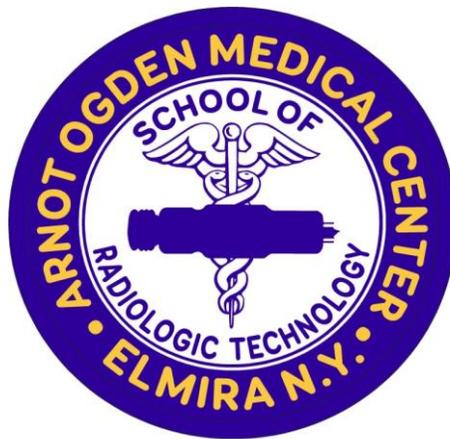


*Arnot Ogden Medical Center
Dr. Earl D. Smith
School of Radiologic Technology*

Information Packet



*This Information Packet is revised on an annual basis.
Students are responsible for policies as they appear
in the packet for each academic year.*

**Arnot Ogden Medical Center
Dr. Earl D. Smith
School of Radiologic Technology**

2018-19 Information Packet

Enrollment Agreement

The Arnot Ogden Medical Center Dr. Earl D. Smith School of Radiologic Technology is a private institution and its codes of conduct, academic requirements, policies and procedures, and other rules and regulations are represented in this annually updated Information Packet.

Upon acceptance of admission, students agree to be governed by these policies and regulations and any amended policies and regulations which may be supplemented from time-to-time by the School of Radiologic Technology at its discretion.

Table of Contents

Your Career in Radiologic Technology	3
A Challenging Career.....	3
About the School.....	3
About Arnot Health and Arnot Ogden Medical Center.....	4
Mission Statement and Program Goals.....	5
Student Learning Outcomes.....	5
Curriculum.....	7
Course Catalog.....	9
Technical Standards.....	16
Clinical Experience.....	16
About Our Faculty.....	16
Student Services.....	17
Student Schedule.....	17
2018-19 School Calendar.....	18
Academic Facilities.....	19
Library Information.....	19
Financial Information.....	21
Transfer Credit.....	25
Graduation Requirements.....	25
Admissions	26
Accreditations and Affiliations.....	27
Student Consumer Information/Program Effectiveness Data.....	28
Security: Right –To-Know and Campus Security	30
Application Procedure.....	32
More Information.....	32
Standard of Satisfactory Academic Progress	33
Grading System.....	34
Clinical Education Policy and Grading	37
The Faculty.....	41

YOUR CAREER IN RADIOLOGIC TECHNOLOGY

The field of radiologic technology blends the critical art of caring for people with the exacting science of specialized medical testing.

The School of Radiologic Technology at Arnot Ogden Medical Center offers you a high-quality educational program in preparation for your future professional career in radiologic technology.

In some health care professions, you have to choose between working with people and working with advanced scientific equipment. Radiologic technologists must blend their skills in both areas.

A CHALLENGING OPPORTUNITY

Arnot Ogden Medical Center's Dr. Earl D. Smith School of Radiologic Technology is an accredited radiologic technology school that teaches every student to be highly-skilled, competent, and compassionate. Instructors provide students with a solid education in the fundamentals of this exciting career. Instruction is presented in a stimulating environment that prepares students with a strong foundation for a professional career and further education.

The radiographer is a critical member of the health care team. You'll use the specialized skills that you learn to conduct essential tests that assist in diagnosis and treatment. You'll assist physicians by using advanced applications of radiant energy to examine your patient for broken bones, ulcers and tumors. Radiologic technology is a respected and rewarding profession.

You'll learn how to operate state-of-the-art equipment and how to obtain images quickly and safely. At the same time, you'll learn to empathize with the feelings of a child in pain or an adult who's anxious about what the image will reveal. In short, you'll develop experience in blending your human compassion with the latest technology to help people.

Radiologic technology draws from many fields of knowledge. As a student, you'll study anatomy, physiology, and psychology. You'll learn and develop skills in patient care, critical thinking, and communication.

It will not be easy. But if you are seeking a rewarding career in a growing field with exciting new technology and employment opportunities around the world... then radiologic technology may be the profession for you.

A SELECTIVE, RESPECTED SCHOOL

The Dr. Earl D. Smith School of Radiologic Technology is a highly selective, well-respected program that will prepare you for an exciting career as a Radiographer. The School accepts only seven new students into the program each year.

The School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), and registered by the New York State Department of Health (NYSDOH). The School is approved by the New York State Division of Veteran's Affairs for the training of veterans and other eligible persons.

The school is affiliated with the National College Credit Recommendation Service (www.nationalccrs.org) and has an affiliation agreement with Corning Community College (www.corning-cc.edu), located in Corning, NY.

ARNOT HEALTH

Arnot Health is a not-for-profit healthcare system providing primary, specialty, diagnostic, ambulatory, secondary and tertiary acute care, as well as rehabilitative and wellness services to the Southern Tier of New York and the Northern Tier of Pennsylvania. The system is currently affiliated with more than 300 physicians from 50+ specialties. It operates over 40 medical offices, a neo-natal intensive care unit (NICU) serving Chemung and seven neighboring counties, and 3 hospitals – Arnot Ogden Medical Center, St. Joseph’s Hospital and Ira Davenport Memorial Hospital.

ARNOT OGDEN MEDICAL CENTER – A REGIONAL SPECIALTY CENTER

Arnot Ogden Medical Center offers a complete range of imaging modalities including MRI (magnetic resonance imaging), CT scanning (computerized tomography), ultrasound, nuclear medicine, interventional radiography, PET (positron emission tomography) and cardiac imaging.

Arnot Ogden Medical Center is a 256-bed acute care regional specialty center and community medical center located in Elmira, New York, offering advanced diagnostic, treatment and surgical services to the Southern Tier of New York and the Northern Tier of Pennsylvania.

Arnot Ogden’s goal is to help the highly skilled physicians of our region provide the best of care to their patients in every way, from helping them stay healthy to treating life-threatening injuries or illnesses. We do this by providing the most advanced medical technologies coupled with expert and sensitive care from our staff. Our patients range from high-risk newborn babies to residents of the skilled nursing facility.

The facilities at Arnot Ogden Medical Center enable our medical staff to provide the latest and most sophisticated care found only at the nation's major medical centers. The facility’s specialties include regional referral centers for neonatal intensive care, kidney dialysis and radiation therapy. It features an extensive cardiac program including cardiac catheterization, coronary angioplasty, coronary bypass surgery and computerized monitoring in the intensive care and cardiac units.

Arnot Ogden Medical Center is accredited by DNV GL, Health Care, Inc. and the New York State Health Department. The medical center is approved by the Rochester Regional Health and Hospital Council and holds memberships in the American Hospital Association of New York State, and the American Trauma Society.

SCHOOL OF RADIOLOGIC TECHNOLOGY MISSION STATEMENT

The mission of Arnot Ogden Medical Center's Dr. Earl D. Smith School of Radiologic Technology is to develop professionals with the radiologic skills necessary to meet the needs of the healthcare community.

Graduates of the program will exhibit a high regard for ethical standards and be able to demonstrate competencies in accurate exposure technique, effective communication skills, radiographic positioning, radiation protection practices, knowledge of anatomy and physiology, and critical thinking skills. In addition, the graduates of the program will demonstrate familiarity with specialty areas of radiology, including Ultrasound, Nuclear Medicine, Computerized Tomography, Interventional Radiography, and Angiocardiology.

PROGRAM GOALS

The goals of the Dr. Earl D. Smith School of Radiologic Technology are to:

- 1) Produce graduates who are clinically competent radiologic technologists
 - 2) Produce graduates who demonstrate effective communication skills
 - 3) Produce graduates who demonstrate critical thinking skills
 - 4) Produce graduates who demonstrate professionalism
 - 5) The program will continually monitor program effectiveness
-

STUDENT LEARNING OUTCOMES

Goal 1: Graduates will be clinically competent radiologic technologists

Student Learning Outcomes:

- *The student/graduate will accurately position patients.*
- *The student/graduate will provide appropriate patient care and safety.*
- *The student/graduate will apply the principles of radiation protection to patients, themselves and others.*

Goal 2: Graduates will demonstrate effective communication skills

Student Learning Outcomes:

- *The student will demonstrate their ability to write and orally present a research paper.*
- *The graduate will demonstrate their ability to effectively communicate with patients and co-workers.*
-

Goal 3: Graduates will demonstrate critical thinking skills

Student Learning Outcomes:

- *The student/graduate will be able to demonstrate the ability to adapt exposure factors for patient condition.*
- *The student/graduate will apply the principles of age appropriate care in the delivery of health care.*

Goal 4: Graduates will demonstrate professionalism

Student Learning Outcomes:

- *The student will demonstrate professionalism in the clinical setting.*
- *The student will demonstrate and apply their knowledge of patient confidentiality regulations.*

Goal 5: The program will continually monitoring of program effectiveness

Program Outcomes:

- *The student will complete the program within two years.*
 - *The graduate will pass the American Registry for Radiologic Technologists (ARRT) Exam.*
 - *The graduate will obtain employment in radiology upon graduation.*
-

THE RADIOGRAPHY CURRICULUM

Our Radiography Program is a 23-month program beginning each year in August. It is uncommon in that it offers two curriculum paths.

All students are required to have at a minimum an Associate's Degree to graduate from the School of Radiologic Technology. Students who already have their Associate's Degree upon entrance follow our Track I curriculum. Students who do not yet have their degree are required to follow the Track II curriculum.

You may complete requirements for a Certificate in Radiologic Technology only, or pursue both the Certificate and the Directed Studies Associate in Applied Science Degree through Corning Community College simultaneously.

Regardless of the curriculum track in which you are enrolled, all students are required to take two semesters of Anatomy and Physiology.

All lectures are given in Elmira area either in the L.D. Clute Building or at the Corning Community College Academic and Workforce Development Center. The lab sections for anatomy and physiology are offered on the Corning Community College campus.

Students who are on track to obtain the Associate's Degree are required to take twenty-nine (29) additional credit hours with CCC to meet the graduation degree requirement. These credit hours give you additional background in interpersonal communication, social science electives, general psychology and humanities.

The Dr. Earl D. Smith School of Radiologic Technology curriculum has been evaluated by the National College Credit Recommendation Service. Thirty-one of the sixty-two total recommended college credit hours fulfill the Associate's degree requirements at Corning Community College.

Track I is for the Certificate in Radiography.

Track II is for both the Certificate in Radiography and the Associate's in Directed Studies degree through Corning Community College (CCC).

CURRICULUM: THE FIRST AND SECOND YEARS

First Year Courses

	<u>Track I</u>	<u>Track II</u>
Introduction to Radiologic Technology and Medical Ethics	•	•
Methods of Patient Care	•	•
Principles of Radiographic Exposure I	•	•
Radiation Protection	•	•
Equipment Operation and Management	•	•
Radiographic Image Evaluation I	•	•
Imaging Processing	•	•
Radiographic Procedures I (includes 80 hrs lab)	•	•
Pediatric Radiography	•	•
Medical Terminology	•	•
Anatomy & Physiology I (CCC)	•	•
Anatomy & Physiology II (CCC)	•	•
Clinical Education I	•	•
Interpersonal Communication (CCC)		•
General Psychology (CCC)		•

Second Year Courses

	<u>Track I</u>	<u>Track II</u>
Principles of Radiographic Exposure II	•	•
Radiation Biology	•	•
Radiographic Procedures II (includes 41 lab hrs)	•	•
Special Procedures	•	•
Radiographic Image Evaluation II	•	•
Advanced Imaging	•	•
Sectional Anatomy	•	•
Radiographic Pathology	•	•
Clinical Education II	•	•
College Composition I (CCC)	•	•
College Math 1(CCC)	•	•
Social Sciences (6 Credits) (CCC)		•
Humanities (3 credits) (CCC)		•

CURRICULUM SEQUENCE

A. CORNING COMMUNITY COLLEGE OPTIONAL DEGREE

Students enrolled in the School of Radiologic Technology will obtain an Associate's in Applied Science Degree in Directed Studies through Corning Community College if they do not already have an Associate's degree with two semesters of Anatomy and Physiology.

Additional courses required beyond the radiology certificate curriculum are:

- College Composition I
- College Mathematics I
- Interpersonal Communication
- General Psychology
- Social Sciences electives (6 credits)
- Humanities elective (3 credits)

These courses are taught at either the L.D. Clute Building or at the Corning Community College Academic and Workforce Development Center in Elmira and are open to all Corning students. The courses are offered on a rotational basis.

They are marked as CCC degree courses in the following curriculum outline.

The Arnot Ogden Medical Center School of Radiology is in session for two semesters per year. Each semester is 6 months in length.

FRESHMAN YEAR

August-December			January-July		
First Semester	26 Weeks		Second Semester	26 Weeks	
Course	Hours	Rec. Credit Hrs.*	Course	Hours	Rec. Credit Hrs.*
Intro to Radiologic Technology & Medical Ethics	30	2	Methods of Patient Care	15	1
Methods of Patient Care	30	2	Pediatric Radiography	24	1
Radiographic Procedures I (includes 50 hrs. lab)	100	4	Radiographic Procedures I (Includes 21 hrs lab)	58	3
Principles of Radiographic Exposure I	27	2	Principles of Radiographic Exposure I	21	2
Equipment Operation and Management	30	2	Equipment Operation and Management	30	2
Medical Terminology	27	2			
Radiographic Image Evaluation I	23	**	Radiographic Image Evaluation I	20	1**
Radiation Protection	22	1***			
Anatomy & Physiology(CCC)	90	4	Anatomy & Physiology(CCC)	90	4
CCC Degree Course	45	3	CCC Degree Course	45	3
Clinical Education I	235	2****	Clinical Education II	235	3****
Travel	25		Travel	20	
Holidays & Vacation	112		Holidays & Vacation	136	
Freshman Year Total	856	21/24	Total	694	16/19

SENIOR YEAR

August-December

January-July

First Semester Course	24 Weeks Hours	Rec. Credit Hrs.*	Second Semester Course	26 Weeks Hours	Rec. Credit Hrs.*
Radiographic Procedures II (includes 11 hrs lab)	33	2	Radiographic Procedures II (includes 11 hrs lab)	30	2
Advanced Imaging	36	2	Principles of Exposure II	15	1
Special Procedures	25	2	Quality Assurance	24	1
Radiographic Pathology	45	3	Radiation Biology***	20	2
Sectional Imaging	15	1	Image Processing	34	2
Radiographic Image Evaluation II	20	**	Radiographic Image Evaluation II	20	2**
			General Review	45	
College Composition (CCC)	45	3			
College Math 1(CCC)	45	3	CCC Degree Course	45	3
CCC Degree Course	45	3	CCC Degree Course	45	3
Clinical Education III	352	2****	Clinical Education IV	352	5****
Holidays & Vacation	112		Holidays & Vacation	56	
<u>Senior Year Total</u>	<u>773</u>	<u>18/21</u>	<u>Total</u>	<u>686</u>	<u>15/18</u>

* Recommended Credit hours are from National College Credit Recommendation Service 1 hour of credit lecture=15 hours lecture.1 hour credit lab= 30-45 hours experience depending on the discipline.

** Radiographic Image Evaluation I & II – 3 recommended credit hours - both courses must be completed to receive credit.

***Radiation Protection & Radiation Biology - 3 recommended credit hours - both courses must be completed to receive credit.

****Clinical Education I and II – 12 recommended credit hours - Parts I, II, III and IV must be completed to receive credit.

RADIOLOGIC TECHNOLOGY COURSES

METHODS OF PATIENT CARE

Course Description: This course prepares students to apply appropriate principles of patient care to the performance of radiographic procedures.

Topics include: body mechanics, aseptic techniques, management of the seriously ill or injured patient (acute abdomen, fractures, and dislocations), patient reaction to iodinated contrast media, the emergency tray cart, basic first aid and CPR, nursing procedures pertinent to radiology (anesthesia, operating room radiography, bedside radiography, handling patients with communicable diseases, and AIDS isolation protection), contrast media basic forms, precautionary steps in preparation and administration, venipuncture, and patient preparation.

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND MEDICAL ETHICS

Course Description: This course introduces the student to the field of radiologic technology with emphasis on the history of radiography, fundamental principles of physics and exposure, professional development, ethics, medico-legal considerations, and interpersonal relationships.

RADIOGRAPHIC PROCEDURES I

Course Description: This course provides students with knowledge in radiographic anatomy and physiology, and enables the student to identify and utilize the correct procedures in positioning patients for radiography.

Topics include: general positioning, contrast studies, upper and lower extremities, vertebral column, thorax, abdomen, and pelvis.

EQUIPMENT OPERATION AND MANAGEMENT

Course Description: This course provides students with knowledge of the general theories of physics relevant to radiology equipment and applies them to radiation physics in both descriptive and quantitative terms.

Topics include: fundamentals of math, radiological physics, fundamental units, derived units, mechanics, atomic structure of matter, electrostatics, magnetism, electrodynamics, electromagnetism, transformers, x-ray tubes, roentgen rays, interactions of radiation and matter, radiographic circuits and equipment, and the production and properties of radiation. Laboratory work is not included.

RADIOGRAPHIC PATHOLOGY

Course Description: The course provides the student with the knowledge to describe common medical and surgical diseases and the adaptations in radiographic exposure required for optimum diagnostic imaging.

Topics include: principles used in identification of circulatory, degenerative, and neoplastic diseases, and conditions of illness involving the systems of the body, with emphasis on radiographic technology.

SECTIONAL IMAGING

Course Description: The course provides students with a basic knowledge of sectional anatomy necessary to understand images in the various specialty areas. Cranium, thorax, and abdominal anatomy will be included.

QUALITY ASSURANCE

Course Description: The course provides the student with the knowledge to describe and apply common principles of radiologic quality assurance testing procedures to assure the consistency in the production of quality images.

Topics include: quality assurance instrumentation to determine kilovoltage, milliampereseconds, focal spot size, and x-ray field-light coincidence, and the use of ionization chamber survey instruments to determine half-value layer radiation exposure reciprocity, milliampereseconds, and scatter radiation distribution.

PRINCIPLES OF RADIOGRAPHIC EXPOSURE II

Course Description: This course provides the student with an understanding of how to describe and apply the governing and influencing factors as they relate to factor compensation.

Topics include: the sensitometric properties of radiographic film, terminology, the electromagnetic spectrum, characteristic curve, CR, and DR principles.

RADIATION BIOLOGY

Course Description: This course enables the student to analyze the effects of radiation on cells, tissues, organs, and systems.

Topics include: background radiation, influencing factors, direct and indirect actions, cell structure, genetics, tissue and organs, total organism: lethal effects, immunity, reproduction, and radiation syndromes.

SPECIAL PROCEDURES

Course Description: This course provides the student with the knowledge to describe generalized principles of modern specialized imaging equipment and accessories, procedures, and techniques related to diagnostic imaging.

Topics include: myelography, tomography, arthrography, female reproductive system, computers in radiography, specialized procedures, image intensifications, and recording systems. Students will obtain some clinical experience in the specialty areas.

RADIOGRAPHIC PROCEDURES II

Course Description: This course provides students with knowledge in radiographic anatomy and positioning, and enables them to identify and utilize the correct procedures in positioning patients for radiography.

Topics include: skull radiography, sinuses, facial bones, orbit and eye, nasolacrimal drainage, mouth, and other procedures relating to the temporal styloid, jugular foramina, and hypoglossal canal.

RADIOGRAPHIC IMAGE EVALUATION I

Course Description: This course enables the student to evaluate radiographs and determine how to improve the diagnostic quality of a radiograph.

Topics include: patient profile, pathology and condition of the patient during the examination, technical factors, collimation, shielding, positioning, anatomy, and radiographic quality.

PEDIATRIC RADIOGRAPHY

Course Description: This course provides students with the knowledge to identify and utilize the essential technical skills and empathic understanding necessary for radiographing the pediatric patient.

Topics include: introduction to pediatric radiography, pediatric behavior, anatomical proportions, common problems in pediatric radiography, pediatric radiation protection, equipment and accessories for immobilization of the pediatric patient, and handling the neonate.

RADIATION PROTECTION

Course Description: This course enables the student to explain the biological effects of ionizing radiation. The student will apply principles pertaining to patient and personnel radiation protection.

Topics include: clinical radiation protection, interactions of radiation and matter, radiation units of measurement, maximum permissible dose, biological effects of radiation, patient protection, and personal protection.

MEDICAL TERMINOLOGY

Course Description: This course provides the student with an understanding of medical terminology, with the ability to define roots, prefixes, suffixes, and abbreviations common to general medical and radiographic terminology.

Topics include: introduction to medical terminology, combining forms, plurals of medical terms, pronunciation, general terms used in radiology, abbreviations, and medical terms by body system.

IMAGE PROCESSING

Course Description: This course provides students with the knowledge and skills necessary to perform appropriate darkroom procedures, identify the chemical constituents of processing solutions and their functions, and evaluate radiographic film characteristics.

Topics include: darkroom procedures, chemical constituents, processing room design, photographic process, manual processing, automatic processing, radiographic film artifacts and their causes, and silver reclamation.

PRINCIPLES OF RADIOGRAPHIC EXPOSURE I

Course Description: This course provides the student with an understanding of the principles involved to describe and apply the governing and influencing factors utilized in the production of the radiographic image.

Topics include: definitions, characteristics of x-rays, formation of the latent image, intensifying and fluoroscopic screens, prime factors of radiographic exposure, factors controlling and affecting radiographic quality, beam restricting devices (collimators, cones, and cylinders), filters, grids, condition influencing, choice of chart, kilovoltage and milliamperage, review of grid conversion factors, review of screen conversion factors, kilovoltage distance conversion factors, use of higher kilovoltage, and demonstration of radiographic experiments.

RADIOGRAPHIC IMAGE EVALUATION II

Course Description: This course enables the student to evaluate radiographs and determine how to improve the diagnostic quality of a radiograph.

Topics include: patient profile, pathology, and condition of the patient during examination, technical factors, collimation, shielding, positioning, anatomy, and radiographic quality.

ADVANCED IMAGING

Course Description: This course enables the student to describe generalized principles of modern specialized imaging equipment and accessories, procedures, and techniques related to diagnostic imaging.

Topics include: computerized tomography, magnetic resonance imaging, angiography, ultrasound, radiation therapy, nuclear medicine, and angiocardiology. Students obtain some clinical experience in advanced areas.

CLINICAL EDUCATION I, AND II

Course Description: Clinical experience allows the student to demonstrate clinical competency in radiographic positioning, technique, and protection.

Students function as learning members of the hospital's radiology department. Experience is provided in patient preparation, selection of proper techniques for radiographic analysis, and administration of ionizing radiation for the purpose of diagnostic examination with appropriate radiation protection control. Close supervision is provided to develop and evaluate the student's clinical skills.

CORNING COMMUNITY COLLEGE COURSES

PRINCIPLES OF ANATOMY & PHYSIOLOGY I (BIOL 1210) 4 Credit Hours (Lab required)

Course Description: This course focuses on the chemical, cellular and tissue components of the human body, skeletal and muscular structure and function, neural control mechanisms, and sensory structures. Laboratory involves dissection of a preserved cat cadaver and various vertebrate organs.

PRINCIPLES OF ANATOMY & PHYSIOLOGY II (BIOL 1220) 4 Credit Hours (Lab required)

Course Description: This course will introduce students to the structure and function of the human endocrine, digestive, respiratory, cardiovascular, excretory and reproductive systems. Laboratory involves dissection of a preserved cat cadaver and various vertebrate organs.

COLLEGE COMPOSITION I (ENGL 1010) 3 Credit Hours

Course Description: The course introduces the student to essay writing designed to sharpen perceptions of the world through the study and use of non-fiction writings. The student learns to facilitate communication with correctness, clarity, unity organization, and depth. Assignments include expository writing, argumentation, and research techniques.

COLLEGE MATH I (MATH 1215) 3 Credit Hours

Course Description: This course is the first of a two-semester sequence designed to meet the SUNY General Education Standards. The primary emphasis in the course is to use mathematics to solve problems. Topics include: functions, modeling with functions, linear functions, systems of linear equations and inequalities, composition and inverse functions, quadratic and higher order polynomial functions.

GENERAL PSYCHOLOGY I (PSYC 1101) 3 Credit Hours

Course Description: This course is an introduction to psychology. Topics include: the scientific method, measurement in psychology, motivation, learning, thinking and problem solving, perception, behavior disorders and varieties of treatment, biological basis of behavior, social determinants of behavior, human development, and personality.

INTERPERSONAL COMMUNICATION (SPCH 1060) 3 Credit Hours

Course Description: Develops self-awareness and audience awareness by communicating interpersonally. Exercises reflect all components of interpersonal interactions: verbal, nonverbal, paralinguistic, emotional, visual, relational, cultural.

SOCIAL SCIENCES ELECTIVES 6 Credit Hours

The courses to be selected are negotiated between the student and Corning Community College.

HUMANTIES ELECTIVE 3 Credit Hours

The course to be selected is negotiated between the student and Corning Community College.

TECHNICAL STANDARDS

The Arnot Ogden Medical Center School of Radiologic Technology does not discriminate in its admission of students. However, each student in the program must be able to meet the following radiologic technologist expectations.

A radiologic technologist must be able to:

1. Walk or stand, often in excess of 90% of the time, with or without wearing a lead apron.
2. Render assistance to all patients, depending on the individual patient's needs and abilities in moving, turning, and getting on and off an x-ray table. Also push, pull, or lift 50 pounds.
3. Move beds, stretchers, and mobile equipment safely.
4. Communicate effectively with patients, physicians, and other hospital personnel.
5. Read a patient's chart and physician's orders.
6. Evaluate radiographs for proper identification and diagnostic value.
7. Hear patients, physicians, and other hospital personnel.
8. Physically administer emergency care including performing CPR.
9. Properly manipulate all radiographic equipment.
10. Draw up contrast media and other solutions properly.

These standards are the expectations of all technologists. If you have any questions regarding your capability to perform these standards, you should discuss them with your personal physician. Your physician is your most reliable resource. You may also discuss your concerns or any questions you have with the director of the program

CLINICAL EXPERIENCE

Students begin their clinical education with us approximately six weeks after entrance. This enables our students to promptly begin correlation of their academic education to the clinical environment.

Our students obtain experience with open-heart patients, intensive-care infants, and trauma patients as well as outpatient and in-patient services. These experiences prepare our students for employment as radiologic technologists in various environments.

ABOUT OUR FACULTY

The school faculty consists of a staff of clinical and academic instructors. Certified radiologic technologists who also have degrees in educational methods and content teach radiography courses. Full time Corning Community College faculty members teach courses provided by the College.

STUDENT SERVICES

The school has a dedicated classroom located in the L.D. Clute Education Building and also an un-energized positioning lab. Students have access to the Arnot Ogden Medical Center's library, computers and Internet service. The Medical Center's Occupational Medicine Office provides services for immunizations and minor health matters. Students are referred to their personal physician for long term health matters.

STUDENT SCHEDULE

Our radiography program is a full twenty-three month program beginning in August. You'll attend classes Monday through Friday with no classes or clinical assignments on nights, weekends or holidays. Class hours are 8:00 a.m. to 4:30 p.m. or 8:30 a.m. to 5:00 p.m. depending on the scheduled day of the week.

The liberal arts classes taught by Corning Community College are at the Development Center in Elmira. Students will have to travel to Corning once a week for lab. Schedules are adjusted so that students will not be in class for more than an eight hour day.

You'll receive two weeks' vacation during the winter holiday season, and one week in the fall and in the spring. Freshman students have a two week vacation in the summer.

SCHOOL OF RADIOLOGIC TECHNOLOGY
CLASS SCHEDULE

2018-2019 Academic Year

August	6	Class of 2020 Begins
August	20	CCC Classes Begin
September	3	SORT Labor Day Holiday
October	8-13	No CCC Classes
November	19-24	No CCC Classes
November	19-24	SORT Fall Break
December	10-15	CCC Finals Week
December	24- January 4	SORT Vacation (Return 1/7/19)
December	10- January 13	No CCC Classes
January	21	Martin Luther King Day
January	22	CCC Classes Begin
February	18-23	No CCC Classes
April	1-6	No CCC Classes
April	1-6	SORT Spring Break
May	13-16	CCC Finals Week
May	11-August	No CCC classes
May	17 or 18(TBD)	Corning CC Graduation
May	27	SORT Memorial Day Holiday
June	28	SORT Graduation (Class of 2019)
July	1-12	Vacation (Class of 2020 Return 7/15/18)

***Changes are at the discretion of the Program Director.**

ACADEMIC FACILITIES

The School of Radiologic Technology teaching center is located in the L.D. Clute Education Building at Arnot Ogden Medical Center. The center includes a complete nursing laboratory, lecture hall, classrooms, and conference rooms. The Wey Memorial Library has more than 4,300 print and e-books and over 5,300 journals in print and electronic formats.

RESIDENCE FACILITIES

Dormitory facilities are available on the Elmira College campus, approximately six blocks from the hospital teaching center. You also may choose to live at home or in the community. You'll be expected to provide your own transportation to assigned classes and/or clinical laboratory practice.

LIBRARY INFORMATION

WHAT IS THE WEY MEMORIAL LIBRARY?

The Wey Memorial Library is a health sciences library, which serves the School of Nursing, the School of Radiologic Technology, the medical staff, medical students and residents and the Arnot Ogden Medical Center as a whole.

The library's collection contains:

Journals & book holdings

Books: 497 print reference, 1,711 print circulating, 2,120 e-Books

Journals: 39 print, 5,289 electronic journals

Its purpose is to serve the educational and informational needs of the Medical Center's staff and students.

WHERE IS IT?

The library is located on the first floor of the C wing of the Arnot Ogden Medical Center. The main entrance is across the hall from the Coumadin Clinic.

WHEN IS IT OPEN?

Students, faculty, and staff have 24-hour access to the library via your time and attendance badge.

JUST ASK!

Contact David Lester, Director of Library Services for assistance in finding publications or specific information, suggestions of sources of information and methods of searching, and instruction in the use of the library. Phone: (607) 737-4101 email: dlester@aomc.org.

The Online Public Access Catalogue (OPAC) lists all books in the collection by author, title, and subject. Journal articles on specific subjects may be found by using online indexes, such as MEDLINE as well as other electronic databases and online resources. The library has twenty (20)

computers available for student and staff use. All are Internet connected and have Microsoft Office software.

If you need an article or a book not in our collection, discuss the possibility of an interlibrary loan with the Library Director. Material will be borrowed for students when all local resources have been exhausted.

BORROWING BOOKS

Books circulate for one month. Books from the reference collection do not circulate at all, except in special circumstances.

To sign out a book, print your name clearly, SORT (for School of Radiologic Technology), and the date on the card in the back of the book. Drop the card in the slot in the top of the circulation counter.

BORROWING JOURNALS

Journals, bound and unbound, do not circulate. Please photocopy any articles from journals you may need. In special circumstances, to borrow a journal, please speak with the Library Director.

RETURNING BORROWED MATERIAL

Return borrowed items by placing them in the return slot of the circulation desk or in the return bin located outside the main entrance of the library.

PHOTOCOPYING

Students may copy journal articles and book chapters free of charge for school use. Any non-school-related photocopies may be made for ten cents a page. The library's copier may only be used to make copies from library material. Copies from other material and multiple copies of the same item should be made on the photocopier in the LD Clute Building.

WHAT HAPPENS IF I'M LATE IN RETURNING MATERIAL?

Reminder notices are sent the day after material is due. Notices for Radiologic Technology students are given to the instructor for distribution.

After three overdue notices have been sent with no response, a bill will be sent for the cost of the item, and a \$10.00 processing charge.

Please bring any problems or errors to our attention as soon as possible. To renew a book:

- Call David Lester, Library Director at (607) 737-4101
- Email at dlester@aomc.org, or
- Leave a note with your name and the name of the book on the circulation counter in the library.

Income from lost books and photocopying buys additional library material.

A FEW GENERAL RULES

Eating and drinking are not allowed in the library as a precaution against damage to library materials. A reasonable level of quiet is expected as a courtesy to other users. Wastebaskets are available for the disposal of trash. All material must be signed out before it is removed from the library. Any unauthorized removal of library material is considered theft.

revised: 2/97; 8/02; 7/04; 7/05; 7/06; 7/07; 7/08; 6/09; 6/11; 6/12; 7/13; 7/14; 7/15
msw: P&P XV.A – user orientation

FINANCIAL INFORMATION

Our financial aid officers are available to help you with applications for federal and state grants and Federal Direct Student Loans. You may contact a financial aid officer at tmccahill@ah.arnohealth.org or tbellinger@ah.arnohealth.org. Be sure to mention in your e-mail that you are an entering School of Radiology student.

All accepted students are required to complete a free application for Federal Student Aid (FAFSA) (School Code 006435). You can file the form online at www.fafsa.ed.gov.

If you are a New York State resident you must also complete a Tuition Assistance Program (TAP) application (School Code: 1620). You can file the form online at www.hesc.gov.

FINANCIAL COSTS

The estimated total two-year cost of attending the Arnot Ogden Medical Center School of Radiologic Technology is:

Arnot Ogden Medical Center School of Radiologic Technology ONLY:

Tuition:	\$9,232
Fees:	\$1,030
Books:	<u>\$1,604</u>
	\$11,866

New York State resident:

Arnot Ogden Medical Center School of Radiology Program Tuition and Fees:

	\$10,262
With CCC Tuition and fees:	\$ 6,518
Books:	<u>\$ 3,858*</u>
Total:	\$20,638

Non-New York State resident:

Arnot Ogden Medical Center School of Radiology Program Tuition and Fees:

	\$10,262
With CCC Tuition and fees:	\$12,202
Books:	<u>\$ 3,858*</u>
Total:	\$26,322

This estimated cost of attending the School of Radiologic Technology is based on completing the program in two years. All students are required to complete the program within the two year timeframe.

NOTE: Expenses are based on current costs and are subject to change.

*The book fee includes the cost of books for both the Corning Community College classes and the Arnot Ogden Medical Center program classes. Students pay for all books themselves. This number is an estimate.

1. Upon notification of acceptance, the applicant is required to pay the matriculation fee of \$300, which is not refundable. This pre-admission fee is applied toward the initial tuition payment.

2. **Corning Community College Certificate of Residence Policy**

A certificate of residence qualifies students to pay the in-state tuition CCC Tuition rate. To qualify for the in-state tuition rate, students must submit a Certificate of Residence issued by the county in which they reside. Without a Certificate of Residence, the out of state tuition is charged.

To qualify for a Certificate of Residence, students must have lived in New York State for the past 12 months. Residency is verified by the county in which they have lived for the six months prior to attending the college. If they have lived in more than one county during those six months, verification from each county will be required. If a student moves to New York State from another state specifically to attend college, he/she does not qualify for the in-state tuition rate.

An application for the Certificate of Residence will be sent by the college at the appropriate time. Since each county follows its own procedures for issuing certificates, follow the procedures for the appropriate county as outlined on the back of the application form.

On campus, Certificates may be completed in Student Administrative services.
Note: the Certification is valid for one academic year; a new certificate is required for each academic year of attendance.

3. Any student who transfers in a college course required to graduate will have the appropriate tuition deducted from their billing.
4. All students are required to have health insurance coverage. Arnot Ogden Medical Center Hospitalization Insurance is available. Current rates can be obtained from our Human Resources Department.
5. Cost of transportation to and from cooperating agencies or institutions and all personal expenses are the financial obligation of the student.
6. The Cafeteria or Hospitality Shop of the hospital is available for eating facilities.
7. Fees include CCC lab fees, graduation costs, library fee, activity fee and health fee. A mandatory advising, assessment, records fee to Corning Community College is based on the total number of credit hours taken per semester. The fee charge is:

4.5-6.5 credit hours- \$ 7.50
7.0-11.5 credit hours-\$15
Full Time- \$30

8. CCC student activity fee is optional. Students will be charged according to the credit hours being taken at CCC per semester: \$4.75 per credit hour up to a maximum of \$57.00 per semester.

9. Students taking classes at CCC will be required to pay for a CCC parking sticker. The cost is \$20 per year.
10. Students who take CCC classes will be charged a CCC technology fee. The fee is \$30.00 per semester if taking 6-11.5 credit hours or \$60 per semester if taking 12 or more credit hours.
11. The following CCC fees are mandatory: student accident insurance (\$8.50), ID card fee (\$10), and Health fee (\$5.00), lab fee (\$30 per credit hour)
12. Uniforms for the clinical area are approximately \$100 per set of scrub top and pants. The student purchases of uniforms are the responsibility of the student.
13. The student and/or parents or guardian are held accountable for the total cost of the term regardless of financial arrangements made with the school.
14. A credit balance in a student's account resulting from withdrawal, overpayment, or adjustment shall be refunded.
15. All fees and expenses must be paid prior to receipt of the diploma.

**REFUND POLICY - ARNOT OGDEN MEDICAL CENTER
SCHOOL OF RADIOLOGIC TECHNOLOGY**

In the event a student finds it is necessary to withdraw from the program prior to completing a term or level, refunds for tuition and fees assessed for AOMC Radiologic Technology Courses will be made according to the following schedule, less a \$100 administrative fee:

Prior to the start of a term - 100%	First Semester	Second, Third & Fourth Semester
<u>Week of Withdrawal</u>		
Orientation/Registration Week	95%	N/A
First Week of Classes	90%	50%
Second & Third Week of Classes	80%	25%
Fourth, Fifth & Sixth Week of Classes	70%	0%
Seventh & Eighth Week of Classes	60%	0%
Ninth, Tenth & Eleventh Week of Classes	50%	0%
Twelfth & Thirteenth Week of Classes	40%	0%
Fourteenth Week of Classes	30%	0%

The student must provide the school with written notification of their withdrawal. The refund will be calculated based on the date the written notification is received by the school.

Any student who fails to attend classes and contact the Director will be considered no longer in attendance after 3 days.

There is no refund after the fourteenth week of classes for a student attending the Arnot Ogden Medical Center during the first semester or after the third week of classes during the second, third or fourth semester.

The refund rates for Corning Community College Courses will be made according to the CCC Refund Policy. (Copy attached.) The refund rates for Elmira College Room Charges will be made according to the EC Refund Policy. (Copy attached.)

AOMC will credit refunds in the following manner:

1. To outstanding balances on FFEL Program Loans,
2. To outstanding balances on Federal Perkins Loans,
3. To Federal Pell Grant Awards,
4. To Federal SEOG Awards,
5. To other Title IV Student Assistance, and
6. To the Student.

If there is any remaining credit balance, it will be applied in the above manner. A credit balance on a student's account resulting from a withdrawal, overpayment, or adjustment shall be refunded within thirty days.

CORNING COMMUNITY COLLEGE

Refund of Tuition and Fees

The refund policy for tuition and fees is as follows:

If you drop courses within the first three weeks of classes, but do not completely withdraw from the College, you may be eligible for a refund of tuition and fees. If you completely withdraw from classes, you may also receive a partial refund of tuition and fees. The withdrawal date is determined by the date you officially notify the Director, School of Radiologic Technology and Student Administrative Services at Corning Community College.

The following schedule illustrates the percent to be refunded for completely withdrawing from the College:

Fall or Spring Semester

Week of Withdrawal	Percentage
1 st week	75%
2 nd week	50%
3 rd week	25%
4 th week and after	0%

Amounts to be refunded shall first be credited to outstanding balances and to any loss or reduction of awards under financial aid assistance programs.

If you withdraw from a full-time course load, an administrative fee of \$50.00 will be charged. If you withdraw from a part-time course load, a \$25.00 fee will be charged. If you withdraw and still have financial obligations, your records (i.e., academic transcripts) will be held until those obligations are satisfied. If you are dismissed from the College for other than academic reasons, you are not entitled to a refund.

TRANSFER CREDIT

Credit for your previous education and/or training will be granted if applicable and appropriate.

Transfer credit will be given for the required college courses if the student has a minimum grade of a "C". When a question arises regarding a course being transferable, Corning Community college will be asked to make a determination regarding the transfer of credit.

The transfer of Anatomy and Physiology I and II will only be considered if the applicant has completed the total 8 credit hours within 5 years of entrance into Arnot Ogden.

Any student requesting transfer into the program from another radiology program will be considered based on the following criteria:

1. A position is available for the student
2. The student must submit transcripts and course descriptions from the school they are transferring from.
3. The student must satisfactorily complete all final exams that have been completed by Arnot Ogden students at the requested entry level.
4. The student will be required to complete all Arnot Ogden clinical competencies.

GRADUATION REQUIREMENTS

All students are required to complete the program within twenty-four months.

In order to graduate the student is required to have a final average of 80% at the end of each radiology course. Students who do not maintain an 80% average are dismissed from the program.

Students who successfully complete the following requirements are eligible for graduation and are awarded a diploma and school pin:

1. Completion of the entire program of studies which includes at a minimum an Associate's degree.
2. All students are required to also have Anatomy & Physiology (8 credits).
3. All financial obligations must be satisfied.
4. Recommendation by all members of the faculty.

Graduation exercises are held once a year in late June. Students who complete the program of study within the calendar year will be included in the exercises for that year. Students completing the program at a later date than the graduation date, due to make-up time or failure to complete clinical requirements, will receive their diploma and school pin on their finishing date. However, they are required to attend the graduation exercises.

A student who finishes the program after the scheduled graduation date will be charged additional tuition of \$250 per week until completion (\$50 per day).

ADMISSIONS

Applicants must be at least 17 years of age and be a graduate of an accredited high school or have successfully completed the high school equivalency exam. Applicants are recommended to take the College Examination Board Scholastic Aptitude Test (SAT) or the American College Test (ACT). A minimum of three units of mathematics including algebra and three units of science including general science and biology is required. Additional courses in math and science are strongly recommended. The school admits seven students per year.

Of particular interest to the admissions committee is strength in the areas of math and science. The admissions committee uses a point system for each applicant that incorporates their math and science background, rank in class, and SAT or ACT scores.

The minimum grade for a math or science class to count in the point system is 72.5.

It is the policy of the school to provide equal opportunity without regard to race, color, national origin, creed, sex, sexual orientation, age, disability, marital status, and other reasons prohibited by law.

Upon acceptance in the School of Radiologic Technology, the applicant must submit and complete a criminal background check. An offer of admission is not final until the background check is completed with favorable results. The criminal background check must be completed by the deadline set by the Director.

Any unfavorable results will be discussed with the Director. The Director will present any options available to the applicant.

Past criminal history may have an impact on obtaining certification, licensure and employment as a radiologic technologist.

Applicants who refuse to submit to a background check will be denied admission into the School of Radiology.

All fees for the criminal background check are the responsibility of the applicant. It is the responsibility of each applicant to pay for the screening through direct payment to CastleBranch.com.

All background screenings are conducted by a third party to ensure privacy. Results from another company other than CastleBranch.com will not be acceptable.

After acceptance and completion of the criminal background check, applicants will be scheduled for a physical examination by the Arnot Ogden Medical Center through the Arnot Health Occupational Medicine Office.

Final acceptance into the School of Radiologic Technology is dependent upon successfully passing the substance abuse testing portion of the physical examination (including hair testing and breathalyzer).

SCHOOL ACCREDITATIONS AND AFFILIATIONS

The School of Radiologic Technology is accredited by the Joint Review Committee on Education in Radiologic Technology:

JRCERT
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
E-mail: mail@jrcert.org
Website: www.jrcert.org

The School is registered by the New York State Department of Health (NYSDOH):

New York State Department of Health
Bureau of Environmental Radiation Protection
547 River Street; Room 530
Troy, NY 12180-2216

The School is approved by the New York State Division of Veteran's Affairs for the training of veterans and other eligible persons.

The school is affiliated with the National College Credit Recommendation Service (www.nationalccrs.org). Students graduate with 57 recommended college credit hours.

The school has an affiliation agreement with Corning Community College (www.corning-cc.edu), located in Corning, NY. Corning Community College accepts 33 of the Arnot Ogden Medical Center recommended college credit hours towards the completion of an Associate's degree.

STUDENT CONSUMER INFORMATION/PROGRAM EFFECTIVENESS DATA

Credentialing Examination Pass Rate (The number of graduates who pass the American Registry of Radiologic Technologists National Certification Exam on first attempt).

Graduating Class	Number of Graduates	Number of First Time Examinees Taking the National Exam	Number of First Time Examinees Passing the Exam on the First Attempt	Percent Passed on the First Attempt	National Average, Passed on the First Attempt
2013	7	7	7	100%	89.6%
2014	7	7	6	85.70%	88.9%
2015	7	7	4	57.1%	88.9%
2016	6	6	6	100%	87.2%
2017	5	5	5	100%	89.3%
2018	7	7	TBA	TBA	TBA

* The five-year average (2013-2017) national credentialing examination pass rate on first attempt is 87.5%.

* The number of first time examinees taking the national certification examination within the most recent five-year period (2013-2017) is 32.

* The number of first time examines passing the national certification examination on the first attempt, within the most recent five-year (2012-2016) period is 28.

Program Completion Rate (Calculated by dividing the number of students who complete the program within the cohort by the number initially enrolled in the cohort plus transfer students or re-admits).

Graduating Year	Years in Attendance	Number Students entered	Number Students Graduated	Retention Rate
2012	2010-2012	7	6	85.7%
2013	2011-2013	7	7	100%
2014	2012-2014	7	7	100%
2015	2013-2015	7	7	100%
2016	2014-2016	7	6	85.7%
2017	2015-2017	7	5	71.4%
2018	2016-2018	7	7	100%

*The five-year average (2013-2017) completion rate is 91.4%

Job Placement Rate (Percent of graduates who obtained a job in radiography within 12 months of graduation of those who actively sought employment).

Graduating Year	Number of Graduates Seeking Employment	Percent of Job Placement	Number of Graduates Finding Employment	Average of Job Placement within 12 months
2012	6 of 6	100%	6	100%
2013	6 of 6	100%	6	100%
2014	6 of 7	100%	6	100%
2015	4 of 6	100%	4	100%
2016	5 of 6	100%	5	100%
2017	5 of 5	100%	5	100%

* Five-year average (2013-2017) job placement rate within twelve-months of graduation is 100%.

* The number of graduates actively seeking employment, within the most recent five-year period (2013-2017) is 26 graduates.

* The number of graduates finding employment, within the most recent five-year period (2013-2017) is 26 graduates.

SECURITY: Right –To-Know and Campus Security

In accordance with the Security Guard Act of 1992, all Arnot Health Public Safety Officers are licensed through the New York State Division of Criminal Justice Services, Office of Public Safety. Officers respond to emergencies 24 hours a day, 7 days a week.

Under NYS General Business Law, Public Safety Officers are designated as agents of the organization and are the primary emergency responders on the Arnot Ogden Medical Center and Saint Joseph's Hospital campuses. The Department of Public Safety works closely with local police, fire, and EMS personnel to ensure a safe environment on Arnot Health properties.

CLERY ACT

Federal statute (20 USC 1092(f)) requires all colleges and universities that participate in Federal Title IV student financial aid programs to disclose campus crime statistics and security information. Compliance with the Clery Act falls under the mandate of the US Department of Education.

The Clery Act requires that institutions must collect, classify, and count reported crimes that occur on campus and related properties, and that this information be published and distributed to students and employees. It further requires that an institution provide emergency notification when a situation that presents an immediate threat to the health and safety of students or employee is occurring on campus.

The Clery Act also requires that the campus community be informed on where to obtain information regarding sex offenders.

RECORDS COLLECTION AND RETENTION

Public Safety must keep records of crimes reported, make efforts to obtain certain crime statistics from other law enforcement agencies, and keep a daily log open for public inspection.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The US Department of Education has recently amended the annual security report to include crimes that fall under VAWA. These include: domestic violence, dating violence, sexual assault and stalking.

Additionally, Public Safety will be working with the Arnot Health Education Department to establish and provide education to students and employees regarding these acts.

PUBLIC SAFETY REPORT

The following table is the Clery Act required report for Arnot Ogden Medical Center’s School of Nursing and School of Radiology, as well as campuses related to medical student and resident facilities.

This report is compiled on an annual basis (Jan. 1 – Dec. 31). It is provided to all current students and employees, and is available to any applicant for enrollment or employment upon request.

		Crimes Reported										Arrests/Diciplinary Action						VAWA		
		Murder/Non-negligent Manslaughter	Negligent Manslaughter	Rape	Fondling	Incest	Statutory Rape	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Liquor Law Arrests	Liquor Law Referrals	Drug Arrests	Drug Referrals	Weapons Arrests	Weapons Referrals	Dating VIlence	Domestic Violence
<i>ArnotHealth</i>																				
On Campus	2016	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Non Campus	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	1	0	0	0	2	1	1	1	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	2016	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

APPLICATION PROCEDURE

1. Complete the application form and submit with the \$25 application fee payable to the Arnot Ogden Medical Center. Please do not send cash. Payment should be by check or money order.
2. With your application, submit your letter of intent and be sure to answer the questions on the back of the application.
3. Submit an official copy of your high school transcript.
4. If applicable, submit an official copy of your GED including scores, plus an official high school transcript.
5. Submit official copies of all college transcripts for any college you have ever attended.
6. Assure that all references have been submitted. Two references are required to be completed on the Arnot Ogden Medical Center School of Radiologic Technology form. A guidance counselor, teacher or employer should complete these forms. The use of family members as references is forbidden.
7. The deadline for the receipt of your application, including your two reference forms, all transcripts, and application fee is February 28th.
8. All applicants are required to present themselves for a personal interview with the Admissions Committee.
9. It is strongly recommended that applicants schedule a shadowing experience. A shadowing experience can be scheduled via the School of Radiology by calling Laura Reed at (607) 737-4317.

MORE INFORMATION

If you're interested in obtaining additional information about radiologic technology as a career or Arnot Ogden Medical Center's School of Radiologic Technology, please contact us:

The Director
School of Radiologic Technology
Arnot Ogden Medical Center
600 Roe Avenue
Elmira, New York 14905-1676
Telephone (607) 737-4289
E-mail: vbennett@arnohealth.org

STANDARD OF SATISFACTORY ACADEMIC PROGRESS
 FOR DETERMINING ELIGIBILITY FOR STUDENT FINANCIAL AID
 (Effective for **student's first receiving aid in 2010-11 and thereafter for non-remedial students**)

Institution: Arnot Ogden Medical Center School of Radiologic Technology,
 Elmira, NY

Calendar: Semester (6 Month) Program: 2-year Associate and
 Certificate

BEFORE BEING CERTIFIED FOR THIS PAYMENT	First	Second	Third	Fourth
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS	0 College Credits 0 Radiology Credits	13 College Credits 30 Radiology Credits	15 College Credits 42 Radiology Credits	15 College Credits 57 Radiology Credits
WITH AT LEAST THIS GRADE POINT AVERAGE (in Radiology courses)	0	80% 2.0 GPA	80% 2.0 GPA	80% 2.0 GPA

DATE: October 31, 2012

GRADING SYSTEM
ACADEMIC POLICIES

Students are expected to maintain a grade average of 80% at the completion of each course of the program. There is an established grading system from which grades are computed giving recognition to both theory and clinical experience. The cooperating agencies will grade the student's progress according to their respective grading scales. The following grading scales are utilized in evaluating student's achievement at the School of Radiologic Technology and Corning Community College.

GRADING SYSTEM
School of Radiologic Technology

<u>Numerical</u>	<u>Quality Points</u>
98-99-100	3.8, 3.9, 4.0
95-96-97	3.5, 3.6, 3.7
92-93-94	3.2, 3.3, 3.4
89-90-91	2.9, 3.0, 3.1
86-87-88	2.6, 2.7, 2.8
83-84-85	2.3, 2.4, 2.5
80-81-82	2.0, 2.1, 2.2
78-79	1.7, 1.8
77	1.3
76	1.0
75	0.7
Below 75	0.

P = Satisfactory

I = Incomplete

W = Withdrawal

IP = In Progress

95 -100 = Excellent: Exceptional quality of performance, far surpassing what is expected at this level; proceeds independently and effectively after initial supervision and/or instruction. Uses the problem-solving method well. Demonstrates initiative and creativity.

86 – 94 =Above Average: Very competent; proceeds with minimal guidance after initial instruction and/or supervision. Recognizes overt problems and, with assistance, effectively applies the problem-solving method. Demonstrates initiative and/or creativity.

78 – 85 Average: Conscientious; shows growth in response to supervision and guidance. Identifies many overt problems and seeks help in solving them.

75 - 77 Below Average: Needs to improve and assert initiative and become more involved. Overlooks overt problems; requires much assistance in using the problem-solving method. Requires considerable support in new situations. Adjusts very slowly in new situations.

Below 75 = Unsatisfactory: Does not meet minimal requirements. Requires an unusual amount of assistance in responding to problems which are called to his/her attention. Does not adjust to new situations.

Corning Community College

<u>Letter</u>	<u>Quality Points</u>
A, A-	4.0, 3.7
B+, B, B-	3.3, 3.0, 2.7
C+, C	2.3, 2.0
D	1.0
F	0.0

Each Corning Community college instructor will explain their grading procedure at the beginning of their specific course.

There is provision for academic probation when a student has less than 80% average. A student may be placed on probation at the mid-point of a course. This constitutes a warning to the student that dismissal may result for lack of improvement. Students will be considered on an individual basis. Students are required to take and complete a full program so as to complete the entire program in twenty four (24) months.

Students are evaluated by the instructor at the end of each level. The students are promoted to the next year following successful completion of the program studies and demonstration of desirable personal and professional attributes.

Final course averages are calculated by weighting the average of periodic tests, reports, and graded assignments 50%; and the final examination for a course will be weighted 50%. If there is no final examination for a course, then all periodic tests, reports and graded assignments will be weighted equally.

CLINICAL EDUCATION POLICY AND GRADING

There is a weighting of the components making up the student's clinical grade. The following components have a weight of one:

- Professional Standards
- Patient Care
- Communication Skills
- Correlate Theory
- Equipment Manipulation

The following components have a weight of two:

- Positioning Skills
- Technique Correlation
- Critical Thinking

Passing grade for the clinical portion of the program is 80%. Clinical instructors will determine clinical grades with input from the technologists every two weeks. The evaluation will be reviewed with the student by a clinical instructor. The student will sign the evaluation documenting that they have seen the evaluation and they are encouraged to write any comments that they would like documented.

Clinical Education Policy

Freshman:

1. No student is to position a patient for an anatomical region until all didactic and supervised laboratory experience is completed. Positioning must be satisfactorily performed for the instructor.
2. Each student must pass his or her clinical competency with an 80%.
3. No student can attempt a second competency for a grade, on the same day they failed that specific competency.
4. After the completion of the clinical competency, the student must do a total of two patients for each area under:
 - Director Supervision -- Phase I
 - A. Clinical Instructor, or an RT is to be present for the exam (another student does not count).
 - B. Radiographs are to be checked by a Clinical Instructor or RT before the patient leaves the Radiology Department.
 - C. On Clinical Record Sheets check Direct Supervision.
 - D. Check marks in performance competency booklet will only be given by the clinical instructor after the evaluation of radiographs.

5. After two examinations with an RT present, the student may enter the Direct Supervision -- Phase II.
 - A. Requisition is to be evaluated by clinical instructor or RT to determine if the procedure is within the student's capabilities.
 - B. If it is determined that the student may do the patient, the clinical instructor or designated RT will initial the requisition.
 - C. All radiographs are to be check by a clinical instructor or an RT before the patient leaves the Radiology Department.
6. A second year student cannot supervise a freshman student.
7. An RT is to be present for all repeat imaging.
8. A list of competency requirements will be included with the clinical objectives that are given to the student before the start of clinical assignments.
9. If clinical objectives are not met at the end of each level, the student will be placed on probation, and their calculated clinical grade will be lowered one level grade (3 points). If a student is placed on clinical probation for any reason, the clinical grade will be lowered (3 points) for each occurrence.
10. All freshman competencies must be completed by December break of the second year or the student will be placed on probation.
11. The faculty reserves the right to terminate any student for repeated probationary status and failure to meet clinical standards.

Seniors

1. No student positions a patient until didactic and supervised laboratory experience is completed. Positioning must be satisfactorily done for the supervising instructor.
2. Each student must pass his or her clinical competency with an 80%.
3. No student can attempt a second competency for a grade, on the same day they have failed that specific competency.
4. After the completion of clinical competency, the student is under the guidelines of:
Indirect Supervision:
 - A. A registered radiographer is present on the premises and available for immediate assistance to the students.
5. A second year student cannot supervise freshman students.
6. All repeats are to be done in the presence of a registered radiographer.

7. A list of competency requirements will be included with clinical objectives that are given to each student before the start of assignments.
8. If clinical objectives are not met at the end of each rotation, the students' calculated clinical grade will be lowered one level grade (3 points). If a student is placed on clinical probation, for any reason, the clinical grade will be lowered (3 points) for each occurrence.
9. All competencies are to be completed by the formal graduation date. Any student who does not have their competencies completed will meet with the director to discuss options for completion after the formal graduation date.
10. A student who has to continue in the program beyond the specified graduation date because of not completing competency requirements will be charged \$25 per eight (8) hours.

11. Terminal Competencies

During the final semester of the student's enrollment, each student is expected to demonstrate competency appropriate for an entry- level technologist. Each senior student will perform a designated number of positions for each category either on actual patients or by simulation.

The specific positions to be evaluated will be randomly selected by the evaluating clinical instructor and will not be known ahead of time by the student. The required number of positions for each category is as follows:

Upper Extremity	-	3
Lower Extremity	-	3
Bony thorax	-	3
Pelvic Girdle	-	2
Abdomen and Chest	-	3
Contrast studies	-	3
Portable exam	-	1
Skull	-	3
Vertebral Column	-	3

The evaluation of the student will be the same criteria as the routine clinical competency.

For each competency failed, the student must successfully repeat that competency and two additional positions under that category.

Retesting will not be done on the same day.

Only two minutes will be allowed for each position.

Each student will be responsible for completing the Terminal Image Evaluation. The Image Evaluation will include an analysis of technical factors and the identification of anatomy. Each student must pass the Terminal Image Evaluation with a grade of 80%.

The Terminal Competency Master Sheet will be maintained in each student's clinical folder indicating the position and date each competency was successfully completed.

In the event that a student is experiencing difficulties, information conferences are planned with the Director, the instructor and the student in order to provide unified support and to determine and resolve any problems, either personal and/or academic. If requested by the student, parents may be invited for these conferences.

The Family Education Rights and Privacy Act, known as the Buckley Amendment, was enacted in 1974 and is presently in operation. The enforcement of this act means that students have the right to review all of their records, challenge any of the contents and must be assured of the confidentiality of the contents.

Unless written consent is presented to school officials, no one may receive grades or other information contained in the student's record. Also, to comply with this law, grade reports, transcripts and references will not be released without written consent of the student or graduate. This policy includes parents and spouses.

SCHOOL OF RADIOLOGIC TECHNOLOGY

Dr. David T. Rayne. Medical Director, Radiology
Dr. Edwin R. Acosta. Radiologist
Dr. David A. Chung Radiologist
Dr. Edwin P. Hutsal Radiologist
Dr. Kevin Klayman Radiologist
Dr. Elizabeth Sobieraj. Radiologist
Dr. Voytek W. Sobieraj. Radiologist
Dr. Thomas F. Taylor Radiologist
Vicki Bennett Director, School of Radiologic Technology
Laura Reed. Clinical Instructor
Ron Dokken Systems Director of Radiology
Ron Woodard Assistant Systems Director of Radiology
Linda MacAuslan System Director of Education
Terry Bellinger Financial Aid
Teresa McCahill Financial Aid
David Lester Medical Librarian