



2025 Student Academic Handbook



Summa Health Smart Start Radiologic Technology Program

Disclosure

Summa Health reserves the right to make changes without notice in the Radiologic Technology curriculum, scheduling, policies and procedures to preserve the high standards for approval and accreditation of the Radiologic Technology Program.

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Welcome!

Congratulations on your acceptance to the Summa Health Smart Start Radiologic Technology (SSRT) Program! As a student in the program, you will learn about radiology through program courses, laboratory experiences and clinical practice. You will become a key member of the radiology team at Summa Health and learn how to contribute to the well-being of patients. You will learn technical skills in using radiology equipment, computer systems and processing the radiographic image. You will also expand on your personal skills in communication, time management and organization.

This handbook contains important information about policies and procedures regarding what is expected of you in the clinical setting and as a program student. Program faculty will help guide your educational journey, so it is important to use their knowledge and expertise when needed.

Welcome!

Dr. Sherri Cole

Sherri Cole, Ph.D., MBA, RT (R)(M)
Radiology Academic Program Director

Kelsey Adair

Kelsey Adair, B.S.R.T. (R)
Radiology Clinical Coordinator

General Information

Summa Health Smart Start Radiologic Technology (SSRT) program reserves the right, without prior notice, to make changes at any time to the material contained in the Student Academic & Clinical Handbook, including but not limited to, entrance and graduation requirements, curriculum, academic policies, and any rules and regulations. Notice of changes will be expedited to all students and other parties.

Radiologic Technology students are required to familiarize themselves with and abide by the rules and regulations of Summa Health and the Radiologic Technology program.

Students should be aware that any of Summa Health Radiologic Technology program policies and procedures is subject to change during the time of their enrollment based upon the requirements of state boards, or governmental or accrediting agencies, as well as at the discretion of Summa Health or the Radiologic Technology program.

The SSRT program has many policies and procedures. Should a policy or procedure in this Handbook differ from your clinical Summa Health publications, it is to be understood that this SSRT Student Handbook takes precedence over all other publications.

The provisions of this handbook shall in no way be construed as a contract between SSRT and any student(s).

Program Official Responsibilities

The following is a non-exhaustive list of the program official's responsibilities:

Program Director:

Sherri Cole, Ph.D. MBA, RT(R)(M) (ARRT)
colesh@summahealth.org
234.475.0099
Office C2-47

- Assuring effective program operations and development.
- Overseeing ongoing program accreditation and assessment processes.
- Participating in budget planning.
- Participating in didactic and/or clinical instruction, as appropriate.
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.
- Assumes the leadership role in the continued development of the program.

Clinical Coordinator:

Kelsey Adair B.S.R.T. (R)
yontzk@summahealth.org
234.475.0240
Cubicle C2-54

- Correlating and coordinating clinical education with didactic education and evaluating its effectiveness.
- Participating in didactic and/or clinical instruction.
- Supporting the program director to assure effective program operations.
- Participating in the accreditation and assessment processes.
- Maintaining current knowledge of professional discipline and educational methodologies through continuing professional development.
- Maintaining current knowledge of program policies, procedures and student progress.

Clinical Preceptor:

- Maintaining knowledge of program mission and goals.
- Understanding the clinical objectives and clinical evaluation system and evaluating students' clinical competence.
- Providing students with clinical instruction and supervision.
- Participating in the assessment process, as appropriate.
- Maintaining current knowledge of program policies, procedures and student progress and monitoring and enforcing program policies and procedures.

Clinical Staff:

- Understanding the clinical competency system.
- Understanding requirements for student supervision.
- Evaluating students' clinical competence, as appropriate.
- Supporting the educational process.
- Maintaining current knowledge of program clinical policies, procedures and student progress.

Admissions Committee: Program Director, Clinical Coordinator, University of Akron Administrative support, Imaging Services Managers.

Grievance Committee: Program Director, Clinical Coordinator, CES Clinical Preceptor, Human Resource representative, Imaging Services Manager, Director of Health Sciences.

Advisory Committee: Program Director, Clinical Coordinator, Imaging Services Managers, Administration representative, Human Resource representative, Radiation representative. Student representatives.

Mission Statement

Our mission is to prepare graduates who are dedicated to delivering high-quality, patient-centered care and contributing to the health and well-being of diverse communities. Through a blend of rigorous instruction, hands-on experience and interdisciplinary collaboration, we empower students to become leaders in radiologic and imaging sciences.

Program Goals/Student Learning Outcomes:

To accomplish the SSRT mission, the radiologic technology program embraces the following goals:

1. **Students will perform radiologic procedures consistent with entry level requirements of a registered radiographer.**
 - Students will properly position patients to obtain high-quality, diagnostic images.
 - Students will select appropriate technical factors.
 - Students will practice the concepts of ALARA and the requirements set by federal and state agencies.
2. **Students will communicate effectively in the clinical setting.**
 - Students will communicate effectively with patients and medical staff through informative speech.
 - Students will demonstrate the ability to communicate through written correspondence pertaining to healthcare.
3. **Students will apply effective critical thinking skills.**
 - Students will adapt positioning for non-routine patients.
 - Students will critique images for diagnostic quality and be capable of identifying solutions for suboptimal images.

Accreditation

The Joint Commission: Summa Health System hospitals are accredited by the Joint Commission, meaning we have met The Joint Commission's strict quality and safety measures.

The certificate in Radiologic Sciences is **seeking** accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The SSRT program and equipment associated with the program are registered and inspected by the Ohio Department of Health (ODH).

Program Effectiveness Data

The following data will be annually collected and utilized to measure program achievement:

- Five-year average credentialing examination (ARRT) pass rate
- Five-year average job placement rate
- Program completion rate
- Graduate satisfaction
- Employer Satisfaction

This information will be posted on the program's website annually.

Professional Standards

American Registry of Radiologic Technologists

The American Registry of Radiologic Technologists (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. We certify and register technologists in a range of disciplines by overseeing and administering education, ethics and examination requirements ([ARRT About Us](#)).

The purpose of ARRT certification and registration is to recognize individuals qualified to perform a specific role. For example, the purpose of our Radiography certification and registration is to recognize individuals who are qualified to perform the role of a radiographer. Certification and registration require satisfaction of certain professional standards in medical imaging, interventional procedures or radiation ([ARRT Certification and Registration](#)).

For information regarding examination content specifications, please refer to ARRT Radiography Examination Content Specifications. For complete information regarding education, ethics, scope of practice and examination requirements, please refer to the [ARRT Primary Eligibility Pathway](#) and the [ARRT Standards of Ethics](#).

Ohio Department of Health (ODH)

Radiologic Licensure

Per the Ohio Department of Health: Any individual who performs radiologic procedures on humans must hold a valid Ohio radiologic license, according to the Ohio Revised Code. Radiologic licenses are issued for the following categories: Radiographer, Nuclear Medicine Technologist, Radiation Therapist and General X-ray Machine Operator (GXMO).

The Radiologic Licensure program ensures standards of knowledge and skill for operators who apply radiation to humans for diagnostic or therapeutic purposes. Through continuous enforcement, initiative and action, the program assures medical patients receive quality diagnostic imaging and services.

Ohio's Official Online Publication of State Laws and Regulations

"Radiographer" means an individual who operates ionizing radiation-generating equipment, administers contrast, and determines procedure positioning and the dosage of ionizing radiation in order to perform a comprehensive scope of radiology procedures on human beings.

[Ohio Revised Code 4773.02](#)

[Rule 3701-72-01 Licensing of Radiation Handlers Operating in Medical Settings](#)

American Society of Radiologic Technologists (ASRT)

Professional Organizations Professional organizations exist at several levels for Radiologic Technologists. All organizations actively work for the advancement of the profession and for continued recognition of quality patient care and radiation protection. Students are encouraged to become active members in all professional societies. Additional information can be made available upon request.

www.asrt.org

The Ohio Society of Radiologic Technologists

The Ohio Society of Radiologic Technologists (OSRT) is the professional organization representing medical imaging personnel throughout Ohio, advocates for disciplines within practice and promotes quality patient care. <https://www.osrt.org/>

SSRT Essential Skill Requirements

All students must meet the academic standards and essential skill requirements for admission or participation in the SSRT program with or without reasonable accommodation. The essential skill requirements outlined below are necessary for successful completion of this program. It is the student's responsibility to disclose any limitations that might interfere with meeting these requirements.

- Lift, move and transport patients (in excess of 50 pounds) to and from various ambulatory devices, (wheelchair, stretcher, hospital bed and radiographic table) without causing undue pain or discomfort to patient or oneself.
- The ability to spend prolonged periods of time walking, standing, sitting, bending, reaching, pushing and pulling.
- Position patients for various radiologic examinations. This requires physical touch.
- Manipulate X-ray equipment into proper positions, including fixed and mobile units. This requires upper and lower body dexterity.
- Recognize audio sounds (bells, buzzers, etc.) and visually distinguish colors.
- Respond immediately to emergency situations that may otherwise jeopardize a patient's physical state if prompt care is not administered.
- Evaluate written requisitions for radiographic procedures.
- Communicate (verbal and written) the explanation of procedures and give effective instructions to a patient.
- Obtain medical histories of patients and communicate this information to appropriate members of the healthcare team.
- Visually evaluate radiographic images.

Patient Bill of Rights

As outlined by the [American Patient Rights Association \(APRA\) for the American Hospital Association \(AHA\) Bill of Rights](#)

These rights can be exercised on the patient's behalf by a designated surrogate or proxy decision-maker if the patient lacks decision-making capacity, is legally incompetent, or is a minor.

Accommodations

Persons with disabilities are eligible for admission if they can carry out classroom, laboratory and clinical assignments, patient/client intake, assessment and techniques, or the equivalent; pass written, oral and practical examinations and meet all the requirements of the SSRT program.

The Summa Health Radiologic Technology program will make reasonable accommodations for disabilities. Applicants and students are welcome to discuss any disabilities that they believe will hinder their completion of the curriculum.

To access disability services or accommodations, students must initiate a request for service and complete the eligibility determination process.

Nondiscrimination Policy

It is the established policy of SSRT program not to discriminate against any individual or group of individuals for reasons of race, color, religion, ancestry, national origin, sexual orientation, age, sex, disability or veteran status.

The SSRT program is fully committed to providing equal opportunities in all employment-related activities, education programs and other activities of the organization.

Summa Health's Radiologic Technology program will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities.

Clinical Education Sites (CES)

- Summa Health System — Akron Campus
- Summa Health System — Barberton Campus
- Green YMCA
- Allied Medical Centers
 - Stow-Kent, Wadsworth, Tallmadge, White Pond, Cuyahoga Falls, Medina, Rootstown
- Many of these clinical sites also include orthopedic offices.

Clinical Preceptor

A clinical preceptor is a registered radiologic technologist assigned to supervise, guide and evaluate the SSRT program students assigned to their department.

Each CES will have a designated clinical preceptor.

Admission Requirements

Also required for compliance with the following for admission into the Program:

1. Complete BCI Background Check
2. Drug Screen
3. Physical Exam
4. N95 Fit Test
5. Immunization Review

Background Check Policy

Upon acceptance of Smart Start Agreement to the Radiologic Technology program, background checks will be required prior to the first day of SSRT classes. Negative findings on background checks may be the cause for program disqualification.

Background checks may include but are not limited to state and/or federal criminal background checks and verification of educational background.

The American Registry of Radiologic Technologists (ARRT) has guidelines concerning ethical behavior in those being tested or credentialed to provide healthcare to patients. To maintain this expectation, students convicted of a felony or misdemeanor may be unable to sit for the national certification examination administered by the ARRT. In this regard, at any time during the SSRT program, the student must notify the Program Director if any of the following offenses have taken place.

Convictions or charges that **MUST** be reported to the ARRT include:

- Charges or convictions, including those that were stayed, withheld/deferred, set aside or suspended (including similar offenses in a military court-martial)
- Any plea of guilt, Alford plea or plea of no contest (nolo contendere)
- Court supervision, probation or pre-trial diversion
- Traffic violations charged as a misdemeanor or felony
- Traffic violations that involved drugs or alcohol
- Sealed or expunged cases – The violation must be reported only if you do not have court documents that prove your charges/convictions were sealed or expunged

Conditions that do **NOT** need to be reported to the ARRT include:

- Juvenile offenses and convictions processed in juvenile court
- Speeding and parking tickets that did not rise to the level of a misdemeanor or felony and did NOT involve drugs or alcohol
- Charges that were dismissed if there were no court conditions required
- Sealed or expunged cases that include court documents that prove the charges/convictions were sealed or expunged
- Offenses previously reported to ARRT and for which ARRT has sent you correspondence

Any existing felony or misdemeanor convictions must be resolved by the ARRT and documentation indicating clearance to sit for the ARRT national certification examination must be submitted prior to admission into the program.

Students accepted into the program must complete a background check authorization prior to entry. Students with criminal histories must provide proof of certification eligibility from the ARRT at the time of acceptance into the SSRT program. For additional information please contact:

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120
651.687.0048, ext. 8580
<http://www.arrt.org>

In addition, candidates for ARRT certification are required to disclose whether they have ever had any license, registration or certification subjected to discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Students with a misdemeanor, felony and/or positive background check without submission of proof of certification eligibility from the ARRT will forfeit their acceptance into the SSRT program and will not be eligible for entry, no exceptions.

Drug Screening Policy

Upon acceptance to the Radiologic Technology program, a drug screen will be required by Summa Health prior to the first day of courses. A positive drug screen documenting illegal drug use will result in program dismissal.

Medical marijuana cards:

Clinical sites do not accept medical marijuana cards, and a positive drug screen disqualifies students from being placed clinically. A negative drug screening is required while enrolled in the Radiologic Technology program.

Physical Exam, Immunizations and Medical Records

The SSRT program requires students to undergo physical examinations, screening and testing. This will establish their fitness to perform clinical duties without endangering the health and safety of themselves or others.

The SSRT program is contractually obligated to comply with the policies of Summa Health. Therefore, to protect students, patients and colleagues, students are required to provide evidence of adequate immunity to the following diseases:

- **Measles, Mumps, Rubella** - 2 MMR vaccines or positive IGG titers
- **Varicella** - 2 Varivax vaccines or positive IGG titer
- **Influenza** - yearly flu vaccine during flu season (usually October-March)
- **Covid** - Not required, but recommended
- **Hepatitis B** - (either 2 dose or 3 dose series) not required, but recommended
- **Tdap** - not required, but recommended

In addition to vaccines, students are required to undergo **Tuberculosis** screening.

- An IGRA (QuantiFERON) testing will be obtained

Waivers: A student may receive a waiver on health grounds if they present a written statement from a licensed physician indicating that immunization against any or all of the diseases for which immunization is required is medically contraindicated, detrimental to, or not in the best interest of the student. Documentation must be submitted before the deadline indicated by the SSRT program.

- Specific reasons should be noted, such as allergy to components of the vaccine. The physician's statement shall document whether the contraindication is permanent or temporary, and if temporary, provide assurance that the student will receive immunization(s) at the first reasonable opportunity. (For example, rubella vaccine should not be given to pregnant women.)

If the student objects to any immunization due to religious beliefs, they must submit a signed written statement stating that they have chosen not to be immunized because they are an adherent to a religion, the teachings of which are opposed to such immunizations.

A signed statement from the student's religious leader should be provided to support the student's legitimate objection. Students who are unwilling or unable to comply with the immunization policy must understand that some clinical agencies prohibit the presence of unvaccinated students at their facility.

While SSRT will make reasonable efforts to find appropriate alternate clinical rotations for these students, there is always the risk the student will not be permitted to complete clinical or practicum rotations which are a required part of the curriculum.

Medical Records: Students must keep a set of all personal health information. The clinical coordinator retains student health files for one term after graduation. After that date, all health files are destroyed.

- Students who are identified as having possible latex allergy must be medically evaluated about potential risk and are strongly urged to consider another field since latex is prevalent in the healthcare environment.
- Students with confirmed latex allergy continue in the program at their own risk.
- The SSRT program assumes no responsibility for exposure and possible resulting student health problems.
- The student must inform the Program Director of any disability, change in health status and/or therapy which may affect ability to safely perform the role of an RT student.

Important notice: Students are not permitted to go to their clinical experience until all required health information is provided and all required immunization and other health requirements are complete.

Communicable Diseases

Healthcare personnel must exercise constant vigilance to ensure that the spread of infectious diseases is prevented. SSRT students will be involved in direct patient care and in the preparation of sterile supplies. They have a special obligation to ensure that they are aware of the protective measures for both them and the patients that they come in contact with and follow those guidelines at all times. The mission of providing the best quality healthcare requires that all hospital personnel understand this obligation.

The SSRT program assumes no liability for injury, infection or illness that may occur as a result of classroom or clinical experiences. Any injury, no matter how severe, should be immediately reported to faculty and immediate supervisor in the clinical area. SSRT students may be required to submit a healthcare provider's release allowing the student to return to class/clinical experiences. Any SSRT student who suspects they have been in contact with a person with a communicable disease should report this to faculty and their immediate supervisor in the clinical area. The student will also contact their physician. If the physician deems isolation or quarantine is needed, the student will be sent home. Isolation or quarantine measures will be addressed individually per case and as recommended by their private physician and under the advice of the Ohio Department of Health. Students are responsible for their own health costs.

Student Communicable Disease Exposures:

If a student experiences communicable disease exposure (i.e. Pertussis, Neisseria meningitidis, TB, etc.) during their participation in the SSRT Program or Clinical Experience at Summa Health, the process below will be followed.

1. When a communicable disease exposure is identified at a Summa Health facility by the Summa Infection Prevention Team, they will notify parties involved in patients' care of the exposure, departments involved, and dates of exposure.
2. The SSRT's Clinical Coordinator will review and determine what students may have been involved in the exposure and when.
3. The exposed students will then be notified by the SSRT's Clinical Coordinator.
4. The student will follow the procedure according to the assigned CES.
5. The student should then reach out to their healthcare provider for assistance with treatment or follow-up needed for the exposure.

Health Insurance

Neither SSRT nor the clinical affiliates assume responsibility for medical expenses that may be charged to the SSRT student for incidents occurring during their clinical experience. Therefore, the students are urged to **purchase and maintain personal health insurance**.

If a student already has a policy, they are urged to check the details of coverage. If an injury occurs while the student is participating in clinical education, the emergency room facilities will be made available to the student.

However, the student will be billed for services rendered.

Student Recreation and Wellness Services provides affordable treatment for acute injury and illness, women's health and mental health concerns.

For more information, see [Student Health Services: Applicable Fees: The University of Akron, Ohio.](#)

Professional Liability Insurance

Due to direct patient contact, the Summa Health professional liability insurance provides coverage to students only while you are assigned to the clinical site in a student capacity.

Cardiopulmonary Resuscitation (CPR)

Students will be learning in the clinical environment and radiographing patients who are in critical condition or have sustained life-threatening injuries. Knowledge of resuscitation techniques is imperative.

All accepted SSRT students will receive CPR training during orientation if they don't already have certification.

It is the student's responsibility to keep certification current for the duration of their education.

Grading Scale

GRADING SCALE	
A	93-100
B	84-92
C	77-83
D	60-76
F	0-59

Academic Calendar

The SSRT program follows UA's Academic Calendar for Holidays and Observance days. The clinical courses within the SSRT follow UA's Academic Calendar for major holidays and academic semester work. Please visit [Academic Calendar: Fall, Spring & Summer Dates: The University of Akron, Ohio](#) for full academic calendar.

Graduation Requirements

To be eligible for graduation, the student must successfully complete the following:

- Patient Care requirements (CPR, vital signs, sterile technique, venipuncture, patient transfers, care of patient medical equipment)
- Terminal Competencies/Evaluation (average score of 2)
- Required Clinical Competencies (>85% average)
- Clinical courses with an accumulative of 85% or better
- Completion of clinical hour and rotation requirements
- Program completion requirements
- Completion of a minimum of 25 credit hours of general education courses in the math and sciences with a grade of "C" or better in each course
- Completion of a minimum of 45 credit hours of Radiologic Technology major courses with a grade of "C" or better in each course
- Required program evaluations
- Return all Summa and UA property such as ID badge and dosimeters

A student who has not completed all graduation requirements of the school by graduation date will not be confirmed to take their ARRT certification exam. The student may be offered the option to complete needed requirements, if applicable. Once the student has satisfactorily completed the program's requirements, the ARRT will be notified of their eligibility. If the student has not completed graduation requirements in a satisfactory time frame, they will be dismissed from the program.

Academic Support Services

Summa Health

Employee Assistance Program (EAP) – Employee Assistance Program (EAP) is offered by Summa Health to all employees and household members regardless of work hour status. It provides access to mental health counseling, life/wellness coaching, work/life referral services and more!

- Please visit [All One Health Employee Assistance Program](#) for more information.

Medical Library – The Summa Health Medical Library is a spot for research, independent study or group collaboration. It requires Summa badge access during staffed hours. The library also has computers with access to email outside of Summa Health, copiers/printers/fax machines, study rooms/carrels and conference room.

- For more information, please visit <https://medlib.summahealth.org/akroncitymedicallibrary>

Learning Center – Students may be scheduled for tests or exams in the Learning Center.

Tech Lab/Simulation Lab – This laboratory is intended for student use when scheduled to observe, practice or perform patient care methods for competency.

The University of Akron

Student Success Center – [Student Success Center: The University of Akron](#), Ohio, **330.972.7111**

- Orientation, support for academics, social skills and life coaching, access to workshops that study skills, time management, finances, access to campus resources, tutoring and more.

Bierce Library Services – [Laptops and Computers - Bierce Library Services - LibGuides at University of Akron](#)

- Bierce Library has books, printers, tutoring, laptops, graphing and scientific calculators, and other tech equipment that students can check out for an entire semester.

Readmission Policy

Readmission into the SSRT program will be determined by the Admission Committee and is not automatic. Students may apply for one re-admittance only. If students were dismissed for conduct-related reasons, they may not reapply.

Students wishing to request readmission must reapply within the open application window. No requests will be taken more than two semesters before the anticipated enrollment.

To be readmitted to the program after withdrawing, a student must meet the following requirements:

1. The student must have voluntarily withdrawn from the program.
2. The student must have been in good standing and achieved a grade of "C" or higher in all program courses prior to withdrawal.
3. All program courses must be retaken in the prescribed order of the curriculum sequence.

Note: The decision of the committee will be final.

Dress Code Policy

All SSRT students are expected to present a professional appearance to maintain a positive public image and /or a professional clinical environment as appropriate. It is expected that students will follow this policy whenever they are at Summa Health. This also includes an expectation of demonstrating good judgment coming to and from clinical assignments as well as classes.

The overall appearance is expected to be functional, conservative, and conducive to safety in the performance of clinical objectives.

The following guidelines apply to BOTH clinical and class settings:

- Students are responsible for maintaining appropriate levels of personal hygiene.
- Aftershaves, colognes or perfumes are strictly prohibited.
- Identification badges are to be worn at collar level so they can be easily visualized as well as being on the outermost layer of clothing. Lanyards are not permitted.
- If the student works as an employee of a health facility, they may not wear SSRT clinical attire or student ID badge.

Clinical Apparel – Program approved scrub sets with embroidered program logo. Layering T-shirts must be black, white or gray and worn underneath scrub top. When students are scheduled in OR rotation, they are expected to wear OR scrubs. OR scrubs are not to be taken home and must be changed into daily. Shoes must be clean and workplace safe and not made out of mesh material. Open-toed shoes, crocs, sandals, high-top tennis shoes are not permitted. Black and white colored shoes are preferred.

In accordance with the Summa Health's policy for utilization of Standard Precautions and in compliance with the OSHA Blood-borne Pathogen Standards, the SSRT program will provide personal protective equipment in the form of either a fluid resistant or impervious gown. Such equipment is available in each department. Scrub clothes are not considered to be personal protective equipment either by Summa Health or the OSHA standards.

Class Apparel – Clothing must be clean and free of rips or stains. Refrain from wearing clothing with offensive or distracting words or imagery. Clothing should cover shoulders, avoid excessive cleavage, and have appropriate hemlines. No bottoms that come up any higher than mid-thigh, no undergarments visible.

Articles of clothing that are worn for religious or cultural reasons are permitted as long as they comply with clinical policies.

False eyelashes are not permitted.

Hair should be neat, clean and worn appropriately for position. Extreme hair styles and/or non-natural/ fad colors are not appropriate. For infection control purposes, hair shouldn't hang over or come in contact with patients or equipment. Hair length below the neck shall have hair pulled back off the face and tied securely.

Facial Hair – Beards, mustaches and sideburns must be neat and well groomed. Male students who choose not to wear a beard must be clean-shaven without the appearance of stubble. Students who use a tight-fitting respirator are not permitted to have facial hair that interferes with the face piece seal or valve function.

Nails – In accordance with the CDC recommendations, fingernails should be kept well- groomed with the length not to extend greater than 1/4" beyond the fingertip. Clear polish is preferable over colored polish. If polish is worn, it cannot be chipped, cracked or peeling. Artificial fingernails, acrylic extenders, dipped and shellac are not permitted.

Jewelry & Body Piercings – Jewelry should not be excessive in style or amount. Earrings are to be worn only on the ear. Hoops are to be no larger than dime size. No ear plugs/gauges. No jewelry is allowed in other visibly pierced locations including permanent jewelry. Facial jewelry other than earrings or single nose stud is not permitted.

Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos may not be obscene or offensive.

Identification badges are to be worn around the collar so they can be easily visualized as well as being on the outermost layer of clothing. Lanyards are not permitted.

Inappropriate attire will result in a verbal warning the first time and a VIOLATION OF POLICY: WARNING NOTICE (VOP) for each subsequent incident. The student may be sent home to change, if the Clinical Instructor determines it to be necessary.

FireArms Policy

All firearms and other deadly weapons of any kind are strictly prohibited on the premises of Summa Health.

Electronic Use Policy

Please put all cell phones and other electronic devices on silent, put away, or face down on table (please see individual syllabi). If students feel the need to answer the call during class (i.e. it is an emergency call), please quietly leave the room before they answer the phone and quietly return. This is disruptive to other class members and the instructor, so please do not repeat this practice.

Failure to comply with policy will result in disciplinary action.

Disciplinary Action Process

SSRT students are expected and required to conduct themselves in a professional manner at all times.

- **A verbal warning notice** as the first step of the probation process of unsatisfactory performance. Documentation must be signed by both parties.
- **A written warning notice** (Student Conduct/Violation of Policy: Warning Notice) is the second step of the probation process. These notices will be issued soon after the problem is identified.

Progressive violations will warrant immediate removal from the program. Failure to improve behavior following a written warning will result in removal from the program.

The criteria for receiving a warning notice include and are not limited to:

- Unsafe clinical practice.
- Errors in recording pertinent clinical data.
- Failure to safely adopt basic patient care skills in actual patient care situations resulting in actual or potential patient harm.
- Failure to demonstrate sound judgment relative to the student's degree of radiography curriculum completion.
- Unsafe or inappropriate diagnostic service to the patient.
- Failure to follow universal precautions or blood-borne pathogens processes.
- Failure to establish effective working relationships with clinical site team members in providing patient services.
- Failure to establish effective relationships with patients.
- Violation of either the ARRT (www.arrt.org) codes of ethics.
- Evidence that a student is under the influence of alcohol or an illegal drug while at a clinical site. The student will be removed from the clinical site immediately. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing immediately. If the student refuses to submit to a test or the student's test returns a positive result, the student will be immediately removed from the program.
- Excessive tardiness.
- Dress code violations.
- Unethical behavior, i.e., lying, cheating, stealing, etc.
- Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work.
- Failure to meet the clinical guidelines and competency levels of the SSRT program.
- Failure to comply with HIPAA laws.
- Failure to comply with the Electronic Use Policy.

Student's Reply to the Student Conduct/VOP: Warning Notice

The student is required to reply to the warning notice within one week.

The student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors.

The reply must include the following:

- Student's perception of the problem
- Awareness of the seriousness of the warning notice
- Methods that will be utilized to correct the problem

Resolution of the Student Conduct/VOP: Warning Notice

At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken.

If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the Student Conduct/Violation of Policy: Warning Notice and the current instructor.

1. If the student shows satisfactory improvement, the warning notice will be resolved. A written evaluation of the student's progress will be submitted, signed and dated by both the instructor(s), and the student.

This will remain on file until the student graduates. Copies go to the Program Director, clinical instructor and the student.

2. If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course and be dismissed from the SSRT program.
3. If the student does not show satisfactory improvement after receiving a warning notice, the recommendations of the issuing instructor will be followed.

Changes in Clinical Schedule Due to a Student Conduct/VOP: Warning Notice if Warranted

When issued a Violation of Policy: Warning Notice, students:

1. Will not progress to any clinical area where the notified problems cannot be evaluated until the warning notice has been resolved, unless otherwise specified by the instructor.
2. Will have their schedule arranged, if possible, by the instructor in consultation with the Program Director to prevent loss of academic time.
3. Will be held back in their program by the Program Director if the schedule rearrangement is not possible.

Personal Problem Solving

If any SSRT student is having difficulties maintaining the program course work, personal conflicts or complaints regarding the program, the following individuals may be contacted to assist the student:

Program Director Sherri Cole Ph.D. MBA, RT(R)(M) (ARRT) **234.475.0099**

Clinical Coordinator Kelsey Adair B.S.R.T. (R) **234.475.0240**

Specific lecture or lab issues will be first brought to the attention of the instructor teaching the class.

Attendance Policy

Successful completion of the educational programs at Summa Health requires a significant commitment of time for class work and outside study each day. Attendance is always required, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, laboratory exercises, and practical clinical experiences.

The SSRT attendance policy is a “no fault” policy, which means students will accrue “occurrences” for unscheduled absences and tardies regardless of the reason (except in cases of protected or scheduled and approved absences). To eliminate fault as a basis for determining whether an absence or tardiness is excused or unexcused, this no-fault system is established:

Corrective action for attendance issues will generally be progressive and based on a rolling 12-month period. Although occurrences will roll-off a student’s record after twelve (12) months, the Program Director reserves the right to consider excessive or patterned absences, lateness and/or early departures over the course of a student’s attendance and determine whether accelerated corrective action, up to and including termination from the program, is warranted.

Clinical and class corrective action process will fall under the following occurrence system:

Corrective action will generally be administered as follows:

- **Verbal Coaching Session: Total of four (4) occurrences.**
- **Written Corrective Action: Total of six (6) occurrences.**
- **Final Warning Corrective Action: Total of seven (7) occurrences.**
- **Termination of Education: Total of eight (8) occurrences.**

Unscheduled absence - Student will be issued one (1) occurrence for each unscheduled absence.

Exception - Unscheduled absences of one or more scheduled consecutive shifts will be treated as one occurrence if due to a student’s extended illness or the extended illness of the student’s child. For absences beyond three scheduled consecutive shifts, the student should request a Leave of Absence (see LOA policy). Program Director may request with HR approval that student provide a doctor’s note upon their return to work to substantiate the need for the extended absence. Students who falsify the reason for their consecutive absences to fall within this exception will receive corrective action, up to and including program dismissal.

Tardy Students - will be issued one-half (1/2) occurrence for each tardy. To follow Summa’s attendance policy for employees, a tardy is considered 6 minutes past start time. For example, the start time is 8:00, if a student arrives/clocks in at 8:06 or any time after they are considered tardy.

No-call / No-show - A single “No-Call/No-Show” could result in a Final Warning Corrective Action. If a student fails to report to clinical or class for two consecutive scheduled shifts without timely notification, Program Director may consider the student to have voluntarily resigned their position without notice. Two non-consecutive “No-Call/No-Show” incidents within twelve (12) months could result in immediate termination of the program.

Leave of Absence

A leave of absence from the SSRT program may be considered when a student is absent greater than 3 clinical days or 3 class/lab days within a semester. A leave of absence may include, but is not limited to emergency medical reasons, pregnancy, jury duty or military leave. The student is required to notify the program director of the leave of absence prior to the expected leave and submit a request form located in the back of the handbook. Requests must be submitted at least 1 week in advance.

Each leave of absence will be handled on a case-by-case basis and clinical hours/assignments will be made up at the discretion of the program director; however, some absences may result in the inability of the student to progress in the respective program. In this event, the student must follow the readmission policy.

Pregnancy Policy

Declared Pregnancy Policy - It is the philosophy of the SSRT program to provide all students a safe environment for clinical experience and training. Furthermore, students that are diagnosed pregnant are assigned and monitored in an environment that should be within the regulations on Prenatal Radiation Exposure that are set out by the U.S. Nuclear Regulatory Commission.

In compliance with Nuclear Regulatory Commission Regulations regarding the declared pregnant student, female students have the option of whether to inform program officials of pregnancy. A student that declares pregnancy will submit the Pregnancy Declaration form (located in the back of this handbook) to the program director.

A student who declares pregnancy can choose one of the following options for completing the SSRT program. At any time, the student may change from one option to another at any time during the pregnancy if all program objectives, courses and competencies are completed and is in writing to the program director.

Option 1 - Continuing the training without modification or interruption. This option means that the student would agree to attend and complete all classes, clinical assignments, and competencies in a manner consistent with peers within the guidelines set forth by the SSRT staff. The student will have to purchase a fetal dosimeter to monitor radiation exposure to the fetus. Dosimeter shall be worn at waist level underneath lead and will be exchanged monthly until pregnancy term is complete.

Option 2 - Continuing the training with modification of clinical assignments. This option means the student would have the choice to delay clinical assignments and/or competencies in areas, such as fluoroscopy, portables and surgery. The student will have to purchase a fetal dosimeter to monitor radiation exposure to the fetus. Dosimeter shall be worn at waist level underneath lead and will be exchanged monthly until pregnancy term is complete. Even though every effort would be made for the student to accomplish the clinical assignments and/or competencies during the clinical portion of the program, to accomplish this successfully the training may need to be extended.

Option 3 - If there is space in the next class, the student may withdraw from the program for a one-year leave of absence from class and the clinical setting and then come back into the program at the beginning of the same semester, same place where they stopped out. The student would become a member of the subsequent class.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupational exposed women, which is no more than 0.5 rem (5.0 mSv) during the entire gestational period and no more than 0.05 rem (0.5 mSv) in any month, both with respect to the fetus. It is the policy of the program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Withdrawal of Declaration Pregnancy Policy - If a student decides to reverse her pregnancy status and UN-declare pregnancy, they can provide a written statement to the program director. A Withdrawal of Pregnancy Form is located in the back of this handbook. When submitted, the student's un-declaration of pregnancy reverts status to the same rights and expectations as existed prior to when pregnancy was declared.

Visit the following website for information and links concerning embryo/fetus irradiation and monitoring: <https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/full-text.html>

Academic Policies and Procedures

Class Behavior And Expectations

Participation in class discussions is an essential component in active learning. It stimulates thoughts and ideas and helps the internal process of evaluating and analyzing concepts.

However, there are many people in this class, so please be respectful of that.

It is expected that you will come to class:

- Prepared to learn.
- Have read the assignments.
- Will be in the classroom at the beginning of the class and not walk in after class starts.
- Cell phone will be turned on silent and face down on table.
- Laptop computers, iPad, etc. may be used to take notes during class but may not be used to "surf" the internet, look-up answers, nor anything not directly related to note taking.
- It shall be considered a breach of academic integrity (cheating) to use or possess on your body any of the following devices during any examination unless it is required for that examination and approved by the instructor: Cell phone, smart watch/watch phone, laptop, tablet, electronic communication devices (including optical), and earphones connected to or used as electronic communication devices.
- Do not bring children to class.
- Use proper language befitting the profession you are entering.
- Not talk if the instructor is talking.
- Respect your fellow classmates and everyone's right to learn; that you will exhibit behavior that reflects professionalism.

You are responsible for what you achieve in your classes, therefore, neither cheating nor plagiarism will be tolerated.

Individuals suspected of academic dishonesty may be awarded a zero for that assignment and possibly dismissal from the SSRT Program.

All cases of academic dishonesty will be reported to the program director for due process and disciplinary action.

Your grades will be posted in the Brightspace gradebook for your access. However, the grade in progress and cumulative grade found in Brightspace is not your final grade and will be verified by other methods before the final grade is determined and posted.

Students needing assistance calculating their grade in progress should see the faculty.

Class Absence Procedure

In the event a student will be absent, tardy or leave early:

- The student must notify the instructor prior to the start of the class period (See Attendance Policy).
- It is the student's responsibility to contact the instructor on the 1st day returning to class for a make-up time for any scheduled exams/ quizzes that were missed. If the student fails to initiate contact with the instructor within one week, a 0% will be issued for the scheduled exam/quiz/assignment.
- Only students in attendance will receive points for pop quizzes, participation and lab activities.

- In the event a student arrives while a scheduled exam/quiz is being administered, at the instructor's discretion may:
 - Allow the student to start the exam/quiz and be given the remaining allotted time to complete the exam/quiz, or
 - Scheduled make-up exam/quiz at a time designated by the instructor with a 10% reduction of the total point value.
 - At the instructor's discretion, the 10% reduction may be waived under documented and extenuating circumstances.
 - Due to the nature of pop quizzes, they may not be made up.

Late Work Policy

To move efficiently and successfully through Summa Health's Radiologic Technology courses, it is important, and expected, that assignment due dates are met. It is expected that the student takes ownership of meeting deadlines and takes initiative to ensure all assignments are turned in to the instructor at the designated time and exams/quizzes are taken when scheduled.

If a student fails to complete work when scheduled, the following penalty will be applied:

HOMEWORK:

Homework assignments will be accepted for 7 calendar days beyond the original due date with a 20% reduction of the total point value. Unless prior written arrangements have been made with the instructor, late homework will not be accepted beyond 7 calendar days of the original due date and a 0% will be recorded for the assignment.

- At the instructor's discretion, the 20% reduction may be waived in the event of extenuating and documented circumstances.

SCHEDULED EXAMS/ PRACTICUMS/ QUIZZES:

A missed scheduled exam/ practicum/quiz can be made-up, with a 10% reduction of total point value, if:

- The student requests a make-up time on the first day back in class, and
- The exam/ practicum/quiz is taken at the make-up time approved by the instructor.
- The exam/ practicum/quiz must be made-up within 7 calendar days of the original exam/practicum/ quiz date.
- Exam/ practicum/quiz must be made-up outside of normal class time.

At the instructor's discretion, the 10% reduction may be waived in the event of extenuating and documented circumstances.

Failure to request a make-up time on the first day back in class, or failure to take the exam/quiz at the approved make-up time will result in a 0% for the exam/practicum/ quiz.

END OF COURSE PROJECT/PAPERS:

Unless prior written arrangements have been made with the instructor, end of course project/papers will not be accepted late.

PARTICIPATION/LAB:

Only students in attendance will receive points for participation activities. At the instructor's discretion, prorated points may be awarded for the student being present for a portion of an activity or lab.

Inclement Weather Policy

Inclement weather may result in hazardous road conditions. As a result, each student should make safety their first priority and use their own judgment in reaching Summa Health and/or their assigned clinical site.

- If the University is closed due to weather conditions, students will not attend classes or clinical for the duration of the campus closing.
- Time missed due to official campus closings will not contribute to the attendance policy.
- Class and/or clinical make-up day(s) may be scheduled at the instructor, clinical coordinator, or program director's discretion.
- Scheduled class and/or clinical make-up day(s) will be subject to the attendance policy in the same manner as a regularly scheduled class/clinical period.
- If the university of Akron is closed, the clinical coordinator will contact the clinical sites.

Informal Complaint Procedure

The Summa Health Radiologic Technology program makes a conscious and continuous effort to provide an exceptional learning experience. To assist in providing the best experience possible, we encourage you to bring "complaints" or items of potential improvement to our attention.

This process is designed for those items that fall short of the formal grievance procedure. However, they will be taken seriously, analyzed to determine if a pattern of complaint exists that could negatively affect the quality of the educational program, and acted upon when appropriate. To ensure the most accurate and complete collection of complaints, an Informal Complaint Form is attached to the back of this handbook and needs to be completed within two business days of occurrence. When completing this form, you may choose to remain anonymous; however, please provide enough detail so that we can best address your concerns.

After completing the form, please direct it to the program director by scheduling an appointment, email, or it can be anonymously submitted to the SSRT program director. The program director must respond within 10 business days of occurrence.

Grievance And Appeals Policy

The program grants a student the ability to file grievances and appeals for program specific issues regarding, but not limited to, any violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation. The steps below must be followed for all appeals:

1. The student must first attempt to informally resolve the issue with the party or parties involved within five business days of the occurrence.
2. Formal Grievance Process: If the issue is not resolved through informal discussions or the student feels uncomfortable pursuing informal resolution, the following formal grievance process should be followed:

Step 1: Submit Written Grievance

- The student must submit a Grievances and Appeal form located in the back of the SSRT Student Academic Handbook, clearly outlining the issue, the steps taken to resolve it informally, and the desired outcome. This written grievance should be submitted to the Program Director.

Step 2: Program Director Review

- The Program Director will review the grievance and meet with the student to discuss the issue in more detail. The Program Director may also consult with other faculty, staff, or clinical site supervisors as necessary. A decision will be provided in writing within ten (10) business days.

Step 3: Appeal Process

- If the student is not satisfied with the Program Director's decision, they may escalate the grievance to the SSRT Grievance Committee

Note: The decision of the Grievance Committee is final.

Information Exchange And Communication

The student's assigned SSRT email will be the primary mode of formal communication between the Program and the student. Students are required to read and respond to emails sent to their SSRT email account within 24 hours of receipt. The student is considered "notified" when the program staff has received receipt of delivery to the student's email. Failure to respond or comply with communication contents may lead to disciplinary action.

Leave of Absence Request

Student Name: _____ Date: _____

Requested date of absence(s): _____

Semester: _____

Clinical Rotation Location: _____

My plan to make-up the missed time is as follows: _____

Student's Signature: _____

Clinical Coordinator's Signature: _____

Program Director's Signature: _____

Directions: Complete form one (1) week prior to requested date of absence.

Retain a copy for your own records



Declared Pregnancy Form

In accordance with the NRC's regulation at 10 CFR 20.1208, "Dose to Embryo/Fetus"

I, _____, am declaring that I am pregnant. I became pregnant _____ (month and year). The potential due date is _____.

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not exceed 0.5 mSv (50 mrem) unless that dose has already been exceeded between the time of conception and submitting this letter. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

As a student in the SSRT Program, I choose one of the following options:

_____ **Option 1** - Continuing the training without modification or interruption. This option means that I would agree to attend and complete all classes, clinical assignments, and competencies in a manner consistent with her peers within the guidelines set forth by the SSRT staff. The student will also have to purchase a fetal dosimeter to monitor radiation exposure to the fetus. Dosimeter shall be worn at waist level underneath lead and will be exchanged monthly until pregnancy term is complete.

_____ **Option 2** - Continuing the training with modification of clinical assignments. This option means I would have the choice to delay clinical assignments and/or competencies in areas, such as fluoroscopy, portables, and surgery. I will have to purchase a fetal dosimeter to monitor radiation exposure to the fetus. Dosimeters shall be worn at waist level underneath lead and will be exchanged monthly until pregnancy term is complete. Even though every effort would be made for me to accomplish the clinical assignments and/or competencies during the program, to accomplish this successfully the training may need to be extended.

_____ **Option 3** - If there is space in the next class, I may withdraw from the program for a one year leave of absence from class and the clinical setting and then come back into the program at the beginning of the same semester, same place where I stepped out. I would become a member of the subsequent class.

Student Signature: _____

Program Director Signature: _____

Clinical Coordinator Signature: _____

Withdrawal of Declaration Pregnancy Form

I, _____, have previously declared my pregnancy on _____ . I now wish to withdraw my declaration of pregnancy. My withdrawal of pregnancy reverts my status to the same rights and expectations that existed prior to becoming pregnant.

Student Signature: _____

Program Director Signature: _____

Clinical Coordinator Signature: _____



Disciplinary Action Form

Student Name: _____ Date: _____

CES: _____ Notice: Verbal/Written

What is the reason for Disciplinary Action? _____

Plan for Resolution: _____

Probation Period (if Applicable): _____

Follow Up: _____

Student Signature: _____

Clinical Coordinator Signature: _____

Program Director Signature: _____

Clinical Preceptors Signatures (if Applicable): _____

Student Violation of Policy Reply

Summa Health Radiologic Technology Program

Student Name: _____ Date: _____

My perception of the problem: _____

My awareness of the seriousness of the problem: _____

Steps I will implement to correct the problem: _____

Student's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

This form is due within three (3) days in issuance of
Corrective Action Notice/Written Warning/VOP.



Grievance and Appeal Form

Student Name: _____ Date: _____

Who is involved? _____

Describe in detail what the grievance/appeal is about.: _____

In your opinion, what is an appropriate solution? _____

Resolution: _____

Grievant Signature: _____

Program Director Signature: _____

Clinical Coordinator Signature: _____

SSRT Informal Complaint Form

Student Name (Unless Anonymity is Preferred): _____

Date: _____ *Must be submitted to program director within 2 business days of occurrence

Please describe in detail what the complaint is and parties involved. _____

Resolution: *Program director must respond within 5 business days of occurrence _____

Please submit this form to the program director by scheduling an appointment, email, standard mail, or it can be anonymously submitted via office mailbox.

Student Signature (if applicable): _____

Program Director Signature: _____

Clinical Coordinator Signature: _____

