

2023  
SCHOOL OF  
RADIOLOGIC  
TECHNOLOGY

Prospective Student Information Guide

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**Mission Statement:**

The program strives to maximize all potential resources to develop a broad-based education in medical imaging for its students. The school is dedicated to the promotion of educational excellence while maintaining the effective delivery of quality services that would enhance the physical, mental and spiritual health of a diverse population of patients and community members.

**Goals:**

Student Learning:

**Goal # 1:        *The student will be clinically competent.***

Outcomes:

1. The student will position appropriately.
2. The student will provide patient care.
3. The student will practice radiation protection.
4. The student will acquire all mandatory & elective competencies.

**Goal # 2:        *The student will be didactically proficient.***

Outcomes:

1. The student will pass required classroom courses
2. The student will identify anatomical structures for positioning
3. The student will successfully complete positioning & procedures lab courses.

**Goal # 3:        *The student will be able to exhibit integrity & display importance of professional growth & development in the field of radiologic technology.***

Outcomes:

1. Students will demonstrate professional behavior.
2. Students will display exemplary ethical conduct.
3. Students will determine the importance of continued professional development
4. Students will summarize the importance of attendance at professional meetings.

**Goal # 4:        *The program will graduate entry level technologists.***

Outcomes:

1. Students will pass the ARRT exam on the first attempt
2. Students will be employed 6 months post graduation
3. Students will complete the program
4. Students will be satisfied with their education
5. Employers will be satisfied with graduates performance

**Goal # 5:        *Students will use critical thinking and problem solving skills.***

Outcomes:

1. Students will manipulate technical factors for non-routine exams.
2. Students will adapt positioning for trauma patients.
3. Students will be able to use critical thinking skills for trauma patients.

**Goal # 6:        *Students will communicate effectively.***

Outcomes:

1. Students will use effective and oral communication skills with clinical staff and patients.
2. Students will practice written communication skills.

**Program Effectiveness:**

- After completing the program you will be able to:
- Accurately integrate knowledge of anatomy, positioning and radiographic techniques to demonstrate structures on an image or radiograph.
- Apply appropriate principles of radiation protection for patient, self and others.
- Determine exposure factors to achieve optimum technical factors with a minimum of radiation exposure to the patient.
- Examine images for the purpose of evaluating technique, patient positioning and other pertinent technical qualities.
- Provide patient care essential to radiologic procedures by demonstrating knowledge and competency in assessment, critical thinking and delivery of an entry level skill set.
- Exercise discretion and judgment in the performance of medical imaging procedures within the scope of practice of a radiographer.
- Recognize emergency patient conditions and initiate life saving first aid.
- Integrate knowledge from didactic and clinical experiences as a basis for making professional decisions

**Accreditation:**

The Joint Review Commission of Education of Radiologic Sciences (JRCERT) accredits the Saint Luke's School of Radiologic Sciences. Graduates are eligible to apply to take the National Certification Examination to become Registered Radiologic Technologists.

**FACULTY AND ADVISORY COMMITTEE**

*FACULTY*

Justin Pannullo, MBA, RT (R)  
Program Director School of Radiologic Technology

Marilyn Lewis Thompson, MBA, R.T. (R) (M)  
Clinical Coordinator

Jennifer Fritz, B.A.R.T. (R)  
Clinical Coordinator

Peter Debus, R.P. (ABR)  
Physicist/Faculty

Rose Balentine, RT, (R)  
Adjunct Faculty

Rodney Grindstaff, R.T. (R) (NM)  
Nuclear Medicine Technologist

**ADVISORY COMMITTEE**

Justin Pannullo	Program Director, School of Radiologic Technology
Tiffany Johnson	Program Director, School of Diagnostic Medical Sonography
Lisa Oakes	Director, SLH Radiology Department
John Ising	Director, Saint Luke's South Radiology Department
Lindsey Mullen	Radiology Manager Saint Luke's East Blue Springs Multispecialty Imaging
Stacy Sadler	Radiology Clinical Education Specialist
Michelle Tietz	Radiology Manager, Saint Luke's North Hospital
Marilyn Lewis Thompson	Clinical Coordinator, SLH
Jennifer Fritz	Clinical Coordinator, SLH

TBD

Senior Student Representative

### **STATEMENT ON POLICY CHANGES**

Because of constantly changing conditions and circumstances, the School of Radiologic Technology reserves the right to make changes in policy and procedures in the program as may be deemed necessary and appropriate.

### **ENTRANCE REQUIREMENTS**

To meet the requirements for application to the School of Radiologic Technology,

**All** prospective students must be a high school graduate or GED recipient **and** have the following **required college pre-requisites**:

- College algebra or higher math course
  - Must be completed prior to application deadline (January) and within 10 years of the application year.
- Human anatomy or human anatomy and physiology
  - Must be completed prior to application deadline (January) and within 10 years of the application year.
- Written or oral communication (English or Speech)
  - Must be completed prior to application deadline (January).
- Medical terminology
  - Must be completed by the start date of the program (June).

**In addition**, a prospective student must meet one of the following 3 requirements.

- 1. Applicant must possess an associate's degree by the start date of the program (June)**
- 2. Applicant must possess a bachelor's degree by the start date of the program (June)**
- 3. Applicant must be part of a 2+2 affiliation with participating colleges or universities to obtain a bachelor's degree.**

*Saint Luke's School of Radiologic Technology has a 2+2 affiliation agreements with Northwest Missouri State University and the University of Central Missouri*

Elective coursework and/or degree completion coursework must be completed by the program start date (June). Suggested electives include:

- Arts and humanities

- Information systems
- Social and behavioral sciences
- Conceptual physics
- Chemistry

All coursework and degrees must be obtained from an approved institution of the Higher Learning Commission (HLC) and/or an approved Regional Accrediting Agency.

An overall GPA of 2.5 (cumulative of all post-secondary education) is required for acceptance.

All required coursework must be completed with a minimum “C” grade.

College Algebra CLEP testing is acceptable for math courses that exceed the 10-year limit. A score of 50 or better is required for this program.

### **OBSERVATION/JOB SHADOW**

The field of radiologic technology is a unique environment that enables the student and/or technologist to encounter many different aspects of medical imaging. This program requires the prospective student to experience a 4-hour (four) observation/job shadow in the Diagnostic Radiology Department. The encounter allows the student a realistic first-hand look at radiologic technology as a career.

You may complete your job shadow at any hospital; however, you must have the observation site complete a letter, on letterhead from the institution where you observe. The documentation should include your name, the date and time you observed and must be signed by a chief technologist or instructor. This must be preformed during the application year by the application deadline (January).

To request a job shadow at Saint Luke’s, please leave a voicemail at (816) 932-2783 or email Justin Pannullo at [jpannullo@saintlukeskc.org](mailto:jpannullo@saintlukeskc.org). Observation hours are available on Monday – Friday , 7:30 a.m. – noon.

### **REFLECTION PAPER**

In order to ensure your commitment to the career of radiologic technology, this program requires the submission of a 2 page, typed reflection paper with application.

Please include the following topics in your reflection paper:

1. The role of the radiologic technologist
2. Radiographers interactions with the patient/level of patient care rendered
3. Radiographers exchange of communication with peers, physicians, and other health care professionals
4. Observations of different types of imaging examinations
5. Personal experience with medical imaging
6. Attributes that you possess that would match those needed for this profession

### **DEGREE VERIFICATION**

**A Copy** of your Diploma (If completed by application date) **or** the Degree Verification form must be completed and submitted with your application.

### **CERTIFICATION EXAM ELIGIBILITY**

The ARRT is required to evaluate the moral character of each radiology graduate candidate before they take the national board registry. The evaluation process assures the community that the applicant engages in moral, professional and ethical conduct set forth by the standards of the American Registry of Radiologic Technology.

There are three components that make up the evaluation process. The student must satisfy each of the following requirements:

The student must:

- a. Attend an approved radiology program.
- b. Pass a moral character evaluation.
- c. Pass the registry exam.

**Item "b"** involves gathering information about the moral and ethical conduct on an applicant. Portions of the information are acquired through answers to questions submitted by the graduate as part of their registry application process. Additional information, such as arrest records and convictions are gathered through the efforts of other professional agencies. The ARRT committee will review any and all additional information they receive on an applicant, and generate a response regarding their eligibility to take the national board registry. The committee meets three times a year. Therefore timing is everything.

- Any behavior that resulted in a conviction, a misdemeanor or a diversion, must be disclosed.
- Applicants with a prior felony conviction cannot apply to the program.
- If the incident occurred as a juvenile, contact the County Clerks office to confirm that the file has been sealed. If it was not sealed, the student must disclose the incident(s).
- **Individuals with prior convictions must be approved by the ARRT through the Pre-Certification Eligibility process before the application can be considered for the program.**
- Contact the ARRT and request a [Pre-Application Review Process Package](#)
- Or Contact the American Registry of Radiologic Technology (ARRT) by calling 1-651-687-0048 Ext. 544. The e-mail address is (arrt.com)



### **TRANSFER POLICY**

The Radiologic Technology Program does not accept transfer students. RT Program students cannot complete required coursework outside of the instruction offered by the school.

### **FOREIGN STUDENT POLICY**

Students applying at Saint Luke's School of Radiologic Technology are required to have a reading, writing, and conversational knowledge of the English language.

If the student's native language is not English, then he or she is required to meet minimum score requirements on the Test of English as a Foreign Language (TOEFL).

Students for whom English is a second language **must** satisfy the following requirements:

1. An official score report from the Test of English as a Foreign Language (TOEFL) which evaluates how well you combine your listening, reading, speaking and writing skills.
  - Paper-based TOEFL Score: 500
  - Internet-based TOEFL Score: 61
2. Proof of U.S. Citizenship of lawful permanent residency. If the applicant is not a citizen or permanent resident, then s/he must submit copies of her/his passport information pages, I-94 card, U.S. Visa, Birth Certificate and/or other documentation that establishes legal non-immigrant status.
3. Official Transcripts and Official Course by Course Evaluation of Foreign Transcripts by a U.S. Evaluation Service must be submitted with application.

### **APPLICATION PROCEDURE**

The School of Radiologic Technology accepts applications yearly.

#### **Applicant selection**

This two-year program begins every June, with an application deadline of the second Friday of January each year. All application materials must be submitted by the application deadline for consideration as a prospective student.

The school accepts approximately 10 students each year. Each applicant is scored based on:

- Official transcripts/academic achievement
- Reference forms
- Previous health care experiences

- Observation/job shadow

Approximately 30 of the top-scoring applicants will be selected for an interview with the selection committee. The School of Radiologic Technology uses a behavioral-based interview process.

All applicants will receive notification by letter if they have been accepted into the program or not chosen for the current program.

Applicants offered acceptance must pass a criminal background check, drug test and TB test before final admission to the program.

**Applicants must submit the following components:**

- Application form
- \$25 application fee (please make check payable to SLH School of Radiologic Technology)
- Official transcripts (high school and all post secondary colleges and universities\*)  
All official transcripts must come from the honoring institution (Accredited Higher Learning Commission approved institution, university or college.) The application will not be processed until all transcripts are received. \*final grades are required to process application
- Copy of diploma of earned degree or degree verification form
- Reference forms – mailed by the referrer in a sealed envelope  
Applicants must have two references submitted directly by the referrer. References should be from a professional who is not related to the applicant (ex. supervisor, manager, instructor or professor).
- Observation/job shadow documentation  
Must be on letterhead from the institution where the observation occurred and be signed by a chief technologists or instructor. (This must be completed during the application year.) The documentation should include your name and the date and time you observed.
- Reflection Paper  
In order to ensure your commitment to the career of radiologic technology, this program requires the submission of a 2 page, typed reflection paper with application.
- Application Checklist

**Mail all application components to:**

Saint Luke's School of Radiologic Technology  
901 E 104<sup>th</sup> St.  
Mailstop: 3000 South  
Kansas City, MO 64131

**SELECTION OF CANDIDATES**

**Each year there are more applicants than available positions, the following is the process for candidate selection:**

1. The application process is point driven. The applicant's scores will be calculated from the following areas:
  - A. Reference forms
  - B. Official transcripts
  - C. Healthcare experience
  - D. Observation
  - E. Reflection Paper
2. Applicants with the highest-ranking scores will be scheduled for an interview conducted by a panel of departmental and program officials. 30 candidates will be interviewed. 10 students will be selected.
3. A twenty-five dollar (\$25) application fee is required before the application will be processed.
4. Applicants must meet the "Skill Standards" appropriate to Radiologic Technology as set forth by the school.
5. Applicants who are chosen for an interview will be scheduled to appear before the panel of departmental and program officials. The panel will use the **Behavioral-Based Interview Process**.
6. **Rejection of an application can occur in any step of the application process.**
7. Applicants will be notified with an acceptance or regret letter. The decision of the interview panel is final.
8. Applicants accepted into the program must pass a criminal background check, a drug test and TB test before their position is official.

**NON-DISCRIMINATION POLICY**

The Saint Luke's Health System's Radiology School does not discriminate against applicants or in the administration of its educational policies and procedures by reasons of sex, race, religion, color, handicap, age or national origin.

The program adheres to the Fair Practices in Education as established by its accrediting agency the Joint Review Committee on Education in Radiologic Technology.

JRCERT  
20 N. Wacker Drive, Suite 900  
Chicago IL 60606-2901  
(312) 704-5300  
[mail@jrcert.org](mailto:mail@jrcert.org)

### **ESTIMATE OF COSTS**

#### Academic Year

Matriculation Fee	\$ 100 to reserve student's placement in the program.
Tuition Fee	\$ 7,470.00 for two year program
Activity Fee	\$ 700.00 for two year program (Student membership for MoSRT, conference registration & lodging and graduation)
Registry Review Fee	\$ 80.00 (Senior year only)
Total tuition fee includes: tuition fee, activity fee, registry review fee	Total fee: \$ 8,250.00 for 2 year program
Other Costs:	
National Registry Examination Fee - ARRT	\$ 225.00 (Senior year – Paid to ARRT)
Book Fee	\$ 1,000.00 approx. (purchased through book distributor)
Uniform Fee	\$ 200.00 approx.
Fees are subject to change	

1. Matriculation fee is to be submitted with acceptance letter.
2. Tuition payment schedules are due on the first day the program begins.
3. Tuition fee schedules must be completed prior to start date of program.
4. Books and uniforms must be purchased by the first day of the program.

All tuition must be paid in full by the January prior to graduation. Certificates and Grades will be held until all fees are paid in full. **Please note: Saint Luke's is not TITLE IV Funded.**

**ALL tuition and fees are subject to change annually with the approval of Administration.**

**CANCELLATION POLICY**

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

**REFUND POLICY**

Students who withdrawal within the enrollment period (the first 4 weeks into the selected program) will receive a percentage of all tuition paid, based on the payment option selected by the student, less a \$25.00 cancellation fee.\*

Option 1	90%*
Option 2	80%*
Option 3	60%*
Option 4	20%*
Option 5	5%*

Should a student withdrawal after the enrollment period, they are eligible for a tuition refund in accordance with the following refund schedule\*, less a \$ 25.00 cancellation fee.

Refund Due by Semester

Tuition Payment Schedule	Before the end of Semester 1 – Summer	Before the end of Semester 2 – Fall	Before the end of Semester 3 – Spring	Before the end of Semester 4 – Summer	After Semester 5 Begins
<b>Payment Option 1 (Full Payment)</b>	\$6,187.50*	\$5,156.25*	\$4,125.00*	\$3,093.75*	\$0.00
<b>Payment Option 2 (Yearly Payment)</b>	\$3,093.75*	\$2,578.00*	\$2,062.50*	\$0.00	\$0.00
<b>Payment Option 3 (Bi-Yearly Payment)</b>	\$1,546.50*	\$1,289.00*	\$0.00	\$0.00	\$0.00
<b>Payment Option 4 (Quarterly Payment)</b>	\$773.50*	\$0.00	\$0.00	\$0.00	\$0.00
<b>Payment Option 5 (Monthly Payment)</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**\* Refund is contingent upon tuition payments being current.**

Students withdrawing from the program must issue a dated, written statement to the Program Director of the School of Radiologic Technology describing their intent to withdraw and request a refund. Students will receive a

pro-rated refund 45 days after the written withdrawal letter is submitted to the program director. Refund will be in accordance with the above refund policy.

Books purchased for the School of Radiologic Technology program are considered a student expense and are not considered part of tuition.

**No refund will be given to 3<sup>rd</sup> party payer.**

**Students that are dismissed from the program will not receive a refund.**

### **DRUG SCREEN TESTING**

Saint Luke's Hospital requires all students to undergo a drug screen urinalysis test and pre-assessment physical. Saint Luke's Employee Health will conduct the test at the expense of the program.

1. The student will sign a consent form for the drug screening. This action provides authorization to the employee health nurse to release the results of the test to Saint Luke's Hospital and to the Program Director.
2. If the applicant refuses to sign the release form, the applicant will automatically be disqualified from the program.
3. If an applicant tests positive for illegal drugs, admission to the program will be denied.
4. ***Students that are enrolled in the program and give cause of suspicion of drug use will be required to undergo additional drug screen testing. If a student refuses the test or the test is positive, they will be dismissed from the program. Appropriate medical center personnel will be notified if the student tests positive for drugs.***

### **SLH CRIMINAL BACKGROUND CHECK**

***Individuals who are accepted into the program must consent to and pass a criminal background check before their position in the program is official. Individuals who have submitted a pre-certification application to the ARRT for a misdemeanor or a diversion conviction will be allowed to move through the application process. Acceptance into the program will be contingent on a favorable decision from the ARRT.***

### **HEALTH INSURANCE**

Students are not eligible for health insurance through Saint Luke's Hospital unless they are hired by the system as full or part-time employees.

The program **requires** that students obtain and maintain health insurance for the duration of the program. Students will be asked to sign affidavits indicating their compliance on this policy.

### **PROGRAM DESCRIPTION**

The program of medical radiography is designed to prepare health care professionals who are skilled in the use of ionizing radiation for diagnostic purposes. To this end, a course of study is offered that will develop the skills necessary for working with patients and radiology equipment.

The curriculum provides instruction in both the classroom and clinic. The didactic component consists of sessions concerning the factual and theoretical basis of radiology. The clinical setting provides the opportunity for applying classroom knowledge in a supervised patient care environment.

The entire curriculum is outcome-based requiring mastery learning in all entry -level skills. Each student is provided with educational objectives that they are expected to achieve in specific time intervals for specific levels of accomplishment. This system provides a schema for efficient and productive learning.

The program is designed as a 2 year course of study. The radiography program is a full time, competency based program. **The program does not provide accommodations for part time students.** Students attend Monday through Friday, (40) hours per week, (8) hours per day. Academic and clinical instruction is based on 40 hours of required attendance. Students are provided several breaks, throughout the program.

The program begins every June and graduation is held in May.

The program utilizes a Semester-based curriculum. There are 6 semesters in the 24-month program (Summer, Fall, Spring).

Upon successful completion of the courses, the student qualifies for the National Certification Examination in Diagnostic Radiologic Technology. Passing of the examination awards the student with the title "Registered Radiologic Technologist."

The program includes all courses recommended in the Curriculum Guide for Programs in Radiologic Technology, developed by the American Society of Radiologic Technologist.

### **SKILL STANDARDS**

There are a number of physical, mental, aptitude and emotional skills, which are essential in the duties and responsibilities of a medical radiographer as well as a student in the School of Radiologic Technology program. Applicants must meet the following requirements.

1. The ability to manipulate portable imaging equipment and other medical/technical equipment.

2. The ability to physically operate all technical imaging equipment.
3. The physical ability to assist in lifting patients from a cart, bed, or wheelchair to the radiographic table.
4. The ability to lift, bend and stoop.
5. The ability to visually observe (see) the patient at a minimum of 20 feet. The ability to read the requisition in the execution of a radiographic procedure. The visual acuity to see the x-ray control panel.
6. Auditory perception is required in the care and management of the patient. The student must be able to respond to the auditory needs of the patient and also respond to the auditory communication of the physician(s), nurse(s) and co-worker(s).
7. The ability to orally communicate.
8. The ability to maintain an emotional state appropriate to function in times of stress and in emergency situations.
9. Possess the physical stamina (endurance) to maintain the 40 hours per week commitment to the program.
10. Possess the aptitude for reading comprehension and have basic knowledge of intermediate and college algebra.
11. The ability to perform CPR and emergency patient evacuation procedures.
12. The general health of the student should be sufficient for them to carry out all of the duties and responsibilities of a student radiographer.
13. The ability to perform multi-tasks assignments efficiently and with indirect supervision.
14. Have a basic understanding of computers operation, Windows operating systems and Internet.

### **STUDENT RESPONSIBILITIES**

1. Check schedules for clinical assignments and class times.
2. Be on time for clinical assignments and classes.
3. Follow the school dress code at all times. Wear name badges and film badges. Lead markers should be immediately accessible at all times when in clinic.



4. Contact both the school and respective clinical site in the event you will be absent or late.
5. Review department protocols prior to performing any procedures.
6. ***Seek assistance from a registered technologist when performing all repeat examinations.***
7. Demonstrate clinical competency prior to performing radiographic examinations independently.
8. Review clinical objectives and evaluation forms. Submit by established deadlines.
9. Stock radiographic rooms every morning at the respective clinical site.
10. ***Participate in all aspects of clinic education and demonstrate a willingness to help in any way possible. Students should be participating in all exams in the assigned rooms, regardless of any previously acquired competency test-out on.***
11. Studying for academic classes during clinical education hours is not permitted.
12. Use “slow” times in clinic to practice positioning skills or complete clinical objectives.
13. Complete and submit competencies according to published schedule.
14. Tell your Clinical Instructor or Clinical Coordinator any exams or areas you need additional instruction or experience is needed.
15. Communicate to your Clinical Instructor, Clinical Coordinator or Program Director any problems, concerns or questions you may have.
16. Maintain a minimum of 80% in all courses.
17. **Have access to a computer with Internet Capabilities.**

## PROGRAM ATTENDANCE

Students are encouraged to have regular and consistent attendance throughout the program. Students are required to make-up any subject material missed due to an absence. The student will contact the designated instructor for make-up materials if an absence occurs. Days off are the weekends and holidays.

## ACADEMIC POLICY

### *GRADING SCALE*

All clinical and didactic course work is given a grade based on the following scale:

Letter Grade	Percentage Grade
A	93.0 - 100.0
B	85.00-92.9
C	80.0- 84.9
D	72.00-79.9
F	71.9 or less
I	Incomplete

## ACADEMIC REQUIREMENTS

Each student is required to complete and obtain a minimum of an 80% average in all courses to remain in good academic and clinical standing. Failure to meet this requirement will result in dismissal from the program.

**Academic grades are based on quiz scores, test scores, homework, lab tests, projects, and assignments. Clinical grades are based on: clinical competencies, film critique scores, room objectives, semester objectives, special area objectives, professional ethics evaluations, attendance, absenteeism, repeat sheets and punctuality.**

NOTE: The first six weeks of the program is considered **probationary**, and a student that is not meeting academic or clinical standards can be dismissed at any time.

## **CLINICAL EDUCATION**

### *INTRODUCTION*

The purpose of clinical education is for the student to acquire a knowledge base that effectively reflects appropriate insight and skill levels required in performing diagnostic medical imaging. It is a tool used to teach the student how to exercise and practice prudent radiation protection and safety for the patient, the student and co-workers. The student will be educated on the appropriate methods for critically thinking and reflecting on the delivery of care and the mastering of interpersonal communication. High levels of interpersonal skills are required to deal effectively with patients and other members of the health team at Saint Luke's Hospital and affiliated clinical areas. The student will be guided and supervised in their clinical education. The clinical phase of the program is outcome-based. The student must demonstrate clinical competency in each area to successfully meet clinical standards of achievement. Each semester the student must complete a specific number of clinical competency evaluations. The evaluations are designed to integrate academic knowledge and the application of skills. All clinical competencies must be completed prior to graduation.

The clinical component of the program is a major part of the total educational process. The ultimate goal of the clinical education phase of the program is to provide the students with variety of radiographic procedures and to assist them in their development to be highly skilled medical radiographers. Students are expected to obtain diagnostic medical images with indirect supervision after they have proven competency in various procedures.

Consistent attendance is needed for clinical-skill building. Excessive absences will lower a student's clinical grade and result in disciplinary action.

At the completion of the program, the student's skills must be equivalent to that of an entry-level radiographer. If they are not, the length of the program will be extended until the student documents clinical competency and demonstrates appropriate skills as a radiographer.

### **Clinical Rotations**

1. Saint Luke's Hospital
2. Saint Luke's South
3. Saint Luke's Trauma  
(Evening hours 12 p.m. to 8:30 p.m.)
4. Saint Luke's East
5. Children's Mercy Hospital
6. Kansas City Orthopedic Institute
7. Medical Plaza Imaging Associates (MPIA)
8. Truman Medical Center  
(Evening hours 4:30 p.m. to 10:30 p.m.)
9. Saint Luke's North Hospital
10. Saint Luke's Multispecialty Clinic Blue Springs

### **Special Rotations**

1. PET & Cardio Nuclear Stress Rotation
2. Sonography
3. Special Procedures (Interventional)
4. Prep Room / Venipuncture/ EKG's
5. Cardiovascular Cath Lab
6. Magnetic Resonance Imaging (MRI)
7. Mammography
8. Trauma Radiography
9. Computed Tomography (CT)
10. Portable Radiography
11. Nuclear Medicine
12. Radiation Oncology

### **GRADUATION REQUIREMENTS**

In order to graduate and complete the program from the Saint Luke's Health System School of Radiologic Technology, the student shall be able to:

1. Use oral and written communication.
2. Demonstrate the knowledge of human structure, function and pathology.
3. Anticipate and provide patient care and comfort.
4. Apply principles of body mechanics.
5. Apply appropriate critical thinking skills in the demonstration of patient care and procedures.
6. Perform algebraic functions relevant to the area of radiography.
7. Operate radiographic equipment and accessory devices.
8. Position the patient and/or imaging system to perform radiographic examinations and procedures.
9. Modify standard procedures to accommodate for patient condition and other variables.
10. Enter data into RIS; assign algorithms, QA images and charge procedures when using computerized radiography and digital imaging systems.

11. Process images when using a film/screen system.
12. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
13. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
14. Practice radiation protection for the patient, self and others.
15. Recognize emergency conditions and initiate first aid and basic life support procedures (CPR).
16. Evaluate radiographic images for appropriate positioning and image quality.
17. Evaluate the performance of radiographic systems, know the safe limits of equipment operations, and report malfunctions to the proper authority.
18. Demonstrate knowledge and skills relating to quality assurance in medical radiography.
19. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
20. Demonstrate clinical competency that match the level of education.
21. Complete all make-up time per program policy and procedure.
22. All program fees must be paid in full before student is released from program.
23. All courses must be completed.

### **GRIEVANCE POLICY**

#### **Step 1:**

The student has the right to have their case reviewed by the Advisory Committee of the School. Any action or grievance that a student wishes the Advisory Committee to consider must be described and submitted in writing to the program director within 7 calendar days of the actual occurrence. If the grievance directly involves the program director, the written statement should be submitted to the medical director or the director of radiology services.

An advisory committee meeting will be scheduled within 10 working days of the receipt of the grievance, in cases or dismissal, the student may not return to class or their clinical assignment until after the committee ruling. The student must sign a release of information to permit the Advisory Committee access to their transcripts and student file if the grievance involves the student's academic or clinical performance.

Students will be required to appear in person before the Advisory Committee to present their grievance. If the grievance involves a member of the Advisory Committee, that committee member will also be allowed to present their case before the Advisory Committee but will not be present during the student's appearance or during subsequent discussion.

After the Advisory Committee has reviewed the grievance, each member will be asked to make a decision or recommendation. Each vote will be anonymous and submitted in writing at the meeting. A voting member will tally the ballots. The final decision will be made according to the majority of the votes from the Committee. At least five voting members must be present for a decision to be valid.

The student will be notified in writing 5 working days of the Advisory Committee decision or recommendation.

**Step 2:**

If the student feels a decision made by the Advisory Committee is unjustified, they may Appeal to the HR Business Partner in charge of Radiology. Any action or grievance that a Student wishes the HR Business Partner to consider must be described and submitted in writing within 7 days of the Department Director's written decision.

The student's transcript and file will be forwarded to the HR Business Partner for their review if needed.

The HR Business Partner will respond within 10 working days upon their receipt of the Student's grievance. Written notification will then be forwarded to the student.

**The decision will be final.**

**Release of information:**

The following information will be supplied to the Advisory Committee members and possibly to the Vice-President in all grievance cases of academic or clinical Disciplinary action:

- Academic transcript
- Formal and informal documents relevant to the incident
- Attendance records
- Copies of appropriate student handbook policies
- Disciplinary action documents
- Grade reports
- Handbook acknowledgment signed by student
- Letter of appeal submitted by student
- Student evaluations

**Failure to Appeal**

The student has 7 calendar days (this includes weekends) to review the initial disciplinary action and file an appeal. If the student fails to appeal within this time frame, the action will be considered valid and appropriate.

**Reprisals**

No student will suffer any reprisals on any level for initiating the grievance process.

**TOBACCO USAGE POLICY**

Saint Luke's Health System is a tobacco free organization and does not hire anyone who uses tobacco products.

Effective August 1, 2011, only non-tobacco users will be hired by Saint Luke's Health System. This policy also includes students in all Saint Luke's owned programs. Therefore, students cannot use any tobacco products.

This includes:

- Cigarettes
- Cigars

- Pips
- Smokeless tobacco
- “E-cigarettes” or any other vaping product
- Smoking cessation products including nicotine gum or skin patches
- Any other products which contain any amount of tobacco or nicotine

All individuals that have been offered a position within the Saint Luke’s Schools of Diagnostic Medical Sonography, Echocardiography or Radiologic Technology must comply with this policy.

All accepted students will be tested for nicotine during their post-offer, pre-program physical screening process. Offers of positions to prospective students of any program who test positive for nicotine will be rescinded. A positive test for nicotine due to the applicant’s use of nicotine replacement therapy will also result in the applicant’s offer being rescinded.

Students are also prohibited from using any tobacco products once they have entered any education program. Any student who uses tobacco is in violation of this policy and will face disciplinary action up to and including termination from the program. If a student is directly observed using tobacco products, they will be required to complete a nicotine test with the Employee Health Department. In the event this test is positive, they will face disciplinary action up to and including termination from the program.

Any student who gains employment with Saint Luke’s Health System during or after their educational program must retest for nicotine during their Employee Health pre-employment physical. If this results in a positive test, the offer of employment will be rescinded.

**There are no exceptions to any segment of this policy.**

### Degree Verification

Saint Luke's School of Radiologic Technology requires verification of degree completion prior to the program beginning in June.

Please confirm what degree you will earn, the degree granting institution, along with the month and year you will earn this degree.

Degree

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Institution

Expected Date  
of Completion  
(Month/Year)

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(month) (year)

Signature

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Date

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**Application Checklist**

Application	
Application Fee	
Official High School Transcript (GED)	
Official College Transcripts (List All Educational Institutions)	
College Algebra CLEP (If Applicable)	
4 hour Observation Documentation	
Reflection Paper	
2 Reference Forms	
Copy of Degree (If Applicable) or Degree Verification Form	
TOFEL (If Applicable)	

**Please have Transcripts, References, Application, Fees and other application components mailed directly to:**

Saint Luke's School of Radiologic Technology  
901 E 104<sup>th</sup> St.  
Mailstop: 3000 South  
Kansas City, MO 64131