St. Luke's College Program Handbook

2025-2026 Academic Year

Radiologic Technology Program

Overview

With the increased use of technology in health care, the radiology profession is growing faster than ever, and radiologic technologists are leading the way. Radiographers are on the cutting edge of scientific progress, working with the latest in medical advancements.

In order to insure effective didactic and clinical education for students enrolled in St. Luke's College Department of Imaging Sciences Education, each student must possess a full understanding of the competency-based system of evaluation which is employed. It is the intent of the competency-based system to provide an objective and uniform method of evaluation of the didactic and clinical performance of the students in the program.

In an attempt to develop a sound education program and to meet the criteria in the JRCERT **STANDARDS** (Standards for an Accredited Educational Program in Radiologic Sciences), this program has been developed.

St. Luke's College Department of Imaging Sciences Education provides adequate didactic and clinical experience to ensure all students become candidates for certification by meeting the didactic and clinical competency requirements specified in the American Registry of Radiologic Technologists (ARRT) Didactic and Clinical Competency Requirements.

As a radiographer you will utilize knowledge of radiation protection, radiobiology imaging equipment, nursing principles and human anatomy and physiology to create medical images used to identify potential medical problems. Our radiology program combines classroom teaching and learning with clinical experiences for individuals interested in this high-tech profession. (Off the College Website)

St. Luke's College Mission Statement

As an institution of higher education, St. Luke's College provides high quality, health system-based education to individuals who desire to become competent and compassionate healthcare providers.

Vision Statement

A recognized innovative leader exclusively educating healthcare professionals.

Purposes of the College

•Facilitate academic excellence and clinical competence through general education and health science.

•Prepare graduates to utilize theoretical knowledge and skills in meeting the needs of individuals and groups in various health settings.

•Facilitate an assessment process that demonstrates student learning and enhances institutional effectiveness.

•Promote an environment in which all individuals are accepted for their inherent worth and dignity.

•Prepare graduates to become responsible health professional practicing within legal, ethical, and professional standards.

•Provide opportunities that foster personal and professional growth for lifelong learning.

•Facilitate opportunities for students and faculty to participate in community activities and gain an appreciation of community involvement.

Common Learning Outcomes

Upon completion of the program, the graduate will:

•Apply the skills of reading, writing and communication in the application of knowledge to practice.

•Demonstrate a broad knowledge base of biological and psychosocial principles.

•Utilize critical thinking in computation, decision-making and problem-solving.

•Display an appreciation and sensitivity for the needs and diversity of individuals, community, and global society.

•Assume the responsibility of intellectual growth and life-long learning.

(Reference 2025-2026 St. Luke's College Student Handbook)

St. Luke's College Student Handbook

St. Luke's College publishes a "Student Handbook" each academic year. The Student Handbook is located on the St. Luke's College website. It is the student's responsibility to review the Student Handbook and become familiar with the policies held within. The Department of Imaging Sciences Education will refer to these policies throughout the program.

Department of Imaging Sciences Education

Mission

The mission of St. Luke's College Department of Imaging Sciences Education is to provide high quality education to individuals who desire to become competent and compassionate medical imaging professionals.

Philosophy

Radiologic technology is an art and science. It is a profession which assists other aspects of medical science in a common goal towards the end of human suffering. Those included can only contribute through the diagnosis of disease processes if a specific understanding of all mechanisms is gained.

Education should be a systematic process of providing opportunities for advancing personal knowledge as well as the knowledge of the overall group responsible for providing health care services. This learning process and transfer of knowledge is best accomplished in an atmosphere of acceptance and freedom to question and explore.

The education of the radiographer requires the correlation of didactic and clinical learning into an understandable rewarding process. The medical personnel associated with the education of the radiologic technologist are dedicated to the belief that through an ample and quality didactic and clinical education program, student technologists acquire the ability to act decisively and independently.

Goals and Student Learning Outcomes

Fulfillment of the program's mission is assessed by the program's assessment plan and program effectiveness plan. This will assess the degree to which the program achieves its goals which enable our students to succeed in providing competent and compassionate health care.

Goal 1 Students will demonstrate clinical competency in the delivery of medical imaging.

Student Learning Outcomes:

1. Students will apply positioning skills to accurately demonstrate anatomical structures.
2. Students will apply the principles of radiation safety.

Goal 2 Students will use effective communication skills.

Student Learning Outcomes:

1. Students will demonstrate effective oral communication skills.
2. Students will develop and apply effective written communication skills.

Goal 3 Students will illustrate critical thinking skills.

Student Learning Outcomes:

1. Students will critique images for proper evaluation criteria.
2. Students will perform non-routine radiographic imaging.

(Reference 2025-2026 St. Luke's College Student Handbook & IS 2025-2026 Assessment Plan)

Program Effectiveness Goal

- The program will prepare and graduate entry-level technologists for service to the health care community.

Program Effectiveness Outcomes

- Graduates will pass the ARRT examination.
- Students will complete all program requirements of the 21-month program, within the stated program length.
- Graduates will be employed after graduation.
- Graduates will acknowledge that their knowledge and skills meet the expectations of employers.
- Employers will be satisfied with the knowledge and skills of the program graduates.

(Reference 2025-2026 St. Luke's College Student Handbook & 2025-2026 IS Program Effectiveness Plan)

Radiologic Technology (2-Year Track) Associates

A 21-month program. The Radiologic Technology program consists of 77 credits in radiography curriculum and programmatic core courses. At the conclusion of this 21-month program, students may sit for the American Registry of Radiologic Technologists (ARRT) certification examination and may proceed to employment or a modality internship.

Radiologic Technology (3-year Track) Associates

A 33-month program. The Radiologic Technology program consists of 77 credits in radiography curriculum and programmatic core courses. Students take the required general education courses in the first year. Radiography curriculum and general education course Radiobiology are taken years two and three. At the conclusion of this 33-month program, students may sit for the American Registry of Radiologic Technologists (ARRT) certification examination and may proceed to employment or a modality internship.

Radiologic Technology 2+2 Partnerships (4-year Track) Associates Plus Bachelors

In a partnership with affiliate college/universities, applicants take the required general education courses and college/university (Morningside University, Briar Cliff University or North Dakota State University) required course to obtain a bachelor's degree in the first and second year. The required general education course credits (passing with a C or above) are transferred to St. Luke's College. Applications apply from their respective college to St. Luke's College for admittance into the Radiologic Technology Program. The Radiologic Technology program consists of 77 credits in radiography curriculum and programmatic core courses. Radiography curriculum and general education course Radiobiology are taken in the third and fourth years. At the conclusion of this program, students may sit for the American Registry of Radiologic Technologists (ARRT) certification examination and may proceed to employment or a modality internship. Graduates receive an associate's degree from St. Luke's College and a bachelor's degree from their respective college/university.

Bachelor's of Health Sciences

The Radiologic Technology program consists of 77 credits in radiography curriculum and programmatic core courses. Radiography curriculum and general education course Radiobiology are taken years one and two. At the conclusion of the program, students may sit of the American Registry of Radiologic Technologist (ARRT) certification examination and may proceed to employment or a modality internship. Students may apply and enroll in Bachelor's of Health Sciences courses while in the Associates Degree program, however, financial aid and cost must be discussed with the

financial aid officer. Additionally, students may continue in the Bachelor's of Health Sciences program which is 100% online while working full time and fulfilling their educational goals.

St. Luke's College's Advanced Radiology Specialties

The specialties utilize different imaging methods to provide detailed images used for diagnosing fractures, disease, injuries, pathologies of the body and other valuable information about the human body. The Imaging Sciences Program utilizes didactic with excellent clinical experience to provide interns with the knowledge and skills to become entry level technologist in their specialty. The program has exceptional college faculty and clinical sites in a variety of clinical settings. At the completion of the specialty internship interns receive a certificate of completion and are eligible to take their American Registry of Radiologic Technologists (ARRT) advanced registry examination or American Registry for Diagnostic Medical Sonography (ADRMS).

Computed Tomography Internship

Computed Tomography (CT) produces cross-sectional images of the body by using ionization radiation. Cross-sectional images, or "slices" of the body help healthcare providers detect disease and/or injuries by creating detailed images of the bones and soft tissue.

Magnetic Resonance Imaging Internship

Magnetic Resonance Imaging (MRI) utilizes radio waves and magnetic fields to create images of the body. This non-invasive method provides valuable information about anatomic structures without the use of x-rays or other radiation.

Mammography

Mammography is a breast cancer screening exam which utilizes x-rays. The highly detailed images help healthcare providers in detecting disease and pathology.

Ultrasound

Ultrasound utilizes sound or other vibrations having an ultrasonic frequence. These detailed images assist healthcare providers in detecting and diagnosing disease and pathology.

Radiologic Technology Program of Study

Suggested Full Time Course Schedule:

Semester I	Credit Hours
RAD100 Introduction to Radiology & Patient Care	2
RAD103 Radiographic Procedures & Pathology I	4
RAD105 Fundamentals & Radiographic Physics	3
RAD108 Clinical Practicum I	3
BIO201 Anatomy & Physiology I	4
ENG108 English Composition	3
	19
Semester II	
RAD123 Radiography Procedures & Pathology II	4
RAD127 Radiographic Imaging & Fundamentals	4
RAD128 Clinical Practicum II	4
BIO202 Anatomy & Physiology II	4
MAT111 College Algebra	4
	20
Summer Term	
RAD203 Radiographic Procedures & Pathology III	1
RAD205 Radiographic Imaging	1
RAD208 Clinical Practicum III	3
RAD210 Radiologic Pharmacology	1
	6
Semester III	
RAD224 Image Critique I	2
RAD227 Advanced Radiographic Imaging	4
RAD228 Clinical Practicum IV	5

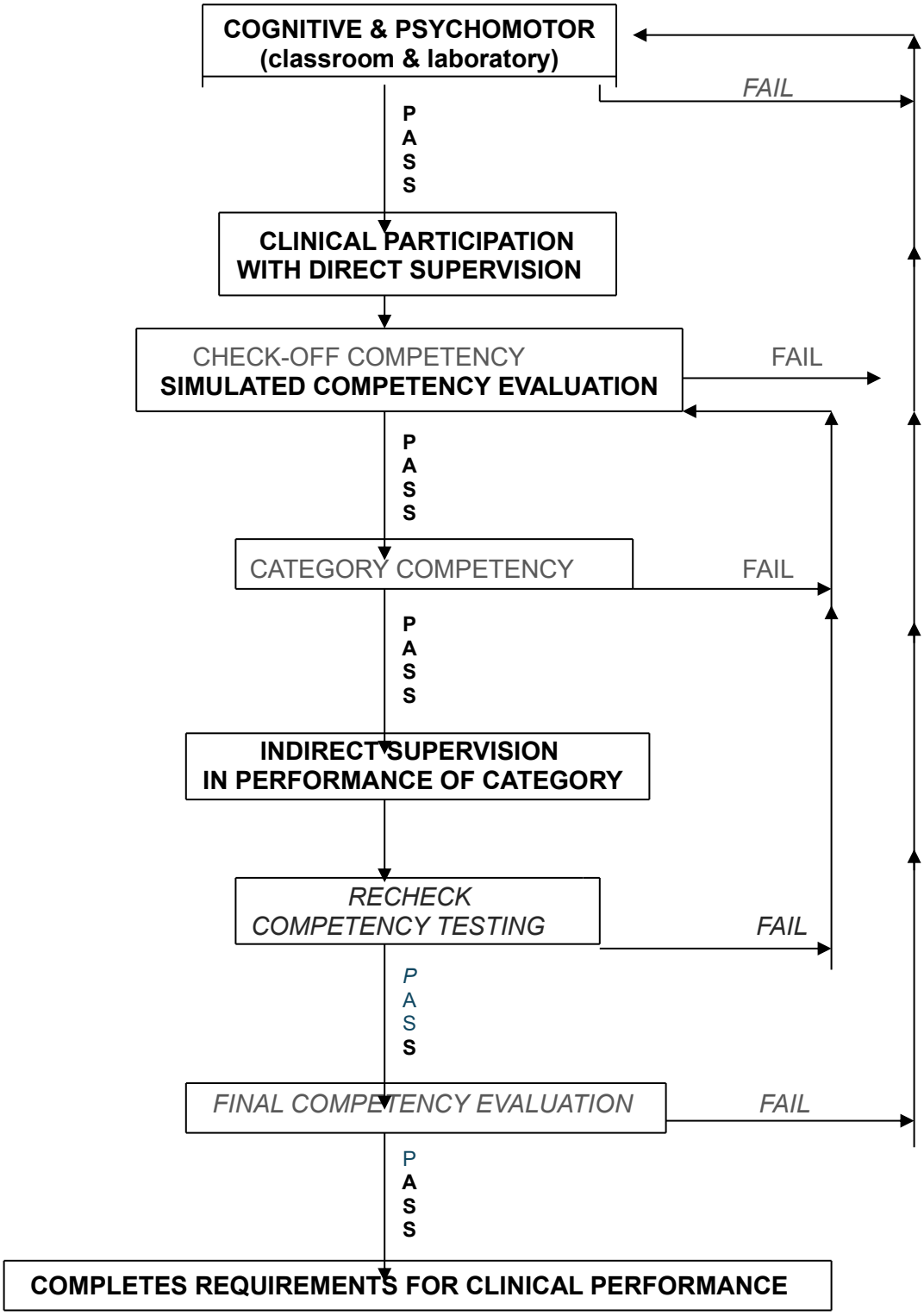
BIO220 Radiobiology	3
PSY106 General Psychology	3
	17

Semester IV

RAD230 Seminar	3
RAD231 Modality Imaging	2
RAD234 Image Critique II	2
RAD238 Clinical Practicum V	5
PHI220 Ethics	3
	15
Total Imaging Sciences Core Credits	53
Total General Education Core Credits	24
Total Program Credits	77

(Reference 2025-2026 St. Luke's College Student Handbook)

CLINICAL COMPETENCY PROGRAM FLOW CHART



Department of Imaging Sciences Procedure # IS 1.01

Statement of Procedure Changes

PURPOSE

Due to constantly changing conditions, St. Luke's College Department of Imaging Sciences Education reserves the right to make such changes in procedure as may be deemed necessary upon approval of the Program officials and/or the Advisory Committee, as appropriate.

Students will be informed immediately of any changes in procedures in writing and are, therefore, responsible for compliance upon receiving this information.

PROCEDURE STATEMENT

Students will be immediately informed of any changes in procedure. Procedure changes will be distributed in writing. Students will indicate their understanding and knowledge of the procedures change by signing a statement of understanding. Upon signing the students are held responsible for compliance to the procedure.

SCOPE

The entire student body of the Department of Imaging Science Education.

METHOD

1. Procedure changes will be distributed to the students no later than 10 class days from the date of approval.
2. Students are required to sign a copy of the new procedure to provide evidence of their understanding and knowledge of the procedure change.

Department of Imaging Sciences Procedure # IS 1.02

Program Communication

PURPOSE

The Department of Imaging Sciences Education faculty and staff need to be in constant communication with students. Electronic messages have proven to be the most effective mode of communication.

PROCEDURE STATEMENT

Students are required to monitor St. Luke's College e-mail daily. Announcements, individual information and updates will be communicated to students via St. Luke's College e-mail or the Blackboard Announcements.

SCOPE

The entire student body of the Department of Imaging Science Education.

PROCEDURE

1. All St. Luke's College students are provided a college issued email account. Students are expected to utilize their St. Luke's College email account for all course communication.

   (Reference 2025-2026 St. Luke's College Student Handbook)
2. Students are required to check their St. Luke's College email account daily.
3. Faculty will make all reasonable efforts to provide timely feedback to learner email messages or other correspondence within 36 hours, Monday through Friday or within 72 hours over the weekend during the academic year.

Department of Imaging Sciences Procedure # IS 1.03

Diagnostic Imaging Attendance Procedure

PURPOSE

St. Luke's College promotes professional behavior in students. Attendance communication is a valuable trait to learn prior to entering the workforce.

PROCEDURE STATEMENT

Per the College Attendance Policy in the Student Handbook, **"**The student is responsible for all content, assignments, and testing when missed due to absence or tardiness. The student is expected to make arrangements for completion of assignments immediately following the absence and/or tardiness. Failure of the student to follow these guidelines will be reflected in the course grade. Each course syllabus will outline specific requirements/guidelines regarding absences, tardiness, and communication."

(Reference 2025-2026 St. Luke's College Student Handbook)

SCOPE

The entire student body of the Department of Imaging Science Education.

METHOD

1. Any student who will be absent for a course (didactic or clinical) must provide communication to the course faculty.
2. The communication must occur prior to the start of the class.
3. Students should refer to the course syllabi for make-up work process.

Department of Imaging Sciences Procedure # IS 1.04

Reporting Illness Procedure

PURPOSE

For the protection of each student as well as the patients and St. Luke's College and its affiliates, the program requires students who have or suspect they have a contagious illness to notify the Program Faculty and not attend clinical or didactic course(s).

PROCEDURE STATEMENT

Any student who has a fever of greater than 98.6 degrees Fahrenheit, a known contagious illness, or suspects that he/she has a contagious illness cannot attend clinical or didactic course(s).

SCOPE

The entire student body of the Department of Imaging Science Education.

METHOD

1. Students who are ill must follow the Diagnostic Imaging Attendance Policy as addressed by the course syllabi.
2. An absence from didactic class or clinical for medical illness (physical or mental), in which consecutive days are missed will be counted as (1) one incident. If the student is absent more than 3 days, a medical note will be required to return to didactic class or clinical rotations. This documentation must be provided to the didactic faculty or clinical faculty PRIOR to returning to the clinical rotation. This may be provided in person or via email.
3. More than 2 medical illness (physical or mental) incident absences for the same indication in the same semester, the student will be required to provide a medical note that the student is able to remain in didactic class and clinical rotations.
4. Students will be allowed 2 absences from didactic class and 2 absences from clinical in their final semester to attend interviews. Documentation of the interview must be given to the didactic and/or clinical faculty. These absences will not receive a Clinical Attendance Probation.
5. Excessive absenteeism is determined as missing more than 5 days (7-hour days) of the clinical rotation of the course may result in failure of the clinical course.
6. St. Luke's College sponsored activities in which students are asked to participate in will not count against the student's absenteeism.

Department of Imaging Sciences Procedure # IS 1.05

Ethics Requirements for American Registry of Radiologic Technologist (ARRT) Certification

PURPOSE

Good moral character is one of the eligibility requirements for ARRT registration. The ARRT establishes guidelines for this in the *Standards of Ethics*. Any violation of the *Standards*, either past or present, must be reviewed in order to determine if the inappropriate activity reflects the character of the applicant and may be a predictor of future behavior.

A conviction of a felony, gross misdemeanor or a misdemeanor is considered to be a violation of the *Standards of Ethics* (All alcohol and/or drug related violations are included). Any criminal proceeding where a plea of guilty or nolo contendere (no contest) is entered, or a finding of guilty is made or returned, but the adjudication of guilt is withheld or not entered, is considered to be a conviction for ARRT purposes. In order to provide all registrants a fair and equal review of a possible violation, all convictions must be reported.

Applicants must be informed of the ethics requirement at their enrollment in an educational program. Because a violation must be cleared before the applicant can be assigned to an examination, the ARRT encourages early review so that there is no delay in determining eligibility at the time of completion of the program.

Applicants are not eligible for examination while they are under any condition of the courts. These conditions include, but are not limited to, suspended sentence, stay of sentence, conditional discharge, non-reporting probation, and reporting probation or parole. Students may contact the ARRT to request information on the Pre-Application Review process at any time. The address for the ARRT is the following:

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
Phone number 651-687-0048
www.ARRT.org

(Reference 2025-2026 St. Luke's College Student Handbook)

PROCEDURE STATEMENT

The College conducts background checks on all student body. The Program may be unable to provide the student with clinical experiences due to clinical site requirements. This may inhibit the student from obtaining clinical course requirements and ARRT Board Examination requirements.

SCOPE

All enrolled Imaging Sciences Students.

METHOD

1. Questions concerning board eligibility, due to history of a criminal conviction(s), will need to be addressed by the ARRT Ethics Committee.
2. During orientation students will be instructed on the Ethics requirements of the ARRT.
3. Prior to the start of ANY clinical rotations, each student will receive information on the preferred company to complete the background check. Any student who does not complete will not be allowed to attend clinical rotations, and the Clinical Attendance Policy will be enforced.
4. Any student with a criminal history will be referred to ARRT's Ethics Committee.
5. Program faculty will counsel the student on their program options.

Department of Imaging Sciences Procedure # IS 1.06

Professionalism

PURPOSE

The goal of this procedure is to define and reinforce the standards of professionalism expected of students enrolled in the Radiography Program. Radiologic Technologists are healthcare professionals who must consistently demonstrate ethical conduct, responsibility, and respect in all clinical, academic, and interpersonal settings. This procedure ensures students are prepared for the professional expectations of the field.

PROCEDURE STATEMENT

All students in the Radiography Program are required to demonstrate professionalism in behavior, appearance, communication, and attitude. Professionalism is an essential component of clinical competence and directly affects patient care, team collaboration, and workplace integrity.

Unprofessional conduct may result in disciplinary action, including warnings, grade reductions, dismissal from clinical rotations, or removal from the program, depending on the severity and frequency of the behavior.

Professional Behaviors:

Students are expected to:

- **Maintain ethical and legal standards** in all clinical and academic settings. The student will develop a sense of protection for the health and well-being of the patient by careful and complete medical practices.
- **Maintain supervision procedures**. Students are to be directly supervised by a qualified radiographer until competency is obtained and while imaging a pregnant and/or non-English speaking patient. Second year students are to be under limited supervision in area of demonstrated clinical competence and policy standards. If a radiograph is to be repeated, a qualified radiographer is required to be present in the radiographic room.
- **Communicate respectfully and clearly** with patients, faculty, staff, and peers.
- **Be punctual and reliable**, arriving on time to class, labs, and clinical assignments. In clinical at the assigned time and will report to the qualified radiographer or the charge tech of the Radiology Department.
- **Demonstrate a willingness to learn** by accepting feedback and engaging in self-improvement.
- **Maintain patient confidentiality** in accordance with HIPAA regulations.
- **Display a professional appearance**, including proper uniform, ID badge, personal hygiene, and compliance with dress code policies.
- **Work effectively as part of a healthcare team**, demonstrating collaboration and accountability.
- **Show empathy and compassion** toward patients and their families.
- **Take responsibility** for actions, assignments, and performance. The student is responsible to the course faculty and clinical advisors in the department.
- **Demonstrate integrity**, including honesty in documentation and exams.

Unprofessional Behaviors:
The following behaviors are examples of conduct which violate this procedure and may lead to disciplinary action:

- **Disregard for health** care facility safety rules.
- **Breaching patient confidentiality**, including discussing patient information, students, technologists, or physicians and their practices in public or on social media.
- **Disrespectful or disruptive behavior**, including arguing, using profane language, being dismissive with patients, visitors, physicians, fellow students, didactic or clinical faculty or clinical staff.
- **Disregard of timeliness.** Frequent tardiness or absenteeism without proper notification or documentation. Abuse of time spent on breaks or lunch. Leaving a work area during clinical hours without permission.
- **Inappropriate use of cell phones or electronic devices** during class, lab, or clinical hours. Use of cell phones during clinical, except on an approved break. Cell phones cannot be in the patient care areas or used to take ANY photos/selfies while at the clinical site. NO photos/selfies at the clinical sites.
- **Dishonesty**, such as falsifying records (self, fellow student or patient), plagiarism, or cheating on exams.
- **Failure to wear appropriate attire or maintain hygiene**, including improper uniform, missing name badge, missing radiation monitoring badge or excessive fragrance.
- **Refusal to follow instructions, clinical protocols and neglect of duties assigned**. Refusing to provide care to a patient because of patient's race, color, sex, religion, age, beliefs, handicap, or illness.
- **Harassment, bullying, or discriminatory behavior** of any kind. Threatening any person while on college premises or in the clinical setting.
- **Lack of engagement**, including sleeping in class or clinicals, showing disinterest, or not participating in assigned tasks. Conducting personal business during clinical hours.
- **Unprofessional social media presence** which reflects poorly on the student, program, or clinical sites.
- **Any immoral conduct** such as the use of alcohol or illegal drugs. Smoking in unauthorized areas. Chewing gum during clinical hours. Fighting, horseplay, disorderly conduct, loud talking or the possession of weapons on health care facility property. Theft, destruction or misuse of hospital property or of patients

This list is not all-inclusive, and the College reserves the right to review student conduct and determine the disciplinary action to be taken.

SCOPE
All enrolled Imaging Sciences Students.

METHOD

Faculty and clinical instructors will document professional behavior concerns. Students will be counseled and given an opportunity to correct minor infractions. Major violations or repeated unprofessional conduct may lead to formal disciplinary procedures up to and including dismissal from the program.

Department of Imaging Sciences Procedure # IS 1.07

Bereavement

PURPOSE

In order to allow student an opportunity to grieve, the program has set forth a procedure to outline this time.

PROCEDURE STATEMENT:
Students will inform the program of the need to utilize this Bereavement Procedure. The course faculty will communicate with the student. The student will need to also follow the Diagnostic Imaging Attendance Procedure.

SCOPE

The entire student body of the Department of Imaging Science Education

METHOD

1. Consistent with the UPH Bereavement policy.
    - Up to 5 class/clinical days to bereave the death of the following relatives: spouse, domestic partner, mother, father, stepparent, child, stepchild, or miscarriage.
    - Up to 3 class/clinical days to bereave the death of the following relatives: brother, sister, stepbrother or stepsister, grandparents, step-grandparents, grandchildren, mother or father-in-law, stepparent-in-law, brother-in-law or sister-in-law, son-in-law or daughter-in-law, foster children, any relative who resides with the Employed Team Member or with whom the Employed Team Member resides at time of death.
    - Up to 1 class/clinical day to bereave the death of the following relatives: aunt, uncle, niece, nephew, great grandparents, grandparents-in-law.
2. The student must provide documentation of the death to the course faculty.
3. If clinical rotations are missed, the student will not receive a Clinical Attendance Probation.
4. The Bereavement days will only pertain to the semester of the death.

Department of Imaging Sciences Procedure # IS 1.08

Advisement Procedure

PURPOSE

Retention of students is a priority in the Imaging Sciences program. The program realizes student learn differently and may need other suggestions to help them be successful. Additional mentoring and relationship building has been proven to increase student success.

PROCEDURE STATEMENT:

All faculty and students will follow our advisement procedure. Students will be told of any additional requirements needed of them for success and documentation will be kept by the Faculty Advisor.

SCOPE

All enrolled Imaging Sciences Students.

METHOD

- Academic, behavioral, and clinical advising is ongoing throughout the semesters and may be initiated at any time by the students or faculty advisors.

Faculty Advisor Role

- Faculty advisors are assigned to students at the beginning of the Program.
- Faculty advisors schedule formal progression counseling meetings with students a minimum of once each semester.
    - First Semester:
        - Faculty advisors will meet students 1 on 1 at least once in the 2nd or 3rd weeks of the first semester.
    - Each Semester
        - Faculty advisors may meet, or email check in with passing/non-concerning students at 4 weeks, 8 weeks (mid-term) and 12 weeks.
        - Faculty advisors will meet face-to-face with non-passing/concerning students at 4 weeks, 8 weeks (mid-term) and 12 weeks. Advisors will communicate with the Program Director.
            - Summer semester will be the exception, faculty will still check in with students.
- Faculty advisor referrals of students to the Student Success Center or tutoring occur as needed to provide students with the appropriate support services.
    - Practice is to access Blackboard Success Center to complete online form.

- Faculty advisors can request academic progress reports from general education courses as well as Radiography and Bachelor's courses.
    - Also, on the Blackboard Success Center online form.
- Faculty advisors may create an Action Plan for the students to achieve success. This may include examples of meeting with the Success Center, completion of planner/calendar, meeting with a tutor, studying time at the college, review with course faculty, etc. Program Director will assist as needed.
- Faculty advisor will document meetings and conversations with students on their academic progress.

Course Faculty Role

- The Program has conversation forms and counseling forms faculty can use at any time.
- Course Faculty meet with students when there are any issues to discuss or if the student does not pass an exam.
    - Schedule an appointment with a tutor is prior to first test if student wants but mandatory if students fail first test.
- Faculty will let the student's advisors know if there are any problems in their course prior to midterm and throughout the semester.
- At 4-week, the course faculty will send an update to Advisors regarding any students of concern or not passing any course with a 78% or greater.
- At 8-weeks an Action Plan is completed with any student who is not passing any course with a 78% or greater. The Action Plan will be reviewed by the student and signed by the student and faculty. The faculty will keep a copy on file and also send a notification to the student's advisor.

Program Director Role

- Program Director will reach out to Faculty to receive a list of students in general education courses.
- Program Director will reach out to Faculty Advisors and Course Faculty on grades of students and students non-passing/concerning.
- At any time, the Faculty Advisor or Course Faculty would like assistance advising a student, the Program Director will assist.
- The Program Director will communicate to the Dean any students with concern of not passing a course.

Department of Imaging Sciences Procedure # IS 1.09

Imaging Sciences Energized Lab

PURPOSE

St. Luke's College provides an Imaging Science Energized Lab for student learning. The Energized lab is a useful tool in which requires monitoring for student safety.

PROCEDURE STATEMENT

The Energized lab is a useful tool for students to obtain hands on training by learning all aspects of image production, positioning, exposure techniques, post processing, trauma, patient care, critical thinking, and quality control. These aspects of learning will be introduced to the students during, but not limited to, simulations, lab testing, trauma lab, physics lab and trauma scenario.

Failure to follow the St. Luke's College Imaging Sciences Energized Lab Protocol may result in a dismissal from the Imaging Sciences program. Failure to follow the St. Luke's College Imaging Sciences Energized Lab Protocol would be non-compliance with Iowa Department of Public Health (IDPH) Chapter 40 Standards for Protection against Radiation.

The Energized Lab equipment will undergo proper maintenance to ensure adequate performance IDPH Ch 41.1 (3). Licensure for the radiographic equipment will be maintained through the IDPH-Bureau of Radiology. Permit will be available within the individuals place of employment IDPH Ch 41.1(3) Each door to the Energized Lab will be identified as a Radiation Area by the posting requirements identified in IDPH Chapter 40 Standards for Protection against Radiation 64140.60 and 40.61(1).

Access to the Energized lab will be limited. Energized lab x-ray room 1 has the option to set the collimator and light to be operational, while the generator breaker is turned off and secured. The setup does not allow for operational production of x-rays or emission of radiation. This setup allows students to practice independently. If the x-ray generator is on and x-rays can be produced, then all individuals in the Energized lab shall be supervised by a registered radiological technologist employed by St. Luke's College. REMEMBER: Radiation safety depends on THE STUDENT!

SCOPE

All enrolled Imaging Sciences Students

METHOD

Radiographer's General Rule

A fundamental precept of radiation safety is that the individuals must assume the responsibility not only for their own safety but must ensure that their actions do not result in hazards to others.

IMAGING SCIENCES ENERGIZED LAB PROTOCOL

(As directed by the Iowa Department of Public Health Chapter 40 Standards for Protection against Radiation)

1. The Radiation Safety Policy, please refer to Unity Point-St. Luke's Hospital's Radiation Safety Policy available on the Hub.
2. The Principle of Radiation Protection Policy in the St. Luke's College Clinical Handbook.
3. The Imaging Sciences Energized Labs doors will remain locked, unless in use and a registered radiological technologist is present.
4. All individuals in the Energized Labs shall be supervised by a registered radiological technologist employed by St. Luke's College.
5. Radiographic exposures shall NOT be emitted on any living human.
6. Radiographic images shall NOT be obtained/performed on any living human.
7. The Energized lab doors shall be closed during radiographic exposure.
8. Students shall NOT hold during a radiographic exposure.
9. All individuals in the energized lab will stand behind the protective barriers while a radiographic exposure is made. When using mobile equipment (portable/c-arm), individuals are required to wear lead aprons including thyroid shields.
10. Individual pressing the exposure button is responsible to know the location of all other individuals in the Energized Lab and ensure radiation safety practices are being utilized.
11. All individuals in the Energized Lab shall be wearing their radiation dosimeter in accordance with the Principle of Radiation Protection Policy in the St. Luke's College Clinical Handbook.
12. All individuals in the Energized Lab shall practice ALARA (As Low As Reasonably Achievable.

Questions or concerns regarding the Energized Labs can be directed to the Program Director at 712-279-3651.

(Resource 2025-2026 Student Handbook)

Department of Imaging Sciences Procedure # IS 1.10

Principles of Radiation Protection Policy

PURPOSE

The purpose of this procedure is to protect students from unnecessary radiation and to establish limits for radiation.

PROCEDURE STATEMENT

The responsibility of the student radiologic technologist is to maximize the benefit from each x-ray exposure and to minimize the radiation received by the patient. Students shall adhere to the following policy:

SCOPE

All enrolled Imaging Sciences Students

METHOD

- Technique
  - Take time to position the patient properly.
  - Choose exposure factors based on the patient's body habitus.
- Collimation
  - Limit the size of the beam to include only the area of interest.
  - There is NEVER justification for a beam larger than the image receptor.
  - Collimation improves image quality.
  - Collimation may be the single most vital thing the technologist can do to protect the patient.
- Gonadal Shielding
  - Use gonadal shielding whenever this will not interfere with the diagnosis.
  - Gonadal shields should be used on any patient in the reproductive years or younger.
- Pregnant Patients
  - Students should not perform examinations on pregnant patients unless a qualified radiographer is physically present.
- Protecting the Student
  - Students can be protected by the same techniques used to protect the patient.
  - Students must always wear lead apron to include a thyroid shield if in the room during radiographic examinations in stationary x-ray rooms, during portable radiography and any fluoroscopic examinations (mobile or stationary) unless behind a protective barrier. Student must wear gloves when appropriate.
  - Students must not hold image receptors during any radiographic procedure.

    - Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
    - NEVER STAND IN THE PRIMARY BEAM!
- Personnel Monitoring
    - Always wear personnel monitor between the collar and waist during clinical experience.
    - Personnel monitor should be worn under the apron during fluoroscopy exams.
    - If the personnel monitor is inadvertently laundered, it is destroyed. DO NOT THROW IT AWAY. BRING IT TO THE CLINICAL COORDINATOR AND IT WILL BE SENT BACK.
    - The monitor cannot be worn while receiving medical or dental x-rays. The monitor is for OCCUPATIONAL dose only.
    - Students must access their individual monthly dose reports through mylrd.com and record their monthly dose on their Trajecsys account. This process will demonstrate student verification and acknowledgement of their monthly levels.
    - Students should not receive more than 41 mrem/month (125 mrem/quarter). 100 mrem = 1 mSv.
- Overexposure
    - Students which receive over this amount will be advised and the incident will be discussed with the Radiation Safety officer.
    - If the student continues to receive over the recommended dose limits, removal from the clinical area will occur.

(Resource 2025-2026 Student Handbook)

Department of Imaging Sciences Procedure # IS 1.11

Pregnancy Policy

PURPOSE

The purpose of this procedure is establish a procedure for pregnant students to voluntarily declare and un-declare their pregnancy.

PROCEDURE STATEMENT

The United States Nuclear Regulatory Commission (NRC) has identified a radiation limit of 500 mrem (5.0 mSv) for fetal exposure. The reason the NRC has established this limit is to protect the embryo/fetus from unnecessary radiation levels which may put the developing baby at risk. However, the limit for a student radiographer is lower.

St. Luke's College Department of Imaging Science Education is committed to working with students which are pregnant while enrolled in the program. The decision to declare a pregnancy is completely voluntary. The student may voluntarily declare the pregnancy, in writing, at any time. The student may revoke the declaration of pregnancy, in writing, at any time.

The student who elects to voluntarily declare pregnancy must complete the Declaration of Pregnancy Form (found on the Trajecsys site) and submit the form to the Program Director or Clinical Coordinator. The declaration form data includes an estimation of date of conception and anticipated due date. The form includes a statement indicating the voluntarily declared student is aware of the risks of radiation and the dose equivalent limit to the embryo/fetus during the entire pregnancy will not be allowed to exceed 500 mrem (5.0 mSv) during the entire pregnancy. Due to the limits for a student radiographer, the pregnancy will not be allowed to exceed 410 mrem (4.1 mSv).

Once a student voluntarily declares pregnancy, a fetal monitor badge will be supplied to the student and fetal exposure will be monitored throughout the pregnancy or until such times as the student revokes (in writing) the declaration. Students may use the Un-declaration of Pregnancy form to un-declare their pregnancy.

SCOPE

All enrolled Imaging Sciences Students

METHOD

Students who voluntarily declare pregnancy may elect one of the following options:

1. To provide a physician's statement indicating pregnancy and releasing St. Luke's Regional Medical Center and the College from any liability and to continue in the program without modification.

2. To provide a physician's statement indicating pregnancy and to withdraw from the program and re-enter within a one-year time frame.
3. To provide a physician's statement indicating pregnancy and to continue with didactic classes and complete clinical courses within a one-year time frame.

Students who voluntarily choose to keep their pregnancy undeclared will not receive an additional fetal dose monitor. St. Luke's Regional Medical Center and the College will not be subject to any form a liability. The student may continue in the program without any modification.

Release of Responsibility

I, the undersigned, am choosing to voluntarily declare my pregnancy. My estimated time of conception is _____.
I have been informed of all risks and complications possible from engaging in the practice of radiology while pregnant, and release St. Luke's College, the Department of Imaging Sciences Education, and St. Luke's Regional Medical Center from any responsibility for any complications which may arise.

_____
Student Signature/ Date

_____
Program Faculty Signature/Date

Revised February 2024

UNITYPOINT HEALTH

ST. LUKE'S SIOUX CITY IA

DECLARATION OF PREGNANCY

Name of individual:		
Employee #:		
Date of Conception (*Mo/Yr*):		
By providing this information to the Radiation Safety Officer, in writing, I am declaring myself to be pregnant as of the date shown above. Under the provisions of 641-40.22 (1) (10 CFR Part 20.1208), I understand that my exposure will not be allowed to exceed 410 mrem (4.1 mSv) during my entire pregnancy, from student radiographer occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimated exposure since the above date of conception has already exceeded 369 mrem (3.69 mSv), I understand that I will be limited to no more than 41 mrem (0.41 mSv) for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my immediate supervisor as soon as practical.		
Signature of Individual:		
Department:	**Zip Code:**	**Extension:**
Signature of Immediate Supervisor:		

RECEIPT OF DECLARATION OF PREGNANCY

(*to be completed by Radiation Safety*)

Name of Supervisor:	
Name of Declared Pregnant Worker:	
I have received notification from the above named woman that she is pregnant. I am enclosing a copy of Nuclear Regulatory Commission Regulatory Guide 8.13, Revision 3 "Instruction Concerning Prenatal Radiation Exposure". I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo/fetus in accordance with limits in 641-40.22(1) (10 CFR Part 20.1208). She should avoid substantial exposure variations and try to maintain a uniform monthly exposure (i.e. 41 mrem/month).	
The dose to the embryo/fetus during the entire pregnancy is limited to:	410 mrem
Estimated dose from time of conception to date of declaration:	_____ mrem
Remaining dose to embryo/fetus for the remainder of pregnancy:	_____ mrem
Signature of Radiation Safety Officer:	**Date:**

UNITYPOINT HEALTH

ST. LUKE'S SIOUX CITY IA

UN-DECLARATION OF PREGNANCY

Name of individual:
Date of Declaration:
In accordance with NRC regulation 10 CFR 20.1208, ADose to an Embryo/Fetus@, I am un-declaring that I am pregnant. I understand that my radiation exposure dose will no longer be limited to 410 mrem (4.1 mSv). I further understand that my annual dose limit will now be 500 mrem (5 mSv). My fetal badge will be cancelled until such time as I declared that I am pregnant or request reinstatement of pregnancy status.
Signature of Individual:
Printed Name of Individual:

RECEIPT OF UN-DECLARATION OF PREGNANCY

(*to be completed by Radiation Safety*)

I have received notification from the above named woman that she is un-declaring her pregnancy. I have informed her of the changes that will occur as to the amount of exposure she will now be able to receive. I have informed her that her fetal badge will be cancelled. I have evaluated her fetal exposure and have determined that at the date of un-declaration, she had received the following dose:
The dose to the embryo/fetus during the entire pregnancy is limited to: 410 mrem Estimated dose from time of declaration to date of un-declaration: _____ mrem
Signature of Radiation Safety Officer: **Date Signed:**

PURPOSE

Department of Imaging Sciences Procedure # IS 1.12

Readmission Procedure

In the event a student leaves the Radiologic Technology Program for any reason, the student is eligible to re-apply to the program.

PROCEDURE

In the event a student leaves the Radiologic Technology Program for any reason, the student is subject to the following process, to be completed in order, before the student can re-enter the program.

SCOPE

All past Imaging Sciences Students.

METHOD

- The student must re-apply for admission. The re-admission process is begun by completing an application for admission.
- The student is required to write a letter to the program selection committee requesting admission. The letter should include a statement explaining why the student would be more successful when re-admitted to the program. The letter should outline the steps the student has already taken and steps the student will take to ensure success. Re-admission is not guaranteed.
- A personal interview must be arranged with the program selection committee. Other documentation may be required.
- Based on the application, letter and decision of program selection committee, re-admission may be granted provisionally. All college policies regarding admission must be followed.
- Once provisionally re-admitted, the student will meet with the Clinical Coordinator to determine clinical proficiency prior to resuming any clinical practicum. A clinical proficiency lab will be schedule in which clinical procedures will be evaluated. These clinical procedures will be determined based on the point the student desires to re-enter the program. Any previous simulations or check-offs completed in any completed clinical courses will be re-evaluated. Any student who has had a break in the progression of the radiologic technology program may be required to complete a clinical lab refresher experience based on the outcome of the clinical proficiency lab. The goal of a clinical lab refresher is to assist the students in gaining skills in which are needed for re-entry to the clinical practicum. A fee will be assessed for this clinical lab refresher experience.

- If the required clinical lab refresher experience is not successfully completed prior to the scheduled program re-admittance date, the student will not be re-admitted into the program.
- The student will be strongly encouraged to audit courses based upon courses which the student needs additional support and knowledge.
- The student, faculty and Program Director will work together to create a Success Plan for the student.
- If there has been a change in the curriculum students may be required to complete additional courses based on the new curriculum. Any Radiologic Technology core classes and Radiobiology which were taken three year or more prior must be retaken.
- Students may only be re-admitted to the program once.

JRCERT Complaint Resolution Policy

Any student with a complaint related to the accreditation standards has the right to contact the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Process:

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the grievance policy.

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, the student may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300
Fax: (312) 704-5304
e-mail: mail@jrcert.org

Complaints/Allegations website: Allegations - JRCERT

The Allegations Reporting Form (sample included) must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible. Forms submitted without a signature or the required supporting material will not be considered. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes the student has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

JRCERT Resolution Policy

Upon notification from the JRCERT (Joint Review Committee on Education in Radiologic Technology) of a complaint concerning noncompliance of the Standards, St. Luke's College Department of Imaging Sciences Education will respond to the JRCERT within a one (1) month time frame.

The response will include:
• An acknowledgement of the complaint by the Department of Imaging Sciences Education and the date received.
• Investigation of the specific issue related to the complaint including meetings with any personnel involved. (Completed within two weeks of receipt)
• A report of the final outcome of resolution of the complaint with an action plan if applicable.

A permanent written record of all complaints and subsequent resolutions will be kept on file in the Department Chairperson's office. Any complaints and/or resolution of complaints of noncompliance with the Standards will be conveyed in the Annual Assessment Report.

(Reference 2025-2026 St. Luke's College Student Handbook)

ARRT COMPETENCY REQUIREMENTS

Please use the following link:

https://www.arrt.org/pages/earn-arrt-credentials/requirements

ARRT Rules and Regulations

Please use the following link:

https://www.arrt.org/docs/default-source/governing-documents/arrt-rules-and-regulations.pdf?sfvrsn=3f9e02fc_34

ARRT STANDARDS OF ETHICS

Please use the following link:

https://www.arrt.org/docs/default-source/governing-documents/arrt-standards-of-ethics.pdf?sfvrsn=c79e02fc_16

ASRT CODE OF ETHICS

Please use the following link:

https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_14

US NUCLEAR REGULATORY COMMISSION DIVISION 8.7

Please use the following link:

http://pbadupws.nrc.gov/docs/ML0529/ML052970092.pdf

US NUCLEAR REGULATORY COMMISSION REGULATORY GUIDE 8.13

Please use the following link:

https://www.nrc.gov/docs/ML0037/ML003739505.pdf

JRCERT STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES

Please use the following link:

https://www.jrcert.org/accreditation-information/accreditation-standards-2021/

CONFIDENTIALITY STATEMENT

Throughout the Radiologic Technology Program at St. Luke's College in Sioux City, Iowa, I will have access to patient information. I realize this information is private and should be kept confidential. I understand it is unethical to access a patient's record in which I do not have reason to be entering. I also realize any unauthorized release of information is punishable by fine and/or imprisonment.

Throughout my tenure in the Radiologic Technology program, I will at no time inappropriately release confidential information.

I understand the releasing of unauthorized patient information will follow the Code of Ethics, Code of Conduct and Confidentiality of Patient and Health Systems Information as in the College Student Handbook. This may result in immediate termination from the St. Luke's College Department of Imaging Sciences Education.

Signature: _____

Date: _____

St. Luke's College Faculty: _____

Date: _____

Revised June 2022

ESSENTIAL FUNCTIONS

Individuals admitted to St. Luke's College Department of Imaging Sciences Education must possess the capability to complete the entire curriculum and achieve an Associate of Science Degree in Radiologic Technology. This curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative and interpersonal skills. Therefore, all students admitted in the Radiologic Technology Program must possess the following abilities and expectations.

The student:

1. must be able to observe and participate in all demonstrations and experiments in the basic sciences, including group and self-learning situations.
2. must be able to learn to analyze, synthesize, solve problems, and reach evaluative judgment.
3. must have sufficient use of the senses of vision, hearing, and touch necessary to directly perform radiographic procedures, and review and evaluate the recorded image.
4. must be able to communicate verbally in an effective manner to direct patients during radiographic procedures.
5. must be able to provide physical and emotional support to the patient during the radiographic procedures, being able to respond to situations requiring first aid and providing emergency care to the patient in the absence of, or until the physician arrives.
6. must be able to learn and demonstrate the ability to recognize limitations in their knowledge, skills, and abilities and to seek appropriate assistance with their identified limitations.
7. is expected to possess the ability to work collaboratively with all members of the health care team.
8. must have the mental and intellectual capacity to calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedure's standards of speed and accuracy.
9. must have sufficient strength, motor coordination, and manual dexterity to transport, move, lift, and transfer patients from a wheelchair or cart to an x-ray table or to a patient bed; move, adjust, and manipulate a variety of radiographic equipment, including the physical transportation of mobile radiographic equipment.
10. must be able to learn to respond with precise, quick, and appropriate action in stressful and emergency situations.
11. is expected to be able to accept criticism and adopt appropriate modifications in their behavior.
12. must demonstrate emotional health required for utilization of intellectual abilities and exercise good judgment.
13. must be able to perform radiographic duties while standing about 80 percent of the time.

Are there any physical or mental handicaps that would interfere with the satisfactory performance of the ESSENTIAL FUNCTIONS identified above?

No **Yes**

Signature_____ Date _____

Revised August 2015, Reviewed June 2022, Reviewed July 2024

St. Luke's College

Department of Imaging Sciences Education

Policy Receipt

All students are required to complete the following table giving the dates which each form was signed or activity completed. This will be a receipt acknowledging review of the Clinical Education Handbook, related Department of Imaging Sciences Education Policies and release of information forms. This receipt will be kept as part of the student's permanent record.

Name (please print):_____

Form or Activity	Date/Signature
Cornerstone-Learning Transcript	
Essential Duties	
Pregnancy	
Communication Protocol	
Radiation Protection	
Confidentiality	
ARRT Eligibility	
Professional Code of Behavior	
JRCERT Resolution	
Dress Code	
Direct vs. Indirect Supervision	
Incident Report	
MRI Screening Consent	
Technical Standards	
Equitable Learning Opportunities	
Clinical Attendance Probation	

Signature of Program Faculty: _____ Date: _____ *Revised July 2025*