RT SECTION XII: GENERAL INFORMATION

1. PARKING (SHS Policy 364)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

2. BUILDING/CAMPUS ACCESS (SHS Policy 363)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

3. NON-SMOKING ENVIRONMENT (SHS Policy 336)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

4. ELECTRONIC DEVICES (SHS Policy 370)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

5. ELECTRONIC DEVICES AND COMMUNICATION (TRHMC POLICY)

By virtue of enrollment in the SHS, students are obligated to adhere to the policy for electronic devices and communication established by The Reading Hospital and Medical Center. The policy should be carefully reviewed. It is accessible via the hospital intranet by following the pathway from the Homepage: Homepage; Policies and Procedures; Hospital; Hospital Policies and Procedures; Personnel; Electronic Devices and Communication.

6. PHOTOGRAPHY, VIDEO and AUDIO RECORDING OF STUDENTS (SHS Policy 150)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

7. TELEPHONE COURTESY

When initiating and responding to telephone calls, the following courtesies are expected to be routinely employed by all involved with the school:

- Put a smile in your voice before dialing or answering the phone. The other party should believe you are genuinely happy to speak with them as well as respond to their needs.
- When answering telephones, the expectation is that a greeting be provided, followed by the department name, the answerer name and an offer of assistance. For example: Good Morning; Radiology Room 3; Kyleen speaking. How may I help you?
- When initiating a call, begin with a greeting, state your name and area, as well as the purpose for your call. (e.g. “Hello, this is Jim in the DOB. I’m calling because…”)
- When paging (beeping) another party, be respectful of time constraints by awaiting the anticipated return phone call. This avoids delays related to having someone else answer the phone and then try to find you.

Cell phones should be on silent or vibrate while on the SHS campus.

Students are expected to keep personal phone calls (incoming and outgoing) to a minimum. In the event of an emergent need to contact enrolled students for personal reasons, please communicate the following to significant others and dependents: Incoming phone calls of an emergent nature should be directed to the Program Office: (484) 628-0200 on academic days; to the C-Clinical Office: (484) 628-8904 on clinical days.

Practice of guidelines above is expected in all day to day telephone conversations.

8. E-MAIL EXPECTATIONS

When initiating and responding to emails, the following courtesies are expected to be routinely employed by all students, faculty and staff involved with the RT Program:

- Include greetings and salutations.
- Respond! As in live conversation, it is courteous to reply - even if only to acknowledge the message received or to extend a thank you.
- Make the effort to respond promptly. E-mail should be checked daily.
- Strive to keep e-mails short and informational. This indicates respect for the demands on everyone's time.
- Tone and language should be professional and acceptable for anyone's review. Recognize that word choice, grammar, capitalization and spelling make a lasting impression.
- Remember that e-mail isn't private. E-mail is considered hospital/company property and may be retrieved, examined, and used in a court of law. A good rule of thumb - never put anything in an e-mail anything you wouldn't put on a postcard.
- Never say anything in an e-mail you would not say face to face. Re-read and soften your message as necessary so courtesy prevails and the meaning of the message is not lost as a result of an abrupt tone.
- Use blind copy, courtesy copy and group e-mail appropriately.
    - Confidence and respect are demonstrated when openly CC'ing anyone receiving a copy or those referenced in the message.
    - BCC should not be used to keep others from seeing who was copied but is useful when sending to a large distribution list so recipients don't have to sift through a huge list of names.
    - Overuse of CC simply clutters inboxes - copy those who are directly involved.

    - Group e-mail should be sent only when it's useful to every recipient; use the "reply all" button only if you have something to add that all need to see
- Proof your messages; when reading notes from others, understand that typos are inevitable - be forgiving of mistakes
- Avoid using ALL CAPS and abundant punctuation (!!! ??) Including either in your messages is the electronic equivalent of yelling.
- Assume good intent. Without the benefit of facial expressions and tone of voice, it is very easy to misinterpret electronic communication. When appropriate, emoticons can help get your message across more clearly.
- When possible - communicate in person. E-mail is a great tool but should not be used exclusively.

Practice of guidelines above is expected in all day to day electronic communication.

9. LIBRARY SERVICES (SHS Policy 355)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

10. TUTORING (SHS Policy 350)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

11. TUITION & STUDENT ACCOUNTS
Expenses associated with the Radiologic Technology Program may be accessed via the program website. This information is also available through the Student Accounts Department.

All tuition billing and payments are handled by the Student Accounts Department at The Reading Hospital School of Health Sciences.

By registering for courses, students accept responsibility for all charges associated with the academic program. Non-payment of financial obligations will result in a hold being placed on end of semester transcripts and end of program certificate of completion. Students will not be released from the program to proceed with the national registry exam administered by the American Registry of Radiologic Technologists (ARRT) until all fees associated with their education are satisfied.

12. TUITION PAYMENT (SHS Policy 601)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

13. REFUND (SHS Policy 631)
SHS policies are located at: http://www.readinghospital.org/sohs/policies

14. FINANCIAL AID

The Reading Hospital School of Health Sciences Radiologic Technology Program participates in several financial aid programs. All students interested in applying for any form of financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Applications are available in the Financial Aid Office located on the ground floor of the School of Health Sciences.

Director of Financial Services and Budget	(484) 628-0105
Financial Aid Officer	(484) 628-0106

14a. Student Lending Code of Conduct (SHS Policy 600)

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

14b. Verification of Data (SHS Policy 634)

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

14b. Satisfactory Academic Progress for Financial Aid Program (SHS Policy 367)

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

15. MEETINGS

15a. RT CLINICAL GROUP MEETINGS

Clinical group meetings are conducted monthly by the clinical faculty for the purpose of promoting clinical proficiency. These meetings allow students an opportunity to discuss learning experiences so that performance can continually improve. Students are encouraged to voice comments, suggestions and concerns during these meetings.

Student to student advisement is facilitated by the clinical group leader coordinating the meeting. Active student attention, participation and discussion are expected. Monthly clinical group meeting agendas include updates relating to the School of Health Sciences, RT Program, radiology department and hospital. In addition, one Level I and one Level II student will be assigned to provide an educational item to share each month. Examples include: imaging articles of interest, useful radiology or student websites, articles on student learning tips, etc.

Clinical group meetings are mandatory unless a student's absence was previously discussed and approved by the clinical group leader (due to rotations at off campus areas, scheduled absences, approved competency testing etc). Unexcused absences, arriving late or leaving early will be reflected on the clinical performance evaluation. Students are responsible for employing an effective time management/reminder method.

15b. RT STUDENT MEETINGS

Student meetings may be periodically scheduled to share information or changes which pertain to all. SHS related updates, upcoming special events and changes in policies and/or procedures are examples of when a meeting may be scheduled. Students are encouraged to voice comments, suggestions and concerns during these meetings.

Student Meetings are mandatory unless a student's absence was previously discussed and approved by the Program Director. Unexcused absences, arriving late or leaving early will be reflected on the clinical performance evaluation. Students are

responsible for developing and employing an effective method of remembering to attend meetings, as well as the planning and time management skills to accommodate attendance.

15c. STUDENT ACTIVITY MEETINGS

It is expected that meetings for any other purpose will be typically scheduled outside of clinical and academic hours. For example, class meetings conducted by class officers may be held before or after scheduled educational experiences or during scheduled breaks. Similarly, participation in SHS Student Government meetings/activities, volunteerism events, and fundraising events/coordination are pre-school/post-school activities.

16. CLASS OFFICERS

16a. Election Process

Each class elects a President, Class Treasurer, and Secretary; this process is facilitated by the Coordinator of Student Services, in conjunction with the Program Director or designate.

Elections occur at the following times:

Early Spring Semester: Level I election
Mid-Fall Semester: Level II election (if requested by class)

Students may nominate themselves or classmates; acceptance of nominations is at the student's discretion. The list of nominees must be submitted to the program office for verification of eligibility prior to the election. Class officers must maintain good academic, clinical and disciplinary standing in order to accept and remain in office.

Voting will be facilitated by the Coordinator of Student Services in conjunction with the Program Director or designate and accomplished by secret ballot. Results are tabulated and distributed by the Coordinator of Student Services.

16b. Responsibilities

Class Officers are responsible for:

- Scheduling, organizing and presiding over class meetings (President)
- Reporting (in writing) class meeting outcomes to Program Director (Secretary)
- Reporting monthly to the program director (President & Treasurer)
    - Bringing class suggestions, questions and general concerns to the attention of the Program Director (all officers)
    - Requesting/scheduling live meetings with Program Director as necessary (all officers)
- Appointing any necessary committees (President)
    - ACS Relay for Life
    - National Radiologic Technology Week (NRTW)
    - Appreciation Day
    - Graduation Dinner Program (speakers and/or slide show)

    - Community service events
- Submitting fundraising requests to Coordinator of Student Services and obtaining written approval for event and dates. (Secretary)
- Accurately tracking all student fund income and expenses and submitting monthly reports to Program Director and Coordinator of Student Services (Treasurer)
- Coordinating class involvement in fundraisers (All officers)
- Organizing student activities such as (All officers)
    - Orientation Week (Spirit Week)
    - Fundraisers registry review attendance
    - Community Service Events
    - Registry Review Trip (as applicable)

16c. Fund-raising Activities; Student Account

Students are encouraged to participate in fund-raising activities in order to raise money for use in advancement of academically related affairs. 10% of all funds raised are tithed to the RT Student Account.

Fundraiser proposals must be submitted in writing or vie email to the Coordinator of Student Services and should include the following information:

- Date/duration of event
- Primary contact person overseeing event
- Anticipated profit from event
- General plan of execution
- Participating students and their roles (provide signed commitment)

Class members participate in various approved fundraising activities to raise sufficient money to cover expenses associated with attendance at academic review classes at the end of the senior year. 10% of all money raised is used for tithing, for example to cover Spirit Week expenses, to offset Staff Appreciation expenses, or to provide a patient care related gift.

- The Class Officers are responsible for organizing the fund-raising activities. The fund-raisers must be approved by the Program Director prior to being organized or performed.
- The Class Officers may request consideration for payroll deduction for approved fundraisers through Diane Koenig or her designate from Nutritional Services (x8325). Decisions will be made on an event by event basis.
- Following each fund-raising activity, the Class Treasurer must immediately deposit all collected monies into the Radiologic Technology Program Account at the Diamond Credit Union.
- Deposits are made by the class treasurer and one of three Program Advisors: Heather Herb, Heather Phillips or Kathy Jackson.
- Withdrawals require completion of the “Request for Withdrawal” form. This form may be obtained from the Program Secretary or Student Activities Coordinator.

- Expenditures must serve educational purposes, the good of the student body as a whole, or represent a purchase made on behalf of Alumni.
    - Reimbursement from this account requires a dated receipt from a vendor and must be accompanied by a Request for Withdrawal form.

17. YEARBOOK COMMITTEE/SLIDE SHOW COMMITTEE

Each class may choose to elect committee members to produce a class yearbook and/or slide show. These projects are strictly voluntary as is participation. Funding for these projects represents an out of pocket expense for class members.

- Both projects must be submitted to the Program Director for review prior to publication.
- **The completed project(s) must be submitted to the Program Director for review at least two weeks prior to the date of issue/display.**

These projects may be completed during evening hours or during unscheduled time on academic days. Permission must be obtained from the Clinical Coordinator prior to working on the project at any time during hours of clinical assignment.

18. CARE OF PERSONAL ITEMS

18b. Academic Environment

Personal items such as coats, books, purses, etc. should be kept out of aisles, hallways, or other areas impeding the passage of other students or faculty. The School of Health Sciences is not responsible for any misplaced or stolen items.

18a. Clinical Environment

The lockers located outside MRI may be used to store personal items on a daily basis. Students are expected to remove personal items at the end of each clinical day and return the locker keys. Additionally, the female locker rooms located outside of the CT area are available on a weekly basis; any Clinical Instructor available in the C1 Clinical Faculty Office may be contacted to obtain keys for these lockers. Personal items such as coats, books, purses, etc. are not to be kept in the operators control booth or other radiographic areas. The hospital is not responsible for any misplaced or stolen items.

19. STUDENT JURY SUMMONS (SHS Policy 369)

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

20. SELECTIVE ADMISSIONS (SHS Policy 300)

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

21. STUDENT BACKGROUND CHECKS (SHS Policy 324)

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

22.

RADIOLOGIC TECHNOLOGY PROGRAM

STATEMENT OF UNDERSTANDING

I have been provided a copy of *The Reading Hospital School of Health Sciences Radiologic Technology Program's* Student Handbook. I have read it, reviewed it, and have asked or understand I may ask any questions about it to representatives of the school and/or Hospital management.

I have been informed that I must abide by the terms and conditions contained in the Student Handbook as a condition of continued enrollment in *The Radiologic Technology Program at The Reading Hospital School of Health Sciences.*

I have read and understand the policies and procedures contained in the Student Handbook. I acknowledge that a violation of the policies and procedures in the Student Handbook is grounds for discipline, up to and including termination of enrollment. I further understand that *The Reading Hospital School of Health Sciences Radiologic Technology Program* reserves the right to alter, amend, change or modify its Student Handbook as necessary.

_____ _____

Print Name Date

_____

Signature

agreement to conditions of enrollment.handbooks