
      ii. notify a faculty member
      iii. remove yourself from the clinical area and go home
   c. Returning to work:
      i. Contact OIM (Occupational Injury Management)/Employee Health by dialing 404-686-5500 enter PIC# 50464 for guidance on returning to work.
      ii. Any paperwork given by OIM/Employee Health must be turned in to the Radiologic Technology Certificate Program prior to returning to class or clinical rotations.
      iii. Students must follow the Staff Algorithm for COVID-19 Return to Work
      iv. Students returning from scheduled breaks must complete the COVID-19 Health Screening Questionnaire and COVID-19 Expectations for Faculty and Students
   d. Health Care Worker Exposure

i. Health Care Workers with **direct** patient care are required to wear appropriate PPE (goggles and either procedural mask or N-95 mask)

e. ESOM Radiologic Technology Certificate Program will follow the most up-to-date Emory Healthcare policies and procedures. Students should logon to their Emory Storefront and check EHC emails for the most recent and up-to-date information.

2. Absences:
    a. Students can schedule time off at least 24 hours in advance.
        i. Students must inform clinical area of absence.
        ii. If student has plus time then any time missed will be taken from plus time.
        iii. If student does not have any remaining plus time, then any time missed must be made up over the semester break **or** after graduation.
            1. Make-up time due to COVID-19 will be considered as Extended Make-Up Time and will be allowed to be made up over semester breaks.
    b. If time off is not scheduled 24 hours in advance, or if the student leaves early unscheduled, the absence will count as an occurrence.
3. Clinical Rotations:
    a. Some clinical areas within the hospital may not have any scheduled exams (outpatient, elective procedures, etc.). Students in these areas are not to be flexed out. You must stay with the technologist that you are assigned-they may be reassigned/redeployed to another part within the hospital to assist.
        i. If assigned technologist is reassigned/redeployed at hospital entry points as a greeter to incoming visitors, the student will not go with technologist. If this situation occurs, the student must contact school faculty for further instruction.
    b. For off-site locations (Stonecrest, Emory Decatur Ortho, Spivey, Stockbridge, etc.) if there are no scheduled or walk-in patients, then it is to the discretion of the technologist to either flex you out of have you stay and help out in other ways (you must stay with the registered technologist). You will not be reassigned to another location. Make sure that a flex form is completed and signed.
4. School Closure
    a. In the event that Emory University or EHC leaders determine that the ESOM RT Program must close for an extended period of time:
        i. Any time missed due to mandatory closure of the Radiology School **will not** be taken from your plus time.
    b. Please note that all requirements needed for successful graduation from the ESOM RT Program must be met. To ensure that **all** graduation requirements are still met during a mandatory closure the following may be implemented:
        i. Delayed/postponed graduation
        ii. Shortened/limited registry review
        iii. Additional/Adjusted clinical rotations or shifts in order to achieve competencies/pre-competencies
        iv. Adjusted breaks
        v. Non-conventional learning
            1. Study materials, lectures, assignments, worksheets, study guides, etc.
        vi. Any other adjustments the faculty feel are necessary to meet requirements for graduation.
5. PPE
    a. Emory School of Medicine Radiologic Technology Certificate Program will initially provide the student with the following PPE:
        i. Procedural Mask
        ii. Goggles
        iii. N-95 mask

b. Students are required to wear either a procedural mask or cloth mask anytime they are on campus. Mask must be worn at all times, unless eating or drinking.
    i. Cloth masks are not to be worn in the clinical setting or around patients-a procedural mask must be worn.

6. Daily Precautions
    a. The student is expected to self-monitor daily for COVID-19 symptoms
    b. The faculty will monitor the students' temperature daily and will be recorded on the Daily Attestation Log Sheet.

STUDENT RESOURCES

Classroom and Student Lounge

Emory School of Medicine Radiologic Technology Certificate Program has a dedicated classroom and student lounge located on the ground floor of Emory Decatur Hospital.

Library

Students have access to the physical library at Emory Decatur Hospital and the radiology program library, which has limited texts, workbooks, DVDs, etc. Both of these libraries are open during school hours, which is Monday through Friday, 8am until 4pm, most days.

Additionally, students have access to the Woodruff Health Sciences Library Building which has access to all Emory University Libraries' information resources both on and off campus, with online access available to them 24/7. The Emory University library system provides both in-person and online instruction in how to access collections, interlibrary loan, e-journals and other learning resources for the university community.

Students also have access to free (secure) internet access therefore, students can utilize their own cellphones, laptops, tablets, for note-taking, studying, etc. They are also able to use streaming services (i.e. YouTube, Elsevier, Mosby Training Modules, Learning Resource Center (LRC), Lippincott Anywhere, intranet, etc.).

Imaging Services Computer Lab

Radiologic Technology students have access to a dedicated computer lab located on the ground floor of Emory Decatur Hospital adjacent to the classroom. This computer lab may be used to access the internet, intranet, complete HLC modules, use to study and complete assignments. Hours are Monday-Friday 8:00am-4:00pm.

Student Health Services

The health and wellbeing of Emory students is a top priority and essential to student success. While we encourage self-care, health promotion and prevention, health professions students are not exempt from having physical and/or mental illness. All students are expected to take responsibility for maintaining personal wellness by utilizing the multiple resources at Emory outlined below and notifying the dean's office when personal health becomes a concern.

Contacts:

- Emory University Student Health Services: 404-727-7551
- Student Health Immunization Nurse: 404-727-0392
- https://www.studenthealth.emory.edu

Student Counseling and Psychological Services (CAPS)

The Emory University Student Counseling & Psychological Services (CAPS) is located in 1462 Clifton Road Building, Suite 235. CAPS provides free, confidential individual, group, and couples counseling for enrolled undergraduate, graduate, and professional students at Emory University. CAPS staff also provides consultations to students and faculty or staff who are concerned about an Emory student. In addition, CAPS provides outreach and educational workshops on a variety of topics.

The Center for Holistic Student Success

The Center for Holistic Student Success (CHSS) seeks to improve student well-being through offering systems, structures, and supports that optimize the student experience. Our three primary goals over the next two years are to:

1. Improve access to mental health resources
2. Improve access to academic support resources
3. Improve trust and sense of belonging within the School of Medicine

CHSS promotes self-guided learning, healthy coping mechanisms, and normalizing accessing support.

WHAT TO EXPECT AS A STUDENT RADIOGRAPHER

Each year, we have students come into the program who really do not know what being a Radiographer is all about, even after observing in the radiology department and talking to the faculty and staff about the school and the profession. I do hope that you have carefully researched the profession, and indeed know what will be expected and required of you in your chosen profession.

In the next two years, you will be using both your mental and physical skills as a student radiographer. There will be a lot of studying and many tests (usually 2 per week). During each semester, several subjects are being taught at the same time. The difficulty of the academic portion is comparable to college work, and the clinical portion is comparable to a real job. You cannot pass if you do not study. IT IS VERY DIFFICULT TO WORK MORE THAN 20 HOURS PER WEEK AND ATTEND SCHOOL 40 HOURS PER WEEK, while finding the time to study. Please do not ignore this statement! In the past, many students have attempted working 40 hours per week, in addition to attending school an additional 40 hours per week. However, once they see that it cannot be done, they get angry and blame the program.

As a student in the radiology program, you will start off by attending the hospital orientation for 2 days. You will be introduced to many important subjects such as, body mechanics, patient transfer, isolation techniques, and safety. Patient transfer will teach you how to move a patient from a wheelchair, stretcher, or bed to the x-ray table and then back again without injury to yourself or to the patient. You will also have to lift patients to place x-ray image receptors underneath them, when they are too ill to be moved. Body mechanics will teach you how to lessen the chance of hurting yourself while moving the patient.

The training is physical and can be very hard on your back. Isolation techniques are very important to protect yourself, the patient, as well as your peers, from communicable diseases such as the common cold, TB, meningitis, hepatitis, and HIV/AIDS.

During your first week you will have classes in Radiation Protection. You will be taught how to protect yourself and future generations from the possible effects of radiation. You will also have Introduction to Radiology, as well as Patient Care.

As a student radiographer, you will start off in the radiology department by observing and asking questions of the radiographer you are assigned to work with each day. You will feel like you are in the way for the first few weeks. About the only thing that you will know how to do is clean the room and stock the linen and supplies, which is something all junior (first year) students do plenty of. Fortunately, cleaning and stocking rooms is something that will continue throughout your career. Gradually, as you learn to perform exams, you will be assisting the radiographer, and soon, you will be performing exams independently, or with some assistance from the radiographer. By the time that you graduate, you will perform as well as radiographers.

Any profession you choose has some hazards or dangers, and radiology is no exception. Please read carefully the following hazards, and realize that as a student, you will be instructed on ways and techniques to lessen these hazards. However, dangers do exist, and there is a chance they could affect you.

A. **Radiation**- can possibly cause damage to you, or your offspring. See Radiation Protection Policy.

B. **Electrical Shocks**- any time you work with electrical equipment, there is a danger of being shocked or burned.

C. **Stress-related health problems**- stress can cause a variety of health problems. There is a lot of stress associated with a radiology program due, to the studying, dealing with extremely ill patients on a daily basis, juggling home life with school, and even being the "low man on the totem pole".

D. **Contagious Diseases**- any time you are dealing with patients and come in contact with blood, body fluids, open wounds, or coughing, there is a possibility of contracting a disease. You will be instructed on how to lessen the chance of acquiring these diseases. However, you must follow the rules you are taught. Unfortunately, there is always a chance of contracting a disease.

E. **Sprains, strains, or bruises-** There will be many times you will be required to lift a patient, equipment, image receptors, wear heavy aprons and do a lot of bending and prolonged standing. There is the risk of injuring your back, or other body parts for this reason. You will be instructed on good body mechanics, but the possibility of injury is always there.

If you have had a previous back injury, herniated disc, or any type of surgery, please check with your private physician to get his/her professional opinion before you undertake such a strenuous profession. As a reminder, when you sign the insurance form, you are releasing Emory Healthcare from liability for any preexisting conditions. Even if you have been given the OK from your physician, if you have had previous problems with your back, knees, shoulders, etc., please give the matter of choosing this profession very careful consideration.

F. **Personal damage** - When dealing with critically ill patients or patients in an altered state of mind, who are unaware of their actions, there is a danger you could be harmed by them.

G. **Hazardous Materials**- You will be working with hazardous waste materials such as processing chemicals. There is a hazardous waste manual in the Radiology department for you to read.

NOTE FROM THE R.T. DIRECTOR

As you start the Radiology Program, I would like to see you do so on a positive, upbeat note, full of enthusiasm, energy, and commitment. The staff will be with you every step of the way. When you succeed, we succeed. In the next two years, you will make friends that will last a lifetime.

You will find the program to be challenging, rewarding, and a lot of hard work. There will be times when you want to quit. There will be good days, and bad days. You will get tired of studying and feeling as if you are working for no pay. But in the end, it will all be worth the effort. You are preparing for a career as rewarding as you want it to be. You can go as far as you are willing to go. There are many avenues you can pursue, once you become a registered technologist.

This is a career or service, so if you do not like people, and do not really want to get involved in helping others, then this may not be the career for you. Think carefully before accepting this position.

The hospital setting is a very structured one, and we expect all policies and procedures to be followed. You can enjoy the program, your peers and team one of today's best careers; however, you must accept our policies and procedures prior to accepting a position in our program, in order to maintain a positive attitude which will allow you to enjoy the 2 years.

The key to the success of this program is commitment, hard work, a positive attitude, and to study some each day. Do not wait until the night before a test and cram for the exam, if you do, you will be in trouble when it comes time to take the National Registry.

My door is always open to talk to you and to help in any way possible. I wish you the best of luck and CONGRATULATIONS on a well-chosen career.

Note: on the following pages there is a copy of Professional Conduct Standards, a copy of the Scope of Practice for radiographers and the Standards of the JRCERT, our accrediting agency.

The curriculum is taught from the latest outline obtained from the Educator's Handbook, published by the ARRT, and the curriculum suggestions from the ASRT Curriculum Guide. Both of these books are in the school library and may be reviewed at any time.

PROFESSIONAL DOCUMENTS

ARRT Code of Ethics

JRCERT Standards for an Accredited Educational Program in Radiography