



LONG ISLAND UNIVERSITY

Medical Imaging Program

Policies and Procedures

Student Manual 2024-2025

Baccalaureate Education in Medical Imaging Since 1973

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Preface

This manual addresses special policies and procedures that must be followed by students in the Medical Imaging Program. Additional regulations and requirements that pertain to all students at LIU Post, may be found in the LIU Post Undergraduate Bulletin and the LIU Post Student Handbook which can be accessed online at <https://www.liu.edu/enrollment-services/registration/academic-bulletins>

The policy and procedural guidelines and information contained in this manual have the objective of assuring the highest level of performance by the student. Under no circumstances may the manual be interpreted as the standard or as any indicia of standards for the student's duties or requirements during their clinical experience at the clinical sites. The manual will serve as consultative material for students in their determination to provide optimal patient care services. It should be clearly understood by the student that they are obligated to adhere to the policies and procedures of the clinical affiliate to which they are assigned. In addition to the LIU Post requirements and regulations, students in the Medical Imaging Program must abide by the requirements and regulations set forth in this manual.

The provisions of this manual do not constitute a contract between the LIU Post and its students. The Medical Imaging Program reserves full right to modify or amend these provisions at any time.

Students with Disabilities

Federal and state laws require colleges and universities to provide qualified individuals with disabilities the opportunity to participate in all programs and services, curricular and co-curricular, which are available to non-disabled individuals. In order to permit individuals with disabilities the opportunity to benefit from such participation, reasonable accommodations, including appropriate adjustments and modifications of examinations, must be implemented.

Under the law, reasonable accommodations will be offered at the LIU Post Campus of Long Island University for individuals with disabilities. Students with disabilities will receive basic academic accommodations by their individual professors and their academic departments. Accommodations will be made through other Campus departments as required for non-academic matters. Students with disabilities who desire accommodations must submit appropriate documentation of their disability to the Office of Disability Support Services located in the Learning Support Center (Post Hall, east wing, lower level). Appropriate professional staff will review and evaluate this documentation and establish confidential files. Prior to the beginning of each semester, students with disabilities must meet with the administrator of the Office of Disability Support Services to discuss appropriate accommodations and receive letters to give to their instructors notifying them of these necessary accommodations.

Students with documented disabilities must provide proper documentation to all professors and instructors. Additional information can be accessed at: www.liu.edu/post/dss , or by calling Marie Fatcher at 516-299-3057.

LIU Post Mission Statement

Long Island University's mission is to provide excellence and access in private higher education to those who seek to expand their knowledge and prepare themselves for meaningful, educated lives and for service to their communities and the world.

Medical Imaging Program Mission

In congruence with the stated mission of LIU Post Campus, the Medical Imaging Program is dedicated to providing a strong educational base of science and the liberal arts in combination with radiologic technology coursework. Students receive the core knowledge for entry into professional practice as well as tools for lifelong learning. Through the synthesis of clinical and didactic experiences, students develop clinical competence, conceptual understanding and critical thinking skills for effective problem solving.

We seek to prepare graduates who will have essential literacies including written and oral communication skills and be clinically competent professionals able to provide quality care to the community and other groups of interest.

Program Administrative Structure & Staff

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Program Effectiveness Data Summary 2019 – 2023
Program #0101 – LIU Post Radiologic Technology BS
Five-Year Program Effectiveness Details

Credentialing Examination Rate	number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2019	20 of 23 - 87%
Year 2 - 2020	16 of 17 – 94.1%
Year 3 - 2021	22 of 24 – 91.7%
Year 4- 2022	23 of 23- 100%
Year 5- 2023	22 of 22- 100%
Program 5-Year Average	103 of 109 – 94.5%

Job Placement

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

Job Placement Rate	number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2019	23 of 23
Year 2 - 2020	17 of 17
Year 3 - 2021	24 of 24
Year 4- 2022	23 of 23
Year 5- 2023	22 of 22
Program 5-Year Average	109 of 109 - 100%

Program Completion

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

Program Completion Rate	number graduated divided by number started the program
Year	Results
Year 1 - 2021	24 of 25
Year 2- 2022	23 of 26
Year 3- 2023	22 of 22
Annual Completion Rate	69 of 73- 94.5%

Medical Imaging Program
Goals and Student Learning Outcomes

Goal 1: The student will integrate didactic and clinical course work in order to practice as competent entry-level technologists.

SLO 1.1 Student will demonstrate appropriate positioning skills to produce diagnostic radiographic images.

SLO 1.2 Student will select appropriate technical factors to produce quality images.

SLO 1.3 Student will practice principles of radiation protection.

Goal 2: The student will employ effective oral and written communication skills as practicing healthcare professionals.

SLO 2.1 Students will use effective oral communication skills with patients.

SLO 2.2 Students will develop and demonstrate proficiency in written communication skills.

Goal 3: The student will develop a strong theoretical and clinical knowledge base including effective critical thinking and problem-solving skills.

SLO 3.1 Students will be able to evaluate the quality of an exposed radiograph.

SLO 3.2 Students will adapt the standard procedure when performing trauma exams.

Goal 4: The student will systematically construct a knowledge base needed to model professionalism.

SLO 4.1 Students will conduct themselves in a professional manner when interacting with patients and other members of the healthcare team.

SLO 4.2 Students will demonstrate a concrete understanding of the profession's Code of Ethics.

A. The American Society of Radiologic Technologist (ASRT) Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Technical Standards

As an applicant to the Medical Imaging Program, it is suggested that you assess your abilities as they relate to the categories listed below. Your inability to perform these tasks in a qualified manner may indicate a minimal chance of successful completion of this program and/or employment in the profession. In such a case, it would be recommended that you reconsider application for entry into this particular area of study.

According to guidelines of technical standards, set forth by the American Society of Radiologic Technologists, success in the profession of radiography is determined in part from the standpoint of an individual's physical capabilities.

The student radiographer must have sufficient strength, motor coordination, manual dexterity, mental capacity and communication capability to participate in the Program of Medical Imaging. Each student must be able to:

1. Push and manipulate portable equipment, wheelchairs and stretchers
2. Be able to see over the top of the portable console (4 feet, 6 inches).
3. Reach to a height of 5 feet, 8 inches.
4. Lift and carry twenty pounds of weight of cassettes, ancillary aids, etc.
5. Move immobile patients from stretcher to exam table and back with assistance from department personnel.
6. Speak fluently and understand both written and verbal English language.
7. Communicate in a clear and concise manner with patients and staff.
8. Understand and apply verbal and written clinical instructions from staff and physicians.
9. Assist patients to and from a wheelchair or stretcher.
10. Utilize a computer keyboard for input and retrieval of computerized information.
11. Visually monitor patients in dimmed or bright light.
12. Possess the visual acuity to evaluate radiographic contrast, density, detail and appropriate anatomy.
13. Hear various patient, equipment and background sounds.

Program Accreditation

The Medical Imaging Program at LIU Post has been accredited by the Joint Review Committee on Education in Radiologic Technology since 1973.

Contact Information for the JRCERT:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
(312) 704-5300
E-mail: mail@jrcert.org
URL: <http://www.jrcert.org>

Accredited programs are in compliance with the following JRCERT Standards for an Accredited Educational Program in Radiography:

Standard One: Accountability, Fair Practices, and Public Information

- The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Standard Two: Institutional Commitment and Resources

- The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Standard Three: Faculty and Staff

- The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Standard Four: Curriculum and Academic Practices

- The program's curriculum and academic practices prepare students for professional practice.

Standard Five: Health and Safety

- The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement

- The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Further information regarding accreditation standards may be obtained at:

<http://www.jrcert.org>

*Follow the Accreditation Information tab to access the complete and detailed 2021 Radiography Standards

Holidays

Program holidays will coincide with the holidays designated by the LIU academic calendar.

Vacation

Vacation time is available only during scheduled University holiday periods.

No vacations may be taken during scheduled clinical rotations.

University Emergency Services

The University maintains policies and procedures for various emergency situations.

Please call Public Safety at 516/299-2222 or go to <http://liu.edu/CWPost/Public-safety/Emergency-management> for the following information:

- Emergency Management, Notification System & Medical Services

Signatures Required On File

Please be advised that the Medical Imaging Program must have your signed attestation of receipt on file in the Program office for the following documents:

Program Requirements Memo, Clinical Requirements Memo, Technical Standards Memo

Students will not be permitted to attend clinical rotations if these signed documents are not on file. Other signatures may also be requested in order to attend clinical rotations.

Approximate Additional Costs

Students in the radiologic technology program will be required to purchase textbooks and incur the following additional approximate expenses:

- CastleBranch – medical paperwork processing – One-time fee of \$35
- RadTechBootCamp - \$220
- RDT 210: Intro to Medical Imaging – Summer prior to starting the Program
- RDT 292: Summer Clinical between Spring I and Fall II
- Transportation and/or parking cost for clinical rotations (Dependent upon clinical site)
- Health Insurance Policy

Uniforms – the following prices are approximate and are determined by Flynn & O’Hara.

- Program Fleece Jacket: \$48.00 each, Uniform Shirts: \$35.00 each, Uniform Pants: \$22.00 each
- Radiographic Markers: Approximately \$25.00 (2 sets), Identification Badge: \$25.00

Health Insurance

As a clinical student of Long Island University, you are required to maintain valid health insurance that includes routine, emergency, non-emergency and hospital care in the New York metropolitan area, Nassau and Suffolk counties.

ALL CLINICAL STUDENTS WILL BE AUTOMATICALLY BILLED FOR THE UNIVERSITY SPONSERED HEALTH INSURANCE PLAN ON THEIR BURSAR ACCOUNT. IF YOU ALREADY HAVE HEALTH INSURANCE, YOU MAY WAIVE THE UNIVERSITY’S INSURANCE.

Please visit the websites below for further information. If you choose to waive this insurance, be sure to **PRINT OUT your completed waiver form including the submission date. The following websites contain information regarding the University-sponsored health insurance plan.

Gallagher Koster’s website, exclusive for LIU Students. How to complete a waiver form:

<https://go.gallagherstudent.com/Universities/Long%20Island%20University/Home>

Medical Examination Prior to Admission to Program and Clinical Rotation

Students who have a diagnosis of a compromised immune status should bring that fact to the attention of their personal physician for evaluation of their immune status before entry into a clinical rotation.

Students who have a diagnosis of a transmittable infectious disease should bring that fact to the attention of their personal physician for evaluation of their contagious status before entry into a clinical rotation.

For the protection of themselves and the patients of the hospital affiliate, the students who have signs and/or symptoms of a transmittable infectious disease should consult their personal physician for evaluation before entry into a clinical site. Examples of such signs and/or symptoms include; acute diarrhea, herpes simplex lesions on the face, hands, or fingers, and respiratory infections.

Students who are absent from the clinical rotation for three or more consecutive days will be asked to submit a statement from their physician regarding their ability to return to the clinical rotation.

Student Health Policy: Medical Examination Prior to Admission to Program and Clinical Rotation

In order for students to attend clinical rotations, all students are required to have an initial medical history and physical examination report submitted to CastleBranch, an online company that manages all medical documentation with the utmost security. You have been provided information and a step-by-step guide on how to submit documentation and all requirements in the medical packet provided by the program.

The complete physical report should include the following:

- Completed medical history and physical examination form
- results of a tuberculosis test (Mantoux test/ 2 step process) including date of insertion, date read and result
- original lab report including CBC, RPR & Urinalysis
- original lab report including actual titer values for:

Rubella	Mumps	Varicella
Rubeola	Tetanus	Hepatitis B surface antibody

The student, at the time of the physical examination, must discuss with his/her physician the Hepatitis B Vaccine. Should the student decide to decline this vaccine, he/she must sign the Declination Form (see Appendix - B). Should the student elect to receive the series of injections, a form must be submitted attesting to the completion of the series of three injections.

It is the student's responsibility to maintain copies of their complete medical report as some clinical sites require a hardcopy of these reports. Any student who does not have a copy to provide the site will not be permitted to begin the clinical rotation. Any days lost due to this will count as absences and will fall under the program's normal clinical attendance policies.

Influenza Vaccine

As of Fall 2013, our clinical affiliates have been requiring that all students receive an influenza vaccination. No students will be permitted to attend clinical without documenting that they have received the influenza vaccination. Any student who is not permitted to attend their clinical rotation will not be permitted to remain in the didactic portion of the program.

COVID-19

The Program follows the clinical site's requirements regarding COVID vaccinations.

University Immunization/Communicable Disease/Medical Services

All students must submit a Report of Health/Report of Medical History to the Office of Student Services, located in Post Hall. These forms are dedicated to New York State Public Law 2165 and 2167 and if completed correctly will satisfy these requirements.

To learn more, please visit the following website:

[New Student Health | Long Island University \(liu.edu\)](http://liu.edu)

Also, to learn more about Meningitis and the Meningitis Vaccine and other immunizations for college students, please consult your personal physician. You can also find information on the following websites:

New York State Department of Health: www.health.ny.gov/prevention/immunization

Centers for Disease Control and Prevention (CDC): <http://www.cdc.gov/vaccines>

American College Health Association (ACHA): www.acha.org

Radiation Protection Policy

It is the policy of the Medical Imaging Program to accurately monitor the levels of radiation exposure received by students. All students will be monitored during related educational experiences including clinical rotations and laboratory sessions. The faculty, Program Director and Clinical Coordinator within the program endorse the belief that any exposure to radiation at levels above those caused by natural and manmade environmental sources constitutes an increase in the probability of negative radiation effects, and students preparing to become Radiologic Technologists MUST, from the onset of their education, assume responsibility for:

1. Wearing their film badges consistently and in accordance of the program's policy
2. Changing their film badges with their final paperwork at the end of each semester
3. Being fully aware of the levels of exposure received
4. Adhering to meeting requests from the Clinical Coordinator regarding their monitoring reports
5. Completing any forms or documentation requested by the Clinical Coordinator or Program Director regarding anything pertaining to radiation exposure.
6. Adopting responsible attitudes and behaviors with regard to laboratory and clinical practice involving the use of radiation
7. Following the policies and practices outlined in the Laboratory Procedure and Radiation Safety Manual located in Life Science Room 154 Laboratory.

The student will demonstrate accuracy in practicing radiation protection for the patients, personnel, and self by:

1. Closing doors during procedures and exposures.
2. Shielding all patients.
3. Collimating at least to image receptor size and/or part size.
4. Protecting himself/herself and others from irradiation by wearing aprons, gloves, and dosimeter.
5. Keeping repeats to a minimum.
6. Considering pregnancy status; following department protocol.

With the previously stated considerations in mind, the department has developed the following policies. Any student failing to abide by any one of the policies may be subject to termination from the program.

- The LIU Post Campus will issue appropriate monitoring devices to students for use on campus during laboratory sessions involving the use of energized x-ray equipment and for clinical assignments. These devices *MUST* be worn on the collar at all times.
- Any student who is employed and working in an area where ionizing radiation is being used **MUST NOT** wear the monitoring badge provided by the university during their work hours. A separate badge should be requested by your employer and worn during working hours.
- Monitoring badges must be worn by the student at all times while in the clinical setting. Any student who does not have their monitoring device will be asked to leave clinical and the day will count as an absence.
- Film badge reports will be reviewed by the Clinical Coordinator of the Medical Imaging Program upon receipt. These reports are maintained in the Medical Imaging office. **It is the student's responsibility to hand these badges to the clinical coordinator or secretary at the end of every semester. The students are required to review their dosage report and initial next to their name showing that they read the report and have changed their badges. If a student does not return their badge on time or have lost their badge, they will need to incur the fees that are charged to the program by CHP. The charge is \$18.00 but may vary if company increases cost.**
- The clinical coordinator will discuss any readings with students and review proper radiation protection procedures with students receiving readings on their film badges.
- Any student receiving total body reading in excess of 30mr for any semester must meet with the Clinical Coordinator to discuss and document possible reasons for the exposure as well as ways to prevent a dose in the future. See radiation dose report form on page 58.
- The students are informed of the Annual Radiation Exposure Limits (Chart below)
- Upon graduation, all students are given their final film badge reports including their total exposure for the length of the program.

Annual Radiation Exposure Limits

Whole body, blood forming organs, gonads	5,000 mrem
Lens of the eye	15,000 mrem
Extremities and Skin	50,000 mrem
Fetal (Gestation period)	500 mrem
General Public	100 mrem

NOTE: This guideline is in accordance with the guidelines of the National Council on Radiation Protection (NCRP), the Bureau of Radiologic Health (BRH), and the Nuclear Regulatory Commission (NRC) for non-occupational exposure, and within the requirements of the New York State Sanitary Code.

- Any accidents with the film badge or loss of the badge must be immediately reported to the Clinical Coordinator in writing.

- During radiographic positioning labs, no students are permitted inside the x-ray room during an exposure.
- Any student who knows, or has reason to believe that he/she is receiving chemotherapy/radiation therapy, has leukemia or has any other physical condition, or is receiving any other form of treatment that may render them hypersensitive to radiation exposure, MUST notify the program Director of this condition and/or treatment, in writing, immediately.
- Once the notification has been received, the student will be reassigned to areas within his or her educational experience which do not involve exposure to radiation.
- When such reassignment is not possible, the student must decide whether or not he or she wishes to continue in the program; he/she must notify the Radiologic Technology Department in writing, stating the desire to continue.
- Should the student decide to withdraw from the program until such time as the condition or treatment no longer causes an increased sensitivity to radiation exposure, the student must follow established college withdrawal procedure. To re-enter the program, the student must follow the established readmission procedures.

The following Radiation Protection Policies must be followed by all students at all times in both the clinical and laboratory settings:

- Students must not, under any circumstances, hold image receptors during a radiographic exposure
- Students must not, under any circumstances, hold patients during a radiographic exposure
- Students must always wear their film badge while taking a radiographic exposure
- Students rotating through MRI must be appropriately screened for magnetic wave or radiofrequency hazards

Under no circumstances should a student get an x-ray taken of themselves or x-ray someone without a prescription from a physician while at the clinical setting.

MRI Safety

Students rotating through MRI must be appropriately screened for magnetic wave or radiofrequency hazards

1. Students must complete the MRI student screening form on the first day of the program. They are collected during the program orientation at which time students can ask any questions they may have about the form.
2. A copy of the screening form will be provided to all students on the first day of the program.
3. Chemotherapy/Radiation Treatment/Physical Conditions
Any student who knows, or has reason to believe that he/she is receiving chemotherapy/radiation therapy, has leukemia or has any other physical condition, or is receiving any other form of treatment that may render them hypersensitive to radiation exposure, MUST notify the program Director of this condition and/or treatment, in writing, immediately.
 - Once the notification has been received, the student will be reassigned to areas within his or her educational experience which do not involve exposure to radiation.
 - When such reassignment is not possible, the student must decide whether or not he or she wishes to continue in the program; he/she must notify the program in writing, stating the desire to continue.
 - Should the student decide to withdraw from the program until such time as the condition or treatment no longer causes an increased sensitivity to radiation exposure, the student must follow established college withdrawal procedure. To re-enter the program, the student must follow the established readmission procedures.

Patient Protection

Protection of each patient is the responsibility of the student performing any radiologic procedures. It is imperative that the correct patient and/or body part be examined. In the event that this happens the following must be followed:

1. Report occurrence immediately to your assigned technologist or supervisor.
2. Fill out a program incident report.
3. Notify the Program Clinical Coordinator and set up a meeting to discuss the situation

The student will demonstrate accuracy in practicing radiation protection for the patients, personnel, and self by:

1. Closing doors during procedures and exposures.
2. Shielding all patients.
3. Collimating at least to image receptor size and/or part size.
4. Protecting himself/herself and others from irradiation by wearing aprons, gloves, and dosimeter.
5. Keeping repeats to a minimum.
6. Considering pregnancy status; following department protocol.

Pregnancy Policy

A student who becomes pregnant may voluntarily disclose her pregnancy in writing to the director of the Medical Imaging Program. Confirmation by a physician is not required. If such disclosure is made, the Nuclear Regulatory Commission requires that action be taken to limit the total radiation exposure of the embryo/fetus to 0.5 rem (mSv). This is one-tenth of the dose limit that an adult worker/student may receive in a year. The purpose of the lower limit is to protect the unborn child.

1. After consultation with her personal physician and the Program Director, the “declared pregnant” student is expected to select one of the following options:
 - 1.1 She may continue in both the clinical and didactic portions of the program with no adjustment in clinical assignment. She will be expected to adhere strictly to all radiation safety requirements, including the wearing of personnel monitoring devices.
 - 1.1.1 If the student’s current clinical setting does not allow for pregnant students to rotate through all areas, she will be reassigned to a clinical setting that allows clinical rotation with no adjustments.
 - 1.2 She may withdraw from clinical courses, while continuing her didactic education. In that case, she will be required to fulfill the clinical requirements after delivery. This procedure will extend the duration of the program for the student, and may necessitate repeating a clinical education course. A pregnant student registered for a departmental course that requires activities in energized labs will be monitored for fetal dose.
 - 1.3 She may continue full-time status with limited rotations excluding fluoroscopy, surgery, and portables.

- 1.4 She may request a leave of absence from all courses with the expectation that she will resume her education after delivery. Readmission to the program will be on a space available basis and requires that the student withdrew in good standing.
2. Submit, in written form, within 48 hours her decision with regard to the options noted under section one of the above.
The following are procedures that apply to these options:
 - 2.1 Application for leave of absence will be reviewed, on an individual basis, by the Program Director.
 - 2.2 The student may attend classroom instruction only and will be required to fulfill the clinical objectives after delivery. The number of absences from classroom instruction will determine whether or not the student will be required to repeat the entire course(s). Pregnant students registered for departmental courses which have energized laboratories will assume complete responsibility for their laboratory practice and must be prepared to leave the room before each x-ray exposure. This will occur under the direct supervision of a faculty member.
 - 2.3 If maintaining full-time status, the following is a mandatory requirement:
 - 2.31 Strict adherence to all safety precautions for protection purposes is required.

The decision to inform the program that she is no longer pregnant is the individual student's decision. A student may withdraw a declaration of pregnancy, in writing to the Program Director, at any time. Under this circumstance, the student retains the right to continue their progress in the Medical Imaging program without modification.

See Appendix "A" Magnetic Resonance Imaging Pregnancy Consent Form (pages 40-41)

Undeclared Pregnancy Policy

If the student chooses not to declare her pregnancy and notify the program faculty, the program will be unable to provide the necessary accommodations for the student in order to ensure proper protection to the embryo/fetus. However, it is the student's right to complete the Medical Imaging Program in its entirety without modification.

Should further information be requested, student will be referred to:

- **RADIOLOGIC SCIENCE FOR TECHNOLOGISTS** Physics, Biology, and Protection, 11th edition. Stewart C. Bushong - Chapter 40, Occupational Radiation Dose Management. Pages: 610-613.
- New York State Department of Health Sanitary Code, Chapter 1: Part 16. Available on Brightspace in RDT 215 – Radiation Biology & Protection

Extended Absence Policy

A student may request a leave of absence for illness, accident or personal reasons for two weeks. If the leave exceeds two weeks, the student may be advised to withdraw from all classes and clinical and return the following year. Admission is guaranteed only if the student returns within one year. If the student fails to return within one year then the student must reapply for admission. All unusual circumstances will be considered on an individual basis.

Academic Attendance / Program Hours

It is required that students attend all class sessions scheduled for the courses in which they are enrolled.

1. Program didactic and clinical hour requirements will not exceed 40 hours per week. Students must be available for didactic courses, laboratory sessions and clinical rotations Monday through Friday between the hours of 8:00am – 4:00pm. Any hours exceeding this timeframe must be done on a voluntary basis and the appropriate paperwork must be completed with the program.
2. All absences from classes, laboratories and clinical may affect the final grade.
3. A student's grade will be reduced if he/she is late for a class or laboratory (5 or more minutes) more than three times.
4. It is a program policy that any student missing 20% or more of a class, clinical or laboratory will automatically receive a failing grade for the course.
5. A student must successfully complete all course objectives and requirements to receive a passing grade. A student can be removed from the classroom or lab for **any** unprofessional behavior. If the instructor chooses to not allow the student back in the class, this will result in a failing grade.
6. Make-up examinations are not an inherent right of the student. The choice to provide a make-up exam is at the discretion of the individual instructor and must be approved by the Program Director. Students must fill out a Make-Up Exam Request Form that you can access through Brightspace for any course. This form must be completed by the student, signed by the instructor and signed by the Program Director.

Examinations

Examinations are scheduled and the dates should be duly noted. Quizzes may be given a any time, at the option of the instructor. All final exams in registry-based courses are cumulative.

Grading System

Letter Grade	Numerical %	GPA Equivalent
A	92 – 100%	4.00
A-	90 – 91%	3.67
B+	87 – 89%	3.30
B	83 – 86%	3.00
B-	80 – 82%	2.67
C+	77 – 79%	2.33
C	73 – 76%	2.00
C-	72 – 70%	1.67
D	65 – 69%	1.00 (undergraduate only)
F	Below 65%	00.00
INC	Incomplete	
P	Satisfactory achievement in a pass-fail course; counts toward total degree requirements	

Grades

It is the responsibility of the instructor to give students information concerning the determination of the final grade and information concerning course content and instructional objectives.

Major GPA and Grade Requirement

All student transcripts will be reviewed by the Program Director at the end of each semester. A student must receive a grade of C or higher in all major courses and a GPA of 2.0 at the end of any semester or they will be dismissed from the program.

Written Warning

Students will be given a written warning for any unacceptable actions or incidences that occur in the classroom, laboratory or clinical setting. After receiving two written warnings the student will be referred to either the Chairperson or Dean and will be subject to dismissal. Students may also be referred to the Chairperson or Dean without written warning if an incidence occurs that warrants immediate attention or dismissal.

Referral Of Student To Chairperson Or Dean For Potential Dismissal

The Program may refer a student to the Chairperson or Dean for potential dismissal or temporarily suspension for any of the following reasons other than academic:

1. insubordination toward hospital personnel or college faculty
2. any unprofessional conduct – (Including language and behavior)
3. failure to develop those qualities essential to the ethical practice of radiography
4. absence without notification, excessive absenteeism and/or lateness
5. falsification of any clinical documentation (ie: sign-in sheets, evaluations, etc.)
6. refusal to sign any/all memos and/or documentation required of the program
7. the use of drugs and/or alcohol during didactic or clinical hours (please refer to the Drug-Free Workplace Act in Appendix of this manual)
8. refusal to do an assigned case
9. refusal to accept assigned clinical rotation (initial assignment, special rotation, etc.)
10. any breach of HIPPA standards
11. removal of any hospital equipment. This includes needles, syringes, contrast material, medications, other medical/non-medical items or devices
12. failure to use proper handling and disposal procedures for contaminated dressings, syringes, needles and body fluids
13. false statement made on application of admission to the Medical Imaging Program

Dismissal From The Program

In addition to academic ineligibility to complete this program, a student may be dismissed for inappropriate professional attitudes and actions, as described in the Radiologic Technology Code of Ethics from the American Registry of Radiologic Technologists and the Practice Standards established by the profession. These standards are important professional standards for students preparing to deliver a high standard of health care and service. These documents are available on Brightspace in RDT 213 – Methods of Patient Care course.

A student may be judged unacceptable for continuation in the Medical Imaging Program when he or she has displayed a lack of professionalism with respect to patients, other students, faculty or clinical staff. The Program reserves the right to dismiss a student from the program when the

student does not, in its judgment, demonstrate sufficient promise to justify continuation of study in the Radiologic Science curriculum regardless of grades.

A student may be dismissed from the program for failing to adhere to program policies and regulations found in this and/or the Student Clinical Handbook.

Any student who is dismissed from the program for misconduct has the right to appeal this decision. Please follow the following link below to view the University's appeal process.

The policy for misconduct appeals can be found at:

<https://liu.edu/about/LIU-policy/policy-by-category-listing>

Medical Imaging Program / LIU Academic Dishonesty Policy

ACADEMIC DISHONESTY: PLAGIARISM and CHEATING

Plagiarism: representing in any academic activity the words or ideas of another as one's own (whether knowingly or in ignorance) without proper acknowledgement. This principle applies to texts published in print or on-line, to manuscripts, to your own work, and to the work of other students.

Cheating: Improper application of unauthorized materials, information, or study aids.

Facilitating Academic Dishonesty: assisting another to cheat, fabricate, or plagiarize.

Fabrication: falsification or invention of any information or citation in an academic activity.

Sabotage: this is understood as stealing, concealing, destroying or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or computer programs.

If, the instructor determines that a student has committed academic dishonesty by plagiarism, cheating, or in any other manner, the instructor has the right to:

- 1. Fail the student for that paper, project, assignment or examination**
- 2. Fail the student for the course**
- 3. Bring the student up on disciplinary charges for review by the**

Academic Appeals Process Policy (Grades, evaluation, etc.)

The student may file an academic appeal (exam or course grade, evaluation, etc) through the following Grievance Procedure.

1. The student must first make an effort to resolve the matter with the course instructor. If there is no resolution with the instructor the student must file a formal grievance with the Program Director within ten days from meeting with the instructor.
2. The Program Director will schedule a meeting with the student within five days to make an attempt to resolve the matter. At this time the Program Director will also consult with the Instructor to discuss the matter at hand and attempt to resolve the matter. (The Program Director does not have the authority to change a grade.)

If no resolution is accomplished the student must make an appointment with the Chairperson of Health Sciences within 10 days. If there is still no resolution, the student must schedule an appointment with the Dean of the School of Health Professions within 10 days of meeting with the Chairperson. Prior to the meeting with the Dean the student must submit a written request

to the Dean detailing the nature of the complaint and all methods that have been attempted to resolve the problem.

3. The student will discuss the situation with the Dean. If no resolution of the situation is achieved at this meeting, the Dean may convene a meeting of The School of Health Professions Ad Hoc Committee within fourteen days. The Committee will review the situation. The committee will make the decision and inform the student within three weeks.
4. If no decision is made or if the decision is unsatisfactory to the student he or she may petition the Campus Academic Standing Committee. The student's case will be placed on the committee's calendar and will be heard within four weeks.
5. The final recourse rests with the Vice President for Academic Affairs. The student must make an appointment with the Vice President within one week of the Academic Standing Committee's decision. The Vice President will meet with the student as her calendar permits and will make a prompt decision.

Minimum Academic Criteria

Students that do not meet the academic criteria will be dismissed from the program

1. a minimum overall GPA of 2.0 is required
2. a minimum GPA of 2.0 is required for the Radiologic Technology major courses
3. a minimum letter grade of C is required for all major courses (RDT)
4. a grade of C minus is *NOT* acceptable

Progression in the Program

A grade of "C" or better in each major course is required for progression in the program. Any student receiving a grade below "C" in any RDT courses may not progress in the program without repeating the course and earning a satisfactory grade. All RDT courses are offered once yearly. Students may reapply for the program for the following year. Students will go in the pool with all candidates and if accepted will repeat all courses where they earned below a "C" as well as their clinical practicum for that semester.

Course Requirements

Students are required to complete all courses and clinical assignments. A course may not be taken until all prerequisites for that course are completed. Any modification of a student's program must be approved by the Program Director. (Refer to Appendix A – Professional Plan of Study, for detailed course listing.)

Academic Warning

It is the responsibility of the student to know and meet all course requirements to receive a passing grade of C or higher. An academic warning will be completed by the instructor at set times during the semester. These warnings go to the academic advisor and the student. Any student who receives an Academic Warning *must* meet with the instructor to discuss non-satisfactory work and to seek assistance.

First Year of Study Competency Examination

During the second week in May, junior students will be given a comprehensive examination. It is given to assess the students' ability to retain theory and practical application of formal coursework presented in the first year of study in the major. The examination will be given in registry type format and include questions from all registry-based courses in the two previous semesters. The student must score 75% or better to continue in the program and to be eligible to start RDT 292. Students will be given formal notice of the date of the examination and are

advised that there will be no make-up examination offered. A second exam will be given to any student who fails the First Year Competency Exam. The subsequent exam will be given in June or July. Any student who fails to achieve a 75% or higher after taking the second exam will be subject to dismissal from the program.

Final Competency Examination

RDT 270 Medical Imaging Capstone Seminar will be a review of all topics covered in the two-year progression of the program. It will culminate in a 2-hour computer-based final examination based on registry type questions. In order to complete the program, the student must achieve a grade of 75% or higher on the final exam in RDT 270 and a course average of C or higher in RDT 270

Any student who fails RDT 270 will be required to repeat the course. It is not guaranteed that an instructor will be available during summer sessions and the course may need to be repeated in the fall. This will be an additional 3 credit course that the student will be responsible to pay tuition.

General Clinical Information

Any student who is found to deviate from any information found in the Student Clinical Handbook will be dismissed from the clinical site and will be referred to the Diagnostic Health Professions Chairperson and/or the Dean of the School of Health Professions and may be dismissed from the program.

Clinical Orientation

All students are required to attend the program's clinical orientation prior to the start of clinical rotations. During this meeting we will review all information contained in the Student Clinical Handbook. Prior to the Clinical Orientation, all students will have completed the Pre-clinical Requirements listed below:

Pre-Clinical Requirements

It is mandatory that all students achieve passing grades on testing of the following subjects prior to the beginning of clinical rotations; OSHA blood borne pathogens, hazardous materials, biomedical waste, patient rights, fire safety, confidentiality, HIPAA, CPR, radiation protection.

- These topics will be presented by way of lecture and video presentations. Competency will be demonstrated by passing an examination for each topic.
- Students may be required to undergo drug testing and/or background check as the program or clinical affiliates require.

In addition, some clinical sites will require the student to attend an orientation at the site to discuss rules and regulations specific to their organization.

The Clinical Rotation

Each student will be given the opportunity to apply the medical imaging information that was taught in the classroom in the clinical setting. During the laboratory learning experience the student will have simulated all radiographic examinations using a phantom and producing a radiograph. ***Radiation protection principles will be emphasized and reinforced.***

Clinical Assignments

Students will be assigned to a clinical affiliate by the Clinical Coordinator. Throughout the clinical portion of the program, the students will be given the opportunity to observe and actively participate in procedures under direct and indirect supervision.

Attendance, procedures, competencies and evaluations will be monitored on the forms provided by the program. The student is responsible for reading these materials and for the rules and regulations of the clinical site and those of the LIU Post Medical Imaging Program.

A student's clinical assignment may be changed at any time throughout the semester. All students will be required to complete full semester rotations and partial rotations. Students will be given at least one week notice of a change in clinical site.

Mammography Policy

All students, male or female will be given an opportunity to complete a mammography rotation. If requested, the program will make every effort to place a male in a mammography rotation, however the program cannot override clinical setting policies that only allow female students to complete rotations. Placement for male students is not guaranteed and depends on availability of a clinical site that allows male students to participate.

Female students that decline a mammography rotation should be aware that not having documentation of completion of mammography clinical experience along with the required didactic course may prevent you from performing mammography exams once you are employed.

Clinical Competency and the Evaluation Process

Clinical records will be tracked by the Clinical Coordinator and kept on file in the program office. Please refer to Student Clinical Handbook for more information of the clinical component of the program.

Please also refer to the Student Clinical Handbook for detailed information on the following:

- Infection Prevention and Safety Measures for the Radiographic Student in the Radiology Department and in the Health Care Setting

General information on Competency Based Requirements for Graduation

In order for the student to achieve final clinical competence, the student must:

1. have completed all required department courses with acceptable grades
2. have completed all clinical courses with the required competencies and reassessments
3. have completed all 36 mandatory and 15 of the elective radiologic procedures as specified by the ARRT so that the student proves clinical competency

***If the volume of these examinations is not sufficient for the student to demonstrate clinical competence, the program director and clinical coordinator will arrange for a simulated clinical experience. The student is not permitted to simulate more than 7 of the total examinations (2 mandatory and 5 electives examinations).*

4. have registered and completed five clinical practicums in the 290 series.

Each practicum requires the completion of that practicum with the prescribed number of clinical hours and clinical competencies.

5. All students must:

- complete all requirements of the University, including at least 120 credits
- complete the core course requirements
- complete the required University competencies
- complete the required departmental courses and ARRT competencies
- have paid all outstanding fees
- have filed an application to the American Registry of Radiologic Technologists
- have filed an application to the New York State Department of Health
- have filed an application to the Registrar's Office for graduation

****No student will be recommended to the American Registry of Radiologic Technologists or the New York State Department of Health for licensing if he/she has not completed the above requirements.**

Clinical Affiliate Information

Please see the list below of clinical site locations. These represent the distance you may be required to travel. Clinical rotations require travel either two, three or five days a week, depending upon a given semester. Any student may be assigned to any clinical site for any given period of time.

Clinical site assignments will be done by the Clinical Coordinator. Students are not permitted to request their clinical sites. Students are responsible for transportation to and from their assigned clinical location. On occasion, students may be required to travel from their clinical site to campus for meetings or events.

The student is responsible for all costs associated with attending clinical rotations which may include paying to park at your designated site.

Medical Imaging Program Clinical Sites:

All clinical sites are located within (30) miles of the LIU Brookville campus.

Long Island Community Hospital – (631) 654-7100
101 Hopsital Road, Patchogue, N.Y. 11772

Nassau University Medical Center (NUMC) – (516) 572-0123
2201 Hempstead Tkpe, East Meadow, N.Y. 11554

St. Joseph's Hospital - (516) 520-2330
4295 Hempstead Turnpike, Bethpage, N.Y. 11714

NYU Long Island - (516) 663-6971
259 First St, Mineola, N.Y. 11501

Northwell Huntington Hospital- (631) 351-2217
270 Park Ave, Huntington, N.Y. 11743

Northwell Manhasset Hospital- (516) 562-3456
300 Community Drive, Manhasset, N.Y. 11030

NYU Langone- Nrad- (516) 222-2022

Garden City- 765 Stewart Ave, Garden City, N.Y. 11530 x2215

Ohio Drive - 6 Ohio Dr., Lake Success, N.Y. 11042 (516) 355-5550

Hillcrest- 80-15 164th St, Jamaica Estates, N.Y. 11432 x3229

Zwanger-Pesiri Radiology

East Setauket- 220 Belle Mead Rd., E. Setauket, N.Y. 11733 (631) 444-5544

Huntington- 326 Walt Whitman Road, Huntington, N.Y. 11746 (631) 444-5544

Smithtown- 80 Maple Ave., Smithtown, N.Y. 11787 (631) 265-5777

West Islip- 759 Montauk Highway, West Islip, N.Y. 11795 (631) 669-1103

Stony Brook- 2500-15 Nesconset Highway, Stony Brook, N.Y. 11790 (631) 751-2900

Northwell Health Offices

Great South Bay Imaging- 620 Main Street, Islip, N.Y. 11751 (631) 439-7237

Northwell Health at Great Neck- 611 Northern Blvd, Great Neck, N.Y. 11021 (516) 233-3456

Northwell Health Dolan Family Reichert- 284 Pulaski Rd Suite 1 Greenlawn, NY 11740

Center for Advanced Medicine - 450 Lakeville Rd, Lake Success, N.Y. 11042 (516) 734-8600

Northwell Health Orthopaedic Institute at Garden City- 1001 Franklin Ave Suite 110, Garden City, NY 11530

Northwell Health Orthopaedic Institute at Great Neck- 611 Northern Blvd suite 200 Great Neck, NY 11021

Orlin and Cohen Orthopedics -(516) 536-2800

Garden City – 1101 Stewart Ave. Garden City, NY 11530

Woodbury - 45 Crossways Park Dr. Woodbury, NY 11797

Lynbrook - 444 Merrick Rd. Lynbrook, NY 11563

Smithtown – 222 Middle Country Rd. Smithtown, NY

Bohemia – 3480 Veterans Memorial Hwy. Bohemia, NY 11716

Massapequa – 660 Broadway. Massapequa, NY 11758

Merrick – 1728 Sunrise Hwy. Merrick, NY 11566

Port Jefferson - 635 Belle Terre Rd Suite 204. Port Jefferson, NY 11777

ProHealth

Bethpage – 4045 Hempstead Turnpike, Bethpage NY 11714 (516) 731-2900

Lake Success – 2800 Marcus Ave, Lake Success, NY 11042 (516) 608-2841

Lenox Hill Radiology - 214 Wall St, Huntington, NY 11743 (631) 427-8860

Azura Healthcare –

Plainview – 671 Old Country Rd Plainview, NY 11803 (516) 898-7299

Queens – 206-06 Hillside Ave, Queens Village, NY 11427 (718) 820-9729

Dress Code

All students must present a **professional appearance** at all times. It is also expected that all students practice good personal hygiene habits. All students must wear the form of identification which is required by the affiliated clinical site. In addition, students must wear a name badge including the words "LIU Post Student". This is mandated by New York State Law.

Supervision of Students

As mandated by the Joint Review Committee on Education in Radiologic Technology, students in the clinical practice shall be supervised according to the following guidelines.

Direct Supervision: Assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's level of achievement.

- evaluates the condition of the patient in relation to the student's knowledge.
- is physically present during the conduct of the procedure.
- reviews and approves the procedure and/or image.

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Students must be directly supervised until competency is achieved.

Indirect Supervision: After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of the student's achievement. A qualified radiographer must review and approve all exams.

Repeat Radiographs

It is the program's policy that unsatisfactory radiographs be repeated in the presence of a licensed staff radiographer. Any student repeating a radiograph must complete a **Student Repeat Radiograph Form**. ***Under no circumstances should a student repeat a radiograph without supervision from a licensed radiologic technologist.***

Students who do not adhere to this policy will be subject to strict disciplinary action.

Patient's Bill of Rights:

It is important that any student interacting with patients, reads and understands the following Patient's Bill of Rights:

A Patient's Bill of Rights was first adopted by the American Hospital Association in 1973.

This revision was approved by the AHA Board of Trustees on October 21, 1992.

Introduction

Effective health care requires collaboration between patients and physicians and other health care professionals. Open and honest communication, respect for personal and professional values, and sensitivity to differences are integral to optimal patient care. As the setting for the provision of health services, hospitals must provide a foundation for understanding and respecting the rights and responsibilities of patients, their families, physicians, and other caregivers. Hospitals must ensure a health care ethic that respects the role of patients in decision making about treatment choices and other aspects of their care. Hospitals must be sensitive to cultural, racial, linguistic, religious, age, gender, and other differences as well as the needs of persons with disabilities.

The American Hospital Association presents A Patient's Bill of Rights with the expectation that it will contribute to more effective patient care and be supported by the hospital on behalf of the institution, its medical staff, employees, and patients. The American Hospital Association encourages health care institutions to tailor this bill of rights to their patient community by translating and/or simplifying the language of this bill of rights as may be necessary to ensure that patients and their families understand their rights and responsibilities.

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision maker if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is

urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits. Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.

3. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides, or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
4. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
5. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
9. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods.

The collaborative nature of health care requires that patients, or their families/ surrogates, participate in their care. The effectiveness of care and patient satisfaction with the course of treatment depends, in part, on the patient fulfilling certain responsibilities. Patients are responsible for providing information about past illnesses, hospitalizations, medications, and other matters related to health status.

To participate effectively in decision-making, patients must be encouraged to take responsibility for requesting additional information or clarification about their health status or treatment when they do not fully understand information and instructions. Patients are also responsible for ensuring that the health care institution has a copy of their written advance directive if they have one. Patients are responsible for informing their physicians and other caregivers if they anticipate problems in following prescribed treatment.

Patients should also be aware of the hospital's obligation to be reasonably efficient and equitable in providing care to other patients and the community. The hospital's rules and regulations are designed to help the hospital meet this obligation. Patients and their families are responsible for making reasonable accommodations to the needs of the hospital, other patients, medical staff, and hospital employees. Patients are responsible for providing necessary information for insurance claims and for working with the hospital to make payment arrangements, when necessary.

A person's health depends on much more than health care service. Patients are responsible for recognizing the impact of their life-style on their personal health.

HIPAA - Health Insurance Portability and Accountability Act

HIPAA is a body of national standards for electronic medical records and transactions for healthcare providers, health plans, and employers. It also addresses the security and privacy of electronic health records.

What are the main objectives of HIPAA?

1. Accountability. HIPAA hopefully will reduce waste, fraud, and abuse. New penalties will be imposed.
2. Insurance Reform. HIPAA offers continuity and portability of health insurance, as well as providing limits on pre-existing provisions.
3. Administrative simplification. HIPAA mandates standards on electronic data transactions in a confidential and secure manner.

Who must comply with HIPAA?

Any healthcare provider that electronically stores, processes or transmits medical records, medical claims, remittances, or certifications must comply with HIPAA regulations. HIPAA does not require a practice to purchase a computer-based system as it applies only to electronic medical transactions.

What is the difference between HIPAA-ready and HIPAA-compliant?

HIPAA-ready typically refers to software products used by healthcare providers, insurance

companies and clearing houses that comply with HIPAA guidelines. HIPAA-compliant refers to the doctors, hospitals and insurance companies themselves that are in compliance with HIPAA regulations.

Does HIPAA specify how compliance is to be achieved?

No. HIPAA regulations give health-care organizations the decision to decide how they will implement HIPAA compliance, and are technology and software-neutral.

What are the HIPAA compliance deadlines? (Note: The deadline dates are one year later for small businesses)

1. Privacy Rule: April 14, 2006
2. Transactions & Code Set Rule: October 16, 2006
3. Security Rule: April 21, 2006

What are the penalties for HIPAA non-compliance?

Fines up to \$25,000 for multiple violations, \$250,000 or imprisonment up to 10 years for knowing abuse or misuse of individually-identifiable health information.

Drug-Free Workplace Act of 1988

- The following is a restatement of the University's policy regarding the use of "controlled substances" in the workplace or clinical site. The Act applies specifically to any person employed pursuant to a federal grant (or contract) or to any student who received federal financial aid.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the Long Island University workplace or clinical site is a violation of University policy and any person who violates the foregoing is subject to appropriate disciplinary action.
- The foregoing policy statement is written and promulgated pursuant to the requirements of the Drug-Free Workplace act of 1988. See: 41 U.S.C. Section 701. The Act requires the employee "to notify the employer/school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction."

Any employee/student who wishes to seek information regarding drug counseling or rehabilitation may contact the Student Health & Counseling Center at (516) 299-2345.

All questions concerning this policy statement may be directed to the Long Island University Personnel Office.

OSHA Bloodborne Pathogens Standards

- **Paper copy available in the Program Office**
- **Electronic version available on Brightspace in Patient Care (RDT 213)**

Students working in Radiologic Science must comply with regulations and guidelines to prevent exposure to body fluids and potentially infectious materials. The Program follows the infection control policies of our clinical affiliates and those specified by LIU.

If a student is exposed to blood or body fluids or to an infectious disease, he or she must report immediately to the direct supervisor at the clinical setting. The exposure must also be reported to the Clinical Coordinator.

Student Clubs and Organizations

Many student organizations are available through the Campus Activities Board (CAB),

including the Medical Imaging Society founded by the students of the Radiologic Technology Program in September of 1993. Students are encouraged to participate in all extracurricular activities. Please refer to the *LIU Post Campus Student Handbook* for a complete listing of all available activities, clubs and organizations.

Professional Membership

The Medical Imaging Program requires students to join the **American Society of Radiologic Technologist** that offer membership to student radiographers. Membership information is included in your program orientation folder. These organizations include the following:

American Society of Radiologic Technologist: <https://www.asrt.org/students> **New York State Society of Radiologic Technologists:** <http://www.nyssrs.org> **Association of Collegiate Educators in Radiologic Technology:** <http://acert.org>

Licensure and the American Registry of Radiologic Technologists Felony or Misdemeanor Convictions

Based on information provided in the program application, students have been advised of the following:

- Individuals who have been convicted of, pleaded guilty to, or pled *nolo contendere* to a crime may not be eligible to take the American Registry of Radiologic Technologists (ARRT) certification examination, according to the ARRT's Code of Ethics.
- Any applicant who has given such information to the program during the admissions process has been advised to follow the following instructions:
 - Contact the ARRT at 651-687-0048 extension 580
 - Or, visit <https://www.arrrt.org/pages/ethics-review>
 - Complete the ARRT Ethics Review Pre-Application process prior to beginning in the program.

During the course of study in radiography, should you be convicted of a felony or misdemeanor, you must contact the American Registry of Radiologic Technologists and the New York State Department of Health to verify that you satisfy requirements for New York State licensing and the National Registry. (Please refer to the program application you submitted prior to acceptance.)

Applications for the Registry Examination

Students who wish to sit for the National Registry Examination given by the American Registry of Radiologic Technologists must make formal application online to the American Registry of Radiologic Technologists three months prior to graduation. **It is the responsibility of the student to complete the application process and to satisfy all requirements.**

The name listed on your Registry Application must match the name on your identification that will be used when you take the exam EXACTLY (Spelling, hyphenation, middle name or initial)

1. The application must be completed online and approved by the Program Director
2. No blocks may be present on the student's transcript
3. A payment to the American Registry of Radiologic Technologists for the current dollar amount charged for the examination must be completed at time of application
4. The student must have satisfactorily completed all requirements of the program in Radiologic Technology in order to apply for the ARRT Examination
5. Regulations for licensing application must also be followed
6. The student is responsible for following ARRT directions for making an appointment for the computer-based testing center

Satisfactory completion of the Medical Imaging program does not guarantee a passing score on the American Registry of Radiologic Technologist Examination.

New York State Temporary Permits

New York State issues a temporary permit to the student upon completion of the program. The Program Director will distribute temporary permits to students one day prior to graduation. Students are not permitted to work in the field of radiography prior to receipt of their temporary permit. Any student who has not met all graduation requirements will not be issued their temporary permit. Any temporary permit that is not issued to the student will be returned to New York State Department of Health. Upon completion of graduation requirements, the Program Director will request the permit be reissued.

Reasons for not receiving temporary permit:

- Student record block
- A grade of “incomplete” in any course
- Failing grade on RDT 270 final
- Failing grade in any course in the spring semester of senior year
- Program graduation requirements not met
- University graduation requirements not met
- GPA requirement not met

***It is a violation of New York State law to be employed and use this temporary permit before all of the requirements for graduation are completed or after an unsuccessful attempt at the ARRT exam.**

Refer to the following for additional information:

NYS Department of Health
Bureau of Environmental Radiation Protection
547 River Street, Room 530, Troy, New York 12180-2216
(518) 402-7580

ARRT Certification

ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications requirements (CQR) in order to continue to hold the certification. ARRT certifications that are awarded in advance of January 1, 2011, and that are kept currently registered, will not be subject to Continued Qualifications Requirements.

The student is advised that there are strict regulations regarding taking the ARRT certification examination. The student is allowed only three attempts to pass the examination over a 3-year period. A third failure will require the students to repeat the entire two-year progression.

Continuing Education: 1997 Competency Requirements for Renewal of Registration As of 1997, requirements for the renewal of registration were enforced. These requirements mandate that every two years a registrant must either obtain 24 continuing education credits acceptable to the ARRT or pass an examination in an additional discipline. Details of these are published in the Annual Report to Registrants, which is mailed to all Registered Technologists in February of each year. Technologists who have passed the Primary ARRT certificate Examination will begin

mandatory CE requirements beginning with their next birth month. The student is eligible to take an advanced-level examination offered by the ARRT after successful completion of the American Registry Primary examination.

If you have any questions regarding these policies, you may call or write:

The American Registry of Radiologic Technologists (www.arrt.org)

1255 Northland Drive, St. Paul, MN 55120
(651) 687-0048

New York State Department of Health also requires the same 24 credits of continuing education in order to renew your NY State license. Information can be obtained by contacting:

NYS Department of Health, Bureau of Environmental Radiation Protection

547 River Street, Flanigan Square, Room 530
Troy, NY 12180-2216, Phone 1-800-458-1158 ext. 27580.

**LIU Post School of Health Professions
B.S. in Medical Imaging Schedule of Courses
Summer I**

RDT 200	Intro to Medical Imaging		2 Credits	
				2 Credits

Fall I				
RDT 213	Methods of Patient Care		3 Credits	
RDT 213L	Venipuncture/Patient Care Lab		0 Credits	
RDT 215	Principles of Radiation Protection		3 Credits	
RDT 247	Principles of Medical Imaging I		4 Credits	
RDT 247L	Calculation Recitation (Pass/Fail)		0 Credits	Pass/Fail
RDT 255	Medical Imaging Procedures I		4 Credits	
RDT 255L	Medical Imaging Procedures I Lab		0 Credits	
RDT 290	Introduction to Clinical Practice		1 Credits	Pass/Fail
				15 Credits

Spring I				
RDT 226	Breast Imaging		1 Credit	
RDT 230	Medical Language		3 Credits	
RDT 235	Radiation Physics	WAC	3 Credits	
RDT 256	Medical Imaging Procedures II		4 Credits	
RDT 256L	Medical Imaging Procedures II Lab		0 Credits	
RDT 291	Medical Imaging Practicum I		1 Credits	
				12 Credits

Summer II				
RDT 292	Medical Imaging Practicum II		2 Credits	
				2 Credits

Fall II				
RDT 239	Computed Tomography		3 Credits	
RDT 257	Medical Imaging Procedures III		4 Credits	
RDT 280	Digital Medical Imaging		3 Credits	
RDT 223	Medical Imaging Practicum III		3 Credits	
RDT 238	Radiographic Cross-Sectional Anatomy		3 Credits	
				16 Credits

Spring II				
RDT 226	Radiographic Pathology		3 Credits	
RDT 231	Quality Assurance		2 Credit	
RDT 245	Magnetic Resonance Imaging		3 Credits	
RDT 270	Medical Imaging Capstone Seminar	WAC	3 Credits	
RDT 294	Medical Imaging Practicum IV		3 Credits	
HPA 11	Intro to Healthcare Management		3 Credits	

All Grades Must be C or Higher(C minus is NOT Acceptable)

Total	17 Credits
	64 Credits

TOTAL B.S. DEGREE REQUIREMENT 120 CREDITS

Please Note: All students must consult with the academic advisor to assure that the liberal arts component and writing requirement of the degree has been satisfied. The student is responsible for the degree requirements in the semester he/she has matriculated. Please refer to the Undergraduate Bulletin. All RDT 290-level clinical courses require that the student maintain continuous health insurance coverage and students may be subject to background/drug screening.

Course Descriptions

RDT 210 Introduction to Medical Imaging 2 cr. Summer I

An introduction to the field of radiologic technology explains the guidelines of the program, history of the field, and an overview of current technology. This course also includes basic radiation protection, medical terminology, the value of patient rights and the role of the radiographer. Introductory law and the radiographer's responsibility to deliver healthcare that is free from bias will also be discussed. Students will be oriented to the radiography lab where they will be introduced to basic radiographic principles. Accreditation and professional societies will be covered.

RDT 213 Methods of Patient Care 3 cr. Fall I

Designed to provide the basic concepts of the physical and emotional needs of the patient. Describes routine and emergency procedures, insertion and maintenance of an intravenous line, as well as infection control utilizing universal precautions and recognition and treatment of reactions to contrast media. The course educates students in obtaining vital signs and contrast media injection; identifies the importance of patient education; and includes medical ethics, law and cultural differences.

RDT 213L Venipuncture/Patient Care Lab 0 cr. Pass/Fail

This lab is designed to educate the medical imaging student on how to obtain an accurate assessment of the patient including proper patient identification. The students will be educated in obtaining patient vital signs including blood pressure, pulse, temperature, pulse oximetry, and respirations. The students will also learn the proper methods for transferring a patient and taught the basics of venipuncture in order to perform contrast injections. The students will learn how to properly don (put on) and doff (take off) personal protective equipment (PPE). The student will also learn both sterile and medical aseptic technique and will be fit tested for a respirator n95 mask.

RDT 215 Principles of Radiation Protection 3 cr. Fall I

This course provides knowledge of radiation protection and radiation biology as related to the legal and ethical responsibilities of the radiographer. Review of Regulatory Agencies and their requirements. Cell radiosensitivity will be explored in great detail. Biological effects and response to radiation at the patient, personnel, and the public levels will be discussed.

RDT 226 Radiographic Pathology 3 cr. Spring II

During this course, the student will be introduced to various pathological conditions occurring in the human body along with the radiographic findings associated with each condition. Each system of the human body will be examined, and topics will also include hereditary diseases, immune reactions, and acquired immunodeficiency syndrome.

RDT 228 Breast Imaging 1 cr. Spring I

This class is designed to provide the medical imaging student with an introduction to the field of Mammography. The class will be presented in a series of lectures. Breast cancer statistics, anatomy and physiology of the breast, mammographic positioning, interventional procedures, advanced technology and quality control of equipment will all be discussed.

RDT 230 Medical Language 3 cr. Spring I

An introduction to the origins of medical terminology, including word building, abbreviations and symbols. Orientation to the understanding of medical orders and interpretation of diagnostic reports related to the respiratory, digestive and musculoskeletal systems. Cardiovascular, lymphatic, urinary, reproductive, integumentary, sensory, nervous and endocrine systems.

RDT 231 Quality Assurance & Quality Control 2 cr. Spring II

This course is designed to provide the student with an introduction to the evaluation of radiographic systems to assure quality and consistency in the delivery of all aspects of radiological services, quality control of equipment, and image quality. State, federal, and professional impacts are discussed as well as identify agencies involved in in regulating, inspecting, and enforcing guidelines.

Prerequisite RDT 280

RDT 235 Radiation Physics (WAC) 3 cr. Spring I

An in-depth view of the characteristics and physical laws that apply to the production and use of radiation. This course provides the student with knowledge of fundamental principles of radiographic physics, basic physics, mechanics, structure of matter, basic electricity, magnetism, electromagnetism, electrical physics, radiation physics, and basic x-ray circuitry. Radiographic equipment including the x-ray tube, and the imaging system as a whole will be discussed. Fundamentals of the circuitry which comprise medical imaging units will also be presented.

Prerequisite RDT 215, 247

RDT 238 Radiographic Cross Sectional Anatomy 3 cr. Fall II

This course introduces students to cross sectional anatomy using a state of the art Anatomage 3D anatomy visualization table. Students will study transaxial, sagittal and coronal images of the head, neck, extremities, thorax, abdomen, pelvis and spine. Both normal and cross sectional images with pathologies will be explored to give first hand insight into what to look for on these images in the clinical setting.

Co-requisite: RDT 239

RDT 239 Computed Tomography 3 cr. Fall II

An in-depth study of the physical principles and practical application of Computerized Axial Tomography. A presentation of protocol, positioning and the elements of room design and construction.

Co-requisite: RDT 239

RDT 245 Magnetic Resonance Imaging 3 cr. Spring II

The purpose of this class is to provide you with the knowledge to become an MRI specialist. The basic principles of MRI physics, scanning techniques, safety, and anatomy will give the tools to become an integral part of the MRI department. This class also gives students the concepts to pass the MRI registry. Each class will cover MRI safety, MRI physics, reviewing MRI scans with pertinent anatomy, and scanning techniques.

Prerequisite: RDT 238

RDT 247 Principles of Medical Imaging I 4 cr. Fall I

Provides an introduction to the factors that govern and influence the production of a medical image. The principles of medical imaging to be discussed include: latent image, factors governing image quality, beam limiting devices, beam filtration, and technique formation. An in-depth study of medical imaging exposure factors will be covered. Laboratory materials will be utilized to demonstrate the clinical applications of the theoretical principles and concepts. Special emphasis will be placed on radiation protection, equipment, and accessories. Article 35 of the New York State Public Health Law relating to medical imaging will also be covered.

RDT 247L Calculation Recitation Lab 0 cr. (Pass/Fail) Fall I

The intent of this course is to review basic math skills including fractions, decimals, percentages, exponents, etc. these skills will be applied to various radiographic calculations. By the end of this course the student will be able to perform the following as applied to the Inverse Square Law, Grid Ratios, mAs conversions, Ohm,s & Transformer Laws, Power Rule.

RDT 255 Medical Imaging Procedures I 4 cr. Fall I. Designed to provide the knowledge and skills necessary to perform standard medical imaging procedures of the chest, abdomen, upper and lower extremities. The production of images of optimal diagnostic quality will be stressed. Laboratory experience utilizing a phantom patient will be used to complement the classroom portion of the course. The student will produce a portfolio of medical images.

RDT 255L Medical Imaging Procedures I Lab 0 cr. (Pass/Fail) Fall I
Students will simulate radiographic procedures and produce radiographic images using anatomically correct radiographic phantoms. Using state of the art digital equipment, information presented in RDT-155, Radiographic Procedures I, will be demonstrated in the laboratory setting.
Prerequisites: BIO 107, BIO 108

RDT 256 Medical Imaging Procedures II 4 cr. Spring I A continuation of Medical Imaging Procedures I with an emphasis on standard imaging of the vertebral column, bony thorax and the digestive system. The student will also be introduced to more advanced studies which involve the use of contrast material. Laboratory experience using a phantom patient will allow the student to apply the concepts acquired in the classroom environment.
Prerequisite: RDT 255

RDT 256L Medical Imaging Procedures II Lab 0 cr. (Pass/Fail) Spring I
Laboratory experience utilizing an anatomically correct radiographic phantom patient used to complement the classroom portion of the course A portfolio of medical images will be produced and evaluated for diagnostic value. This laboratory course is taken in conjunction with lecture course 156.
Prerequisite: RDT 255

RDT 257 Medical Imaging Procedures III 4 cr. Fall II
A continuation of Medical Imaging Procedures II. Contrast studies of the Gastrointestinal, urinary, and biliary tracts will be covered. The skull will be presented in great detail to include facial, nasal, optic structures. Laboratory practice will be given to practice exams that are not frequently performed in the clinical setting.
Prerequisite: RDT 256

RDT 270 Medical Imaging Capstone Seminar 3 cr. (WAC) Spring II
This seminar provides the student with an opportunity to review the fundamental and advanced principles of medical imaging. The application of clinical imaging theory will be reinforced.
Prerequisites: RDT 257, RDT 280 (WAC Course)

RDT 280 Digital Medical Imaging 3 cr. Fall II
During this course, the student will be introduced to the components, principles and operation of the Picture Archiving and Communications System (PACS), Digital Imaging including; Digital Radiography (DR), Computed Radiography (CR), Hospital Information Systems (HIS) and Radiology Information Systems (RIS).
Prerequisite: RDT 247

RDT 290 Introduction to Clinical Practice 1 cr. (Pass/Fail) Fall I
During this practicum, the student begins to increase proficiency and skills through demonstration of core competencies. The student will become familiarized with the clinical setting. The student has the opportunity to apply theories and knowledge acquired in the classroom and laboratory in a clinical setting. The student also assumes a more active role in performing procedures.

Co-requisites: RDT 213, RDT 215

RDT 291 Medical Imaging Practicum I 1 cr. Spring I

An introduction to the clinical environment at an affiliated hospital. Students will be assigned to various work areas in the Department of Radiology to observe operations of the entire department. Students will assist in routine imaging and under close supervision of a registered licensed technologist, begin to acquire medical imaging skills with the emphasis on chest, abdomen, and extremities.

Prerequisites: RDT 213, RDT 215, RDT 247, RDT 290

RDT 292 Medical Imaging Practicum II 2 cr. Summer I

Students continue to improve their medical imaging skills in the areas of chest, abdomen, and extremities under the quality control of a registered licensed technologist. Students are introduced to principles of medical imaging of the vertebral column and procedures involving the use of contrast material.

(Ends Last Friday in July)

Prerequisites: RDT 291, RDT 228

RDT 293 Medical Imaging Practicum III 3 cr. Fall II

A continuation of the two previous practica where students continue to improve skills in all routine and contrast medical imaging procedures under the supervision of a registered licensed technologist. The student will be introduced to more advanced projections as well as principles of skull imaging.

Prerequisite: RDT 292

RDT 294 Medical Imaging Practicum IV 3 cr. Spring II

An opportunity for the student to improve skills in the areas of general, contrast, advanced and skull imaging at the assigned medical center under close supervision, An introduction to specialty areas such as Computed Tomography, Magnetic Resonance Imaging and Advanced Special and Angiographic Imaging

Prerequisites: RDT 293, RDT 239

Appendix - A

Magnetic Resonance Imaging Student Screening Form

Name: _____

Please answer yes or no to the following

Have you ever had a surgical procedure or operation of any kind? _____

Are you pregnant or do you suspect that you are pregnant? _____

Last menstrual period _____ Post menopausal? _____

Have you ever worked in a machine shop or similar environment where you may have been subjected to small metal slivers? _____

The following items may interfere with Magnetic Resonance Imaging and some can be potentially hazardous.

Please indicate if you have any of the following: _____

CLASS I

Cardiac Pacemaker

Aneurysm clip(s)

Implanted insulin pump

Implanted drug infusion device

Bone growth stimulator

Neurostimulator (TENS-Unit)

Any type of biostimulator

Any type of internal electrode(s)

Cochlear implant

Gianturkle coil (spring embolus coil)

CLASS III

Diaphragm

IUD

Renal Shunt

Intraventricular shunt

Wire mesh

Artificial limb or joint

Any orthopedic item(s) (i.e., pins, rods, screws, nails, clips, plates, wires, etc)

Dentures

Dental braces

Any type of removable dental item

Revised 8/2024 ML

CLASS II

Vascular clip(s)

Hemostatic clip(s)

Any type of surgical clip or staple(s)

Heart valve prosthesis

Greenfield vena cava filter

middle ear implant

Penile prosthesis

Orbital/eye prosthesis

Shrapnel or bullet

Wire sutures

Tattooed eyeliner

Any type of dental item held in place by a magnet

Nicotine patches

Any other type of implanted item

**Magnetic Resonance Imaging
Pregnancy Consent Form
Program Policy**

The safety of Magnetic Resonance Imaging during pregnancy has not been proved. Although no consistent teratogenic effects have been reported, the main issues relating to Magnetic Resonance Imaging procedures and pregnant females are:

1. The possible side effects of the static magnetic field
2. Exposure to the gradient magnetic field
3. Adverse effects of the RF electromagnetic field

1. The student is referred to: The American College of Radiology white paper on MRI Safety.
2. MRI Safety.com – Pregnant patients and MRI
3. Magnetic Resonance – Bio effects, Safety and Patient Management

Consent for Clinical Education Rotation in MRI during Pregnancy

I _____ hereby certify that I have fully read and understand the information on this page and have discussed this with my personal physician. I also understand that I am not to enter the Magnetic Resonance Scan room during the first three months of Pregnancy. For the remainder of the pregnancy I know that I should not be present in the Magnetic Resonance Scan room during data acquisition.

The student Magnetic Resonance Technologist will observe and interact in procedures according to the above limitations.

I attest that the above information is correct to the best of my knowledge.

Signature _____ Date _____

Print Name _____

Witness _____ Date _____

Print Name _____

Appendix – B
Program Forms

Mandatory Hepatitis B Vaccine

Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) Infection. I have discussed the Hepatitis B vaccine with my physician, and I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and decide that I want to be vaccinated with the Hepatitis B Vaccine, I will obtain the vaccination series from my private physician.

Student Signature _____

Please Print Name _____

Date _____

Medical Imaging Program - PROGRAM REQUIREMENTS

To: All Junior & Senior Medical Imaging Program Students
From: Melissa Labos, Program Director
Date: August 2024
RE: Program Requirements

Please read the following. Your signature below will indicate that you are in receipt of a copy of this memo and that you are responsible for the information here and in the student manuals.

1. I have received and have read the Medical Imaging Student Manual. I have been given the opportunity at Orientation to ask any questions that I have regarding this information. I have also been directed to the LIU Post Undergraduate Bulletin (<http://liu.edu/post>) and am aware that I am to refer to the information provided in the year in which I matriculated at LIU Post.
2. I have received and reviewed the Academic Dishonesty, Plagiarism & Cheating policy found on page 20 of the Medical Imaging Student Manual and the ASRT Code of Ethics found on page 8 of the Student Manual.
3. I have received and reviewed the program's Pregnancy Policy - Student Manual pages 16-17
4. All students must check their LIU email account on a daily basis. All correspondence from the Program and instructors will be sent to this email. Students should only communicate with Program officials and instructors via University email or at their office numbers that can be found in the student manual.
5. All students must sign all program required memos, forms, and documentation.
6. All students must wear film badges in the on-campus laboratory and in the clinical setting at all times.
7. All students are expected to conduct themselves in a professional manner in the classroom. Any student disrupting a class, either by their behavior or lateness, will be asked to leave the class and may not be permitted to return to the class.
8. Any student missing 20% or more of any class, clinical or laboratory meetings will automatically receive a grade of "F" for the course.
9. The program maintains a zero tolerance policy for cell phone use in the classroom, laboratory and clinical settings. Any student using a cell phone will be asked to leave the classroom or laboratory and will be required to meet with the Program Director. When at clinical, students are required to leave their cell phones in their cars or bags. Any student carrying a cell phone in the clinical setting will be asked to leave the site and it will count as an absence.
10. Students will be sent mid-semester warnings. It is the student's responsibility to meet with instructors upon receipt of such correspondence.
11. There is to be no consumption of alcoholic beverages or use of illegal drugs while assigned to the clinical setting or University campus. Deviation from this policy will result in dismissal.
12. It is a program requirement that all students must have health insurance in order to participate in clinical education.
13. It is the student's responsibility to meet with their academic advisor to ensure they have all required liberal arts, core and elective courses needed for graduation.
14. Students with documented disabilities must provide proper documentation to all professors and instructors. Additional information can be accessed at: www.liu.edu/post/dss , or by calling Marie Fatscher at 516-299-3057
15. Under no circumstances should a student be in clinical and/or classes with any signs or symptoms of COVID 19 and/or the flu. If you are experiencing any symptoms, please stay home and follow up with your physician.

Medical Imaging Program

NYS LICENSE APPLICATION INSTRUCTIONS

To: All Senior Students
From: Melissa Labos, Program Director, Medical Imaging Program
Re: NY State License Application

- Please read and follow all instructions on the sheet I've provided you by the NYS Department of Health
- Make sure that the name on your application matches the name on your ARRT application
- Your name on these applications should match the name on file with the university. This is the name your degree will be issued to & must match the name provided to NYS.
- Make sure that the address you provide on the application is accurate. This is the address that your license will be mailed to.
- Question 9 answer – **no**.
- Question 10 answer – **yes**.

Use the following for school name and address:

Long Island University – Post Campus
720 Northern Blvd
Brookville, NY 11543

Use the following attendance dates:

- Make your check for \$120.00 payable to New York State Department of Health
- **DO NOT STAPLE YOUR CHECK TO YOUR APPLICATION.** Please use a paperclip.
- **PRINT** your name & social security number in the **MEMO** section of the check
- Applications and checks will be collected in the Spring II semester, I am required to mail all applications along with a graduation report together, therefore they can only be mailed out if I have all of them. Please make every effort to return them on time.
- Contact NY State should you require clarification of any New York State requirements:
<https://www.health.ny.gov/professionals/doctors/radiological/>
Telephone at (518) 402-7570, Email at berp@health.ny.gov
Mail: Center for Environmental Health
Bureau of Environmental Radiation Protection
Empire State Plaza-Corning Tower, Room 1201, Albany, New York 1223

**Medical Imaging Program
ARRT APPLICATION INSTRUCTIONS**

To: All Senior Students
From: Melissa Labos, Program Director
Re: ARRT Application for Certification

Step 1: Create an account with the ARRT.
Step 2: Program Director will approve your account.
Step 3: Within 3 months of graduation – apply online.

ARRT Online Account Instructions – You will receive this via email as well.
Link: <https://apps.arrt.org/client-app/online-account-setup/landing>

See next page for detailed instructions.

Instructions for Students: How to Set Up an Online Account

You may submit your application within three months of completing your education program. Before doing so, you'll need to set up an online account. Follow this process:

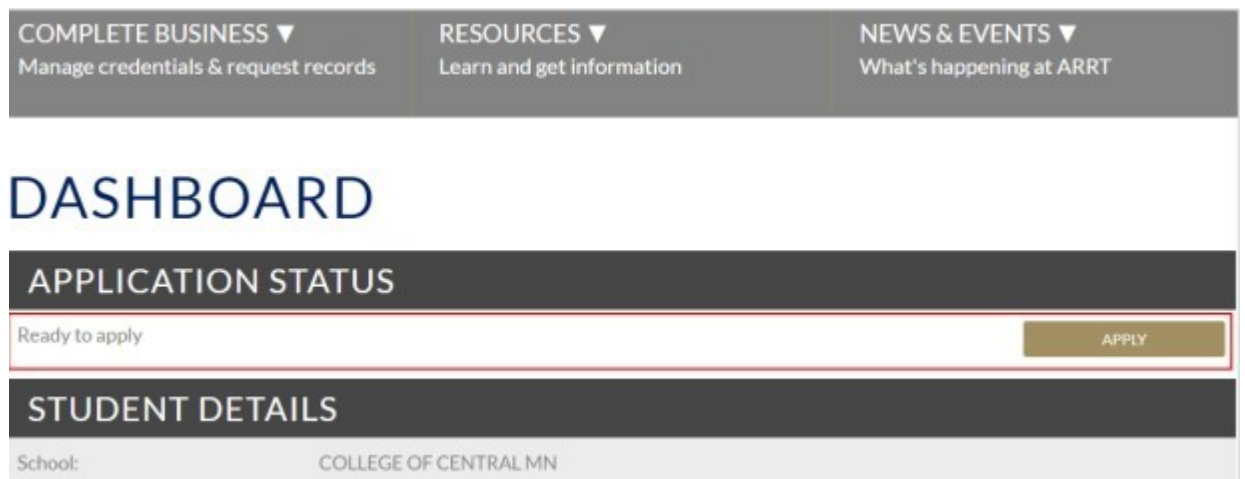
1. Click on the "Set Up Your ARRT Online Account" link below.
2. Answer the questions on each screen. Then click next.
3. When you finish setting up your account, you'll see a screen explaining next steps.
4. Don't share your account setup link with anyone else. If you have questions, contact your Program Director.

[Set Up Your ARRT Online Account](#)

- When a student is within three months of graduation, the ARRT will send an email explaining how to access the online application



- The ARRT will place a link to the application on your account dashboard. Students can then complete and submit the application online.



- Once the application is submitted, the Program Director will complete the Verification Form

for each student.

- Once the application is verified, students will receive an email explaining how to access their Candidate Status Report (CSR) online. The CSR will have instructions for scheduling their exam through Pearson VUE test center.
- Exam Price: \$225

Eligibility

Although most students are eligible to apply online, the following students must continue to use paper application:

- Those who submitted a student online account access form and received an ARRT ID number. (those preparing for a second ARRT credential)
- Those who applied by paper and failed their exam.
- Those who submitted an ethics review pre-application.

Cut & paste the following link in your browser to access the handbook:

https://www.rrt.org/docs/default-source/handbooks/rrt-primary-handbook.pdf?sfvrsn=6604fc_20

Additional ARRT Exam Information:

<https://www.rrt.org/earn-rrt-credentials/requirements/examination-requirement>

- It is important that you review the ARRT Rules and Regulations provided in the ARRT handbook prior to submitting your application to the ARRT.
- It is important that you review the ARRT Standards of Ethics to determine if you have an ethics violation that needs to be reported and cleared by the ARRT prior to registering for the exam. Refer to the following for additional information:

<https://www.rrt.org/earn-rrt-credentials/requirements/ethics-requirements/if-you-have-a-potential-ethics-violation>

Contact the ARRT should you have any questions or require clarification regarding ARRT requirements:

Telephone: 651-687-0048

Mail: ARRT, 1255 Northland Drive, St. Paul, MN 5

