THE
University of Vermont
HEALTH NETWORK

Champlain Valley Physicians Hospital

SCHOOL OF
RADIOLOGIC TECHNOLOGY

75 Beekman Street
Plattsburgh, NY 12901

STUDENT ORIENTATION

Disclaimer Clause
Assessment is a crucial element in a program's overall evaluation and leads to continual improvement. Program policies, offerings, and requirements are continually being assessed and improved. The contents of this booklet are in effect at the time of revision and are subject to change. Students will be notified of changes in policy and requirements.

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Mission

To provide a quality education in the radiographic sciences, utilizing current, progressive, competency-based clinical/didactic methods of instruction to prepare our graduates for a professional career as a radiographer and qualify to sit for the American Registry of Radiologic Technologist (A.R.R.T.) examination.

Liberal arts studies are provided as part of the program to assure the minimum of an associate degree in Science, Math, and Technology with a concentration in Radiological Studies, to better position the student for the future. As of January 2015, A.R.R.T. requires candidates to hold an associate (or more advanced) degree to be eligible to apply for certification and registration.

Program Goals

Goal 1: Students will be clinically competent

Goal 2: Students will communicate effectively

Goal 3: Students will use critical thinking skills.

Goal 4: Students will evaluate the importance of professionalism

Accreditation

The CVPH School of Radiologic Technology is accredited by JRCERT (Joint Review Commission on Education in Radiologic Technology). This voluntary accreditation requires that the program maintain standards that provide accountability for the integrity of the program. The accreditation review cycle is currently for eight years; with review occurring in January of 2028.

Contact information: The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182
(312) 704-5300 mail@jrcert.org

Licensure and Certification Requirements

Graduates of this accredited Radiologic Technology Program attain a certificate of completion from CVPH and a minimum of an associate degree from SUNY Empire State University and are eligible to sit for the American Registry of Radiologic Technologists (ARRT) national certification examination. Employers throughout the United States professionally accept ARRT certification.

In New York State, licensure is mandatory. Graduates qualify for NY State Licensure by applying and passing the ARRT certification examination. The Program offers a curriculum based on two years of full-time study, with an adequate number of didactic and clinical experience hours to assure student competency achievement (compliance with NYS & JRCERT).

The Radiologic Technology program at CVPH may be requested by the ARRT and/or NYSDOH to supply documented evidence of each student's clinic and didactic attendance. Therefore, it is the responsibility of the student to attend all classes as scheduled, in order to become eligible for the ARRT examination and New York State Licensure.

Student Information

Please print:

Class of_____ Social Security Number_____

Name _____
Last First M Mr/Miss/Ms

Permanent or Legal Address

_____----_____
Street City County

_____ _(_____)_____
State Zip telephone Number

Temporary Address (Address while attending CVPH, if different from above)

_____
Street City County

_____----_____(____)_____
State Zip telephone Number

Birth date____/____/_____ Age_____ Sex: M_____F_____

E-mail: _____ Cell Phone: (_____)_____

Ethnic Origin (check one)
___Black / African American
___American Indian or Alaskan Native
___White
___Hispanic / Latino
___Native Hawaiian / Pacific Islander
___Asian

Disability/Need Accommodation
___Impaired mobility
___Impaired vision / blind
___Impaired hearing / deaf
___Impaired speech
___Learning Disability (example: 504 or IEP)
___Emotional Disorder

_____
____
SIGNATURE DATE:

In order to assure eligibility for licensure at the completion of the program at the CVPH School of Radiologic Technology, it is necessary that the school have the following information:

This question and information appear on the Application for State of New York Licensure:
Except for minor traffic violations and adjudication as a youthful offender, wayward minor, or juvenile delinquent, have you ever been convicted of one or more criminal offenses involving a threat or use of physical violence, sexual behavior, illegal possession or use of drugs, theft or fraud, received an other than honorable discharge from the armed services?

(___) *Yes* (____) *No*

If yes, please provide details for all charges. Include copies of all documents from the court including Certificate of Disposition, Certificate of Relief from Disabilities or Certificate of good Conduct.

A conviction is not an automatic bar to licensure.
Each case is considered on its own individual merits.

This question and information appear on the ARRT application for radiography certification:
Have you ever been convicted of a misdemeanor or felony (including conviction of a similar offense in a military court-martial)?

(____) *Yes* (____) *No*

Indicate Yes for:

- *Charges or convictions, including those that were stayed, withheld/deferred, set aside or suspended.*
- *Any plea of guilty, Alford plea, or plea of no contest (nolo contendere)*
- *Court supervision, probation, or pre-trial diversion*
- *Traffic violations charged as misdemeanor or felony*
- *Traffic violations that involved drugs or alcohol*

Indicate No for:

- *Misdemeanor charges or convictions that occurred while a juvenile and that were processed through the juvenile court system*
- *Speeding or parking tickets that did not rise to the level of misdemeanor or felony and did NOT involve drugs or alcohol.*
- *Charges that were dismissed if there were no court conditions required.*
- *Sealed or expunged cases (require court documents to prove this.)*

If the answer is yes, it is imperative that you make an appointment to see the Program Director.

Declaration of Understanding:
I have been informed and I realize that I am responsible for writing to New York State and the ARRT, for the purpose of attaining a ruling on eligibility for licensure and certification in the radiologic sciences.

_____ _____
Print Name Date

_____
Student's Signature

ADMISSIONS

The program accepts up to 14 students each year. Class starts in early July, are 40 hours per week and lasts 24 months. As a certificate program, transfer credits are not accepted. No credit is granted for prior education and training.

Admissions Requirements:

1. Applicants must be at least 17 years of age.
2. Possession of a high school diploma or GED
3. The required background in the Math and Science related courses could be a minimum of two years math and two years of science at the high school level (preferably regents) with a minimum of a B (or equivalent). College courses in math and science may also be considered with a minimum of a B grade. PSAT, SAT and (or) ACT scores will be evaluated as part of the profile.
4. Meet the physical and technical requirements (see below).
5. Complete a medical physical provided by CVPH Medical Center's Employee Health Office (at no charge to the student). This physical also includes TB skin testing, mandatory immunizations, and lab draws if necessary. Any student under 18 years of age at the time of the physical, needs to have parental consent.
6. Accepted candidates are required to shadow in a radiology department for one day (8 hours) or two (four hour) days prior to the start of classes in July. Rev. 12/6/2019 bal

Step I: Submit completed application and required transcripts. These are due by December 1st for the following year. Applications received after December 1 will be reviewed on a case by case basis.

Step II: References are completed. The CVPH School of Radiologic Technology utilizes the web-based service, SkillSurvey to obtain references on applicants.

Step III: Personal interview with the school faculty. During this visit, the applicant may also shadow in the Radiology Department. This provides the student with a brief overview of the clinical aspect of the program. The interviews are scheduled during the first quarter of the year. Fulfilling these requirements does not guarantee a position in the program.

Admission Process: All students with the acceptable academic/competitive transcripts will be considered by the Admissions Committee and chosen by overall performance (grades, references and personal interview attributes). Interviews will end when class is filled and alternates are chosen.

Students accepted at CVPH School of Radiologic Technology are also required to enroll at Empire State College (Esc.edu). This is included in the tuition paid to CVPH. They will obtain applications during their first semester at CVPH to complete their general education requirements in the liberal arts.

Physical and Technical Requirements for Admission:

Applicants to the School of Radiologic Technology should be able to perform the following skills in order to perform the clinical assignments of the school and to perform all procedures required of a diagnostic radiographer in the work force. Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English to converse and instruct patients, to relieve their anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Evaluate radiographs using a view box and/or computer to make certain that the images contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients (from old to young) depending on the individual patient's needs and abilities when moving, turning, getting on and off the radiographic table or stretcher and when moving in and out of wheelchairs.
7. Push, pull and lift 40 pounds.
8. Push and manipulate a portable X-ray machine in turning corners, maneuvering on and off elevators and within a patient's room.
9. Manually move and maneuver the X-ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe, needle, and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons, and switches.
12. Utilize CR cassettes or detector device and properly manipulate all equipment locking devices.
13. Physically be able to administer emergency care including CPR, as necessary.
14. Physically be able to stand for periods of as long as 2 hours while wearing lead aprons and walk a distance of 2 miles.
15. Test by both oral and written methods.
16. Be able to pass a physical exam and complete all necessary immunizations. This is provided free of charge by CVPH Medical Center.

Anti-Discrimination Policy

CVPH Medical Center School of Radiologic Technology is an equal opportunity educator that complies with local, state, and federal regulations prohibiting discriminatory practices based on race, religion, color, national origin, age, sex, sexual orientation, military status, marital status, citizenship status, ex-offender status, disability, or any other protected status.

Confidentiality and HIPAA

You are reminded that information regarding a patient is always strictly confidential. HIPAA regulations will be followed:

- Medical records must never be placed in the hands of the patients or of anyone else except people directly concerned with the patient’s care and treatment.
- Likewise, any information about a patient must never be discussed with the patient or with people in or outside the hospital.
- **A violation may result in immediate dismissal.**

Professional Conduct

As student radiographers entering an allied health profession, you will be expected to conduct yourself in a responsible, mature manner, both with patients and personnel. It is not so much what you do, as the way you do it that impresses people. Sick people and their visitors need and appreciate more than anything else, your quiet cheerfulness and willingness to help them. Students must show empathy toward the patient, respect for their superiors and an industrious nature.

Students are to conduct themselves **BOTH IN AND OUT OF CLINIC** in a manner, which will not discredit the hospital, school, or the profession of Radiologic Technology.

Your actions and behavior will reflect upon the integrity and standards of our institution and program. This, in turn will reflect upon you, as students of the program.
Student success in Radiologic Technology is dependent on:

1. Emotional maturity, academic ability, motivation, self-discipline, and willingness to devote a considerable amount of time to academic study.
2. Patience and enjoyment of working with and serving others.
3. Ability to follow orders yet think critically and assess situations quickly and accurately.
4. Physical ability to perform the duties of the job.

<u>Language Arts / Communication:</u>
Verbal: Speak clearly, concisely employing correct vocabulary and grammar for communication.
Ability to provide verbal explanation and instructions to patients.

Written: Document accurately by computer entry or handwritten legibly in patients' charts and records.
Ability to describe in a factual manner any medical information or incidents that occur.

<u>Sensory Attributes:</u>
Visual: Ability to confirm patient identity, read physician's orders, read gauges, and control panels.
Observe patient's physical conditions / limitations.

Auditory: Receive and respond to verbal information from the patient, physician, and team members.
Demonstrate ability to respond to auditory radiation protection indicators.

Touch: Demonstrate tactile dexterity to locate anatomical landmarks on the patient by touch with patient’s permission.

Body Mechanics: Ability to move and support patients by lifting and sliding.
Ability to push/pull radiographic equipment, wheelchairs, and stretchers

<u>Intellectual and Mental/Emotional:</u>
Use algebra in solving technical equations, graphs, curves, and numerical tables.
Demonstrate critical thinking skills and ability to accurately assess a situation.
Demonstrate emotional strength in dealing with trauma situations and patients with chronic, acute, and terminal conditions.
Be willing to provide service to all patients, regardless of age, sex, race, national origin, religion, social status, sexual orientation, physical conditions, or disease processes.

Behavior in the Classroom

A professional is expected to demonstrate maturity, courtesy, and restraint. Professional education in Radiologic Technology begins in the classroom and carries into the clinical setting. Therefore appropriate, professional behavior is always expected in the classroom.

A free exchange of ideas and opinions is welcomed. It is expected that when addressing school faculty and classmates, it will be done in a respectful manner. One should not speak until recognized by the instructor or facilitator.

If you take issue with an event that took place during class, you should wait until after class to discuss it with the instructor. Confrontation, at any level, is inappropriate.

Regular attendance and active participation in classes are essential elements in the learning process. The student, therefore, is expected to attend classes regularly. Tardiness is disruptive to the flow of the learning activities and should be avoided. Excessive tardiness will be subject to discipline.
No show / no call absences will be subject to discipline.

Electronic devices such as smart phones, tablets, pagers, and watches that have cameras should not be brought into the classroom without the instructor's express permission. Text messaging shall not go on during class. Cell phone calculators may never be used during class testing time.

These professional behavior standards apply to the clinical education setting as well. All clinical staff, technologists and other hospital personnel should be treated in the same respectful manner as school faculty. Repeating episodes of disregard for professional behavior will be reported to the Program Director for further action.

Harassment of any kind, sexual or otherwise, will not be tolerated and will follow the policies of CVPH and New York State to protect the students, staff, and faculty.

Articulation Agreement

CVPH Medical Center School of Radiologic Technology has an articulation agreement with SUNY Empire State University since 1983. The School of Radiologic Technology is designated as a Certificate Program. The student, upon completion of all required course and clinical expectations, will receive a Certificate of Completion (diploma issued at graduation).

While the student is enrolled in the Radiology Program, they are required to complete a minimum of 24 credits through SUNY Empire State, (included in the tuition paid to CVPH). Combining the course work at CVPH and Empire State will make the student eligible for an associate's degree in Math, Science, and Technology. The ARRT requires that each student be awarded a minimum of an associate's degree to be eligible to sit for the Registry Exam.

A minimum of 24 credits must be obtained through SUNY Empire State, during the two-year radiography program. This course load must be divided equally across the three (3) designated semesters. A student entering the CVPH Radiology Program, possessing a minimum of an associate's degree must still complete all required portions of the program. The CVPH School of Radiologic Technology does not participate with any incoming transfer students.

Note: **Any credits beyond the required 24 credits or courses that need to be repeated because of a failing grade through Empire State are the fiscal responsibility of the student.**

Students are required to provide documentation of successful Empire course completion to the program director at the end of each ESC semester. **Failure to earn the required credits through ESC may result in the student being terminated from the CVPH program.**

Tuition and Fees for the 2026-2027 academic calendar year

Tuition:
New York State residents: $4800.00/ 6 months. Residency rules apply.
This includes the tuition paid to Empire.

Out of state residents: $8100.00/ 6 months. This includes the tuition paid to Empire.

Tuition is due in July (no later than the 20th of the month) and in January (no later than the 20th of the month). The above does not apply if waiting for financial aid awards or if special payment arrangements have been made.

Veterans Benefits: In compliance with the requirements of 38 USC 3679€, no eligible students shall be penalized due to the delayed disbursement funding from the VA under Chapter 31 or 33.

Fees: Empire State University one-time processing fee of $450.00 included on the first semester bill.

There is a $100.00 non-refundable registration fee, due at the time of acceptance to the program.

Books:
Book costs will be included on the tuition bill. The books cost $1,000 for the CVPH portion of the program. This is a one-time cost (for two years) billed in the first semester only.

Note: Books for Empire State studies must be purchased by the student as needed per individual course.

Review courses / lectures are required in the last six months of the program.

Applications for American Registry of Radiologic Technologists (ARRT) & NYSDOH licensure occur during the last six months of the program. An “Other fees and expenses” cost sheet is provided to students upon enrollment and is available for reference at any time.

Financial Aid / Federal Loans

Step 1: Complete **the Free Application for Federal Student Aid (FAFSA)** at www.FAFSA.gov.
CVPH School of Radiologic Technology school code is **011614**

A copy of your Student Submission Summary must be provided to the Program Director by the dates provided by the program each term.
Upon receipt of a copy of your summary, the school's financial aid officer will prepare an award letter. This award letter will include any eligible PELL, TAP or federal loans for the upcoming academic year. The Program Director will provide a copy of this award letter to the student, with an explanation of the process and the student's responsibilities.

Step 2: Upon receipt of the award letter, **Federal Entrance Counseling may be required:**
All recipients of Stafford Loans are required by federal regulations to complete an entrance interview. This online entrance interview will provide you with information concerning your student loan, including your rights and responsibilities as a borrower, interest rates, and other loan details, and who to contact if you have questions. Use your Federal Student Aid PIN to sign in to the website below to complete your interview. You will also need details about your income, financial aid and living expenses.

This entrance counseling must be completed within seven (7) days of receiving the award letter. Proof of the completion of this entrance counseling must be given to the Program Director.

Here are the instructions:

1. Go to the website: https://studentaid.gov/entrance-counseling/
2. Use your Federal Student Aid PIN to log in
3. Indicate your student type (undergraduate)
4. Complete and submit Entrance Counseling.

Step 3: Upon affirmative **acceptance of a Complete Loan Agreement for a Subsidized / Unsubsidized Loan (MPN)**:

1. Go to the website: https://studentaid.gov/mpn/
2. Select Complete Loan Agreement for Subsidized / Unsubsidized Loan (MPN). This will take approximately 30 minutes to complete & must be completed in one session.
3. CVPH School of Radiologic Technology school code is **011614**

Loan Recipients are also required to sign a **Master Promissory Note (MPN)** prior to the Stafford Loan being disbursed each semester. *Failure to sign the promissory note will result in cancellation of the loan.*

Step 4: Complete Exit Counseling:
Exit counseling provides essential information to prepare you to repay your federal student loan(s). If you have received a subsidized, unsubsidized, or PLUS loan under the Direct Loan Program or the FFEL Program, you must complete exit counseling when you either leave school or graduate. Use your Federal Student Aid PIN to sign in to the website below to complete your counseling. You will also need details

about your income, financial aid and living expenses. This will take approximately 20-30 minutes to complete. Here are the instructions:

Go to the website: https://studentaid.gov/exit-counseling/

1. Use your Federal Student Aid PIN to log in
2. Complete and submit the Exit Counseling.

The CVPH School of Radiologic Technology is approved by the state of New York. The New York State Department of Health is authorized to issue the registration of our program (registration #1513) under Public Health Law, Article 35 (§3508), and Title 10 NYCRR 89.3. This registration requires CVPH Medical Center School of Radiologic Technology to comply with the provisions of Article 35 of the Public Health Law and 10 NYCRR Part 89. Article 35 (§3511) and Title 10 NYCRR 89.3 specifies the school accreditation process and requirements and authorizes the Department to deny, revoke, or suspend an educational program's registration.

This office investigates complaints and allegations concerning schools or technologists. The Department of Health has an investigation process and tracking system for complaints and allegations against technologists and school programs. A written complaint can be mailed to:

Center for Environmental Health Bureau of Environmental Radiation Protection
Empire State Plaza-Corning Tower, Room 1201
Albany, New York 12237
berp@health.ny.gov or call 518-402-7580

Withdrawal or Resignation and Unofficial Withdrawal from the Program

Students contemplating withdrawal should discuss this matter with the program director. Academic, financial, and personal counseling is available. Assistance will be given to those desirous of it, but withdrawal cannot be refused or discouraged.

Students wishing to withdraw from the program MUST submit their reason for resignation in writing to the program director. This information will be sent to the New York State Department of Health and kept with your personal records for future reference. **The student's CVPH ID badge must be returned to the Program Director, according to NYSDOH regulations.**

If the student fails to return to classes or clinical assignments for three (3) days without communication via formal pathways, it will be considered an **unofficial withdrawal** from the program. The school will mail (certified mail with signature confirmation) a letter notifying the student of termination from the program. This information will be sent to the New York State Department of Health and kept with the students' personal records for future reference. The student's CVPH ID badge must be returned to the Program Director, according to NYSDOH regulations.

Students resigning from or dismissed from the program will be given the information on the **Federal Exit Counseling** for any student loans incurred while at CVPH.

Refunds

To obtain a refund of tuition, it is necessary to make the request by writing to the Director of the school. This will be based on the date the director is notified or if the student has just dropped out without notice, the last day of classes attended. Refunds will be based on the following schedule:

Prior to the beginning of classes	100% of tuition paid	Less $100.00 registration fee non-refundable
Days 1 - 20	90% of tuition paid	Less $100.00 registration fee non-refundable Less than $450.00 Empire Assessment fee
Days 21 - 45	50% of tuition paid	Less $100.00 registration fee non-refundable Less $450.00 Empire Assessment fee
Day 45 +	0% of tuition, no refund	No refund

No refunds will be made for textbooks, assessment fees, or registration fees.
Students who are dismissed for disciplinary reasons are not entitled to any refunds.

Financial Aid Status for Unsatisfactory Academic performance

Financial aid awarded will be discontinued if the student does not meet the following:
By the end of each academic semester measured as a period of time, the student must:

1) Have a C average or better in both clinical and didactic.
2) Have an academic standing consistent with the requirement for a graduation from the program**.**

Allocations for Refunds and Overpayments

The institution shall allocate refunds and overpayments collected from the student in the **following order:**

(1) To eliminate outstanding balances on unsubsidized Federal Stafford loans received by the student for the period of enrollment for which he or she is charged.

(2) To eliminate outstanding balances on subsidized Federal Stafford loans received by the student for the period of enrollment for which he or she is charged.

(3) To eliminate outstanding balances on Federal Plus loans received on behalf of the student for the period of enrollment for which he or she is charged.

(4) To eliminate outstanding balances on subsidized Federal Direct Stafford loans.

(5) To eliminate outstanding balances on subsidized Federal Direct loans.

(6) To eliminate outstanding balances on Federal Direct PLUS loans..

(7) To eliminate outstanding balances on Federal Perkins loans.

(8) To eliminate any amount of Federal Pell Grants awarded to the student for the period of enrollment for which he or she is enrolled.

(9) To eliminate any amount of other assistance awarded to the student under programs authorized by Title IV for the period of enrollment for which he or she is enrolled.

(10) To repay required refunds of other Federal, State, private, or institutional student financial aid assistance received by the student.

(11) To the student.

Students Records Review and Release

The CVPH Medical Center School of Radiologic Technology Program provides students with the right to inspect and review their educational records and to challenge the contents of these records to ensure that such records are not inaccurate, misleading, or in violations of the student's privacy or other rights. Certain information is considered to be public and will be released to individuals, who in the best judgment of the school have legitimate purpose. This includes your name, address, and your participation in any school activities, date of attendance, and certificate awarded, and most recent previous educational agency. If you choose not to have this public information released, you must notify the program director within two weeks of the opening of school. Any other record such as transcripts, placement folders, etc. will not be released unless we have your **written consent** specifying which records are to be released and to whom you want them to go.

Transcripts:

The transcript release form must be completed and on file with the school before any transcripts (official or unofficial) can be sent. This form may be obtained from the school office or on our web site. https://www.cvph.org/Residency-and-Education/School-of-Radiology/School-Admissions

Student Record Retention Policy

The purpose of recording and storing information on students is two-fold:

1. To facilitate your educational process
2. To facilitate the certifying process of the school

The student informational needs of this program are varied and are designed to gather only essential information. The following information is gathered and stored for varying lengths of time in different areas.

a. Application records which will include your statement of application, essay, and transcripts
b. Clinical evaluation records
c. Financial aid records
d. Access record (which records to whom and when certain information was released.)
e. Records of disciplinary actions
f. Tuition receipts
g. Privileged by law information, (statements by Psychiatrist, M.D., etc.)
h. Transcripts reflecting completed coursework
i. Signed patient information protection form
j. Radiation dosage reports
k. American Registry of Radiologic Technologist (ARRT) Clinical Competencies Requirement form

With the following exceptions, all of the above are accessible to all administrative and instructional school personnel.

a. Health records – Center for Occupational Health and Wellness, administrative assistant for certifying or transcribing purposes.
b. Financial aid information - accessible to program director, administrative assistant for certifying purposes, and the accounting office to file for financial aid.

c. Disciplinary records - accessible to program director, and individual faculty (if involved, e.g., in charges of plagiarism, HIPPA violations).
d. Privileged by law information - accessible to creator of record and appropriate school personnel.

A student who wishes to review their record should make their request by writing to the Director of the school. Since much of the information is intended for specific purposes, the review process will include interpretation by appropriate staff members.

It should be further pointed out that in attempting to maintain only essential records, periodic review of certain records is destroyed. All essential records are kept indefinitely either in the Radiology School office or located in a secure off-site location owned and operated by CVPH Medical Center.

Family Educational Right to Privacy Act (Buckley Amendment)

BUCKLEY AMENDMENT- Students need to be aware that the post-secondary student receives their grades directly from the school. Parents may access the student's records only with the written permission of the student or with the student present. The school policy is to communicate with the student as per this law.
The entire Buckley Amendment may be viewed at: http://epic.org/privacy/education/ferpa.html

CVPH School of Radiology follows the Family Educational Rights and Privacy Act (FERPA).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    - School officials with legitimate educational interest.
    - Other schools to which a student is transferring.
    - Specified officials for audit or evaluation purposes.
    - Appropriate parties in connection with financial aid to a student.
    - Organizations conduct certain studies for or on behalf of the school.
    - Accrediting organizations.
    - To comply with a judicial order or lawfully issued subpoena.
      Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must inform eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, D.C. 20202-8520
http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

School in Session

- Classes for the first-year students will begin at a designated point after the July 4th Holiday.
- First program quarter ends on the Friday before the Christmas Vacation
  (specific dates vary each year)
- Second program quarter starts the first day back from the Christmas Vacation (specific dates vary each year)
- Second program quarter ends on June 30.
- Third program quarter starts July 1
- Third program quarter ends on the Friday before the Christmas Vacation (Specific dates vary each year)
- Fourth program quarter starts the first day back from the Christmas Vacation (Specific dates vary each year)
- Fourth program quarter ends on graduation, the last Thursday of June for second year students.
  Semester ends on June 30 for first year students.
  Graduation is held at a location and time as determined by the program.
  Note: First year students are required to attend graduation ceremony.

Students are required to be assigned in a clinical setting to acquire competencies. Program hours can vary from 6 AM until 7 PM (combined clinical/didactic) as per the class and clinical rotation schedule, at the scheduled clinical site. Scheduled assignments will not exceed 8 hours.

During the last 6 months of the student's two-year program, they are required to perform:

- (1) overnight rotation (11 pm till 7 am),
- (2) Saturdays (7 am till 3 pm).
- (2) Sundays (7 am till 3 pm).

YEAR 1	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CVPH	Orientation / class work begins	Class work / observation	Classes & clinicals start	Classes & clinicals	Classes & clinicals	Classes & clinicals - 6 months finals
Empire State		Apply for enrollment			Register for spring semester	
YEAR 1	January	February	March	April	May	June
CVPH	6-month evaluations Classes & clinicals resume	Classes & clinicals	Classes & clinicals	Classes & clinicals	Classes & clinicals	Classes & clinicals - 12-month finals / 12-month evaluations
Empire State	Spring semester starts – (2) 4 credits courses	Continue (2) on-line courses	Continue (2) on-line courses	Continue (2) on-line courses, register for summer semester	Summer Semester starts – (2) 4 credits courses	Continue (2) on-line courses

YEAR 2	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
CVPH	Clinicals (no classes)	Clinicals (no classes)	Fall period begins classes & clinicals resume	Classes & clinicals	Classes & clinicals	Classes & clinicals 18-month finals
Empire State	Continue (2) on-line courses	Continue (2) on-line courses, register for fall semester	Fall Semester starts – (2) 4 credits courses	Continue (2) on-line courses	Continue (2) on-line courses	Continue (2) on-line courses
YEAR 2	January	February	March	April	May	June
CVPH	18-month	Classes &	Classes &	Classes &	Classes &	Review classes

	evaluations Classes & clinicals resume	clinicals	clinicals	clinicals *Kettering Review Classes	clinicals	begin.
Empire State						

Attendance

Clinical Assignments: Students are expected to report to their clinical assignment site on time. Students are required to swipe in / out at the time clock at the beginning and end of their clinical assignment. Missing start or ending time entries (punches) will be added by faculty. Repeated failure to clock in / out for clinical assignments, may result in disciplinary action. More than four (4) missed punches in a semester will result in a deduction of points from the student clinical assessment.

Bereavement Leave: Three days are allowed for immediate family which includes: parents, stepparents, foster parent, mother-in-law, and father–in-law. Spouse, domestic partner (regardless of gender) residing in same household for the previous six months, children, stepchildren, grandparent, grandparent-in-law, grandchildren, step grandchildren, brother, sister, brother-in-law, sister-in-law, and blood relatives who are members of the family's household.

For all other absences, you must have the approval of the Program Director or Clinical Coordinator.

Illness: Students are allotted 14 sick days for the entire two-year program.
If absent 3 days or more in a row, a medical provider's note is required.
This note must indicate if you are able to return to normal activity and have contact with patients.
Sick days can only be used as full day occurrences.
Any sick days beyond the allotted 14 days, will require make up after graduation.

If a student must leave clinical assignments or classroom time due to health reasons, illness, or other issues, the occurrence will be counted as a sick day.

Notification: You must report to the school that you are ill and unable to report to school / clinicals before the start of your scheduled start time.

Notification of medical / dental / vision appointments:

1. Students are encouraged to schedule appointments when school is not in session.
2. Recognizing that this is not always possible, it is recommended that the student trade assignments or days off with a classmate to minimize the impact to their education. *Note: Any swapping or trading is at the discretion of the program. All trades are required prior approval by the program director or clinical coordinator.*
3. In the event that a student needs to leave a clinical assignment for a medical/ dental / vision appointment, the following are required:
   - notify faculty of upcoming appointment. This notification should occur more than 24 hours before the appointment.

- Proof of the appt must be brought into school the next school day. Failure to provide such documentation may result in disciplinary action and sick time will be used for the occurrence (s)
- Missing clinical time must be made up within 1 week of occurrence.
    - Make up time must be approved by program director or clinical coordinator beforehand, provided there is an open spot in the clinical setting. Make- up time will occur during normal school hours (between 6 am – 7 pm, M-F).

In the event that the medical / dental / vision appointment falls during class time, sick time (full day) will be used, as this time cannot be made up.

No show / no call absences will be subject to discipline.

Procedure for Reporting Communicable Diseases by the Student: It is the student's responsibility to report 1) exposure to or 2) contraction of a communicable disease directly to the Center for Occupational Health and Wellness. Reporting directly to the Center for Occupational Health and Wellness enables confidentiality to be maintained and information would not be released unless there is a safety factor involved. In the situation where the student is self-referred, the Center for Occupational Health and Wellness will provide no notification to the Radiology School program unless there is a reason to restrict the student from the clinical area.

If a school staff member becomes aware of a communicable disease problem, it is his/her responsibility to refer the student to the Center for Occupational Health and Wellness immediately. For those students referred to by the School, the Center for Occupational Health and Wellness will respond in writing with either a clearance for, or a restriction from the clinical area.

Extended Illness Policy:
Before a student may return to their studies after an extended illness or absence of four or more consecutive weeks, a physician's certificate of health must be submitted to the program director. Re-admittance is then at the discretion of the program director based upon that student's academic achievement and that student's phase in training.

FRESHMEN		
First Quarter Weeks 1-26	4 weeks or more	the student will be dropped from the program and allowed to re-enter the following July.
Second Quarter Weeks 27-52	4 weeks-8 weeks	Possible continuation with tutoring and extra classes or allowed to re-enter in July.
	8 weeks or more	The student will be dropped from the program - allowed to re-enter in July.
SENIORS		
Third Quarter Weeks 53-78	4 weeks-8 weeks	Possible continuation with tutoring and extra classes or allowed to repeat 3rd quarter, if space allows.
	8 weeks or more	Student will be required to repeat this quarter if space allows.
Fourth Quarter		

Weeks 79-104	4 weeks-8 weeks	Possible continuation with tutoring and extra classes may be required to repeat quarter if space allows
	8 weeks or more	Student will be required to repeat the quarter, if space allows.

Personal Days: Each student is allowed 1 personal day, each twelve-month period.
If a student does not use their personal day from the first year, it may be carried over to the second year. Personal days may be split into two, four-hour blocks of time. (2 days = (4) 4 hour blocks)

Holidays and Vacations: There are 8 holidays recognized by CVPH, the sponsoring institution. There will be no classes held on these days, and no student will be assigned to clinical assignments.

NEW YEARS DAY	THANKSGIVING DAY
GOOD FRIDAY	CHRISTMAS DAY
MEMORIAL DAY	PRESIDENT'S DAY
INDEPENDENCE DAY	LABOR DAY

Spring: One-week vacation is allotted in the spring.
Summer: Two weeks of vacation will be taken during July and August between the first year and second year at the Program Director's discretion.
Winter: Two weeks of vacation are allotted over the Christmas Season. One week includes Christmas and one to include New Year's Day.

Absence Due to Religious Beliefs: The Radiologic Technology Program will concur with the New York State Education Law, Section 224-A, which states the following:

1) No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he/she is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.

2) Any student in an institution of higher education who is unable, because of his religious beliefs, to attend classes on a particular day of days shall, because of such absence on the particular day or days, be excused from any examination of any study or work requirements.

3) It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.

4) If classes, examinations, study, or work requirements are held on Friday after four o-clock post meridian or on Saturday, similar or make-up classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations study or work requirements held on other days.

5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself of the provisions of this section.

6) Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Courts of the county in which such institution of higher education is located for the enforcement of this rights under this section.

   It shall be the responsibility of the administrative officials of each institution of higher education to give written notice to students of their rights under this section, informing them that each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7) As used in this section, the term "institution of higher education" shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised, or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term "religious belief" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.
   http://www.jjay.cuny.edu/cunypolicies/NewYorkStateEducationLaw.pdf

Student Accident / Injury

1. Students involved in accidents at CVPH should report to the Program Director or other faculty and then to the Center for Occupational Health and Wellness as soon as possible, preferably on the day of the accident.
2. If a student is injured at an off-site location, they will receive emergency care and then transported to the CVPH Emergency Care Center. Follow-up care will be provided by the Center for Occupational Health and Wellness at CVPH. Accidents occurring in the hospital or clinical sites must be documented by the student in the hospital reporting system (Risk Manager).
3. A copy of the accident/incident report will be printed and put in the students folder

Student Health Insurance

Medical Insurance: the student or parents must provide major medical coverage while the student is enrolled in the program. The student must supply the school a copy of the insurance provider card for the school records.

Parking / Security

All students who wish to park on campus must complete a vehicle registration and obtain a CVPH parking sticker to be placed on the driver's side window of your car. Students are allowed to park in the designated medical office parking area, off the Cornelia Street entrance. Cars are to be locked and parked in well-lit areas patrolled by hospital security. **Parking anywhere other than the designated area will result in disciplinary action.**

Be on the alert to notify any unsafe condition and report it as soon as possible to your supervisors. There is a Safety Committee whose work is to guard against danger and accidents. Each accident that is reported, however slight, will be investigated and the causes corrected.

All students must report criminal actions to hospital security immediately. The hospital security will report back to school and student the outcome of any such event. The hospital security has a working relationship with Plattsburgh City police and New York State Troopers. Both are located close to facility and easily reached. Staff and students' complete annual requirements in HealthStream that include modules on security and safety.

Learning Resources

1. Students have access through any CVPH computer to the CVPH Intranet through their CVPH issued sign on.

2. The CVPH Medical Center has a hospital medical library to use for research and reference. Students have full access to this library and its resources.

3. Student enrollment with Empire State College and college ID allows you to use the Plattsburgh State College Library.

4. There are computers and one printer in the school with access to the internet and the CVPH Intranet.

5. Students may use their own computers on campus, through a wireless connection, by accepting the terms and conditions of use.

Student Employment

We do not discourage students from holding outside employment if they can maintain at least a 3.0 cumulative grade point average (GPA). It is suggested that students refrain from outside employment until after their first six months. By this time, a student has had most of the fundamentals and classes are less stressful.

It should be understood that during the last 12 months, students will be assigned to some evening and weekend clinical assignments**. Outside employment cannot interfere with these assignments.**

Students may practice Radiologic Technology only if they are enrolled and attending an approved school of Radiologic Technology. This indicates that when school is not in session, student technologists may not; measure and position patients, adjust x-ray equipment, or make x-ray exposures, regardless of whether someone else closely supervises them or actually makes the exposure.

While employed, all student identification shall **not** be worn including student name tags and/or CVPH student OSL dosimeter badge.

Activities / Discounts
Available to Radiology School Students

CAFETERIA (The Garden): For the benefit of all employees and students, meals are available in the cafeteria.

GIFT SHOP: The Gift Shop is available for the purchase of any number of different gifts and snacks.

PHARMACY: The pharmacy is a full-service pharmacy and stocks over the counter items at a low cost to employees and students of the CVPH School of Radiologic Technology.

OTHERS: Various local discounts available to CVPH employees are also offered to the school students.

Other Policies

Personal Telephone Calls: Our switchboard manages hundreds of calls daily and the hospital phones must be kept open to handle calls, which concerns the patient's welfare and hospital business. They must not be used for either in-coming or out-going personal calls. Pay phones are located throughout the building for your convenience to make out-going calls. Unless there is a real emergency, please ask your family and friends not to call you at school. In an emergency, have them call your program director or clinical coordinator who will relay the message to you.

Personal Mail: Please do not use the hospital address to receive personal mail or packages. The mailroom, as is the case with our switchboard, must be kept free for hospital business.

Examination of Packages: If you wish to carry any packages or bundles into or from the hospital, they may be inspected at any time by security.

Cell Phones / Electronic Devices: *Cell phones or electronic devices are not permitted in any patient care area or while students are in their clinical assignments*. Cell phones are also prohibited during classes. Students may use their cell phones or electronic devices during lunch and break times, in the cafeteria and outside the building away from patient care settings. If a student is caught using cell phones or electronic devices (tablet, laptop, etc.) during an off-break time, disciplinary action will be taken.

School Lockers: School lockers are assigned to each student for storing their books and personal items. The student is advised to keep this locker locked at all times. The contents of lockers are subject to inspection by School Staff or Security at any time. Contents found to be in violation of CVPH rules and policies may be removed. No outside padlocks or locks of any kind are allowed. Only lockers and locks issued by CVPH are allowed.

Tobacco Free Environment: Tobacco usage is prohibited in all CVPH buildings, offices, vehicles, leased spaces, as well as on any CVPH property. Tobacco usage is also prohibited in all entry areas to any CVPH facility. Employees may not utilize tobacco at any time when occupying a CVPH owned or leased vehicle. In addition, the use of tobacco in private vehicles while on CVPH property is prohibited. Tobacco free campus shall include but not limited to the following products: cigarettes, electronic cigarettes, cigars, pipes, chew, and snuff as well as any other form of smokeless tobacco. Failure to comply with this policy will result in disciplinary action.

DIDACTIC CURRICULUM GUIDE

First Year	Clock hrs	Second Year	Clock hrs
Introduction to Radiography	40	Pharmacology	15
Methods of Patient Care	45	Radiographic Pathology	30
Medical Terminology	15	Radiobiology	30
Radiographic Procedures I	30	Radiographic Procedures II	30
Radiographic Image Critique I	15	Radiographic Image Critique II	15
Skeletal Anatomy	60	Advanced Imaging	15
Digital Processing & PACS	15	Contrast Medias and Pertinent Procedures	15
Radiation Physics	60	Venipuncture	15
Ethics and Law	15	Quality Assurance	15
Exposure I	60	Exposure II	60
Radiation Protection	45	Physiology I & II	60
		Department Administration	10
		Cross-Section Anatomy	15

COURSE CATALOG

Advanced Imaging
This course is designed to provide the student with a knowledge of advanced technology and other aspects of medical imaging and therapy, i.e., Interventional, Nuclear Medicine, MRI, Ultrasound, Cardiology, Radiation Therapy, Orthopedic office, etc.

Contrast Medias and Pertinent Procedures
This course is designed to provide the student with an understanding of physics of contrast media, their responsibility for emergencies in regard to iodine sensitivity and the proper use for procedures.

Cross-Section Anatomy
This course is designed to aid the student in understanding the component parts of the body in a transverse plane, to identify imaging modalities that utilize transverse anatomy, and to identify and label diagrams given in computed tomography and magnetic resonance imaging.

Department Administration
This course is designed to provide the student with an understanding of the administrative procedures involved in managing a Radiology Department including JCAHO accreditation.

Digital Processing and PACS
This course is designed to help the student develop the skills and knowledge necessary for understanding film, computed radiography, and direct radiography processing, manipulation and presentation of images. The student will study the history of radiographic film and the current use of CR and DR. The student will study and understand image acquisition, storage, and retrieval. The use of HIS and RIS systems and image storage using the PACS systems will be included.

Ethics and Law
This course provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues in clinical practice.

Exposure I
This course is designed to introduce the student with the essential factors influencing radiographs and their effect upon the quality of that radiograph. This knowledge will help the student develop into a technologist, capable of devising technique based upon sound principles.

Exposure II
This course is a continuation of Exposure I, with an in-depth look at techniques and equipment used in the imaging department.

Introduction to Radiology
Students will be more aware of the responsibilities entailed by becoming a member of the health care profession. This includes the relationship of the technologists to other technologists, to the patients, to the radiologists, to the attending physicians and to other members of the hospital staff. Medical Law will be reviewed, as will dress code, and ethical behavior, cleanliness and confidentiality. It also includes Diversity in the Workplace. The student will also recognize the potential danger of radiation and be instructed on how to observe the principles of protection, which are necessary to themselves and their patient.

Medical Terminology
This course is designed to help the student to master medical terminology as applied to the specialty of radiology. Specifically, the student will learn the anatomical names of bones and organs and other anatomical descriptive terms, commonly used medical terms, prefixes, and suffixes and understand the meaning of such terms and their proper usage and spelling.

Methods of Patient Care
This course is designed to acquaint the student with nursing procedures and techniques used in the general care of the radiology patient. Students will have demonstrations and practice many of these procedures, including safe patient handling techniques. They will become certified in BLS (basic life support) and CPR (cardiopulmonary resuscitation).

Office Procedures
This course is designed to give the student a broad understanding of our radiology department workflow and tracking system, associated terminology, and forms. Operation of telephones, faxes and other office equipment will be reviewed in a clinical lab. Introduction to computer literacy is included, which teaches history of computers, basic computer language, and the use of computers in the hospital. An introduction to RIS and PACS is also included.

Pharmacology
This course is designed to enable the student to recognize various categories of drugs, recognize normal drug nomenclature, basic concepts of pharmacology and discuss specific drugs and to understand the actions, reactions, and possible interactions of drugs.

Physiology I & II
This course is designed to give the student a basic knowledge and understanding of the function of tissues and organs, as they relate to medical imaging.

Quality Assurance
This course is designed to provide the student with an understanding of quality assurance pertaining to the radiology department and to identify the required testing of the equipment & processes, time intervals and the standards as they pertain to state and federal guidelines.

Radiation Physics
This course is designed to help the student understand the field of science that deals with the fundamentals of X-ray phenomenon. Electrical physics, principles of X-ray generation, biological effects of radiation, and the operation of X-ray equipment and auxiliary devices will be discussed.

Radiation Protection
This course is designed to help the student recognize the dangers that are present in ordinary radiographic department. This course will provide the student with an understanding of ionizing radiation and the need for protective measures and maximum safety for the patients and themselves.

Radiobiology
This course is designed to help the student recognize the radiation dangers that are present in an ordinary radiographic department. This course will provide the student with an understanding of ionizing radiation and the impact on cell development.

Radiographic Image Critique I
This course is designed to help students evaluate their own images, to recognize required anatomy and assess quality to ensure maximum information is presented for interpretation. Review of interesting cases will expand the student's knowledge of imaging challenges and abnormalities. Select image critique classes are images of the instructor's choosing, to supplement discussions in other courses. Student presentations provide opportunities for unique case history discussions and feedback regarding their work.

Radiographic Image Critique II
This course is a continuation of Radiographic Image Evaluation, with a more in-depth study of cases and image evaluation.

Radiographic Pathology
This course is designed to introduce pathological conditions and diseases with application to Radiology. A basic introduction to the nature of pathology, followed by a systemic classification of diseases will enable the student to understand the importance of providing informative radiographs for diagnosis.

Radiographic Procedures I
This course is designed to help the student acquire skill in positioning the various parts of the body to demonstrate the desired structures to their best. Stress will also be upon the location of each organ using surface landmarks and the relationship of an organ to other organs within the same image read by a Radiologist. This course has a lab component.

Radiographic Procedures II
This course is a continuation of Course I in positioning of the body for additional radiographs of a more specialized nature. It concentrates on the skull, urinary studies, and fluoroscopy, which include the use of contrast medias and appropriate equipment. Pediatric radiography is covered, as well as, the basics of mammography. This course includes a lab component.

Skeletal Anatomy
This course is designed to give the student a basic knowledge and understanding of the various structures of the human body as a whole and of the various parts. This will help the student to interpret requests for radiographic examinations, to properly position the area to be radiographed, to recognize the structures being examined.

Venipuncture
This course is designed to provide the student with the theory and practice of the basic techniques of venipuncture and the administration of contrast media and/or intravenous medication.

Academic Requirements

As the program is intense and fast-paced, there is no academic probationary period for new students. A grade of 75% must be accomplished in each subject in order to continue in the program. This is consistent with the requirement of 75% on the ARRT certification examination as a passing score. During the two years, a student must pass all subjects as noted. **The failure of any course with a grade of 74% or lower will result in dismissal from the program and the inability to graduate.**

Student grades will be evaluated at the end of each semester, and the student may be dismissed for unsatisfactory didactic or clinical progress. A grade of 75% or above in clinical practicum must be maintained, along with the required number of competencies, to be eligible for graduation. Clinical competency is an integral part of the program. In the event of dismissal from the program (regardless of reason), the only pathway available is to apply for consideration in the next class. There is no re-entry option.

Practical and verbal examinations will be given periodically during your training period in each didactic subject with or without notice. The type, sequence and grading of the examination will be at the discretion of course instructors. Original projects and papers will be required from the student at various levels of his or her training to develop initiative and research abilities.

All Numerical grading will be converted to a Letter grade for transcript purposes.

A (GPA 4.0) 93 - 100	B+ (GPA 3.3) 87 - 89	C+ (GPA 2.3) 77 - 79	D+ (GPA 1.3) 67 - 69
A- (GPA 3.7) 90 - 92	B (GPA 3.0) 83 - 86	C (GPA 2.0) 75 - 76	D (GPA 1.0) 63 - 66
	B- (GPA 2.7) 80 - 82	C- (GPA 1.7) 70 - 74	F (GPA .0) < 63

CLINICAL COMPETENCY REQUIREMENTS AND CLINICAL ASSIGNMENTS:

The radiography program includes clinical training for diagnostic procedures and the basics of mammography, bone densitometry, and computerized axial tomography. The student can anticipate approximately 1500 hours of clinical experience over the 24-month period. Assignments in Nuclear Medicine, Mammography, MRI, Ultrasound, Cardiology & Radiation Therapy are strictly observational.

Clinical sites: CVPH Hospital campus, Plattsburgh, NY CVPH Plaza, Plattsburgh, NY
CVPH Valcour Imaging, Plattsburgh NY CVPH Diagnostic Center, Champlain NY
CVPH Orthopedic and Sports Medicine Clinic

Clinical Competencies: In accordance with A.R.R.T. Clinical Competency requirements, students must demonstrate competency in all 35 mandatory procedures and 17 elective procedures.

Procedures should be performed on patients; however, a minimum number of mandatory procedures may be simulated if demonstration on patients is not feasible. Simulations may only be obtained during the 30-day time period prior to graduation, allowing for more opportunity to perform on patients.
All competencies and assignments apply to both male and female in a fair and equitable manner.

Supervision of the Student in the Clinical Setting

Observation: The student will stay with the qualified radiographer throughout the procedure.
The student is expected to observe the interaction with the patient, positioning techniques, equipment manipulation, and subsequent actions that are part of the exam workflow. The intent is to watch and learn how to perform high quality exams in a safe and professional manner.

Direct Supervision: All students must abide by the direct supervision policy to maintain a safe environment for everyone. The intent is to practice and learn how to perform high quality exams in a safe and professional manner.

- A qualified radiographer reviews the request for imaging with the student (in relation to the student's knowledge base).
- A qualified radiographer evaluates the condition of the patient with the student (in relation to the student's knowledge base)
- A qualified radiographer is in the exam room for the entire duration of the procedure.
- A qualified radiographer reviews, approves the images /procedure, and sends the images to PACS.
- The radiographer and student follow the proper procedure for completing the exam according to department policy.

Indirect Supervision: (Competency complete)
The intent is to perform and learn how to improve upon performing high quality exams in a safe and professional manner.

- A qualified radiographer must be immediately available (within speaking distance) upon request to assist the student, regardless of the level of achievement.
- The student is not allowed to accept an electronic image and send it to the PACS, only a radiologic technologist is able to perform this part of the exam.

Portables and Operating Room Procedures: In order to provide high quality patient care, particularly in portable and operating room environments, the ultimate responsibility lies with the licensed radiographer. JRCERT regulations require that the student assigned to portable procedures be directly supervised by a licensed radiographer at all times. The school program extends this rule to the operating suite procedures as well. A student is never allowed to perform an exam in the operating room or portables without a registered technologist physically present in the room.

Repeat of an image or an exam: A qualified radiographer must be present during student performance of any repeat image or exam. The technologist must be in the exam room to check positioning, technique, and image outcome. The student is not allowed to accept an electronic image and send it to the PACS;

only the technologist is able to perform this part of the exam. The student is not allowed to reject an image; this must also be performed by a technologist.

Student Participation in Fluoroscopy Studies: According to New York State Public Health Law, Part 89, ″Practice beyond the scope of the practice of radiologic technology for the purpose of Section 3510 of the Public Health Law shall include, but not be limited to, any use of fluoroscopes of fluoroscopy. The foregoing notwithstanding, a radiologic technologist under the immediate personal supervision of a licensed practitioner may assist the licensed practitioner in the operation of fluoroscopic equipment in the course of the performance by the licensed practitioner of a fluoroscopic examination or of a special radiographic examination which includes fluoroscopy, and a radiologic technologist may use fluoroscopy for localization purposes prior to the taking of a spot film of a mobile organ such as the gall bladder or the duodenal cap.″

Therefore, students may operate fluoroscopic equipment during a fluoroscopic examination, only under direct supervision of a licensed practitioner, when the need arises.

School of Radiologic Technology Dress Code

The patients we serve place themselves in the care of the entire hospital staff. They must be able to place their trust in us for the care we provide. It is important, therefore, that each employee and student display a personal appearance in which both patients and public alike can place their confidence.

In addition to their outward appearance, students should take precautions to ensure personal cleanliness at all times because of their close physical contact with patients, co-workers, and the public. Unless indicated otherwise, the dress code below applies during clinical assignments

1. CVPH Student name tag, radiation monitoring device and lead markers are a required part of the student uniform. Name tags will be worn at the collar with your name facing out, without any obstructions. No stickers or pins are allowed on CVPH ID badges, unless issued directly by CVPH.

2. School uniforms (scrubs) must be neat, clean, and worn at ALL times while in the clinical setting. Uniforms are worn for all clinical hours including lunch and breaks.
   - Students will wear only grey tops and black pants.
   - T-shirts or long-sleeved shirts may be worn under the grey scrub top but must be grey, white or black. This under shirt cannot contain any print or logos.

3. Shoes must be sneaker-type that can be cleaned (laundered) and close-toed.
   Forbidden footwear: boots, sandals or open-toed shoes, high heels of any type.

4. Socks and undergarments are required at all times.

5. Lab jackets are recommended but not required. They may not be any longer than hip length.
   Lab jackets are to be in grey, black, or white

6. OR scrubs are only to be worn on days 1) you assigned to OR AND 2) only if there is a case scheduled.
   - Student assigned to OR is expected **to report to clinical assignments in school uniform.**

7. Personal grooming: Good grooming is essential.
   - While in clinical, hair must be off the shoulders and collar (tied back). It is essential that all students keep their hair neatly combed.
   - Facial hair should be clean, neatly shaped and trimmed.
   - Makeup, perfume, cologne/aftershave, or other scented products should be minimal.

8. The only earrings allowed are button type; hoop earrings are not allowed.
   - No necklaces of any type are permitted.
   - Watches, bracelets, and rings are acceptable but should be minimal for infection control reasons.

9. No artificial nails, including gel nails.
   No nail polish
   Nails must be kept trimmed and short

10. No gum chewing.

11. On non-clinic days and review days, appropriate street clothes may be worn.
    - Logos that are inappropriate or in bad taste are not allowed.
    - Discretion must occur in the neckline of shirts & blouses.
    - Apparel that is unduly tight is unacceptable
    - No restriction on footwear
    - No holes in jeans

FINAL JUDGEMENT ON GROOMING AND DRESS CODE IS AT THE DISCRETION OF THE PROGRAM DIRECTOR and CLINICAL COORDINATOR.

Student Grievance Policy

All students of the School of Radiologic Technology have the right to file a formal grievance in regard to any violation, misinterpretation or unequitable application of any existing policy, procedure, or regulation.

These steps should be followed in the event that a student has a grievance with the Radiology School or the Radiology Department. Grievances may include Code of Conduct, JRCERT compliance or legal matters.

Step One: submit the grievance in writing within three business days of the occurrence to the program director. In the event that the program director is not available, this can be given to either the clinical coordinator or clinical instructor, who will in turn give it to the program director.

Step Two: The program director will meet with the student to discuss the submitted grievance within two days of submission. If the grievance involves the radiology department, the program director will discuss grievance with the radiology department director. If this discussion does not lead to resolution within three business days, proceed to:

Step Three: Convene the Advisory Committee** and present grievance within five business days. The Advisory Committee will decide within five days of said meeting. If the solution is not satisfactory, proceed to final appeal.

FINAL APPEAL**: Within** 7 days of the decision, the student may request a final appeal to the Senior Vice President of Human Resources (a source external to the school). That ruling will be given within 7 days and is final.

** Advisory Committee will consist of the program director, clinical coordinator, clinical instructor, student representative, one member of radiology management, one member from Empire State and one member from hospital senior administration.

School of Radiologic Technology Discipline Policy

The primary purpose of discipline is to ensure conformance with the rules and regulations which our school has established as an aid in achieving its' objectives. We will start with the assumption that you as a student technologist want to do an excellent job, therefore, we take constructive supportive measures to help you. It is recognized that some students will not meet these standards and therefore a policy of disciplinary penalties must be initiated.

To provide our patients with the best possible care, we must all work together as an effective team. If you have any problems, difficulties, suggestions, or grievances connected with your schooling, your supervisors would like to know about them promptly. Naturally, you may present these matters in private if you wish to do so. You are requested to go to the Program Director, Clinical Coordinator, Clinical Instructor, or other school faculty with these matters. If you are unable to work out a compromise or settle issues, the next step is due process.

Sequential methods of disciplinary action

STEP 1 - ORAL WARNING: explaining offense and possible further action if offense is repeated.
STEP 2 - WRITTEN WARNING: explaining possible further action if offense is repeated and placed student on PROBATION for a period not to exceed 90 days.
STEP 3 - SUSPENSION: not to exceed one week (7days); time will be counted as absent (sick days)
STEP 4 - FINAL DISMISSAL

Due to the variety of circumstances involved, not one disciplinary standard can apply. The type and degree of disciplinary action will depend upon the type of infraction, the seriousness of it and the repetition of the offense.

The severity of the disciplinary action may range from STEPS 1-4 (above), in a progressive manner, or immediately to the dismissal at the discretion of the program director and/or medical advisor, as per Due Process.

APPEALS PROCESS: All students of the School of Radiologic Technology have the right to appeal certain decisions. This should be done through "due process". Due process is an elusive term. There are, however, two concepts inherent in due process - one is substantive and the other, procedural.

Substantive due process requires the purpose of a rule (or law) examined for reasonable and fairness. Procedural due process concerns the methods and steps utilized to maintain rules and regulations, while assuring justice and protection of the rights of all parties involved.

The student must be notified of their academic status. The student must be given the right to an orderly, unbiased examination of a faculty decision perceived by the student as capricious, arbitrary, or based on inadequate rationale/documentation.

This is done through the APPEALS PROCESS OF THE SCHOOL OF RADIOLOGY.

ACADEMIC APPEALS PROCESS:

Academic Appeals will be limited to:

1) Unsatisfactory Clinical Evaluation
2) The inaccurate recording & reporting of an academic grade

The Appeals Process will proceed in the following manner:

1) The student should attempt to settle the discrepancy with the involved faculty member(s)

2) If the student is not satisfied with the outcome of this meeting, he/she may request an appeal. This is instituted by submitting a written statement of intent to the Program Director within 48 hours of the student/faculty conference. The Program Director will then immediately notify the student and the instructor involved in a meeting. The student may request the attendance of another instructor or leave the selection of the instructor to the Program Director.

3) The student and instructor (s) will meet with the Program Director and/or the Medical Advisor within 5 school days at a designated time to present the conflict, substantiate their respective positions and answer any questions.

4) The Program Director and/or Medical Advisor will make the decision. The Program Director will notify the student and the instructor of the final decision within 5 days.

5) Either party may request an Administrative Hearing if they are not satisfied with the decision.

a) A written request for this hearing will be submitted to the Program Director within 48 hours of receipt of the decision by the Program Director.
b) Members of the Administrative Hearing panel will be the
    1) Director of Radiology
    2) Program Director, School of Radiology
    3) Medical Advisor School of Radiology
    4) Human Resources (HR) Representative
c) All written materials from the previous appeal will be copied and distributed to all parties prior to the administrative hearing for review.

FINAL APPEAL: Within 7 days, the student may request a final appeal to the Senior Vice President of Professional Services (a source external to the school). That ruling will be given within 7 days and is final.

Radiation Monitoring

ALARA PRINCIPLE: "As Low As Reasonably Achievable" (ALARA) means making every reasonable effort to maintain exposures to radiation as far below the dose limits in these regulations as is practical, consistent with the purpose for which the licensed or registered activity is undertaken, taking into account the state of technology, the economics of improvements in relation to state of technology, the economy of improvements in relation to benefits to the public health and safety, and other societal and socioeconomic considerations, and in relation to utilization of nuclear energy and licensed or registered sources of radiation in the public interest. Part 16-Ionizing Radiation N.Y.S. Sanitary Code, Chapter 1 Part 16.2 (11).
https://www.health.ny.gov/environmental/radiological/radon/radioactive_material_licensing/docs/part16.pdf

Additional information on state regulations for radiation safety can be obtained by contacting:

NYSDOH Bureau of Environmental Radiation Protection
New York State Department of Health
Bureau of Environmental Radiation Protection
Radiation Equipment Section
Empire State Plaza- Corning Tower #1221
Albany, New York 12237

New York State Law demands that students wear film badges (radiation monitoring device) at all times in the clinical setting. Any student found in the clinical setting without a current OSL badge will be directed to leave. This would mean that the student would have to make up for the missed time.

Each student is issued an OSL dosimeter badge (whole body radiation dosimeter), from the Radiology Department during their first month of training. It is to be worn at all times while in the department. At the end of the day, the students are to leave their OSL badge in a designated location. If a student loses their OSL badge, they are to immediately report this to the Program Director so that a new one can be obtained. If this is a frequent occurrence, disciplinary action will be taken.

OSL badges should be clipped to an article of clothing at the collar level; however, when performing Fluoroscopy or on Portable procedures, the OSL badge is to be worn outside the lead apron, clipped to the uniform collar, never on the lead apron.

An OSL badge that has been assigned to an individual may not be used by any other person. The participants' number is a lifetime assignment and is not transferable to another person. Film badges must not be tampered with in any manner. Keep your OSL badge away from extreme hot or cold temperatures, and radiation sources when not in use. Do not leave your OSL badge on lab coats, uniforms, or lead aprons.

Badges are turned in for exchange around the first of each month. It is the responsibility of each student to make sure their badge is exchanged, so there is no question about the validity of their radiation exposure records.

Student Exposure Limits Policy: **New** York State Department of Health recommends that student diagnostic radiographer's whole body deep dose exposure for a given month should not exceed 30 mR (Per NYS site-visit 1982). The Hospital's Radiation Safety Officer reviews monthly radiation badge reports. An initialed copy is then forwarded to the school, where each student will review & initial their

respective personal exposure record. If any out of the ordinary readings are found, the student will be contacted to discuss the matter and complete documentation if necessary.

Per NYSDOH Article 89 & JRCERT Standards, Students are NEVER allowed to hold patients during any radiographic or fluoroscopy procedure, while the actual exposure is taken. Any requests to do so should also be reported to the Program Director. This is reinforced during orientation.

Pregnancy Policy

Pregnancy Declaration: Declaration of pregnancy is voluntary, and the student is by no means obligated to declare her pregnancy. For the female radiology student, who is likely to be exposed to radiation, their embryo/fetus radiation exposures conform to NYDOH radiation protection standards in accordance with 10 NYCRR 16, the following procedures will be followed:

In the event that a student becomes pregnant, she is not required to notify the school. If she chooses to notify the Program Director, she will be asked to complete a Declaration of Pregnancy form. An additional film badge (baby badge) will be ordered to monitor the embryo/fetus's exposure. This baby badge is to be worn at the employee's waist and under the apron.

Where a baby badge has been issued, the Pregnancy Declaration form will be forwarded to the RSO (Radiation Safety Officer) to back calculate the dose from conception date to present. Each additional month of fetal exposure shall be recorded by the RSO until the baby is delivered. The embryo/fetal dose shall not exceed 500 mrem for the entire pregnancy. If the dose approaches this level, the student shall be removed from the radiation area and may be assigned to alternate clinical areas. After delivery of the child and the fetal dose is calculated, a copy will be retained in the student's school records and Occupational Health and Wellness Center.

Options for the pregnant student:

- Pregnancy declaration is voluntary; the pregnant student is NOT required to declare their pregnancy.
- Student may withdraw and return after the baby is born.
- Student may continue and complete the current academic semester, request a LOA and return full-time in the appropriate program quarter after the baby is born.
- Student may continue and complete the current academic and clinical semester, request a LOA and return full-time in the appropriate program quarter after the baby is born.
- Student may continue in the academic portion of the program until the baby is born.
- Student may continue in the academic and clinical portions of the program until the baby is born.
- Student may revoke their declaration of pregnancy in writing at any time. The lower dose limit for the embryo/fetus will no longer apply and the student will return to previous clinical assignments. (USNRC Regulatory Guide 8.13, appendix item 16, June 1999.)

See attached Declaration of Pregnancy form.

CVPH MEDICAL CENTER
DEPARTMENT OF RADIOLOGY SERVICES
DECLARATION OF PREGNANCY AND EMBRYO/ FETUS DOSE

Student Name: _____

Date of Voluntary Pregnancy Declaration: _____ Date of Conception: _____

I declare that I am pregnant and expect to deliver my child on: _____

Student Signature: _____

Dosimetry Record

Conception date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Embryo / Fetal dose (MREM)									

Notes:

1. Once pregnancy is declared, utilize whole body badge for previous month's dose.
2. Once pregnancy is declared, issue baby badge is issued, which is worn at waist for remaining gestational period.
3. Embryo / fetus dose shall not exceed 500 MREM for the entire pregnancy.
4. Completed form is forwarded to RSO.
5. After child is delivered, the form shall be maintained in the Employee Health file.

_____
Radiation Safety Officer

_____
School Director

Substance Abuse Policy

Students are taught how to access Policy Manager from any hospital computer during General Orientation. Drug and alcohol abuse policy # 210.4 is reviewed during Orientation.

Tests for substances may be requested of the Center for Occupational Health and Wellness only when the School Program Director or Medical Advisor has a reasonable suspicion, based on specific facts, to conclude that the individual to be evaluated is currently under the influence or is impaired by drugs or alcohol. Every effort must be made to differentiate between substance abuse symptoms and

manifestations of other physical illness; depression and the usual stress associated with everyday work life.

If testing is positive or student refuses to submit to testing, student may be terminated from the program.

If testing is negative for drugs or alcohol, student will be treated for the illness that is causing the condition that led to the investigation.

Standard Precautions / Infection Control

During the student orientation and the course Methods of Patient care, the following policies will be reviewed:

a) Infection Control Guidelines for Employees {405.1}
b) Infection Control Policy/procedures Related to precautions and Isolations {54}
c) Reporting Communicable Diseases {10.5}
d) Blood/body Fluid Exposure Post Exposure Protocol (Needle stick) {10.8}

GRADUATION

Students are eligible for graduation from the School of Radiography when all courses and clinical competencies have been successfully completed with a minimum of twenty-four months of full-time attendance. Successful completion requires an average no lower than a 75% or a grade of "C" or better in each class taken at CVPH. All clinical competencies with a grade of 75% or better with all 35 mandatory competencies and at least 17 electives complete. This is 52 total competencies as determined by the ARRT.

All courses with Empire State University must be passed (minimum of 24 credits) and the mentor from Empire State must clear the student for graduation. All classes at both CVPH and Empire State must be completed by the last Friday of May (or similar close date) of the second year in order to graduate with the class. A student's failure to complete these requirements will result in the student not being allowed to graduate. Empire State University needs 30 days to concur the associate degree.

The graduation ceremony will be held at a date, time, and location to be determined by the program. During the graduation ceremony, the following are awarded:

1. Valedictorian Award
2. Salutatorian Award
3. Scholarships (criteria is determined by CVPH Foundation and program officials)
   a. Rotary Club Award to a 1st year student for a high academic average and an active participant in the community, at the end of their freshman year.
   b. The Stephanie Wheet Scholarship is given to a 1st year student.
   c. The Adam Jarvis Scholarship is given to a 1st year student.

GRADUATING SENIORS

While there are no guarantees of job placement or employment upon graduation, the school will assist each senior student in preparing for interviews and developing their resumes.

Seniors must participate in the exit interview with either the Program Director or the Clinical Coordinator. This will review the two-year program and allows the student to provide feedback on the program. As applicable, Federal Exit Counseling must be completed by the date set forth by the program. Failure to comply with federal Exit Counseling will result in not graduating from the program or being signed off with the ARRT.

We sincerely believe that your training period with us at CVPH will be educational and productive by following a rule and thoroughly knowing and understanding student rights, privileges, and duties.

Keep this manual as a reference and refer to it when in doubt. **As information changes quickly, please use the online handbook as the most up-to-date resource.** Please feel free to discuss your concerns or issues with the program director, the clinical coordinator, the clinical instructor, and/or the medical advisor.

Marla Garcia M.S.R.T., (R)(M) Program Director

Julio Lemos, M.D. Medical Advisor

CVPH
School of Radiologic Technology

Affirmation of Understanding

I have reviewed, read, and understand the contents of the student handbook and all related policies. I have been shown how to access Policy Manager via computers. I am aware of how to access the Student Handbook on the school website.

_____
Name (printed)

_____ _____
Signature Date

7/13/26 mmg