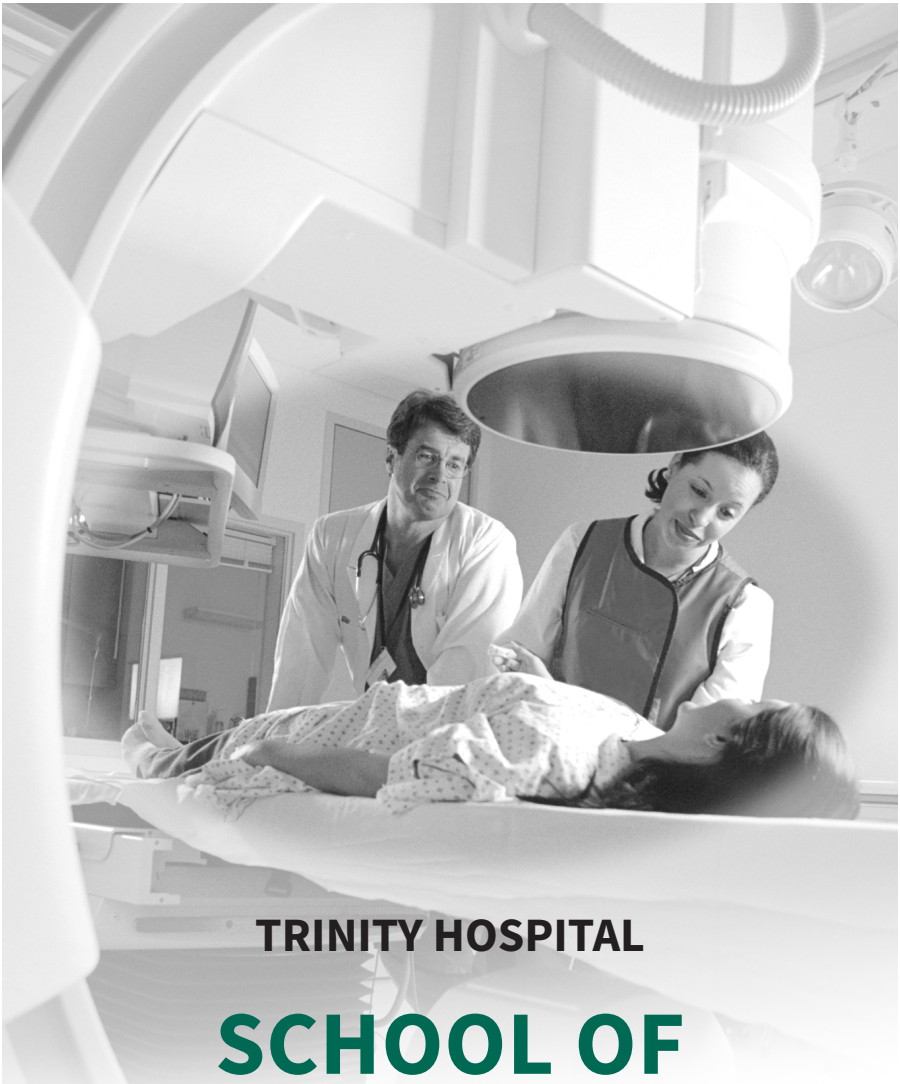

TRINITY HOSPITAL

SCHOOL OF RADIOLOGIC TECHNOLOGY

Minot, North Dakota

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This booklet is intended to provide information about the education and policies of the Trinity School of Radiologic Technology. Although this booklet is updated biennially, due to the rapidly changing nature of health care, some of the information may outdate prior to published updates. The school reserves the right to add to and amend its policies, procedures and curriculum as necessary to insure the quality of the educational program and its continued accreditation.

To request a comprehensive copy of all school policies, send request to Trinity Hospital School of Radiologic Technology, P.O. Box 5020, Minot, ND 58702-5020.

THE CAREER

Radiologic Technology is a science combining advanced technology and human compassion. Radiologic Technologists (radiographers) use their knowledge of physics and human anatomy to create permanent medical images to diagnose disease. The radiologic technologist is qualified to provide patient services using various types of imaging equipment. The radiologic technologist works under the direction of a Radiologist — a medical physician with extensive training in performing radiologic procedures and interpreting medical images. This is a profession which requires a dependable personality with a mature, caring nature and an ability to exercise independent judgment. For additional information on career opportunities, explore the ASRT website at:
https://www.asrt.org/main/careers/careers-in-radiologic-technology

TRINITY HEALTH

Founded in 1922, Trinity Health is a not-for-profit, integrated healthcare system serving North Dakota and Eastern Montana. With three hospitals, 15 clinics, two nursing homes and a regional eyecare network, Trinity Health provides comprehensive, leading-edge care to Minot and the surrounding region.

Trinity's primary hospital campus is accredited by The Joint Commission (TJC) and the region's only Level II Trauma Center. Trinity offers a state-of-art cancer care center, comprehensive heart services, including open heart surgery, and advanced neurosurgical care.

Trinity Health is staffed by more than 2,900 physicians, nurses and other healthcare professionals. Trinity Medical Group is a regional network of more than 150 physicians and allied health professionals representing over 40 primary care and specialty services.

A teaching hospital, Trinity sponsors the University of North Dakota School of Medicine residency program as well as the Trinity Hospital School of Radiologic Technology.

TRINITY HOSPITAL SCHOOL OF RADIOLOGIC TECHNOLOGY

The school of radiologic technology has an excellent reputation of graduating professional Radiologic Technologists (Radiographers) of high academic excellence and above average entry level technical skills. Our graduates typically score above the 90th percentile on the American Registry of Radiologic Technology (ARRT) national registry exam to become certified Radiographers.

The school is a two-year certificate program accredited by the Joint Review Commission on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, (website: www.jrcert.org) (e-mail: jrcert@mail.idt.net). For more information contact the Program Director at phone number: (701) 857-5620 or mailing address: Trinity Hospital School of Radiologic Technology, P.O. Box 5020, Minot, ND 58702-5020. Additional Information can be found on the program website, www.trinityhealth.org/radiology_school

The school accepts a 4–6 students each year. Classes begin the in June and concludes with graduation in May. The 24 month Program operates on a schedule of three semesters per year. The school week runs from Sunday through Saturday. The student will complete six consecutive semesters during their internship, including a limited number of weekend and evening clinical rotations. Time spent in weekend and evening assignment rotations will not exceed 25% of the students total clinical clock hours.

The Trinity Hospital School of Radiologic Technology is an outcome-based educational program with the primary focus on competency achieved through a mastery learning system. Integration of classroom and clinical education is also an important element to the success of the school and its graduates. The student benefits from hospital and clinic radiology patient care environments, state-of-art imaging equipment, highly skilled staff of Registered Technologists, a small enrollment and educators with years of clinical and teaching experience. The clinical experience is designed to maximize patient contact in performance of radiography procedures. All students are supervised while in their clinical training by ARRT registered and JRCERT approved Clinical Instructors. Upon completion of this program, graduates will be eligible to take the ARRT registry exam and upon successful completion, be recognized as professional, competent entry level Radiographers.

MISSION STATEMENT AND GOALS

MISSION STATEMENT:

The mission of Trinity Hospital School of Radiologic Technology is to provide quality education in the art and science of radiologic technology. The program is designed to prepare knowledgeable entry-level radiographers, and graduate competent professionals who are ready to demonstrate high clinical and technical competence in serving their patients, the healthcare community and the profession.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

To achieve this mission we have set forth the following goals and learning outcomes.

Goal 1: To graduate students that possess effective verbal and written communication skills.

Student Learning Outcome 1.1: Students will demonstrate effective patient communications skills.

Student Learning Outcome 1.2: Students will demonstrate effective communication with radiology personnel.

Student Learning Outcome 1.3: Students will demonstrate effective written and verbal communication skills related to the performance of Radiologic exams.

Goal 2: To graduate students that can apply critical thinking skills to professional practice.

Student Learning Outcome 2.1: Students will exhibit necessary critical thinking skills in the performance of patient exams.

Student Learning Outcome 2.2: Students will demonstrate the ability to critically think in the classroom setting.

Goal 3: To graduate students that are clinically competent, entry level radiographers.

Student Learning Outcome 3.1: Students will produce images exhibiting accurate and acceptable radiographic quality.

Student Learning Outcomes 3.2: To graduate students with entry level employment skills.

Goal 4: To graduate students who exhibit ethical and professional behaviors.

Student Learning Outcome 4.1: Students will behave in a professional manner.

Student Learning Outcome 4.2: Students will behave in an ethical manner.

ADMISSION REQUIREMENTS

Trinity Hospital School of Radiologic Technology subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity. Trinity Hospital School of Radiologic Technology policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status or disability in the recruitment and admission of students and the employment of faculty, staff and students and in the operation of all program activities and services. Evidence of practice which are inconsistent with this policy should be reported to the Program Director and/or Human Resource Director.

Trinity Hospital School of Radiologic Technology has the Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation approved capacity for 6 students per year, however, the school reserves the right to admit only those applicants who meet established minimum requirements for age, education, physical and personal skills, does not accept transfer students, accommodate part time students nor offer advance placement.

MINIMUM REQUIREMENTS

AGE: Applicants must be at least 18 years of age.

EDUCATION: Admission preference is given to applicants who already possess an associates or baccalaureate degree or students who will be granted a degree by a regionally accredited community college or university upon completion of the program. Effective January 1, 2015 the American Registry in Radiologic Technology (ARRT), the only certifying agency in the United States, requires candidates to possess a degree and identify the degree granting institution on their certification application. Applicants must complete:

- Prerequisite General Education
- Prerequisite Post-Secondary Credit Bearing Courses including:
  Anatomy and Physiology series (2 semesters)
  Biology or chemistry (2 semesters)
  Physics series (2 semesters)
  Natural science
  Medical terminology
  Mathematical/logical reasoning

Written/oral communication
Composition
Arts/humanities
Information systems
Social/behavioral science/psychology

- GPA – minimum cumulative grade point average of 2.75 on a 4.0 scale in college or university course work at the time of application.

PHYSICAL: Applicants must possess the following physical skills to participate in the program and meet the physical demands of a radiologic technologist:

- Fine and gross motor coordination to respond promptly and manipulate equipment
- Verbal and written communication skills to clearly, promptly and effectively communicate in English
- Hearing skills to assess patient needs and communicate effectively with other healthcare team members
- Visual acuity to observe patients, manipulate equipment and evaluate radiographic image quality
- Ability to accomplish moderate lifting at a minimum of thirty pounds to ensure patient safety
- Satisfactory intellectual and emotional functions to exercise independent judgement and discretion in the safe technical performance of medical imaging procedures

These skills will be assessed and documented by the applicant during the interview process. All applicants who are accepted into the program will be required to present documentation that they possess these physical requirements by a Licensed Independent Practitioner on a Physical Fitness form provided by the school.

PERSONAL: Applicants must be of good moral and ethical character to include ability to:

- reason and exercise good independent judgement
- exhibit responsible, accountable and professional behaviors
- work under stressful conditions
- independently organize a work plan and meet deadlines
- communicate effectively with patients and healthcare team members
- exhibit professional discretion with confidential information

- attest to integrity of academic performance

These personal requirements will be assessed by application documents, personal references and personal interview. The ARRT establishes and enforces Rules of Ethics that require all applicants for certification to be of good moral character. Generally, the conviction of a crime or felony involving moral turpitude may indicate lack of moral character and render the person ineligible to take the certification exam. Violations of academic honor codes and suspension or dismissal from an educational program may also render an applicant ineligible to take the ARRT certification exam. While conviction of a crime or academic sanction is not an absolute ban to school admission, it may depend on the ARRT decision of eligibility. Applicants that have concerns regarding ARRT eligibility may contact the ARRT directly for more information and guidance at:

ARRT
1255 Northland Drive
St. Paul, MN 55120
www.arrt.org

ADVISORY COMMITTEE

The Trinity Hospital School of Radiologic Technology has an established Advisory Committee for the purpose of oversight and guidance in maintaining program quality and continued program improvement. The committee is chaired by the program director. Other member representatives include Clinical Instructor(s), Radiology Department Administrator, Program Medical Director, Lead Radiologic Technologist, Radiology Coordinator, Student Representative and a public member. The Advisory Committee will meet at least annually to review and make recommendations for changes to program mission, vision, policies, didactic curriculum and clinical education plan. The Advisory Committee will also meet at least biannually to review and revise the overall Assessment Plan of the program and ensure and support compliance with JRCERT Standards for accreditation. The Advisory Committee may also be called upon in situations of student grievances and/or student disciplinary action.

APPLICATIONS PROCESS

Application deadline is January 1st, for the subsequent class to begin in June. Application documents are available online at website or by contacting the School by mail, phone or email.

Trinity Hospital School of Radiologic Technology
P.O. Box 5020
Minot, ND 58702-5020 Phone: 701-857-5620
e-Mail: amy.hofmann@trinityhealth.org

The application procedure requires completion and submission of the following:

- Application Form
- High School Transcripts
- College Transcripts (official and current to fall term)
- Contact information for three personal references that will complete and return Evaluation of Applicant forms
- $35 non-refundable application fee

All applications are reviewed and scored on the basis of transcripts and references received. All applicants will be contacted but only those meeting the minimum acceptance criteria will be contacted for a scheduled personal interview. Interviews are held in late January and/or early February.

Final acceptance decisions are made within one week following completion of interviews. Each applicant interviewed will be contacted.

Applicants notified of acceptance will have one week to send a written notice of acceptance and a non-refundable deposit of $300.00 which will be applied to the student's book costs.

The final stage of acceptance occurs when the applicant returns a completed Health Evaluation form, signed off by a licensed independent provider.

STUDENT EXPENSES

TUITION

Trinity has established tuition affiliation agreements with Minot State University, University of Mary, and University of Jamestown. The student pays tuition directly to the university, according to university policy and registration schedule, the university then reimburses Trinity Health. It is up to the student to register with the university and communicate with assigned advisor.

Annual tuition for students not enrolled in an affiliated university or not receiving financial aid is $3,500. Tuition is due the first week of class and the second year tuition is due July 15th of fourth semester.

TUITION REFUND

If the student withdraws during the first semester which is a three month probationary period, 50% of tuition received will be refunded. No refund is given if student withdraws after first semester.

BOOKS

Students are responsible for the cost of the textbooks required by the program. The cost of text books for the full two years averages $850. The $300.00 tuition deposit will be credited toward the total cost of books. The remaining balance must be paid July 15th.

UNIFORMS / DRESS CODE

Students are to wear appropriate uniforms while in the clinical environment and are responsible for providing their own. Trinity Health Radiology staff are assigned the color BROWN.

Surgical attire, when required for a clinical rotation area, will be provided by the hospital.

PROFESSIONAL ORGANIZATIONS

Students are required to become members of a national professional organization, the American Society of Radiologic Technologists (ASRT) www.asrt.org. Senior students are also required to become a member of the state professional society, North Dakota Society of Radiologic Technologists (NDSRT). Total dues are approximately $50.00 per year.

PRE-ENTRANCE HEALTH EVALUATION (PHYSICAL)

All students ACCEPTED "into the program must submit a completed health examination form along with a record of immunizations and TB testing completed within the last six months. This expense is incurred by the student.

Evidence of good health and ability to meet the technical and physical demands of the program is the final requirement for acceptance into the program.

HEALTH INSURANCE

All students are required to carry personal health insurance. The student will be enrolled for state Workforce Safety Insurance, the cost of which shall be paid by Trinity Health.

TRANSFER CREDIT

The program does not accept transfer credit from other radiologic technology programs.

STUDENT SERVICES

The following is a listing of student services provided by School of Radiologic Technology in conjunction with Trinity Health.

- Free parking (in designated areas)
- Free shuttle service (between clinical areas)
- Discounted meals (both hospital cafeterias)
- Free CPR (provided upon enrollment and recertification just prior to graduation)
- Free Hepatitis B vaccine series
- Free TB testing (provided upon enrollment)
- Free radiation monitoring service (replacement charges may apply)
- Free OSHA in-service training
- Free mandatory hospital in-service training
- Discounted text books
- Free limited Worker's Compensation coverage
- Free counseling services (provided by instructors and pastoral care staff)
- Free lockers/storage for personal belongings
- Free identification badges (replacement charges may apply)
- Free medical library access
- Free influenza shots
- Free internet access for school related purposes (in classroom and at various hospital locations)
- Free lead markers (replacement charges may apply)
- Surgical scrubs provided when on surgical rotations

GRADUATION

The structure of the curriculum is based on two years of full time study. The student must successfully complete all academic and clinical requirements of the Trinity Hospital School of Radiologic Technology in order to graduate.

GRADUATION REQUIREMENTS

To graduate from the Trinity Hospital School of Radiologic Technology, the student must fulfill all the following requirements:

1. Complete all didactic courses with a cumulative grade of no less than 80%.
2. Complete all clinical testing with a cumulative grade of no less than 90%.
3. Complete all competencies and proficiencies with a cumulative grade of no less than 80%.
4. Complete all clinical checkoffs, rotation objectives and assignments.
5. Complete all ARRT clinical and didactic requirements.
6. Pay all tuition and book fees in full.
7. Return all tests and quizzes.
8. Return all hospital and school property.
9. Complete an exit interview with the Program Director.
10. Complete an application to ARRT for the registry exam and receive notification of scheduled exam date.

If the above requirements have been met, the student is then awarded a certificate from the school. Graduation is held late May.

All students successfully completing the program are then eligible to write the American Registry of Radiologic Technologists (ARRT) national certification examination. Upon successful completion of this exam, students receive the right to use the term Registered Technologist (Radiographer) — R.T.(R) (ARRT) after their name.

UNIVERSITY CREDIT

Students enrolled in a university degree program in radiologic technology will have a statement of completion forwarded to their university, upon completion of the school of radiology requirements and graduation from the program. Credit hours awarded are at the discretion of the individual university.

FAIR PRACTICES IN EDUCATION

NON-DISCRIMINATION

Student and faculty recruitment and student matriculation practices shall be non-discriminatory with respect to race, religion, color, gender, age, national origin, handicap, veteran status, marital status, or any other status or condition protected by applicable state or federal law.

SAFETY

The health and safety of students, faculty, and patients associated with student educational activities will be adequately safeguarded.

FINANCIAL

The school does not offer financial aid. The school of radiology is recognized by the United States Department of Education through the JRCERT accreditation mechanism. Costs to students are determined to be reasonable and will be accurately stated and published. Policies and processes for student withdrawal and tuition refund will be fair, published, and made known to all applicants. Students will have opportunity to apply for grants and scholarships as members of ASRT and NDSRT. Also, Trinity Health Foundation awards one annual scholarship to the senior student author of a research paper.

CLINICAL AND DIDACTIC COURSES — FIRST YEAR

* Indicates the didactic course correlates with a clinical course of the same number.

Course #	Course Name	Clock Hours (Didactic)
*300	Orientation/Introduction to Imaging Principle	40
302	Introduction to Anatomy and Positioning	20
*303	Radiation Protection I	20
304	Medical Terminology	24
305	Ethics and Professionalism in Healthcare	20
306	Fundamental Concepts of Radiation Physics	15
307	Atom Structure of Matter	15
308	Electromagnetic Radiation	20
309	X-ray Production	20
310	X-ray Interaction with Matter	20
311	X-ray Emission and Exposure	15
313	Beam Restricting Devices and Grids	20
*315	Respiratory System	20
*316	Upper Extremity	20
*317	Lower Extremity	20
*318	Spinal Column	20
*319	Gastrointestinal System	30
*320	Bony Thorax	10
*321	Cranium and Facial Bones	30
322	Introduction to Pathology	10
329	Patient Care	30

CLINICAL AND DIDACTIC COURSES — SECOND YEAR

* Indicates the didactic course correlates with the clinical course of the same number.

Course #	Course Name	Clock Hours (Didactic)
301	Computer Science in Digital Imaging	10
401	Circulatory System	20
402	Nervous System	20
403	Imaging Equipment and Digital Technology	50
*404	Mammography	10
405	Sectional Anatomy	20
406	Computed Tomography & MR Imaging	20
407	Radiographic Quality	30
408	Electronics	50
409	Radiobiology	30
410	Radiation Protection II	30
411	Diagnostic Ultrasound	10
412	Quality Assurance and Quality Control	10
413	Endocrine System	10
*416	Urinary System & IV Contrast Media	30
417	Reproductive System	10
418	ARRT Registry Comprehensive Review	80
429	Patient Care	30

COURSE DESCRIPTIONS
FIRST YEAR-SEMESTERS ONE THROUGH THREE

The following is an abbreviated description of each course. A more complete description is given in the student's individual course syllabi available upon request.

300 ORIENTATION AND INTRODUCTION TO IMAGING PRINCIPLES
The purpose of this course is to orientate new students to the school, the radiology department and to review the policies and procedures of the school, department and hospital.

301 INTRODUCTION TO COMPUTER SCIENCE & DIGITAL IMAGING
The purpose of this course is to present the fundamental principles and components of computers used in medical imaging as well as the primary hardware equipment and software applications used in digital imaging environments.

302 INTRODUCTION TO ANATOMY AND POSITIONING
This course is a designed as a core curriculum of skeletal anatomy and an introduction to radiographic positioning in relation to and alignment of anatomy, x-ray beam and the imaging receptor.

303 RADIATION PROTECTION I
This introductory course provides students with the theory and application of concepts related to the basic principles of radiation protection and how to implement them in clinical environment. It must be completed prior to beginning clinical assignments.

304 MEDICAL TERMINOLOGY
This course is designed to teach the meaning of word parts, how to combine them and break them down to understandable terms, enabling the student to communicate in the medical world.

305 PROFESSIONAL AND MEDICAL ETHICS
This course provides an understanding of the medical imaging technologist's professional scope of practice, ethical and medicolegal issues in the healthcare environment and patient rights.

306 FUNDAMENTAL CONCEPTS OF RADIATION PHYSICS
This course is an introduction to sources of radiation and the appropriate units of measure.

307 THE ATOMIC STRUCTURE OF MATTER
This course is a fundamental review of atomic structure with the introduction of radioactivity and particulate radiation.

308 ELECTROMAGNETIC RADIATION
This course introduces the student to EMR, the wave particle duality and energy-mass equivalence. It offers an in-depth presentation of concepts and formulas related to radiation intensity and exposure.

309 X-RAY PRODUCTION
This course provides students with an understanding of how x-ray photons are produced. The x-ray emission spectrum is also explored.

310 X-RAY INTERACTION WITH MATTER
The five basic x-ray interactions with matter are discussed.

311 X-RAY EMISSION AND EXPOSURE
This course is an in-depth discussion of x-ray photon characteristics of quantity and quality.

313 BEAM RESTRICTION AND GRIDS
This course explores the role that beam restricting devices and grids play in the control of scatter radiation reaching the imaging receptor.

322 INTRODUCTION TO PATHOLOGY
This course provides students with the concepts of disease, effects on human body and considerations for radiographic procedures.

329 PATIENT CARE
This course begins early in the first semester and continues through to the sixth semester. The purpose of the course is to enhance the knowledge and skills required to provide safe, quality patient care in medical imaging and apply the learned competencies in the clinical areas of the radiology department, emergency and trauma services and the surgical suites.

The following courses encompass radiography of the human body and related systems. Each course includes anatomy review, radiographic positioning, relevant physiology and pathology, trauma modifications, exposure technique considerations, image critique and radiation protection.

315 RESPIRATORY SYSTEM

316 UPPER EXTREMITY

317 LOWER EXTREMITY

318 SPINAL COLUMN

319 GASTROINTESTINAL DIGESTIVE SYSTEM

320 BONY THORAX

321 CRANIUM, FACIAL BONES, SINUSES

SECOND YEAR-SEMESTERS FOUR THROUGH SIX

401 CIRCULATORY SYSTEM
This course presents the anatomy, physiology, pathology and imaging procedures related to the cardiovascular and lymphatic systems.

402 NERVOUS SYSTEM
This course presents the anatomy, physiology, pathology and imaging procedures related to the nervous system.

403 IMAGING EQUIPMENT AND DIGITAL TECHNOLOGIES
Included in this course is discussion of image intensified fluoroscopy, digital fluoroscopy, digital radiography, computed radiography.

404 PRINCIPLES OF MAMMOGRAPHY
This course presents breast anatomy and pathology with an emphasis on routine positioning of breast tissue in mammography.

405 SECTIONAL ANATOMY
The purpose of this course is to facilitate student knowledge of and ability to identify human anatomy in transverse axial, sagittal and coronal medical image orientation.

406 COMPUTED TOMOGRAPHY AND MAGNETIC RESONANCE IMAGING
The basic principles of equipment operation and image production with Computed Tomography and Magnetic Resonance Imaging systems are explored. The course also includes clinical rotations.

407 RADIOGRAPHIC QUALITY
This course offers an in-depth discussion of the characteristics of a high quality medical image and practical tips on optimizing radiographic spatial and contrast resolution. The factors affecting the quality of the radiographic image are explored.

408 ELECTRICITY, ELECTROMAGNETISM, ELECTRONICS
This course encompasses the principles of electrostatics, electrodynamics and electromagnetism with the major emphasis on understanding the components and circuitry of the x-ray machine.

409 RADIOBIOLOGY
This course explores human biology, the radiosensitivity of tissues and organs and radiation effects on humans from the DNA level to the total body response.

410 RADIATION PROTECTION II
This course is a review of the principles of radiation protection followed by an in-depth discussion of occupational and patient radiation protection, including dose monitoring, x-ray room design, National Council on Radiation Protection and Measurements (NCRP) regulations and CFR-Title 21 requirements.

411 DIAGNOSTIC ULTRASOUND
This course is designed to provide the student with basic introductory knowledge of ultrasound physics principles. Instrumentation and operation of diagnostic medical sonography equipment is presented. The course also includes a clinical rotation.

412 QUALITY ASSURANCE AND QUALITY CONTROL
This course explores QA/QC testing methods and tools that are needed to assure proper radiographic equipment functioning.

413 ENDOCRINE SYSTEM
This course reviews the structure, function and diseases of the endocrine system. Hormone secretion and biological function are discussed.

416 URINARY SYSTEM AND IV CONTRAST
This course presents the anatomy of the urinary system as it relates to radiographic procedures. Students are instructed on venipuncture procedures, resulting in clinical venipuncture competency. Radiographic IV contrast media selection, risks associated with contrast media injection and emergency drug administration are explored.

417 REPRODUCTIVE SYSTEM
The male and female reproductive systems are reviewed and relevant imaging modalities are discussed.

418 COMPREHENSIVE ARRT REGISTRY REVIEW
This course assists the student to prepare for the ARRT certification and registration examination and to become a member of the radiologic technology workforce. The purpose of the course is to reinforce and complement prior knowledge gained in the program curriculum.

CLINICAL EDUCATION PLAN

The clinical and didactic aspect of the student's education is closely monitored by the program director and the clinical instructor and supervised by registered technologists. The student will spend much of their day in the radiology department involved in "hands on" learning. Students spend an average of 10 hours per week in the classroom and 30 hours in clinical education. All clinical assignments are within the Trinity Health Campus. Our goal, and primary student learning outcome, is for the student to successfully complete the program, with the knowledge, clinical competency and skill sets of an entry level radiologic technologist. Clinical education is closely correlated with the didactic curriculum and the student is required to attend didactic class prior to the clinical lab class. The following performance indicators are used to assess the student's clinical learning outcome.

Performance Indicator:

- Observe, assist, and perform radiographic examinations in the assigned clinical area in accordance with level of competency achieved.
- Become a professional as demonstrated through appearance, conduct and knowledge.

- Demonstrate the ability to work and communicate effectively with fellow students, technologists and others in the clinical situation.
- Adhere to policies and rules.
- Demonstrate punctuality and efficiency in assignments.
- Utilize radiation protection procedures.
- Provide for the physical and psychological needs of the patient.
- Demonstrate initiative, intellectual curiosity and adaptability in the mastery of skills and in the performance of procedures.
- Recognize limitations in knowledge and seek assistance as required and in adherence with the Supervision Policy.

The student learning outcome is assessed through a process of clinical testing, performance evaluations, professional development assessments and final mastery testing. Failure of the student to complete all clinical competencies, performance indicators and final testing would result in delayed graduation.

Students receive a comprehensive Clinical Plan which contains all clinical syllabi, requirements, competencies, assignments and measurable performance indicators needed to successfully complete the two year program.

ACADEMIC CALENDAR

The School of Radiologic Technology operates on a schedule of three seventeen week semesters per year, starting in June. The school week runs from Sunday through Saturday. The student will complete six consecutive semesters during their internship including a limited number of weekend and evening clinical rotations. Time spent in weekend and evening assignment rotations will not exceed 25% of the student's total clinical clock hours.

Master schedules are provided for the students approximately six months in advance. Schedules are assigned to provide equitable rotations with adequate time allowed to achieve completion of all required competencies. All students rotate through the Trinity Radiology Department and several of the clinics. Regularly scheduled hours vary according to student assignment but are mainly from 8:00 a.m. to 4:00 p.m. and 10 a.m. to 6 p.m., Monday through Friday. Each student is also assigned 1–2 weeks of clinical evenings per semester from 1:00 p.m. to 9:00 p.m. With the exception of the first semester, each student is assigned 1–2 clinical weekends per semester, from

7:00 a.m. to 3:00 p.m. These clinical rotations are scheduled in order to enhance the student's clinical experience by providing an opportunity for increased exposure to trauma patient care and practice of critical thinking skills and independent judgment.

It should be noted that the student schedule is designed to never exceed 40 hours per week (Sunday – Saturday) of combined clinical and didactic class time and that clinical assignments do not conflict with regularly scheduled didactic or clinical classes. Didactic classes are scheduled Monday through Thursday. Class is occasionally scheduled on Friday.

STUDENT PROFESSIONALISM POLICY

The Student Professionalism Policy is contained in the Policy Manual and is available upon request. This policy provides guidelines to the student concerning professional conduct and appearance. Students not in compliance with the provisions of this policy are subject to disciplinary procedures.

ACADEMIC STANDARDS and GRADING SYSTEM

To promote higher standards of professional achievement in the field of radiologic technology, students will be required to maintain academic excellence.

Students of the School of Radiologic Technology are required to maintain at least an 80% average in didactic assignments and testing, a 90% average in clinical testing and an 80% average in clinical performance evaluations.

Students not meeting the academic standards will be subject to disciplinary action, including dismissal and may not be allowed to graduate unless academic standards are met.

PROBATION, STUDENT CONDUCT

Students enrolled in their first three months of education in the program are considered to be probationary students. This probationary period is two-fold, allowing program officials time to determine whether or not the student is performing satisfactorily and provides the student the

opportunity to decide whether or not he/she is satisfied with the school and their career choice. The student may be eligible for a refund if they choose to drop out of the program at this time. (Refer to TUITION and STUDENT EXPENSES section of this handbook)

It should be noted that the student can again be placed on probation, following the initial probationary period, however, no refund of tuition would be issued. Students may be placed on probation for inappropriate conduct or academic failure. Probation is initiated at the discretion of the Program Director, in compliance with the DISCIPLINE AND DISMISSAL POLICY which is published in the policy manual (available upon request and also at personal interview).

VACATION, HOLIDAY AND PERSONAL LEAVE TIME OFF

Students will be granted the following vacation/holiday days:

- Labor Day
- Thanksgiving Break — Thursday and Friday
- Christmas/New Year — approximately one week
- Easter — Good Friday through Easter Sunday
- Spring Break – length and dates vary
- Memorial Day
- Vacation — one week following graduation
- July 4
- One week prior to Labor Day
- 5 Personal Leave Days (PLD) per year

ABSENTEEISM AND SICK LEAVE

Students are allowed five personal days per year. If a student exceeds this yearly limit, they will be required to makeup the clinical hours they were absent and as scheduled by the clinical instructor.

STUDENT EMPLOYMENT POLICY

Students who seek outside employment or who are employed by Trinity Health during their enrollment in the program are cautioned to avoid excessive work schedules that may interfere with their academic and clinical performance. Adjustments to the student schedule to accommodate outside employment will not be made.

TRANSPORTATION AND PARKING

Students are responsible for transportation to and from clinical assignments. Parking is free but regulations of Trinity Health clinics and hospital campuses must be followed. Trinity Health also offers a free on campus shuttle service, that students are encouraged to utilize.

PROGRAM OFFICIALS & FACULTY

Jim Coffin,RT(R)
RADIOLOGY DEPARTMENT ADMINISTRATOR

Amy Hofmann, MBA, RT(R)(CT), RDMS
PROGRAM DIRECTOR
Diploma — St. Alexius School of Radiologic Technology
BS — Minot State University
MBA — University of Mary

James Miller, MD
MEDICAL DIRECTOR
MD — University of North Dakota,
Board Certified Radiologist

Cindy Milkey, BS, RT(R)(CV)
CLINICAL INSTRUCTOR
Diploma — Trinity School of Radiologic Technology
BS — Minot State University

Students

ADJUNCT INSTRUCTORS

Michelle Bratton, J.D. , RT(R)(MR)
Diploma — Trinity School of Radiologic Technology
J.D., Northeastern University School of Law, Boston

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