Arnot Health
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 Health
Dr. Earl D. Smith
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2025-2026 Information Packet

Enrollment Agreement

The Arnot Health 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.

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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 Health 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 Health'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 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 eight 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 Health, St. Joseph's Hospital and Ira Davenport Memorial Hospital.

ARNOT OGDEN MEDICAL CENTER – A REGIONAL SPECIALTY CENTER

Arnot 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), mammography, bone densitometry 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 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 is accredited by Joint Commission and the New York State Health Department.

SCHOOL OF RADIOLOGIC TECHNOLOGY MISSION STATEMENT

The mission of the School of Radiologic Technology is to develop professionals who possess the qualifications necessary to perform the entry-level skills that will enable them to meet the healthcare community needs and as part of Arnot Health, share its values and serve to produce high-quality patient care and compassionate patient experience.

The 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, anatomy and physiology knowledge 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 Angiocardiography.

PROGRAM GOALS

The goals of the School of Radiologic Technology are to:

1) Students will competently preform entry-level radiological procedures.
2) Students will demonstrate effective communication skills .
3) Students will demonstrate critical thinking skills.
4) Students will demonstrate professionalism.

STUDENT LEARNING OUTCOMES

Goal 1: Students will competently perform entry-level radiological procedures.

Student Learning Outcomes:

- *The student will produce radiographs of diagnostic quality.*
- *Students will apply radiation protection principles.*

Goal 2: Students will demonstrate effective communication skills.

Student Learning Outcomes:

- *The student will demonstrate oral communication skills.*
- *The student will demonstrate written communication skills.*

Goal 3: Students will demonstrate critical thinking skills.

Student Learning Outcomes:

- *The student will critically evaluate completed radiographs.*
- *The student will demonstrate critical thinking when providing patient care.*

Goal 4: Students will demonstrate professionalism.

Student Learning Outcomes:

- *The student will demonstrate confidentiality in the clinical setting.*
- *The student will demonstrate professionalism in the clinical setting.*

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 degree to graduate from the School of Radiologic Technology. Students who already have their associate 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 and pass with a minimum grade of a "C".
Principals of Anatomy and Physiology I and II will be accepted through CCC for the required Anatomy and Physiology courses.

Students who are on track to obtain the associate degree are required to take thirty (30) additional credit hours with CCC to meet the graduation degree requirement. These credit hours give you additional background in interpersonal communication, sociology, psychology, and health electives. These classes must be pursued online.

The Dr. Earl D. Smith School of Radiologic Technology curriculum has been evaluated by the National College Credit Recommendation Service. Thirty-two of the sixty-two total recommended college credit hours fulfill the associate 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	***Track I***	***Track II***
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 lab)	•	•
Pediatric Radiography	•	•
Medical Terminology	•	•
Principles of Anatomy & Physiology I (CCC)	•	•
Principles of Anatomy & Physiology II (CCC)	•	•
Clinical Education I	•	•
Interpersonal Communication or Public Speaking (CCC)		•
Introduction to Psychological Science (CCC)		•

Second Year Courses	***Track I***	***Track II***
Principles of Radiographic Exposure II	•	•
Radiation Biology	•	•
Radiographic Procedures II (includes lab)	•	•
Special Procedures	•	•
Radiographic Image Evaluation II	•	•
Advanced Imaging	•	•
Sectional Anatomy	•	•
Radiographic Pathology	•	•
Registry Review	•	•
Clinical Education II	•	•
College Composition I & II (CCC)		•
Quantitative Reasoning II (CCC)		•
Introduction to Sociology (CCC)		•
Health Electives (4 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. Principles of Anatomy and Physiology is accepted through Corning Community College.

Additional courses beyond the radiology certificate curriculum are:

- College Composition I
- College Composition II
- Quantitative Reasoning II
- Introduction to Psychological Science
- Introduction to Sociology
- Interpersonal Communication or Public Speaking
- Principles of Anatomy and Physiology I
- Principles of Anatomy and Physiology II
- Health electives (4 credit hours)

These courses are taken online and are offered on a rotational basis.

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

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

FIRST YEAR

August-January First Semester 21 Weeks			**January-July** Second Semester 23 Weeks		
Course	**Hours**	**Rec. Credit Hrs.***	**Course**	**Hours**	**Rec. Credit Hrs.***
Intro to Radiologic Technology & Medical Ethics	42	3	Methods of Patient Care	32	1
Methods of Patient Care	30	2	Pediatric Radiography	25	2
Radiographic Procedures I	92	4	Radiographic Procedures I	61	3
			Principles of Radiographic Exposure I	50	3
Equipment Operation and Management	25	2	Equipment Operation and Management	25	2
Medical Terminology	22	2			
Radiographic Image Evaluation I	20	**	Radiographic Image Evaluation I	20	**
Radiation Protection	42	1***			
Principles of Anatomy & Physiology(CCC)	90	4	Principles of Anatomy & Physiology(CCC)	90	4
CCC Degree Course	45	3	CCC Degree Course	45	3
Clinical Education I	224	2****	Clinical Education II	322	3****
First Year	**497/632**	**16/23**	**Total**	**535/670**	**14/21**

SECOND YEAR

July-January **January-June**

First Semester 23 Weeks Course	Hours	Rec. Credit Hrs.*	Second Semester 21 Weeks Course	Hours	Rec. Credit Hrs.*
Radiographic Procedures II	46	2	Radiographic Pathology	22	1
Advanced Imaging	32	2	Principles of Exposure II	30	2
Special Procedures	22	1	Quality Assurance	26	1
Radiographic Pathology	30	2	Radiation Biology***	20	2
Sectional Imaging	20	1	Image Processing	36	2
Radiographic Image Evaluation II	37	3**	Registry Review	23	1
College Composition (CCC)	45	3			
Quantitative Reasoning II(CCC)	45	3	CCC Degree Course	45	3
CCC Degree Course	45	3	CCC Degree Course	45	3
Clinical Education III	483	5****	Clinical Education IV	483	5****
Second Year Total	**653/782**	**13/22**	**Total**	**657/747**	**17/23**

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

Clock to Credit hour Conversion Policy

Arnot School of Radiologic Technology has a policy for clock to credit conversion using a 30:1 calculation (30 clock hours = 1 semester credit) and carries the calculation two decimal places rounding downward.

RADIOLOGIC TECHNOLOGY COURSES

INTRODUCTION TO RADIOLOGIC TECHNOLOGY AND MEDICAL ETHICS
Course Description*:* This course introduces the student to the field of radiologic technology. Students will describe the history of radiographs; define key terms related to physics and techniques of radiography; identify ethical and medicolegal considerations involved in patient care; discuss the responsibilities and relationships of all personnel within a health care institution, describe diversity and stress management techniques.

CREDIT RECOMMENDATIONS: In the lower division baccalaureate/associated degree category, 3 semester hours in Allied Health Sciences or Radiography

RADIATION PROTECTION
Course Description*:* This course enables the student to explain biological effects of ionizing radiation and apply principles pertaining to patient and personnel radiation protection; identify and justify the need to minimize unnecessary radiation exposure of humans; identify effective dose limit for occupational and nonoccupational radiation exposure; describe the ALARA concept; explain the purpose and importance of patient shielding.

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.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category or in the upper division baccalaureate degree category, 3 semester hours when Radiation Protection and Radiation Biology are both completed.

METHODS OF PATIENT CARE
Course Description*:* This course prepares students to apply appropriate principles of patient care to the performance of radiographic procedures; describe vital signs and lab values used to assess the condition of the patient, including sites for assessment and normal values; describe methods to evaluate patient physical status; describe the importance of standard precautions and isolation procedures, including sources and modes of transmission of infection and disease and institutional control procedures; describe patient preparation for contrast studies.

Topics include body mechanics; aseptic techniques; management of the seriously ill (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.

CREDIT RECOMMENDATIONS: In the lower baccalaureate/associate degree category 3 semester hours in Allied Health Sciences

RADIOGRAPHIC PROCEDURES I
Course Description*:* This class was designed to teach structure and function of the human body, with emphasis on radiographic aspects including procedures in positioning patients for radiography, standard positioning terms, planes, and landmarks pertinent to acceptable radiographic procedures, anatomy of the torso and extremities, radiographic and fluoroscopic procedures on a person or phantom in a laboratory setting.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/ associate degree category, 7 semester hours in Allied Health Science or Radiography (5 lecture, 2 laboratory)

EQUIPMENT OPERATION AND MANAGEMENT

***Course Description**:* This class discusses general theories of physics relevant to mobile and fixed radiology equipment and apply them to radiation physics in both descriptive and quantitative terms: potential difference, current and resistance, the general components and function of the x-ray circuit to include the tube and filament circuits. Generators in terms of radiation produced and efficiency.

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; production and properties of radiation.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 4 semester hours in Allied Health Sciences or Radiation Physics.

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 terminology and radiographic terminology; apply the word-building process of medical terminology; demonstrate pronunciation and spelling of all medical terms; translate medical terms, abbreviations, and symbols from medical reports into layman's terms.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 2 semester hours in Allied Health Sciences.

PRINCIPLES OF RADIOGRAPHIC EXPOSURE I

***Course Description**:* This course provides the student the ability to describe and apply the governing and influencing factors utilized in the production of the radiographic image; analyze the relationships of factors that control and affect image exposure; discuss practical considerations in setting standards for acceptable image quality; apply conversion factors for changes in the following areas: distance, grid, image receptors, reciprocity law, and 15 percent rule.

Topics include definitions; characteristics of X-rays; formation of the latent image; prime factors of radiographic exposure; factors controlling and affecting radiographic quality; kilovoltage and milliamperage; contrast; spatial resolution; beam restricting devices (collimators, cones, cylinders, and diaphragms); filters; grid; grid conversion factors; choice of chart; distortion; automatic exposure control; patient factors; and demonstration of radiographic experiments.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 3 semester hours in Allied Health Sciences or Radiograph

RADIOGRAPHIC IMAGE EVALUATION I

***Course Description**:* This course enables the student to analyze radiographic examinations for the purpose of recognizing diagnostic quality; identify anatomy on radiographic images; summarize the importance of proper positioning; recognize images for appropriate technical, procedural and pathological factors, and employ corrective actions if necessary.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/ associate degree category, Image Evaluation I and II must both be completed for 3 semester hours in Allied Health Sciences or Radiography

PEDIATRIC RADIOGRAPHY
***Course Description**:* This course provides students with the knowledge to describe the essential technical skills and empathic understanding necessary for radiographing the pediatric patient; describe immobilization techniques for various types of procedures and patient conditions; explain age-specific considerations necessary when preforming radiographic procedures; describe various types of pediatric diseases.

Topics include introduction to pediatric radiography; pediatric behavior; anatomical proportions; common problems in pediatric radiography; pediatric radiation protection; equipment, accessories, and immobilization of the pediatric patient; handling the neonate, pediatric diseases, child abuse in radiography, and introduction to geriatrics in radiology.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 2 semester hours in Allied Health Sciences or Radiography

RADIOGRAPHIC PATHOLOGY
***Course Description**:* This course explains the fundamentals of disease and its relationship with the practice of radiologic science. The student will review basic terms related to pathology; manifestations of pathological conditions and their relevance to radiologic procedures; radiographic appearance of diseases; various systemic classifications of disease in terms of etiology, types; common sites, complications, and prognosis; diseases caused by or connected by genetic factors. Topics include principles used in identification of circulatory, degenerative, and neoplastic diseases, conditions of illness involving the systems of the body, with emphasis on radiographic technology.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/ associated degree category, 3 semester hours in Allied Health Sciences.

SECTIONAL IMAGING
***Course Description**:* The course provides students with a basic knowledge to discuss the proper orientation of cross sectional images; locate each anatomical structure on CT, MR, and ultrasound images in the transverse axial, coronal, sagittal, and oblique cross-sectional imaging planes; identify routine, general anatomy of the cranium, thorax, and abdomen; identify sectional anatomy of the major muscles and bones; describe the relationship of each structure to surrounding structures.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 1 semester hour in Allied Health Sciences or Radiography.

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, milliampere-seconds, focal spot size and x-ray field-light coincidence. Use of ionization chamber survey instrument to determine half-value layer radiation exposure reciprocity, milliampere seconds, and scatter radiation distribution.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 1 semester hour in Allied Health Sciences or Radiography

PRINCIPLES OF RADIOGRAPHIC EXPOSURE II
***Course Description**:* This course describes and applies the governing and influencing factors as they relate to factors compensation, sensitometric, and digital principles; analyze the relationships of factors that control and affect spatial resolution; and explain and create a standardized technique chart; evaluate digital artifacts.

Topics include terminology; the characteristic curve; computed radiography (CR) versus digital radiography (DR); technique charts; image analysis; digital factors; digital artifacts; and digital image quality.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 2 semester hour in Allied Health Sciences or Radiography

RADIATION BIOLOGY
***Course Description**:* This course enables the student to analyze the effects of radiation on cells, tissues, organs, and systems; discriminate between the direct and indirect effects of radiation; differentiate between stochastic and nonstochastic effects of radiation exposure; discuss acute radiation syndromes.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category or in the upper division baccalaureate degree category, 3 semester hours total combined with Radiation Protection. Both must be completed to receive credit.

SPECIAL PROCEDURES
***Course Description**:* This course provides the student with the knowledge to identify the specialized imaging equipment needed to perform a variety of procedures; equipment; accessories; and technical concerns for specialized radiographic exams; distinguish between positions and projections for all special procedures.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 1 semester hours in Allied Health Science or Radiography

RADIOGRAPHIC PROCEDURES II
***Course Description**:* This course will familiarize students with the anatomy of the skull and mandible. Students will learn the positioning and projections associated with the examinations of all headwork, including special projections and methods.

Topics include skull radiography; sinuses, facial bones, orbit, eye, nasolacrimal drainage,mouth; miscellaneous, including temporal styloid, jugular foramina, and hypoglossal canal.

CREDIT RECOMMENDATION: In the lower division baccalaureate/ associate degree category, 4 semester hours in Allied Health Sciences or Radiography (3 lectures, 1 laboratory).

IMAGE PROCESSING
***Course Description**:* This course provides students with the knowledge and skills necessary to compare the image capture process for various digital imaging receptors; recognize equipment associated with digital fluoroscopic imaging; describe how photostimulable phosphor image receptors extract data; explain the histogram analysis as it relates to automatic rescaling and how it affects image quality; define the characteristics of a monitor that affect image display; discuss archival and communication system (PACS) and its function.

Topics include digital imaging concepts that include CR, DR image acquisition, image evaluation, and QA.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 2 semester hours in Allied Health Sciences or Radiography

RADIOGRAPHIC IMAGE EVALUATION II
***Course Description**:* This course enables the student to apply a problem-solving process used for image analysis; apply a process for evaluating images for adequate image receptor exposure, exposure indicator

contrast/grayscale/spatial resolution, identification markers, and appropriate use of beam restriction; critique images for appropriate technical, procedural, and pathological factors, and employ corrective action if necessary.

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

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 6 semester hours total for Image Evaluation I and II.

ADVANCED IMAGING

***Course Description**:* This course enables the student to describe generalized principles of modern specialized imaging equipment; accessories; procedures; and techniques related to diagnostic imaging; compare basic equipment used in various imaging modalities and radiation therapy; compare and contrast different types of radiation; define basic terms related to indications and contraindications.

Topics include computerized tomography; magnetic resonance imaging; interventional; ultrasound; radiation therapy; nuclear medicine; angiocardiography. Students obtain some clinical experience in advanced areas.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 2 semester hours in Allied Health Sciences or Radiography

CLINICAL EDUCATION I

***Course Description**:* This course introduces the day-to-day operations of clinical practice. The first part of the course will be spent introducing the students to the clinical area and assisting technologists. Clinical experience allows the student to demonstrate clinical competency in patient preparation, radiographic positioning, technique, and radiation protection. Students function as learning members of the hospital's radiology department which includes an office rotation competency. Students may perform procedures under the direct supervision of a technologist after competency has been completed. Close supervision is provided to develop and evaluate the student's clinical skills.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category or in the upper division baccalaureate degree category, 11 semester hours in Allied Health Sciences or Radiography. NOTE: Parts I and II must both be completed to receive credit

CLINICAL EDUCATION 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.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category or in the upper division baccalaureate degree category, 15 semester hours in Allied Health Sciences or Radiography. NOTE: Parts I and II must both be completed to receive credit

REGISTRY REVIEW

***Course Description**:* This course is designed to provide focus and direction for the student's review, therefore preparing them for the ARRT registry certification exam. The review course is divided into sections that correlate with the ARRT registry breakdown, with each section reviewing previous material that was taught throughout the program. This thorough review course consists of practice tests that are designed to duplicate the experience of taking the certification exam. The testing is then reviewed, which helps to determine the student's area of strengths and weaknesses. Test-taking strategies will also be evaluated.

CREDIT RECOMMENDATION: In the lower division baccalaureate/associate degree category, 1 semester hour in Allied Health Sciences or Radiography (10/23).

CORNING COMMUNITY COLLEGE COURSES

PRINCIPLES OF ANATOMY & PHYSIOLOGY I (BIOL 1210) 4 Credit Hours
***Course Description**:* Presents an introduction to Anatomy and Physiology including organization of the human body, biochemistry, cells, genetics, and the integumentary, skeletal, muscular, and nervous systems. Laboratory activities reinforce and expand these topics. Course is not recommended for students in the Mathematics and Science program.

PRINCIPLES OF ANATOMY & PHYSIOLOGY II (BIOL 1220) 4 Credit Hours
***Course Description**:* Continues from BIOL 1210 an introduction to Anatomy and Physiology including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory activities reinforce and expand these topics. Course is not recommended for students in the Mathematics and Science program.

COLLEGE COMPOSITION I (ENGL 1010) 3 Credit Hours
***Course Description**:* Essay writing designed to sharpen the student's perceptions of the world and to facilitate communications with correctness, clarity, unity, organization, and depth. Assignments include expository writing, argumentation, and research techniques. Writing Process.

COLLEGE COMPOSITION II (ENGL 1020) 3 Credit Hours
Course Description: Essay writing course designed to advance critical, analytical, and writing abilities begun in ENGL 1010. Literary analysis essays and interpretation on works of fiction, poetry, and drama. Writing Process. Prerequisites: ENGL 1010.

QUANTITATIVE REASONING II (MATH 1150) 3 Credit Hours
***Course Description**:* Focuses on mathematical and statistical reasoning important for decision-making in everyday life. Integrates quantitative literacy with percentages, probability, mathematical modeling, and statistical thinking. Concepts are investigated with hands-on activities using important medical, financial, and environmental decisions examples. Communicating mathematics and using appropriate technologies will also be developed in this course.

INTRODUCTION TO PSYCHOLOGICAL SCIENCE (PSYC 1101) 3 Credit Hours
***Course Description**:* An introduction to psychology. Includes 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. Lectures/Demonstrations/Discussion/Field Assignments.

INTRODUCTION TO SOCIOLOGY (SOCI 1010) 3 Credit Hours
***Course Description**:* Social and cultural factors in the origin, structure, and functioning of group life. Sub-divisions to be emphasized include social structure, culture, socialization, institutions, and stratification.

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.
OR
PUBLIC SPEAKING (SPCH 1080) 3 Credit Hours
***Course Description**:* Develops self-awareness and audience awareness through oral presentation. Organize and present material in a variety of speaking occasions, including information, visualization, demonstration, argumentation, persuasion, and ceremonial.

HEALTH ELECTIVE 4 Credit Hours
The course to be selected is negotiated between the student and Corning Community College.

TECHNICAL STANDARDS

The Arnot Health 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.

The Arnot Ogden School of Radiology is located on the campus of the St. Joseph's Hospital, which is designed to accommodate the needs of the handicapped individual. The School of Radiology provides handicapped parking, ramps, and access to restroom facilities.

Prospective students with physical limitations are encouraged to tour the school and discuss with their family physician to determine their ability to successfully complete the program requirements and technical standards. Additional information and tours can be arranged by calling the school.

The Arnot Ogden School of Radiology will make reasonable accommodations for qualified individuals with known disabilities as defined by the Americans with Disabilities Act, unless doing so would result in an undue hardship. Students with questions or concerns about type of discrimination in the program are encouraged to bring these issues to the attention of the faculty or Program Director. Supporting documentation from a physician and a personal statement is needed for accommodations of a diagnosed ADA –qualifying disability. Students are encouraged to identify any learning disabilities that may affect their ability to be successful in their course of study. In order to provide special classroom accommodations, the student will be required to provide a copy of a current evaluation by a licensed psychologist or learning specialist who has been trained and licensed to evaluate learning disabilities. The Achievement Center in Horseheads, New York or the Sylvan Learning Center can provide these resources

CLINICAL EXPERIENCE

Students begin their clinical education approximately six weeks after entrance. This enables our students to promptly begin correlation of their didactic education to the clinical environment. Clinical is scheduled 8 am to 3:30 pm with a rotating 10:30 am to 6 pm afternoon rotation. Clinical sites currently include Arnot Health, Horseheads Medical Office Building, Corning Medical Office Building, Cayuga Medical Center, AMS Hoffman and Madison Orthopedics, and Ira Davenport Memorial Hospital.

Students must be CPR certified before starting clinical.

Students spend one rotation in each specialty area (Magnetic Resonance Imaging, Ultrasound, etc.) in their senior year. These experiences prepare our students for employment as radiologic technologists in various employment situations.

STUDENT SERVICES

The school has a dedicated classroom located in St. Joseph's Hospital and also an energized positioning lab. Students have access to a 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.

ACADEMIC FACILITIES

The School of Radiologic Technology teaching center is located at St. Joseph's Hospital. The center includes a complete Radiology laboratory, classroom, and conference room.

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

- The Arnot Health School of Radiologic Technology educational resources are reviewed on an annual basis in July.

- Students have the School of Radiology laptops at their disposal but we recommend that students have their own personal laptops. All devices have secure internet service.

- All students have access to the LECOM (Lake Eire College of Osteopathic Medicine) library and all the resources provided through the LECOM library. Students can contact the LECOM Elmira Learning Resource Center via e-mail address elmiralibrary@lecom.edu or 607-442-3566 or 3567.

LECOM Learning Resource Center is committed to providing quality service and access to information in support of the college mission. The Learning Resource Center maintains

information essential for all curricula in osteopathic medicine, pharmacy and dental medicine. Today's healthcare professional must have the ability to use state-of-the-art technology and access current medical and pharmaceutical literature. The Learning Resource Center is dedicated to facilitating this process and assisting the students and staff of LECOM College of Medicine, School of Pharmacy and School of Dental Medicine in becoming competent, independent users of timely information.

The Learning Resource Center provides the LECOM community with timely and accurate access to medical information directly related to academic study and research. Housing more than 12,000 monographs and 4,800 bound volumes of journals, the library also maintains 168 hardcopy journal subscriptions, as well as more than 1,100 electronic journal titles. Study areas contain multimedia and computer hardware. Students have access to wireless and Local Area Network ports in the library. Materials not available within the physical library are obtained through the National Network of Libraries of Medicine.

- Students also have access to electronic journals, books, and databases through the Library Link and Services on the ArNet.

- All students have a membership with the ASRT (American Society of Radiologic Technologists) providing them with publications and access to journals that feature peer-reviewed research, continuing education articles, and practice columns in the radiologic sciences.

STUDENT SCHEDULE

The radiologic technology program at Arnot Health is a 23-month program beginning in August. You'll attend classes Monday through Friday with no classes nights, evenings, weekends, or holidays. Class hours are 8:00 a.m. to 4:30 p.m. or 7:30 a.m. to 4:00 p.m. depending on the scheduled day of the week.

The Associate degree classes are taught by Corning Community College (CCC). It is recommended for CCC classes to be taken as an online class. The radiology program adapts for the CCC classes so the student is not scheduled over an eight-hour day.

The clinical assignments are done on a rotation basis. Clinical rotations for first-year students start approximately six weeks from the start of the program. Clinical rotation hours are at the discretion of the program director and subject to change. Most rotations are scheduled 8 am to 3:30 pm or 10:30 am to 6 pm. Seniors will spend rotations in specialty areas (M.R.I., Ultrasound, etc.).
The JRCERT defines the operational hours of traditional programs as Monday- Friday, 5:00 a.m.-7:00 p.m.

Students receive one week vacation in November (Thanksgiving week), a two-week vacation during the winter holiday season, and one week vacation in the spring. The program is not in session on the following holidays; Labor Day, Memorial Day and July 4th.
First-year students receive a two-week vacation in the summer.

2025-2026 Academic Calendar

August 4	Class of 2027 Begins
August 25	CCC Classes Begin
September 1	SORT Labor Day Holiday
October 13-14	No CCC Classes
November 26-28	No CCC Classes
November 24-28	SORT Fall Break
December 9-15	CCC Finals Week
December 22- January 2	SORT Vacation
December 22– January 23	No CCC Classes
January 26	CCC Classes Begin
March 16-20	No CCC Classes
April 6-10	SORT Spring Break
May 11-15	CCC Finals Week
May 16	Corning CC Graduation
May 25	SORT Memorial Day Holiday
June 18	SORT Graduation (Class of 2026)
June 19	SORT Juneteenth Holiday
June 29-July 10	Vacation

Class of 2026		**Class of 2027**	
1 Year 1 Semester	08/5/2024 -1/17/2025	1 Year 1 Semester	8/4/2025 – 1/16/2026
1 Year 2 Semester	1/20/2025 - 7/18/2025	1 Year 2 Semester	1/19/2026 – 7/17/2026
2 Year 1 Semester	7/21/2025-1/16/2026	2 Year 1 Semester	7/20/2026 – 1/15/2027
2 Year 2 Semester	1/19/2026-6/19/2026	2 Year 2 Semester	1/18/2027 – 6/18/2027

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

FINANCIAL INFORMATION

Our financial aid officer is available to help you with applications for federal and state grants and Federal Direct Student Loans. You may contact our financial aid officer at charade.kittle@arnothealth.org. Be sure to mention in your e-mail that you are an entering School of Radiology student.

All accepted students are recommended 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 may also complete a Tuition Assistance Program (TAP) application (School Code: 1620). You can file the form online at www.hesc.gov.

The Arnot School of Radiology does offer a (one) full- or partial tuition scholarship to a legal dependent of Arnot Health. The scholarship covers tuition and fees only. FASFA is required. (Provided budget approved). Please contact the director for an application. The application is due May 31st of each year.

The Arnot School of Radiology also offers numerous scholarship to incoming seniors students.

FINANCIAL COSTS

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

Arnot Health School of Radiologic Technology ONLY:

Tuition:	$11,358
Fees:	$1,543
Books:	$1,170
	$14,071

New York State resident:

Arnot Health School of Radiology Program Tuition and Fees:

	$12,901
**With CCC Tuition and fees:	$ 8,106
*Books:	$ 1,170
Total:	$22,177

Non-New York State resident:

Arnot Health School of Radiology Program Tuition and Fees:

	$12,901
**With CCC Tuition and fees:	$12,613
*Books:	$ 1,170
Total:	$26,684

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.

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, 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.
CCC Tuition, part time per credit hour NYS Resident: $243; Non Resident: $406

3. Any student who transfers in a college course required to graduate from Arnot Ogden will have the appropriate tuition deducted from their Arnot billing.

4. All students are required to have health insurance coverage. Arnot Health Hospitalization Insurance is available. Current rates can be obtained from the Human Resources Department on the Arnot Ogden campus.

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 Arnot Cafe of the hospital is available for eating facilities.

7. Fees include CCC lab fees, Arnot graduation costs, library fee, technology fees, activity fee, and health fee.

8. CCC mandatory fees include:
- Advising, assessment, records fee - $2.50 per credit hour (up to 12)
- ID Card - $10.00 per term
- Health Fee - $1.50 per credit hour (caps at $10)
- Technology Fee - $17.00 per credit hour (up to 15 credit hours)
- First Date Complete (Digital Books) - $25.50 per credit hour (no cap)

9. Students who take CCC classes could also be charged lab fees, book fees, open educational resource fees, or course fees.

10. Uniforms for clinical rotations are approximately $100 each. The school does not charge/bill the student for their uniforms. Students are expected to buy uniforms on their own.

11. 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.

12. A credit balance in a student's account resulting from withdrawal, overpayment, or adjustment shall be refunded.

13. All fees and expenses must be paid prior to the start of every semester and before receipt of the diploma.

14. Students must receive a “C” or greater in Anatomy or Physiology to graduate from the program.

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

REFUND POLICY - ARNOT HEALTH
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
Week of Withdrawal		
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 Health during the first semester or after the third week of classes during the second, third or fourth semester.

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.

The refund rates for Corning Community College Courses will be made according to the CCC Refund Policy.

CORNING COMMUNITY COLLEGE

Refund of Tuition and Fees

A student may begin attending a college course but be unable to continue due to circumstances beyond their control. A student may drop a course within the first 20% of the length of the course (see Dropping/Withdrawing from a Course). A dropped course will result in a partial refund of tuition and fees for that course. Dropping a course may reduce a student's financial aid award. A student may withdraw from a course after it has passed the 20% mark until it has reached the 60% mark (see Dropping/Withdrawing from a Course). There is no tuition/fees refund for a student withdrawal from a course. Withdrawing from a course may reduce a student's financial aid award.

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, Full Semester (12- or 15-week courses)

Week of Withdrawal	Percentage
1st week	100%
2nd week	50%
3rd week	25%
4th 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.

Students who withdraw from a full-time course load during the refund period will be charged a $50 withdrawal fee. Students who withdraw from a parttime course load during the refund period will incur a $25 withdrawal fee. Students who are dismissed from the college for other than academic reasons are not entitled to a refund.

Please review the CCC Course Catalog posted on their website for updates and changes.

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 Health 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: June 2022

SAP TERM-BASED MTF-Credit Hours

- Qualitative Measurement: cum. GPA = 2. 0(taken from Grade Sheet)
- maximum qualitative measurement: 150% X60=90 credits
- Quantitative Measurement: 66.7% of credits attempted per semester
- Maximum time frame: 6 semesters (150% X 4)
- Transfer credits included for FA SAP only
- SAP checked every term

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 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 $500 per week until completion ($100 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. 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 Arnot Health 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:

The current length of accreditation awarded to the School of Radiologic Technology is 8 years. The program is scheduled for a review the Second Quarter of 2029.

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 60 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 32 of the Arnot Health recommended college credit hours towards the completion of an Associate's degree.

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination: The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Examination Rate	number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	**Results**
Year 1 - 2025	3 **of** 3 - 100%
Year 2 - 2024	6 **of** 6 - 100%
Year 3 - 2023	5 **of** 5 - 100%
Year 4 - 2022	5 **of** 5 - 100%
Year 5 - 2021	5 **of** 6 - 83%
Program 5-Year Average	24 **of** 25 - 96%

Job Placement: The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences 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 - 2025	3 **of** 3 - 100%
Year 2 - 2024	6 **of** 6 - 100%
Year 3 - 2023	5 **of** 5 - 100%
Year 4 - 2022	5 **of** 5 - 100%
Year 5 - 2021	6 **of** 6 - 100%
Program 5-Year Average	25 **of** 25 - 100%

Program Completion: The number of students who complete the program within the stated program length. The annual benchmark established by the program is 85%.

Program Completion Rate	number graduated divided by number started the program
Year	**Results**
Year - 2025	3 **of** 3
Annual Completion Rate	100%

*The JRCERT has defined not actively seeking employment as: 1) the graduate fails to communicate with program officials regarding employment status after multiple attempts, 2) the graduate is unwilling to seek employment that requires relocation, 3) the graduate is unwilling to accept employment due to salary or hours, 4) the graduate is on active military duty, and/or 5) the graduate is continuing education.

SECURITY:

Arnot*Health*
DEPARTMENT OF PUBLIC SAFETY

In accordance with the Security Guard Act of 1992, all Arnot Health Public Safety Officers are licensed through the New York State Division of Licensing Services, and fall under the direction of the 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 Arnot Ogden and Saint Joes Campuses. The Department of Public Safety works closely with local Police, Fire, and EMS to ensure a safe environment on Arnot Health properties.

CLERY ACT

Federal statue (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

SECURITY REPORT

On the following page you will find the Clery Act required report for Arnot Ogden Medical Center's School of Nursing and School of Radiology, as well as campuses related to

Criminal Offenses :

Arnot Ogden Medical Center Campus		Criminal Offense 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 Related Dicipline	Drug Arrests	Drug Related Dicipline	Weapons Arrests	Weapons Related Dicipline	Dating Violence	Domestic Violence	Stalking
On Campus	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
	2022	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
	2021	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent Public Property	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported by Local Police	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes :

Arnot Ogden Medical Center Campus		Hate Crimes Reported															
		Murder/Non-negligent Manslaughter	Negligent Manslaughter	Rape	Fondling	Incest	Statutory Rape	Robbery	Larceny-Theft	Simple Assult	Intimidation	Damage/Vandalism of Property	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson
On Campus	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent Public Property	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reported by Local Police	2023	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

APPLICATION PROCEDURE

1. Complete your application form and submit with your $30 application fee payable to the Arnot School of Radiology. Cash will not be accepted.

2. With your application, submit your letter of intent answering 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 an official copy of college transcripts for **any** colleges you have ever attended.

6. Assure that all references have been submitted. Two references are required to be completed on the Arnot Ogden School of Radiologic Technology form. A guidance counselor, teacher or employer should complete these forms. The use of family members is not allowed.

7. The deadline for receipt of your application including your two reference forms and all transcripts is February 28th.

8. Mail your completed application, letter of intent, and your check or money order to:

Director
School of Radiologic Technology
St. Joseph's Hospital
555 St Joseph's Blvd
Elmira NY 14901

9. All applicants are required to present themselves for a personal interview with the Admissions Committee. You will be contacted, if you meet the minimum requirements for admission into the program, to schedule an interview.

10. If you have any questions, please contact Danielle Avery, the Director of the School of Radiology at (607) 795-8040 Ext 2446, or danielle.avery@arnothealth.org.

It is highly recommended that applicants schedule a shadowing experience with the school by calling Brenda Reynolds, Clinical Radiology School Coordinator *at (607) 737-4317 or brenda.reynolds@arnothealth.org. Shadowing will give an individual a better understanding of the radiology field.*

GRIEVANCE POLICY #0018

The Arnot Health School of Radiologic Technology recognizes that it is important for its success to have a formal procedure for resolving complaints and grievances. A complaint or grievance can be defined as something in the student work environment that causes distress, a reason for complaint, or a feeling of having been treated unfairly.

There are a variety of situations that are not related to grades that may occur in the educational process. Any student enrolled in the Arnot School of Radiologic Technology who believes he/she has a grievance involving unfair treatment or injustice of substantial proportions involving academic affairs with the School of Radiologic Technology may initiate action to address the grievance. Attempts to resolve problems should begin with a discussion between the student and the instructor. Steps in the grievance procedure for Radiologic Technology students are described below. Each step must be completed prior to going to the next step. This procedure is intended to expedite the handling of grievances that arise within the School of Radiologic Technology.
School faculty are available to discuss problems and complaints, all conferences being confidential. Problems incurred in the clinical area should be brought to the attention of the Clinical Instructor who will consult with the Director.

1. Student-Instructor Discussion
Many problems can be resolved by an open discussion
between the student and the faculty member. When a grade or evaluation dispute occurs, students should discuss how the grade was determined with the instructor. This conference should be held within two (2) business days after the grade has been given. The student needs to make an appointment with the faculty member and state that the purpose of the meeting is to discuss a grievance. The student must come prepared. Either the student or faculty member may request another faculty member to be present during the student-instructor discussion. The faculty member involved is responsible for preparing a summary of the points discussed and outcome of the meeting to be placed in the student's file. A copy of this summary is also given to the student within one (1) business day.

2. Program Director Meeting with Student and Faculty Member
If questions remainfollowing the conference with the instructor, the issue should be referred to the Program Director to seek a solution. The student must request the meeting within two (2) business days of receiving the summary of the student-Instructor Discussion. The Program Director will meet with the instructor and student for the purpose of clarification as the matter warrants, and toresolve the situation. The Program Director is responsible for keeping written documentation of the discussion with the student. A copy of the discussion should be given to the student and another copy placed into the student's file. The Program Director also needs to provide the instructor with a copy of the student/Program Director discussion and initiate a discussion with the instructor. A copy of this report should be given to the student within one (1) business day. If the issue can be resolved with the Program Director, the case is closed. If the issue cannot be resolved to the student's satisfaction, the student may file a written complaint with the Systems Director of Education.

3**. System Director meeting with Student**
If the problem has not been resolved to the satisfaction of the student, the matter may be referred to the Systems Director of Education. A written complaint/appeal must be received by the Systems Director within One (1) business day of the student having received written notice regarding the outcome from the Program Director. Upon receiving the complaint/appeal, the Systems Director will work to determine the basis of the student's continuing dissatisfaction and explore with the student alternatives for further action. The Systems Director is responsible for writing a summary of the discussion and outcome of the meeting. The original summary goes into the student's file and a copy is given to the student within one (1) business day of the meeting. If the issue cannot be resolved to the students' satisfaction, the matter will be referred to the Grievance Committee.

4. Consideration of Matter by Grievance Committee
Upon the request of the student, the Systems Director will refer the matter to the Grievance Committee as soon as the meeting can be convened but not longer than five (5) business days after receiving the written grievance from the student. The student shall present his/her grievance in writing to the Grievance Committee. The Grievance Committee will consist of the following who will not have a direct relationship with the radiology program (to prevent bias):
A. Administrative Representative (Chief Nursing Officer)
B. Human Resources Representative
C. Corporate Compliance Representative
D. Director of Pastoral Care
The Grievance Committee will request from the instructors teaching the course a written account of the situation and the actions taken. The Grievance Committee will review the situation to determine if grading processes have been applied fairly and will provide recommendations to the instructor(s) about process improvements. The Grievance Committee may review the written materials regarding the students' grievance and make its decision based solely on the written material. Alternatively, the committee, the student, or the faculty may request a hearing about the matter. The hearing should be held as soon as those involved may be assembled. A written summary of the hearing (findings) and the committee's recommendation are to be submitted to the Program Director of the School of Radiologic Technology within two (2) business days of the hearing. The Program Director will advise the student and faculty member of the recommendation(s).

Types of Grievances

Commonly, grievances fall into 2 categories:
1. Re-evaluation of a grade given on an individual assignment or for a course
2. Appeal of the decision to dismiss the student from the school, usually for unsafe practice and significant failure to perform academically.
The role of the Grievance Committee in matters of grade disagreement is to investigate the processes used by faculty in determining the grade and advise the faculty member in handling any perceived problems with applying grading processes outlined in the syllabus or another apparent violation of fairness. The faculty member ultimately determines the grade that is awarded.

Determining that clinical practice is unsafe:
Clinical practice that is deemed unsafe must be evaluated by more than one faculty member involved in the course, usually the faculty member serving as the student's clinical instructor and the Program Director. The faculty will consult with the Systems Director of Education who may choose to meet with the student and will consult with the faculty about potential actions to improve student performance. If it is determined that the student's clinical practice is so unsafe that he/she must be removed from clinical, the faculty will determine if the student has failed the course.

GRIEVANCE COMMITTEE GUIDELINES

Article I – Name
This organization shall be known as "The Grievance Committee of Arnot School of Radiologic Technology".

Article II – Purpose
The Committee exists as the voice of the entire student body for settlement of a violation and/or infringement. Students shall be made aware of the grievance procedure guidelines and the functions of the Grievance Committee in writing through publication in the Student Handbook. These guidelines shall be introduced during orientation to the Radiologic Technology program. Students shall be notified of any revisions in writing through posting on the Student Bulletin Board and through publication in the Student Handbook which is given to all students each year.

Article III – Objectives
The objectives of this committee shall be to:
• Give the students their rightful voice in matters concerning their welfare.
• Provide a fair and equal environment to promote democratic problem solving and protect student rights.

Article IV – Functions
The functions of this committee shall be to enforce the policies of the Arnot School of Radiologic Technology.

Article V – Membership
Section 1
The committee will meet as necessary. All students and faculty will be informed as to the date, time and place of these meetings.

Section 2
Accurate records, including complete minutes, shall be made to allow for review by the Program Director of the School of Radiologic Technology only. Two (2) members of the committee will sign these minutes. All parties will sign a confidentiality statement regarding proceedings. The complainant must sign a Release of Information prior to the proceedings.

Article VI – Procedure
The procedure for resolution of a grievance shall be:

Section 1
This committee will hear any problems and/or grievances, which a student and/or class feels or suspects to be unfair based on the Arnot School of Radiologic Technology policies.

Section 2
The student filing a grievance shall be allowed to continue class and clinical as usual until the committee has reached a decision. However, if the student is considered to present immediate danger to patient welfare, he/she should be removed from clinical practice areas.
All parties and their adviser(s) have the right to attend and participate in the presentation and discussion phases of the Committee hearing. If a named party is not present at the hearing, then the hearing is conducted with the party absent.
All parties will be given full opportunity to present evidence and witnesses that are relevant to the issues at hand. All parties will also be given the opportunity to question any witnesses.
One student will present grievances to the committee. The student may then appoint a representative or advisor to appear with him/her.
To be provided at the time the formed committee meets with student:
• Confidentiality Acknowledgement forms are to be signed by each student attendee.
• Release of Information forms are to be signed by each student attendee.
• Agenda of the meeting.
During the deliberation phase, no one other than Committee members shall be present, and no new evidence may be introduced at that time. The decision of the committee will be made in writing to the student or group within one week of hearing the case.

Article VII – Power
The Grievance Committee is not a legal or judicial body but an advisory one. The extent of the ruling of this committee shall be:
Section 1
All decisions made by the committee are final; students and faculty are to abide by them except in cases with legal implications such as discrimination. Any student has the right to appeal if he/she feels the committee has unfairly handled his/her case.
Section 2
The student has a "right to appeal" in which the grievance can be taken to the Program Director of the School of Radiologic Technology. However, until a decision is reached, students and faculty are still bound by the grievance committee's decision.
Section 3
Action taken by the Program Director of the School of Radiologic Technology will be final, however, Section 494C (j) of the Higher Education Act of 1965 gives the student the right to file a written complaint. 95 In New York state, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department within three years of the alleged incident.

How to File a Complaint

If a student is unable to resolve a complaint, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form.

Please Telephone (212) 951-6493 or write to:
New York State Education Department
Postsecondary Complaint Registry
One Park Avenue, 6th Floor.
New York, New York 10016

Any student has three years to file a complaint with the New York State Postsecondary Complaint Registry. Students have access to the "Standards for an Accredited Educational Program in the Radiologic Sciences" from the Director. These standards are also available from:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
Web Site: www.jrcert.org

Allegations of non-compliance with JRCERT standards would be addressed by following the Due Process Procedure. Students can contact JRCERT

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

Numerical	Quality Points
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

Letter	Quality Points
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 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

Clinical grades are calculated using the following components:

Clinical Competency Evaluations (50%)

- Evaluates:

  -Requisition evaluation (Includes patient identity and exam order verification)

  -Facility, room, and equipment preparation and readiness

  -Patient assessment, management, and positioning

  -Proper collimation, positioning, and CR/part/IR alignment

  -Radiation Protection & safety

  -Equipment operation and technique selection

  -Image identification and quality

  -Image processing and evaluation

  -Post-processing and documentation

Checkmark Evaluations (25%)

- Assesses:

  -Patient communication skills

  -Proper patient positioning

  -Proper CR/part/IR alignment

  -Radiation protection

  -Equipment operation and exposure factors

  -Image identification and quality

Technologist Evaluation (25%)

- Assesses:

  -Professional behavior (communication, cooperation, initiative)

  -Critical thinking and organizational skills

  -Equipment proficiency and image quality

  -Competency, confidence, and patient safety

  -Exam quality

  -Radiation protection

Passing Grade: Minimum of 80%
Note: Clinical grades are determined by the Clinical Coordinator and Clinical Instructor with feedback from technologists. Competencies will not be verified until the student reviews them with the Clinical Coordinator/Instructor. Students are encouraged to add comments.

First Year:

1. Students may not perform any positioning until after completing didactic instruction and two (2) supervised labs, with satisfactory demonstration to the Clinical Coordinator or Instructor.

2. A minimum score of 80% is required to pass each competency.

3. If a competency is failed, the student may not attempt it again on the same day.

4. Prior to or following the completion of a clinical competency, students must perform a total of two patient exams (checkmarks) for each anatomical area under Direct Supervision – Phase I:
    a. A Clinical Coordinator/Clinical Instructor or a registered Radiologic Technologist (RT) must be present (another student does not qualify).
    b. All radiographs must be reviewed by the Clinical Coordinator/Clinical Instructor or RT before the patient leaves the Radiology Department.
    c. The supervising technologist's initials must be documented in the Trajecsys log under Direct Supervision.
    d. Checkmarks in the Task Performance booklet will only be awarded by the Clinical Coordinator/Clinical Instructor after evaluating the radiographs.

5. After completing two Clinical Coordinator/Instructor/ RT-supervised exams (checkmarks) and passing the exam competency, the student enters Direct Supervision Phase II for that exam:

    a. A Clinical Coordinator/Clinical Instructor or RT must evaluate the requisition to determine if the procedure is appropriate for the student's skill level.
    b. If approved, the instructor or designated RT must initial the control sheet/order.
    c. All radiographs must be reviewed by the initialing Clinical Coordinator/Clinical Instructor or RT before the patient leaves the department.
    d. Repeat imaging must always be directly supervised.

6. Second-year students are not permitted to supervise first-year students.

7. A registered RT or Clinical Coordinator/Clinical Instructor must be present for all repeat films.

8. A list of competency requirements will be provided with clinical objectives prior to the start of clinical assignments.

9. Failure to meet clinical objectives by the deadline will result in probation and a 3-point clinical grade deduction.

10. All first-year competencies and simulations must be completed by the end of the first semester of the second year. Failure to do so will result in probation and a 3-point clinical grade reduction.

11. Faculty reserves the right to dismiss any student who repeatedly enters probation or fails to meet clinical standards.

12. Students may not be pulled from specialty areas to perform competencies.

13. Exams and competencies must be performed in the assigned room unless that room is out of service.
14. Probation or repeated clinical performance issues may result in dismissal from the program.

Specialty Guidelines

- Didactic instruction and two positioning labs must be completed before performing patient positioning, checkmarks, or competencies.

Chest X-rays

- Two successful checkmarks must be completed before attempting a chest competency.

C-Arm Procedures

- C-arm room competency must be completed prior to attempting a C-arm competency or checkmark.
- C-arm checkmarks/competencies may only be attempted after didactic instruction for the relevant exam or part.
- All C-arm competencies must be completed in the OR.

Geriatric Competencies

- Geriatric checkmarks/competencies can only be attempted after successful completion of the Geriatric module in the Pediatrics course.

Pediatric Competencies

- Pediatric checkmarks/competencies require successful completion of the Pediatrics course and final exam.

Trauma Competencies

- Require prior didactic instruction and two positioning labs.
- Students must participate in at least one critical thinking positioning lab for the relevant part.
- Must demonstrate positioning modifications based on injury while maintaining all views per SOP.
- Trauma hips must be attempted first in the department; subsequent attempts may be portable.
- Trauma hips must be performed on trauma patients at the time of initial injury/encounter. Outpatient post-operative patients do not fulfill the requirements for this competency.

Second Year :

1. Students may not position a patient for any anatomical region until didactic instruction and two supervised positioning labs have been completed. Satisfactory performance must be demonstrated to the Clinical Coordinator/Clinical Instructor.

2. A minimum score of 80% is required to pass each competency.

3. If a competency is failed, the student may not attempt it again on the same day.

4. Upon successful completion of all first-year competency criteria, students operate under Indirect Supervision:
    - A registered radiographer must be on-site and available for immediate assistance.
    - All radiographs must be reviewed by the Clinical Coordinator/Clinical Instructor or an RT before the patient leaves the department.
    - Repeat imaging must always be directly supervised.

5. Second-year students may not supervise first-year students.

6. All repeated images must be performed under the direct supervision of a registered radiographer.

7. A list of required competencies will be provided with clinical objectives prior to the start of assignments.

8. Failure to meet clinical objectives by the deadline will result in probation and a 3-point clinical grade deduction.

9. Students cannot be pulled from specialty areas to perform competencies.

10. All competencies must be completed by the formal graduation date. Students who do not complete requirements by this time must meet with the program director to discuss post-graduation completion options.

11. Students extending beyond the formal graduation date to complete competencies will be charged $100 per 7 hours of continued participation.

Terminal Competencies

In the final semester, students must demonstrate entry-level technologist competency by completing a series of terminal evaluations. These evaluations assess students' readiness for independent practice and ensure they meet graduation standards.

Terminal Evaluation Criteria:

- Students will perform a designated number of positions from each category, selected randomly by the Clinical Coordinator/Clinical Instructor.
- Students will be evaluated on the same criteria as a routine clinical competency.
- Only two minutes are allowed per position.
- A minimum score of 80% is required for each terminal competency.
- Failed terminal competencies must be retaken, along with two additional exams in the same category. Retesting may not occur on the same day.

Terminal Categories and Required Exams:

- 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

Terminal Image Evaluation:

- Each student must complete an image analysis assessing technical factors and anatomy identification.
- A minimum score of 80% is required to pass.

Documentation:

- The Terminal Competency Master Sheet will be maintained in the student's clinical file, indicating the position and date of successful completion for each competency.

Support and Review:

- Students experiencing difficulty will have a planned conference with the Program Director and Clinical Coordinator. Conferences with family members may be held upon student request.

Student records are confidential in compliance with FERPA (Family Educational Rights and Privacy Act). Students have the right to review their records, challenge any of the contents and must be assured of the confidentiality of the contents. Written consent is required to release grades, transcripts, references, or other information contained in the student's record.

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 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.

COMPETENCIES

Mandatory (36)	Elective (Minimum 15 required)
Chest Routine	Chest Lateral Decubites
Chest (Stretcher or WC)	Sternum
Ribs	Soft Tissue Neck
Finger	Scapula
Hand	AC Joints
Wrist	Toes
Forearm	Patella
Elbow	Calcaneus
Humerus	Skull
Shoulder	Paranasal Sinuses
Trauma Shoulder	Facial Bones
Clavicle	Orbits
Trauma Upper Extremity (Non-Shoulder)	Zygomatic Arches
Foot	Nasal Bones
Ankle	Mandible
Knee	Tempomandibular Joints
Tibia-Fibula	Sacrum or Coccyx
Femur	Scoliosis Series
Trauma Lower Extremity	SI Joints
Cervical Spine	Abdomen Decubitus
Thoracic Spine	Intravenous Urography
Lumbar Spine	Pediatric Upper Extremity
Cross Table Lateral Spine	Pediatric Lower Extremity
Pelvis	Pediatric Abdomen
Hip	Pediatric Portable
Cross Table Lateral Hip	Geriatric Hip or Spine
Abdomen Supine	**Fluoroscopy * Student must have UGI or Contrast Enema plus one other**
Abdomen Upright	
C-arm (more than one projection)	UGI
C-arm (sterile field)	Contrast Enema
Portable Abdomen	Small Bowel Series
Portable Chest	Barium Swallow
Portable Orthopedic	Cystography/Cystourethrography
Pediatric Chest	ERCP
Geriatric Chest	Myelography
Geriatric Upper Extremity or	Arthrography
Geriatric Lower Extremity	Hysterosalpingography
	*Student must have at least one headwork exam

Trauma- Student must alter exam to accommodate patient's injury

- *All pediatrics are age 6 or younger, All Geriatric 65 and older and physically or cognitively impaired as a result of aging

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. Corning Community College faculty members teach courses provided by the College.

Danielle Avery ……..... Director, School of Radiologic Technology

Brenda Reynolds …….……..……. Clinical Coordinator

Vicki Youngs ……..…….……..…..…… Clinical Instructor

Toni Brotz ……...…….…... System Director of Imaging

Laurie Dunn …….…….……. System Director of Education

Charade Kittle ……...…… Financial Aid

Dr Edwin R. Acosta ……...……..…… Medical Director, Radiology

Dr. David T. Rayne ……...……..……Radiologist

Dr. David A. Chung ……...……..……. Radiologist

Dr. Tareen Loqman …….…… Radiologist

Dr. Gerald C. Buffo ……..…….. Radiologist

Dr. Alicia Shaikh ……..……..…….Radiologist

Dr. Derrek Wagoner…….……..…. Radiologist

Adrian Gonzales…….……..……RPAC