RT SECTION III: ATTENDANCE and HEALTH

ATTENDANCE

1. GENERAL ATTENDANCE INFORMATION

1a. SCHEDULES: Clinical and academic schedules are provided at the beginning of each semester and may be found in designated sections of the handbook. Students are expected to be in their area of assignment, organized, and ready for clinical or class experience at the time scheduled. Schedule changes are communicated by faculty via e-mail. At no time will students be scheduled for assignments which exceed 10hrs/day or 40hrs/week. The program typically adheres to an 8-hour daily schedule.

1b. EXPECTATIONS: Students are expected to attend all classes, clinical assignments, and laboratories as scheduled. Additionally, students are expected to arrive on time for their learning experiences. Educational hours are scheduled between 7:00 AM and 9:00 PM and are limited to 40 hours per week during the first and second years of the student's education.

- Clinical assignment hours are typically 7:30 AM-4 PM.
- Evening rotations are noted on the rotation schedule.
- Academic assignment hours are typically scheduled between 7:30 a.m. and 4:00 p.m.
- Students are obligated to be available for academic assignment between the hours of 7:30 AM – 4:00 PM; Monday through Friday.

1c. PERFECT CLINICAL ATTENDANCE

- Perfect clinical attendance is defined as no absence or tardiness from clinical assignment. Students who achieve perfect clinical attendance over the course of a full academic year will be publicly recognized for their achievement during the annual recognition ceremony. In addition, a note will be added to the student's permanent transcript which indicates this exceptional accomplishment.

2. HOLIDAYS

The School of Health Sciences observes the following holidays:

Labor Day
Columbus Day
Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day

If other holidays are observed based upon religious beliefs, a written request for a schedule change may be made to the Program Director. Requests must be submitted within the first 30 days of the academic year.

3. FACULTY IN-SERVICE DAYS

Students are provided a program calendar that identifies scheduled Faculty In-Service days. Classes will not be held nor are students to report to their areas of clinical assignment on in-service days.

4. ACADEMIC BREAKS

Scheduled academic breaks are identified on the annual program calendar.

5. INCLEMENT WEATHER/EMERGENCY PLAN (SHS Policy 140)

SHS policies are located at: http://www.readinghospital.org/sohs/policies

- ***Please note:*** RT students must call the C-1 Program Faculty Office at **610-988-8904** to check for recordings for canceled **clinical** activities. Recordings will not be left on individual faculty voicemails during scheduled clinical days.

5a. Inclement Weather Make-up Plan

In the event that academic or clinical activities are canceled due to inclement weather, the program may re-designate in-service days and/or Elective Clinical rotations (as designated on the Student Clinical Rotation Schedule) as required academic or clinical assignments.

6. 2012-2013 RT PROGRAM CALENDAR

August 2012
19 – Move-In Day (level I Dorm Students)
20-24 – Annual Orientation (mandatory attendance)
27 – Fall Semester Courses Begin

September 2012
3 – SHS Closed: Labor Day
17 – SHS Celebrates Constitution Day (classes as scheduled)

October 2012
8 – SHS Closed (In-service Day)
8-12 – Mid-Semester Self Assessments Due

November 2012
1- PSU Hershey Student Day
5-9 – NRTW Events
22-23 – SHS Closed: Thanksgiving Holiday

December 2012
TBD – ACS Flower Sale (Level II)
14 – Fall Semester Ends
15-Jan1 – SHS Closed: Winter Break

January 2013
2 – School resumes; Spring Semester Begins
21 – SHS Closed: Martin Luther King Jr. Day

February 2013
11-15 – Mid-Semester Self Assessments Due

March 2013
20 – RT Program Closed: Assessment Day
21 – RT Pre-Orientation; Level I

April 2013
19– Spring Semester Ends
22-26 – SHS Closed: Spring Break
29 – Classes resume; Summer Session Begins

May 2013
TBD – ACS Spring Flower Sale (Level I)
27 – SHS Closed: Memorial Day
28-31 – Mid-Semester Self Assessments Due

June 2013
TBD – Registry Review (Level II only)
27 – Interdisciplinary Simulation
(all RT students attend)

July 2013
4 – SHS Closed: Independence Day
12 – Class of 2013 Requirements Deadline*
12 – Class of 2014 Requirements Deadline
15– Graduation Rehearsal
19 – Graduation 7:00 PM

***Note:** *Eligibility to participate in the July graduation ceremony is contingent upon satisfactory completion of all requirements by the Requirements Deadline.*

7. HOURS OF ACADEMIC AND CLINICAL ASSIGNMENT

7a. Level I Scheduling Plan

1. Level I students are primarily assigned between the hours of 7:00 a.m. and 4:00 p.m. to equal no greater than 40 hours per week.
2. Level I students are scheduled for class assignments each Monday, Tuesday, and Thursday.
3. Level I students are scheduled for clinical assignments each Wednesday and Friday.
   - 3a. Level I Fall Semester:
     - For the first three clinical weeks in the Fall Semester, all Level I students are scheduled to attend orientation sessions each Wednesday and Friday to introduce various clinical areas.
     - For the remainder of the Fall Semester, Level I students are divided into clinical groups (Group A and Group B). Groups are scheduled for clinical assignments one day per clinical week as identified below.
     - Remaining days during the fall semester of the first year are designated as Independent Learning Days. Assignments to be completed during this time are distributed by Fall Semester instructors. Special lectures may also be scheduled on these days.
   - 3b. Level I Spring and Summer Semesters:
     - Level I students are scheduled for clinical assignments every Wednesday and Friday.
4. Elective clinical rotations are scheduled at the end of each semester.
   - Attendance during elective clinical rotations is optional for students that have completed all competency requirements and objectives for the semester.
   - Students that have not completed all competency and objective requirements must attend clinical during the elective rotations. The area of assignment will be based off of student requests and/or the requirements that must be met.
   - Time available may be used as make-up time for inclement weather as needed.

- **Level I Fall Semester Clinical Attendance Schedule**

	Group A	Group B
Week 4	Wed. Sept. 19, 2012	Fri. Sept. 21, 2012
Week 5	Fri., Sept. 28, 2012	Wed. Sept. 26, 2012
Week 6	Wed. Oct. 3, 2012	Fri. Oct. 5, 2012
Week 7	Fri. Oct. 12, 2012	Wed. Oct. 10, 2012
Week 8	Wed. Oct. 17, 2012	Fri. Oct. 19, 2012
Week 9	Fri. Oct. 26, 2012	Wed. Oct. 24, 2012
Week 10	Wed. Oct. 31, 2012	Fri. Nov. 2, 2012
Week 11	Fri. Nov. 9, 2012	Wed. Nov. 7, 2012
Week 12	Wed. Nov. 14, 2012	Fri. Nov. 16, 2012
Week 13	NO CLINICAL ACTIVITIES	NO CLINICAL ACTIVITIES
Week 14	Fri. Nov. 30, 2012	Wed. Nov. 28, 2012
Week 15	Wed. Nov. 5, 2012	Fri. Nov. 7, 2012
Week 16 (Elective)	Fri. Dec. 14, 2012	Wed. Dec. 12, 2012

7b. Level II Scheduling Plan

1. Level II students will be assigned between the hours of 7:00 a.m. and 9:00 p.m.
2. Assignments will total no greater than 40 hours per week.
3. Level II students will be scheduled for class assignments each Wednesday and Friday.
    1. Level II classes are scheduled on Wednesdays and Fridays during the Fall and Spring semesters.
4. Level II students are scheduled for clinical assignments each Monday, Tuesday, and Thursday.
    1. Level II clinical assignments are primarily scheduled from 7:30 a.m. to 4:00 p.m.
    2. Level II students are assigned four, one-week 12:30 p.m. to 9:00 p.m. clinical rotations in the Emergency Department.
5. Elective clinical rotations are scheduled at the end of each semester.
    1. Attendance during elective clinical rotations is optional for students that have completed all competency requirements, objectives, and mini module assignments for the semester. Students that have not completed all requirements must attend clinical assignments during the elective rotations.
    2. The area of clinical assignment will be guided by student requests and/or the requirements that must be met.
    3. Time available may be used as make-up time for inclement weather as needed.

Revised 8/11; 7/12

8. DAILY ATTENDANCE

8a. Clinical Sign-In

On clinical assignment days, an attendance sheet will be posted each morning outside the C-1 Clinical Office. Students are required to personally sign in each day prior to reporting directly to their assigned clinical area. Students assigned to free-standing imaging facilities are responsible for personally calling the Program Secretary at extension 0200. The phone call must be made from the facility and cannot be made from a cellular phone. The student must leave a voicemail if the Program Secretary is unavailable. Failure to sign in/call or having another student sign in/call will result in a disciplinary warning and will be documented as a tardiness. Repeated non-compliance will result in disciplinary action.

8b. Academic Attendance

On academic days, faculty verifies student attendance at the outset of each class. Tardiness or absence from scheduled class is addressed by each individual instructor. Written instructor expectations pertaining to attendance will be provided at the outset of each course.

9. MEALTIME & BREAKS

Students are provided a 30 minute break for meals during each daily assignment.

9a. Clinical: On clinical rotation days, student meal time will coincide with that of the clinical area of assignment and will be determined by the supervising technologist. Students are expected to promptly return to assignments following mealtime breaks.

9b. Academic: Meal time on class days is identified on the academic schedule. Lecture breaks are at the discretion of faculty. Students are expected to promptly return to the classroom following lecture and mealtime breaks.

10. EVENING CLINICAL EDUCATIONAL EXPERIENCES

- Level II students are assigned to evening rotations for the purpose of gaining additional clinical experience in the care and handling of traumatically injured, critically ill and pediatric trauma cases.
- All scheduled clinical experiences are considered part of the student's educational assignment which in total will not exceed 40 hours per week.
- Students are provided a 30 minute break for meals during each daily assignment.
- Students scheduled for evening clinical assignments will be supervised by an ARRT registered technologist.
- Evening educational hours:
    - Monday, Tuesday, and Thursday 12:30 p.m. to 9:00 p.m.
- Students are assigned to evening educational experiences on a rotational basis.

Revised 8/11; 7/12

11. SUPPLEMENTARY CLINICAL EXPERIENCE

All students are strongly encouraged to take advantage of opportunities for supplementary experience in clinical areas. Supplementary clinical experience may be attained during evening and weekend hours when the SHS is in session. In order to best meet student needs, arrangements for supplementary clinical experience are made through the Clinical Coordinator. Note: A minimum of 2 hours must be scheduled in the clinical area.

- Once scheduled, students must sign-in outside the C-1 Clinical Office prior to arriving in the clinical area and also sign-out at the completion of their clinical time.
- If a student wants to extend the length of time previously scheduled and approved, further approval must be obtained from the on-call faculty member (evening and/or weekend hours).
- Any non-emergent changes to arrangements should provide sufficient time for other students to take advantage of vacated clinical areas.
- Students failing to arrive for scheduled supplementary clinical experience will lose the privilege of early-scheduling for supplementary clinical time for the remainder of that semester.

Any supplementary time requested during free class time Monday through Friday will be considered on an individual basis based on scheduled clinical assignments.

11a. Procedure to Voluntarily Schedule Supplementary Clinical Experience

1. Contact the Clinical Coordinator in person, at x0235 or via e-mail at least one week in advance.
2. Communicate the date(s) and time(s) and area(s) you wish to schedule.
3. The Clinical Coordinator will either:
    - provide approval for the dates, times and areas requested or;
    - provide alternative opportunities if requested dates, times and areas are already scheduled by other students.
4. Students are required to document their arrival and departure for supplementary experience. An attendance sheet will be posted outside the C-1 Clinical Office for this purpose.
    - Students are required to sign in prior to reporting to the clinical area.
    - Students are required to sign out at the completion of their supplementary clinical time.

11b. Performance Mandated Supplementary Clinical Experience

- If, based upon student clinical performance records it is determined that a student is in need of supplementary clinical experience, free time on academic class days will be scheduled in an available clinical area which supports performance improvement. At no time will students be scheduled for assignments which exceed 10hrs/day or 40hrs/week. The Clinical Coordinator will oversee scheduling and student progress.

Revised 8/11; 8/12

12. COMPENSATORY TIME

In the interest of continuity of patient care, students actively participating in a procedure are encouraged to remain through its completion. If a procedure is expected to extend beyond scheduled hours of clinical assignment, students are to notify their clinical mentor.

If the scheduled lunch break was disrupted, the student will be reassigned a 30 minute mealtime break when the procedure is completed. Alternatively, the student may request early dismissal from the assigned clinical area on that day.

If it is expected that a procedure will extend beyond the scheduled time of dismissal, a "Compensatory Time Submission" form should be completed and submitted to the supervising technologist for signature within one week of the occurrence. Based upon a time and one-half format, appropriate arrangements will be made for an early dismissal within that clinical rotation. The form must then be submitted to the Clinical Coordinator for compensatory time arrangements to be made. The form will then be added for entry into the student's file.

In the unusual circumstance that an early dismissal cannot be arranged within that clinical rotation, compensatory time will be recorded for future use, using a time and one-half format. This time will be recorded in the student's permanent file. Requests for use of this compensatory time must be

- scheduled in advance
- approved by the Clinical Coordinator
- should be used within the same clinical area

12a. Procedure for Documentation & Use of Compensatory Time

1. Notify the supervising technologist that the procedure will extend beyond dismissal time.
2. Complete a Compensatory Time Submission Form to include the time, date, and full name of the student. This form may be obtained in the C-1 Clinical Office.
3. Have the supervising technologist sign the form.
4. Make arrangements with the Clinical Coordinator for early dismissal within that clinical rotation.
5. The student will submit the form documenting early dismissal to the Clinical Coordinator**.**
6. If early dismissal within that rotation cannot be arranged, the form should be submitted to the Clinical Coordinator.
7. Use of accumulated compensatory time must be scheduled and approved and should be used within the same clinical area/rotation.
8. When using compensatory time, students must sign out on the attendance sheet outside the C-1 Clinical Office prior to leaving.

13. PROFESSIONAL DEVELOPMENT DAYS

Over the two year course of education, students are permitted a total of 24 excused hours for the purpose of professional development. Examples of usage include but are not limited to school visits for the purpose of enrollment in advanced modality programs, attendance at formal orientation for advanced

modality programs which begin prior to SHS graduation, and job interviews for post graduation imaging positions. Activities not listed may be presented to the Program Director for consideration.

Professional development days may be used in either 4 hour or 8 hour increments. Time must be requested, approved, and verified through a "Professional Development Attendance Verification Form." Forms are available in the Registrar's Office (SHS Ground Floor), the program secretary's office (SOHS; 2nd floor) or the Clinical Faculty office within the main-campus radiology department located on C-1. If a signed verification form is not provided upon return, the absence will be documented as unscheduled and totaled according to the Absence from Assignment guidelines. *(see Attendance; Absence from Assignment).*

14. FUNERAL LEAVE

Students may use up to three days bereavement for immediate family members. The term "immediate relative" is inclusive of the following: husband, wife, father, mother, brother, sister, son, daughter and grandparents. Because all situations are not covered by this listing (i.e., foster parents, in-laws, etc.), the student may discuss exceptions with the Program Director and one day off may be granted. Normally, exceptions are granted if a student's academic performance and attendance records are satisfactory.

Students desiring additional bereavement time which exceeds the time permitted may apply for a leave of absence (LOA). Details about this option are outlined later in this section of the Student Handbook.

15. PERSONAL APPOINTMENTS

Students are expected to schedule personal appointments (medical, legal, etc.) outside of program hours. Appointments scheduled during program hours will be addressed as an absence from assignment. *(see Attendance: Absence from Assignment*).

16. TARDINESS TO ASSIGNMENT

As soon as a student recognizes they will be unable to report to assignment on time, they should communicate this to the program. Whenever possible, this information should be communicated through a phone call (see procedure below). If that is not possible, the student should verbally notify a program official immediately upon their arrival.

Students will be excused one time per semester for tardiness to clinical assignment. Additional occurrences of clinical tardiness will result in a 2 point clinical grade reduction to the overall clinical grade for each additional occurrence during the semester. It is expected that the student's arrival time will be the earliest which is safely achievable. Tardiness which extends beyond a reasonable arrival time will be documented as an absence from assignment (refer to Absence from Assignment guidelines.)

Tardiness to class assignments will be addressed by individual faculty as outlined in individual course expectations.

> **SPECIAL NOTE:** There will be no attendance penalties imposed during weather emergencies. Make up work will apply according to the work missed (i.e. student's will need to do the makeup assignment as per their instructors directions so that content is not missed), but there will be no grade point penalties for missed quizzes or exams, and no clinical absence penalties for missed clinical during weather events. Student safety is the priority. Students are to communicate appropriately with faculty if they will be late or absent due to weather conditions by calling (484) 628-0200.

16a. Procedure for Reporting Clinical Tardiness

1. Personally notify the program office of expected tardiness **by calling (484) 628-0200**. This number is serviced by voicemail 24 hours a day.

- ***NOTE: Unless emergent circumstances prevail, this is the only acceptable method of program notification. Electronic messages or voice mails left on any extension other than that listed above are considered improper notification to the program.***

2. Notification of tardiness must include the student's full name, area of clinical assignment and the anticipated time of arrival.
3. If circumstances prevent phone notification, the student is to sign-in upon arrival, then personally report to a program official immediately thereafter.

16b. Procedure for Reporting Academic Tardiness

Students are responsible for personally reporting tardiness to individual classes by contacting faculty as outlined in individual course expectations.

17. IMPROPERLY REPORTED TARDINESS

Students are required to notify the program of tardiness from clinical and academic assignment as previously outlined. Improper notification of the program will be addressed as outlined below. Following are examples of improper notification:

- Voice messages left on phone extensions other than the program office phone (i.e. clinical office; individual faculty office; program director; home phones)
- Electronic messages sent to any mailbox, including faculty offices or to the program office.
- Voice or electronic messages left by anyone other than the enrolled student (unless emergent circumstances require).

17a. Improperly Reported Tardiness to Clinical Assignment

A one point deduction from the overall clinical semester average will result for each occurrence of improper notification of clinical tardiness.

17b. Improperly Reported Tardiness to Academic Assignment

Improperly reported tardiness for individual classes will be addressed by faculty as outlined in individual course expectations.

18. ABSENCE FROM ASSIGNMENT(SCHEDULED OR UNSCHEDULED)

Students are required to properly notify the program of any absence from assignment.

SPECIAL NOTE: There will be no attendance penalties imposed during weather emergencies. Student safety is the priority. Students are to communicate appropriately with faculty if they will be late or absent due to weather conditions by calling (484) 628-0200. Make up work will apply according to the work missed (i.e. student's will need to do the makeup assignment as per their instructors directions so that content is not missed), but there will be no grade point penalties for missed quizzes or exams, and no clinical absence penalties for missed clinical during weather events.

18a. Necessity of Medical Verification for Absence:

Students are required to secure medical verification of their absence upon the request of the Program Director, Clinical Coordinator or any member of the faculty.

- Medical verification must:
  - clearly indicate the dates the student was under medical care;
  - verify the returning student is cleared to engage in direct patient care without restriction; and

- be submitted upon request; re-entry into the patient care areas (any clinical assignment) will not be permitted until the requested physician's verification/release is submitted.

An occurrence of five (5) or more consecutive days of absence from assignment will necessitate that a student request a leave of absence (LOA). (*See Attendance; Leave of Absence (LOA).*

18b. Leaving/Returning During Assignment:

Students are expected to communicate any need to leave assignment to the faculty. If this occurs during clinical assignment, the clinical area supervising technologist must be notified as well. The clinical faculty should be contacted by phoning the Clinical Office at x 8904. The student is also responsible to sign out and to sign back in upon return to his/her clinical assignment.

18c. Clinical Absence: Students are permitted 24 hours of clinical absence per academic year. Any absence from clinical assignment will be recorded in 4 hour increments. Clinical absence exceeding 24 hours per academic year will result in a 5 point clinical grade reduction for the semester for each occurrence of absence exceeding 24 hours. Unused absences may not be carried from one academic year to the next.

18d. Academic Absence: Attendance requirements for individual courses will be identified in writing by individual faculty members at the outset of the semester. Absence from class assignment will be addressed at the discretion of each individual instructor as outlined in individual course expectations.

18e . Procedure to Report Absence from Clinical Assignment

18ei. Scheduled (planned) clinical absence:

1. Complete a "Request for Clinical Absence" form.
    a. Forms to request approval for clinical absence are available on Edvance or may be obtained at the program secretary's office (SHS; 2nd floor) or the Clinical Faculty office within the main-campus radiology department located on C-1.
2. Submit the completed form to a program official for consideration.
3. A program official will review the student's attendance record and approve/decline the request.
4. The program official's final decision will be documented on the form.
    a. Requests which do not exceed annual time permitted will be approved.
    b. Requests which exceed annual time permitted will be declined.
5. The program official will provide the student with a photocopy of the form, and then forward the original to the program office for entry into the student's permanent file.

18eii. Unscheduled (unplanned) clinical absence:

1. Personally notify the program secretary of any unscheduled absence from clinical assignment **by calling (484) 628-0200 at least 30 minutes prior** to scheduled assignment. Messages must include the student's full name and area of clinical assignment.
    - ***NOTE: Unless emergent circumstances prevail, this is the only acceptable method of program notification. Electronic messages or voice mails left on any extension other than that listed above are considered improper notification to the program.***
2. Notification is required each consecutive day of unscheduled absence.

3. If required for re-entry into assignment, medical verification of absence must be provided upon return (see previously specified circumstances).

18eiii. Leaving/Returning During Clinical Assignment:

1. Personally notify the clinical faculty by phoning the clinical office at x8904.
2. When leaving from/returning to clinical assignment, it is also necessary to
    a. Personally notify the clinical area supervising technologist.
    b. Sign out on daily clinical attendance sheet.
    c. Sign back in upon return to clinical assignment.
    d. Personally notify the clinical faculty if you will not be returning to clinical assignment.

18f. Procedure to Report Absence from Academic Assignment

18fi. Scheduled (planned) academic absence:

1. Complete a "Request for Academic Absence" form.
    a. Forms to request approval for academic absence may be obtained at the program secretary's office (SHS; 2nd floor) or the Clinical Faculty office within the main-campus radiology department located on C-1.
2. Submit the completed form to each instructor for consideration.
3. Submit the completed form to the Program Secretary.
4. The Program Secretary will provide the student with a photocopy of the form.
    a. The original form will be entered into the student's permanent file.
5. The faculty's final decision will be documented on the form.
6. If request was approved, personally communicate with each course instructor and develop a mutually acceptable plan for make up of assignments, exams, etc.

18fii. Unscheduled (unplanned) academic absence:

1. If a student will be absent from **all academic classes**, it is necessary that they personally notify the program secretary by calling (484) 628-0200 at least 30 minutes prior to the start of the first scheduled class. Messages must include the student's full name.
    - ***NOTE: Unless emergent circumstances prevail, this is the only acceptable method of program notification. Electronic messages or voice mails left on any extension other than that listed above are considered improper notification to the program.***
2. If a student will be absent from **specific academic classes**, personally report absence to individual faculty as outlined in individual course expectations.
3. Notification is required **each consecutive day** of unscheduled absence.
4. Upon return, provide medical verification of absence if required for re-entry into assignment.

19. IMPROPERLY REPORTED ABSENCE

Students are expected to notify the program of their absence from assignment as previously outlined. Improper notification of the program will be addressed as outlined below. Following are examples of improper notification:

- Voice messages left on phone extensions other than the program office phone (i.e. clinical office; individual faculty office; program director; home phones)
- Electronic messages sent to any mailbox, including faculty offices or to the program office.

- Voice or electronic messages left by anyone other than the enrolled student (unless emergent circumstances require).

19a. Improperly Reported Clinical Absence

A one point reduction of the overall clinical semester average will result for each occurrence of improper notification of clinical absence.

19b. Improperly Reported Academic Absence

A one point reduction of the overall academic semester average will result for each occurrence of failure to notify the program if a full day of academic absence occurs.

Improperly reported absence for individual academic classes will be addressed by faculty as outlined in individual course expectations.

20. LEAVE OF ABSENCE (LOA)

Students who are in satisfactory academic, clinical and financial standing may request an LOA. At the conclusion of an approved LOA, the student may continue his/her program of studies without applying for re-admission. The time of re-entry into the program following an approved LOA is contingent upon a vacancy.

Students who are requesting an LOA but are not in satisfactory academic, clinical and financial standing must withdraw from the program.

LOA may be up to one year; not to exceed a period of twelve months from the time it is granted. A maximum of one LOA per student will be approved. Re-entry into the program following an approved LOA is contingent upon a vacancy.

20a. Procedure for Requesting an LOA

1. A written request is submitted to the Program Director as soon as the need is identified.
2. To qualify for an LOA, the student must have:
    a. an 80% or better in all academic courses
    b. an 80% or better in all clinical assignments
    c. a satisfactory attendance record
    d. satisfied all financial obligations, including school tuition and fees, Future of Imaging Scholarship, fines, etc.
3. Additionally, a student requesting an LOA for medical or psychological reasons must submit verification for the need from their physician, practitioner, student health physician or mental health counselor. This verification must be furnished within a reasonable timeframe.
4. The Program reserves the right to require the student to withdraw if in the judgment of the Program Director, the student's health is not sufficient to meet the academic and clinical commitments of the curriculum.
5. The student is encouraged to discuss the decision to apply for an LOA with
    a. Program Director
    b. Course Instructors
    c. Clinical Mentor
6. The student receiving financial aid must consult with the Financial Aid Officer for clarification of aid status.

20b. Procedure to Return from and LOA

1. Six weeks prior to the mutually agreed upon date of re-entry, the student must send a letter of intent to return to the Program Director. If the LOA will be for a duration of

less than 6 weeks, the student must still submit a letter of intent to return to the Program Director by a mutually agreed upon date. If the student fails to communicate with the Program Director as outlined above, the student must apply for re-admission.

2. If the LOA was for medical or psychological reasons, the student must submit a letter from their physician or mental health counselor prior to returning. The letter must verify the student is clear to engage in direct patient care without restriction. This letter must be submitted prior to returning to class or clinical assignments.
3. A student who fails to return at the end of an LOA must reapply if they desire re-entry into the Radiologic Technology Program.
4. The student must fulfill any requirements that the school specifies before resuming their education. If a student does not fulfill requirements they will not be allowed to resume the program.

21. TEMPORARY DISABILITIES (SHS Policy 321)

SHS policies are located at: http://www.readinghospital.org/sohs/policies

22. RT STUDENT PREGNANCY POLICY

The pregnancy policy established by the Radiologic Technology Program is in place to provide a safe, fair, and compliant policy for pregnant students. It adheres to the guidelines which are also set forth for TRHMC Department of Radiology staff in Radiology Department Policy 122: Pregnancy Policy for Personnel Occupationally Exposed to Ionizing Radiation.

Note: TRHMC policies are available to enrolled students via the intranet homepage and may be accessed for review and reference using personal user codes and passwords.

As regulated by the Nuclear Regulatory Commission (Regulatory Guide 8.13), the Bureau of Environmental Protection of the Commonwealth of Pennsylvania and recommended by the National Council on Radiation Protection and Measurements, safe measures must be provided to appropriately monitor the dose to the embryo/fetus over the term of the pregnancy. The dose should not exceed 500 mrems in nine months. Generally, no modification of clinical assignment within the Program is necessary.

The Program recognizes that an enrolled student who becomes pregnant has the right to declare or not to declare pregnancy. The disclosure of pregnancy is strictly voluntary.

Upon voluntary disclosure to the program director, every measure will be taken to adhere to the regulations set forth by the Environmental Protection Agency (EPA). If voluntary disclosure is made, the student maintains the right to withdraw the declaration at any time during pregnancy. If the declaration is not withdrawn, the written declaration is considered expired one year after submission.

Following voluntary disclosure, four clinical assignment options are available:

- Continue clinical education in the program without modification;
- Continue clinical education in the program with modification (postponement) of fluoroscopy, portable, operating room, and/or Interventional Radiology assignments;
- Request a Leave of Absence;
- Withdraw from the program.

Any absenteeism or Leave of Absence due to pregnancy will be addressed by the guidelines set forth in the Attendance and Leave of Absence Policies. Determination will be made on an individual basis whether or not the student must repeat any academic (classroom) courses and is dependent upon the number of classes and the amount of material missed.

All students must complete all clinical assignments and all clinical competencies before they will be considered eligible for advancement to the senior year or graduation from the program. Students opting, due to pregnancy, to modify (postpone) their clinical assignments in one or more of the above areas will still be expected to fulfill these requirements. Modification (postponement) may necessitate remaining in the program longer than the prescribed 24-month period.

Should a student opt to withdraw from the program, she may apply for re-admission. Students in good standing both academically and clinically will be provided an opportunity to complete the program at the next opportunity available. The date of re-admission into the program is contingent upon a vacancy in the upcoming class.

21a. Procedure for Voluntary Disclosure of Pregnancy

1. When knowledgeable of possible or expectant pregnancy, the student is encouraged to voluntarily notify the Program Director through the "Voluntary Disclosure of Pregnancy" form. In turn, the Program Director will notify the Radiation Safety Officer. Upon notification, the Radiation Safety Officer will:
   - Provide the student with a video entitled "A Decision to Declare". She may watch it at home with family members, if she desires. The video shall be returned to the Radiation Safety Officer.
   - Issue a second badge to be worn at the level of the waist during clinical assignment. Should a lead apron be worn, the badge should be worn behind the lead apron.
2. Once the student has viewed the video, a meeting will be arranged with the Radiation Safety Officer. She may bring her spouse or a family member to this consultation session. The Radiation Safety Officer will discuss the following:
   - He/She will calculate and discuss the projected exposure to the fetus over the next nine months based on exposures received over the past year giving consideration to equipment changes. The student will also receive a copy of the NRC's Regulatory Guide 8.13 entitled "Instruction Concerning Prenatal Radiation Exposure". An adequate period of time will be provided for questions and answers.
   - The student will be reassured that in keeping with the hospital's ALARA radiation safety philosophy, further protective and preventive actions may be provided to further reduce her exposures below the regulatory limit.
   - The Radiation Safety Officer will ask the student to sign a "Statement of Understanding" which indicates understanding of the relative risks to self and fetus, and acknowledgement that the hospital will do everything within reason to keep exposures well below the 500 mrem regulatory limit, which is considered "safe".
   - The Program Director will ask the student to sign a "Modification of Clinical Assignments" form, which identifies the student decision regarding modifications to be made to clinical assignments.

Revised 8/01; 7/03; 8/04; 8/10; 1/12; 8/12
Reviewed 8/11

21b.

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES RADIOLOGIC TECHNOLOGY PROGRAM

VOLUNTARY DISCLOSURE OF PREGNANCY

This is to inform _____ and the School of Radiologic
Program Director
Technology at The Reading Hospital School of Health Sciences that I am pregnant with an

estimated due date of _____.

- I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this disclosure).
- I understand that meeting the lower dose limit may require a change in clinical assignments during my pregnancy.
- I understand that there is an opportunity to meet with the Radiation Safety Officer of the Reading Hospital and Medical Center so that the relative risks to the fetus and myself can be discussed.
- I understand that I may be expected to complete additional paperwork required by the Radiation Safety Officer.

_____
Student Signature

_____
Student Name (Please Print)

_____
Date of Disclosure

21c.

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES
RADIOLOGIC TECHNOLOGY PROGRAM
MODIFICATION OF CLINICAL ASSIGNMENTS

I, _____, previously submitted a Voluntary
Student Name (Please Print)

Disclosure of Pregnancy form to the Program Director. I have met with the Radiation Safety Officer and have been informed of the relative risks to the fetus and myself. I have made the following decision regarding modifications to clinical assignments based on this knowledge.

_____I wish to continue in the program without modification (postponement) in clinical assignments.
I understand that any absenteeism will be addressed by the guidelines set forth in the Attendance Policy.

_____ I wish to continue in the program with the following modification(s) in clinical assignments. (Please check all that apply):

_____Postponement of Fluoroscopy assignments until after delivery

_____Postponement of Portable/Mobile assignments until after delivery

_____Postponement of Operating Room assignments until after delivery

_____Postponement of Interventional Radiography assignments until after delivery

I understand that I will be expected to complete all clinical assignments and all clinical competencies before I will be considered eligible for advancement to Level II or graduation from the program. I understand that modification (postponement) may necessitate my remaining in the program longer than the prescribed 24-month period.

_____ I wish to request a Leave of Absence from the program.
I understand that I will be expected to complete all clinical assignments and all clinical competencies before I will be considered eligible for advancement to Level II or graduation from the program. I understand that any absenteeism or Leave of Absence due to pregnancy will be addressed by the guidelines set forth in the Attendance and Leave of Absence Policies. I understand that a Leave of Absence will necessitate my remaining in the program longer than the prescribed 24-month period.

_____ I wish to withdraw from the program.
I understand that I may apply for readmission. I understand that re-admission is contingent upon my good academic and clinical standing. I understand that the date of re-admission into the program is also contingent upon a vacancy in the upcoming class.

_____ _____
Student Signature Date

23. STUDENT HEALTH SERVICES (SHS Policy 320)

SHS policies are located at: http://www.readinghospital.org/sohs/policies

23a. RT Procedure for Reporting Injury or Exposure

In the event that an injury or exposure (e.g. strain or sprain, fall, exposure to active tuberculosis, bloodborne pathogen exposure) does occur during the student's participation in clinical activities, students are evaluated and treated free of charge. Students should report for services immediately following an injury or exposure.

1. Both the Clinical Area Supervisor and the Clinical Coordinator (or designate) should be immediately notified.
2. Students will be directed to be examined in Occupational Health Services, Suite 2020 in the Doctors Office Building, or the Emergency Department.
    - The student must be seen in OHS during regular business hours or in the Emergency Department after hours.
    - The student is responsible for filing an Employee Incident/Injury Report (EIIR)
    - Follow-up for all such incidents is provided by OHS.
3. RT Students – refer also to SHS Policy 320 for general guidelines. http://www.readinghospital.org/sohs/policies

23b. Procedure for Reporting Communicable Diseases

(see SHS Policy 320: http://www.readinghospital.org/sohs/policies)

24. SUBSTANCE ABUSE POLICY (SHS Policy 313)

SHS policies are located at: http://www.readinghospital.org/sohs/policies

Revised 7/03; 7/04; 6/05; 7/06; 6/07; 6/08; 8/09; 6/10; 8/10; 8/11; 1/12; 8/12