



program handbook 2018/2019

MEDICAL IMAGING

Bachelor of Science Online Completion Program

The purpose of this Program Handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study

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TO: Medical Imaging Students

FROM: Quentin Moore - Program Director, B.S. Medical Imaging

DATE: August 2018

Here is the Medical Imaging Program Handbook for the 2018-2019 academic year. Please print and sign this form and return it to your Program Director. By doing so, you agree to read and follow these guidelines.

The Medical Imaging Program Handbook outlines all the information specific to program. Mercy College of Ohio medical imaging students are expected to be familiar with the information, requirements, and policies and to abide by them. Failure to do so may impede a student's progress or may result in disciplinary action. In addition to the information provided in the Program Handbook, students are responsible for knowing and abiding by all Mercy College of Ohio requirements, policies and procedures which can be located in the Mercy College of Ohio Catalog located on the Mercy College of Ohio website.

Mercy College website: <https://www.mercycollege.edu>

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

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WELCOME

On behalf of the faculty and staff, I would like to welcome you to the Bachelor of Science in Medical Imaging (BSMI) degree completion program. I am glad that you have made the decision to take advantage of the excellent educational opportunities available at Mercy College. I know you will find your time here to be a rewarding experience as you expand your professional knowledge and gain valuable field-related skills.

As a imaging sciences professional, you have shown an admirable commitment to our profession with your decision to advance your education and career goals. You have much ahead of you as you delve further into the profession and experience academic areas that may be completely new to you. Our faculty and staff are dedicated to your success and pride themselves on offering students personal attention and support, I encourage you to utilize them often during your time at Mercy College.

We look forward to assisting you throughout your program experience.



Quentin T. Moore, MPH, R.T.(R)(T)(QM)
Program Director, Bachelor of Science in Medical Imaging

HANDBOOK POLICY/RIGHTS RESERVED

All college publications contain current pertinent information. While striving to ensure the accuracy of published information, the College may need and reserves the right, to make necessary changes in any or all of the policies, requirements, curriculum offerings and programs, tuition, fees, and other academic regulations contained herein. The Program Handbook does not constitute a contract with a student or an applicant. Questions concerning policies and procedures not covered in this Program Handbook should be referred to the Program Director.

CIVIL RIGHTS/NONDISCRIMINATION STATEMENT

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance and consumer information, please visit: www.mercycollege.edu/compliance. Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, OH 43604.

TITLE IX STATEMENT

In accordance with the Education Amendments of 1972, 34 CFR Part 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown location) to ensure compliance regarding sex/gender discrimination of any type. Please direct questions/concerns to:

Leslie Erwin, Title IX Coordinator
419-251-1710
leslie.erwin@mercycollege.edu
titleIX@mercycollege.edu

Betsy Cardwell, Deputy Title IX Coordinator
330-480-2170
elizabeth.cardwell@mercycollege.edu

PROGRAM HISTORY

Mercy College introduced the Bachelor of Science in Medical Imaging (BSMI) program in 2012. The program has grown since its introduction and has led to a measurable impact in the lives of medical imaging professionals across the country. The College has also offered degrees in Imaging Sciences since 1999 through the Associate of Science in Radiologic Technology. The history, however, can be traced back to the St. Vincent's School of Radiography which was originally founded in 1951.

PROGRAM HANDBOOK

The Program Handbook is provided to allow students who are enrolled in the Mercy College of Ohio's Medical Imaging Program to better understand the program and its policies. It contains information about the program philosophy, goals, course requirements, evaluation methods, policies and procedures. **Students are expected to be familiar with the material contained in this Program Handbook.**

COLLEGE CATALOG

In addition to this reference tool, the 2018/19 Undergraduate [College Catalog](http://www.mercycollege.edu/my-mercy/college-catalogs) is an important resource during your time here at Mercy College. A PDF version of the College Catalog is available on the College's website for download: <http://www.mercycollege.edu/my-mercy/college-catalogs>.

PROGRAM PHILOSOPHY

The Bachelor of Science in Medical Imaging Degree Online Completion Program is designed to meet the needs of a variety of medical imaging professionals. The program builds upon prior credits earned from regionally accredited institutions and professional certifications, allowing individuals to progress towards the completion of a bachelor degree. The program is delivered in a dynamic online environment to meet the needs of working healthcare professionals.

The Bachelor of Science in Medical Imaging program provides technologists with a diversified plan of study in advanced imaging, healthcare administration, technical imaging specialties, and general studies in a balanced curricular approach to prepare technologists for advancement in multiple career areas. For technologists wishing to pursue additional certification, the program curriculum will prepare them with the theoretical knowledge required for a variety of American Registry of Radiologic Technologists (ARRT) post-

primary certification exams *. The program also prepares students for roles in healthcare management through the study of human resources, asset management, operational management, and finance. For students who wish to continue their education beyond a bachelor degree, the Bachelor of Science in Medical Imaging program provides a solid foundation towards graduate study.

** Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements not required with this program. Contact the ARRT for complete exam requirements.*

PROGRAM MISSION STATEMENT

To support career advancement by providing a progressive, balanced plan of study for medical imaging professionals in a flexible and engaging learning environment.

PROGRAM GOALS

1. To promote multiple imaging-centered areas to support career progression
2. To encourage critical thinking to contribute to meaningful change in the imaging sciences.
3. To prepare students for continuation to a graduate level education.

PROGRAM LEARNING OUTCOMES

Upon completion of the Bachelor of Science in Medical Imaging program, graduates will be able to:

1. Demonstrate knowledge of advanced imaging modalities
2. Apply essential managerial skills to lead in medical imaging
3. Integrate medical imaging quality and safety initiatives through evidence-based, patient-centered practices

PROGRAM ASSESSMENT

Assessment of student learning provides objective information about program outcomes to determine if the Medical Imaging program is meeting its goals and outcomes. [Program assessment](#) is not an evaluation of individual students, faculty or staff. It is a process used to provide the program with feedback on its performance with the intent of confirming student outcomes. The assessment process produces information which supports data-driven decisions for program improvement. The assessment plan is available from the Program Director upon request. Assessment activities are conducted from student entry to student exit and even post-graduation. Students will be asked to participate in these activities throughout their learning experience at the College.

PROGRAM PLAN OF STUDY

A plan of study is provided to each student based on a full-time or part-time approach. The courses are indicated based on current course offerings at that time. It is the student's responsibility to check in with their Academic Advisor each semester to make sure they are on track. **Note:** course offering patterns are subject to change at any time, making it even more important for regular communication with your advisor. Additionally, deviating from the plan of study has also prolonged graduation for students. Be sure to consult your Academic Advisor if you cannot locate the courses in the registration system that were planned for you.

PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS

Refer to the academic dismissal and academic probation policy in the Mercy College Catalog. In addition, program dismissal may occur when any of the following conditions apply after program admission:

Failure to achieve a grade of “C” or higher in two program courses (Coursework with a prefix designation of IMG or a required HCA course).

- Coursework that has been repeated and a grade of “C” or higher has been achieved is not included.
- Failure in any one course may prevent progress in the program. Some courses are not offered during all semesters.
- Refer to the course repeat policy in the College Catalog for more information.

Students who are program dismissed may apply for readmission to the program. Readmission is not guaranteed. Refer to the Readmission Protocol in the Program Handbook.

GRADING POLICY

For all IMG courses within the program, the following grading scale will be used:

A	93-100%
B	85-92%
C	78-84%
D	72-77%
F	71% and below

LATE ASSIGNMENTS AND EXAMS FOR COURSES

In the event of an absence from your coursework, the instructor must be notified in advance. Due to the extensive content of each class in the BSMT program, every effort should be made to be active in each module. In extreme cases resulting in lack of online activity, special arrangements must be made to review material. It is the responsibility of the student to contact the instructor to go over material covered in the module missed. Online activity will count as part of the grade for all BSMT courses.

The grade on a late assignment, project, quiz, or test in an IMG-course will be decreased by 10% for every day it is late. (Note: The passing grade for all BSMT courses is 78%.) Missed quizzes or exams must be made-up within 48 hours. Note: These policies apply to all courses with an IMG prefix. The corresponding policies for other classes will be listed in the course syllabus or are available from the instructor.

PROGRAM READMISSION

PROGRAM READMISSION PROTOCOL – STUDENTS IN GOOD STANDING

1. Students who are readmitted must meet any current admission policies and program requirements.
2. Readmission into the Medical Imaging program is not guaranteed
3. The Readmission Procedure is as follows:
 - a) The student must submit a written request for readmission to the Registrar.
 - b) After one year, an application to the program and fee will be required.

PROGRAM READMISSION PROTOCOL – STUDENTS WHO FAIL TWO COURSES

Failing a course after admission to the Medical Imaging program may affect a student's progression in the program. A student in the Medical Imaging program who fails two program courses may retake the courses the next time they are offered provided there is space in the course and they meet the course requirements. There is no guarantee that the student will have a space in the course the next time it is offered.

It is the student's responsibility to complete the following:

1. After receiving the failing grade, send an email or submit a written letter to the Program Director at least one week prior to the start of the term following the course failure outlining intent and plan for retaking failed course.
2. Discuss option and plan of study with the Program Director.
3. Meet all requirements outlined by Program Director during discussion of plan of study.

EXPECTATIONS OF MEDICAL IMAGING STUDENTS

The faculty will strive to ensure your success at Mercy College. However, your success will depend greatly on your commitment, time management, and participation in your online courses. Adhering to the following guidelines will help ensure your own success as well as enrich the learning environment for your colleagues.

Students will be expected to:

- Contribute to the learning community with meaningful, professional, and scholarly discussion through assignments.
- Complete all assignments on time with maximum effort.
- Make every effort to participate in all activities each module presents in each course. Students will notify the instructor as soon as possible in cases of absence from class.
- Communicate with instructor immediately if they encounter difficulties in completing their assignments.
- Cooperate with fellow students, faculty and staff at Mercy College.
- Seek clarification from the instructor in a professional manner when content, guidelines, expectations, or feedback is unclear.

PROGRAM DISCIPLINE POLICY

This policy will be enforced as outlined in the Student Code of Conduct in the College Catalog.

In addition, the following will be enforced:

- Two College Disciplinary Forms on the same or related infraction, during the program, may result in dismissal from the program.
- Three College Disciplinary Forms reports, during the program, in different areas may result in program dismissal.

The Program Director and related course-instructor will be involved in all academic discipline issues in some capacity.

Serious infractions may result in immediate program dismissal. Relevant examples in the program include but are not limited to: misuse or unauthorized use of imaging equipment, and/or inappropriate patient care or professional behaviors.

LICENSURE STATUS

Applicants and program enrollees must be currently registered and in good standing with the ARRT, NMTCB, and/or ARDMS. Registration must be maintained throughout the program of study.

- Applicants who are recent graduates from an applicable program of study and are not yet registered can be considered for admission. Students must be ARRT, NMTCB, and/or ARDMS registered before the end of the first semester in the program. Failure to obtain the required professional registration may result in dismissal from the program.

The program reserves the right to request updated evidence of licensure status at any time. If at any time you become unlicensed for any reason, or if you are obligated to surrender licensure in any jurisdiction, you must inform the Program Director of your change of status. This notification must occur immediately if you are currently participating in an IMG course, or at the time of registration for your next course. Note: The BSMT program is professionally obligated to report any attempts at misrepresenting your licensure status to appropriate regulatory agencies.

SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or graduation should be brought to the attention of the Program Director. Consideration will be handled on a **case-by-case** basis and enforced with as much consistency as possible, in accordance with related policies.

STUDENT REPRESENTATION

The BSMT program will have two student representatives. These representative will be expected to voice the student comments, concerns and requests to the Program Director and will be a member of the program's Advisory Committee. Representatives will serve for a one year time period and will be selected in the fall. The Advisory Committee is kept regularly informed about the assessment activities through periodic updates including email and online surveys and through semi-annual meetings.

MEDICAL IMAGING CONTINUED EDUCATION INFORMATION

ARRT CRITERIA: NOTIFICATION OF CLINICAL REQUIREMENTS

Students preparing for the ARRT post-primary certification exams must meet clinical experience requirements that are NOT required with this program. A supporting objective of this program is to provide students with the theoretical knowledge to successfully pass select ARRT post-primary certification exams. Contact the ARRT for complete [exam requirements and content specifications](#).

ARRT STRUCTURED EDUCATION REQUIREMENTS

The ARRT requires candidates for post-primary certification to document [structured education](#) related to exam content specifications. The total numbers of hours must equal 16 (specific sub-content areas have hour requirements as well). Refer to the ARRT certification modality handbook for specific hour breakdown. The structured education activities are embedded in several of Mercy College's advanced imaging courses. These are recognized by the ARRT since Mercy College is a regionally accredited institution. Mercy College has cataloged along Advanced Imaging courses with the ARRT to allow you to select your completed courses to quickly apply credit to sit from the respective certification exam.

- **ARRT:** Activities meeting the definition of an approved academic course will be awarded credit at the rate of 16 CE credits for each academic semester credit. [One imaging-related 3-credit](#)

[hour course in an academic semester is equivalent to 48 CE credits](#). Contact the ARRT for full details on credit conversion and transcript submission process.

- **ARDMS:** College credit are currently not accepted by the [ARDMS](#) for CME purposes. Please check their website to inquire if their stance changes.
- **NMTCB:** Obtaining a grade of C or better from academic courses approved by accredited post-secondary institutions that are relevant to the radiological sciences, patient care, business/management, education, or technology. The equivalent of [sixteen CE hours will be recognized for successful completion of one semester college credit](#).

Note: the above agencies may change their policies without notice. Please consult the appropriate organization to verify accuracy.

CLINICAL EDUCATION (if applicable)

The program is designed to be completed fully online and does NOT have a clinical requirement. However, for students who want additional experience in advanced imaging, the Medical Imaging program offers an optional clinical experience in a variety of modalities.

CLINICAL PLACEMENT

Clinical sites are subject to clinical suitability and site approval. State availability may be limited due to physical presence legislation. Placement will be investigated for any student that inquiries about clinical opportunities but placement is not guaranteed. Affiliation agreement for new clinical faculty can take more than 6 months to execute. Clinical affiliations are currently in place in Ohio, Michigan, Indiana, and Illinois.

CLINICAL REMOVAL

It is within the clinical site's discretion to determine whether a student is a match for that clinical site. A student may be removed from the clinical at any point if it is determined to impact the quality of care, clinical outcomes, or procedure delivery practices at the facility. This may involve documented clinical performance concerns, patient safety issues, inappropriate use of equipment, or any infraction against the ARRT or [ASRT code of ethics](#). Additionally, failure to comply with any required clinical site policies, Mercy College policies, or CastleBranch requirement may result in loss of placement in the clinical setting. If a student is removed by a clinical site, the college does NOT guarantee placement at another clinical facility.

CLINICAL POLICIES

Students enrolled in the Advanced Imaging practicum are expected to follow all clinical site policies. Failure to do so will result in disciplinary action in alignment with the program discipline policy.

HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Incomplete health records will result in removal from the clinical site until health records have been updated.

RADIATION DOSIMETERS

OSL radiation dosimeters will be provided by Mercy College for those completing a clinical practicum in an ionizing radiation modality. OSL dose reports will be monitored by the designated Individual Responsible for Radiation Protection (IRRP) at Mercy College. Responsibilities of the student include:

- Wearing a non-expired, student-issued radiation monitoring device during energized lab experiments and clinical practicum.
- Reporting the loss or damage of a monitoring device to the Clinical Coordinator immediately. Without a monitor, students MAY NOT participate in fluoroscopy, surgery, portable, or any potential ionizing radiation exposure area.
- College issued OSLs are only to be used for college requirements. If external employment is gained and it warrants the use a radiation monitoring device, this must be a separate device provided by the respective employer.
- Devices are not to be worn if the student technologist is undergoing a personal diagnostic imaging procedure as a patient.
- Students are to leave their clinical OSLs at the clinical site in a radiation-free area.

CONFIDENTIALITY OF PROTECTED INFORMATION (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)

By law, all information contained in a patient's medical record/electronic health record, known as PHI (protected health information), is confidential. Information pertaining to the facility or relating to physicians or employees is considered confidential as well. All information that is discussed or made available in class or in the clinical facilities is therefore considered confidential and may not be discussed outside of the classroom or clinic.

Students may not disclose confidential information to unauthorized individuals, including family and/or friends. Failure to respect confidential information will result in dismissal from the program.