



Radiography Program

Student Handbook

2025-2027



Be Part of Our Team!

100 North Academy Ave
Danville, PA 17822



Radiography Student Handbook 2025-2027

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This student handbook aims to represent accurately the current policies and guidelines for the Radiography Program at Geisinger Medical Center. However, students should be aware that updates or changes to these policies and guidelines may occur after this material is published. Instructors have the right to modify course content and evaluation procedures as they see fit. Additionally, they can alter, amend, or modify program policies or guidelines as necessary.

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Dear Radiography Student,

Congratulations on your acceptance, and welcome to the Geisinger's Radiography Program!

Throughout your time with us, you will engage in rigorous coursework, clinical experiences, and collaborative learning opportunities that will prepare you to perform diagnostic radiographic procedures with precision and care. Our dedicated faculty and state-of-the-art facilities are committed to supporting your growth and success, ensuring you are well-prepared to meet the challenges and opportunities of the ever-evolving medical field.

The student handbook is designed to answer many of your questions regarding both the clinical and didactic portions of your education. Please read this handbook thoroughly, request clarification on any unclear points, sign the required forms at the end of the handbook, and return them to the Radiography Program faculty.

We look forward to guiding you as you develop your expertise and make meaningful contributions to patient care. Welcome to the Radiography Program – where your journey to excellence begins!

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Geisinger Medical Center

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Introduction

Geisinger Health System is an integrated healthcare organization located in Pennsylvania, renowned for its innovative approaches to healthcare. It provides a comprehensive range of services, including primary care, specialty medicine, hospital care, health plans, research, and education. The system operates ten hospitals that are spread across central, south-central, and northeastern Pennsylvania, ensuring a wide variety of healthcare services for the communities they serve.

The Radiography certificate program at Geisinger prepares students academically and clinically to work as radiographers. This achievement not only grants them professional status but also opens the door to a rewarding career in the field of diagnostic medical sonography.

The next 6 semesters will be rigorous and demanding but rewarding in the end. You will need to complete all prerequisite education requirements, master the theories and content presented in the radiography courses, apply this knowledge, and excel in a clinical setting.

This handbook is designed to familiarize you with the policies and procedures of the Radiography Program. It is your responsibility to review the contents of this handbook as part of your orientation. You are responsible for all the contents and should keep this booklet and use it as a reference throughout the program.

Program Description

The Radiography program at Geisinger is a 24-month certificate program of classroom academics and clinical experience that prepares students for entry-level positions as radiographers in various settings, including hospitals, outpatient imaging facilities, clinics, and physicians' offices. In addition, qualifying students have opportunities to gain experience in specialized procedures like interventional radiography (IR), computerized tomography (CT), and other forms of medical imaging such as MRI and mammography during elective and post primary rotations.

Clinical education includes opportunities to learn to assist radiologists, interact with other healthcare professionals, provide empathic care to patients of all ages and medical conditions, and observe other primary disciplines such as radiation therapy.

Students who successfully complete this program will be eligible to sit for the American Registry of Radiologic Technologists examination. This achievement not only grants them professional status but also opens the door to a rewarding career in the radiologic technology field.

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The Radiography Program consists of 67 credits. Program course descriptions are included in this handbook. Students are required to complete supervised clinical education experience, which will require travel to several different clinical sites. **Maximum program/classroom/clinical involvement shall not exceed 40 hours per week.**

Geisinger Equity Statement

Geisinger is an equal opportunity employer; acceptance into the program and future employment at Geisinger are not influenced by race, color, religion, sex, genetic information, national origin, age, sexual orientation, disability, handicap, or status as a Vietnam-era or special disabled veteran or any classification protected by law in accordance with applicable federal laws.

Values

At Geisinger we value:

Kindness - We strive to treat everyone as we would hope to be treated ourselves.

Excellence - We treasure colleagues who humbly strive for excellence.

Safety - We provide a safe environment for our patients, members, and the Geisinger family.

Learning - We share our knowledge with the best and brightest to better prepare the caregivers of tomorrow.

Innovation - We constantly seek new and better ways to care for our patients, our members, our communities, and the nation.

Advisory Committee

The Advisory Committee serves as a platform for communities of interest to provide input and guidance, which enhances the educational processes and outcomes of school activities in alignment with the Radiography programs mission statement. The committee also supports faculty by offering advice on program changes based on their expertise, contributing to the improvement and integration of the Radiography program. The committee comprises of the program director, clinical coordinator, clinical instructors, medical director, a public member, and current students. The advisory committee meets at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.



Radiography Program Mission Statement

The program's mission is to utilize effective educational processes, adult learning techniques, and instructional design strategies to provide an educational environment, academic and clinical, which stimulates and facilitates students learning the art and science of radiography and mastering psychomotor skills necessary in the art of medical imaging so that graduates of the school are competent radiographers, skilled communicators and problem solvers, and individuals who value and seek professional growth.

Program Goals

- 1) Students will be clinically competent.
- 2) Students will be able to effectively communicate
- 3) Students will demonstrate use of appropriate critical thinking skills
- 4) Students will display professional behavior

Student Learning Outcomes

Clinical Competence

- Students will demonstrate radiographic positioning skills.
- Students will demonstrate radiographic technical factors applied to radiographic procedures.
- Students will demonstrate radiation safety practices.

Communication

- Students will communicate effectively with patients.
- Students will communicate effectively with health care professionals

Critical Thinking

- Students will demonstrate the ability to adjust procedures in accordance with patient variables
- Students will demonstrate the ability to make critical image evaluation judgements.

Professional Behavior

- Students will demonstrate professional behavior.

Essential Skills, Technical Standards, and Physical Requirements of Radiographers

Radiographers must meet specific technical and physical standards to effectively perform their duties, ensuring they provide high-quality care while operating safely and efficiently. To successfully complete the Radiography program, students must engage in and fulfill the requirements of the didactic, laboratory, and clinical training components of the curriculum. Radiography students are required to apply their knowledge and skills in various clinical settings while delivering radiographic services. Additionally, they must demonstrate clinical judgment and respond promptly to the physiological and psychological needs of patients.

Technical Standards for the Radiographer

A radiographer plays a vital role in the healthcare field. This role involves producing diagnostic quality images to allow radiologists and other physicians to accurately diagnose a patient's condition.

Essential job functions for radiographers include demonstrating cognitive, psychomotor, and affective skills. These functions must be performed in a manner that does not endanger the radiographer, their colleagues, or the patients. The following sections will outline the physical, mental, and emotional requirements pertinent to the profession of Radiography.

A. Physical Requirements

A radiographer must be able to:

1. Work standing on his/her feet 80% of the time.
2. Use both hands, wrists, and shoulders to move both patients into the necessary positions needed for high quality imaging.
3. Lift more than 50 pounds routinely.
4. Transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed and physically assist patients into proper positions for examination.
5. Push, pull, bend, and stoop routinely to move and adjust radiographic equipment and perform studies.

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6. Use senses to adequately view radiographs, perform eye/hand coordination skills required in radiographic examinations, and recognize changes in patient's condition and needs.
7. Work in a semi-darkened room for prolonged periods.
8. Be physically capable of carrying out all assigned duties.

B. Mental and Intellectual Requirements

A radiographer must be able to:

1. Communicate effectively, verbally and non-verbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.
2. Organize and accurately perform the individual steps of a radiographic procedure.
3. Understand and reach quickly to verbal instructions and patient needs.
4. Follow directions effectively and work closely with members of the healthcare community.
5. View and evaluate images to ensure no artifacts, motion, or evidence of a positioning error is present.
6. Apply problem-solving skills to help optimize patient care and produce the best diagnostic information possible.

C. Emotional Requirements

A radiographer must be able to:

1. Provide physical and emotional support to the patient during radiographic procedures.
2. Interact compassionately and effectively with the sick and or the injured.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Adapt to changing environments and be able to prioritize tasks.
5. Project an image of professionalism.
6. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values.
7. Interact positively with people from all levels of society and all ethnic and religious backgrounds.

If a student is unable to meet the Technical Standards at any time, they must notify the Radiography Program Director or another RT faculty member. Reasonable accommodation will be considered, potentially requiring documentation from a board-certified practitioner. However, if

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these accommodations do not enable the student to progress in this fast-paced program, they may face dismissal from the RT program.

Please sign the “Technical Standards for the Radiographer” Appendix page 63

Scope of Practice

Applicants for registration shall agree to perform the duties of a radiographer only as directed by a duly qualified physician or radiographer and under no circumstances to give out oral or written diagnosis or work independently, whether in a private office or institutional department.

The practice of radiography is performed by health care professionals responsible for the administration of ionizing radiation for diagnostic, therapeutic, or research purposes. A radiographer performs a full scope of radiographic and fluoroscopic procedures and acquires and analyzes data needed for diagnosis at the request of and for interpretation by a licensed practitioner.

Radiographers independently perform or assist the licensed practitioner or radiologist assistant in the completion of radiographic and fluoroscopic procedures. Radiographers prepare, administer and document activities related to medications and radiation exposure in accordance with statutes, regulations, accreditation standards, and institutional policies.

Code of Ethics for the Profession of Radiography

PREAMBLE

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography,

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mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

To further explore the ARRT Standards of Ethics please visit [2023 ARRT Standards of Ethics.pdf](#)

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Degree Plan

Radiologic Technology Curriculum Sequence		
Course Number	Prerequisites	Credits
	Anatomy and Physiology I	4
	Anatomy and Physiology II	4
	Physics	3
	College-based math/algebra	3
	Interpersonal Comm, Med Ethics, English Comp I	3
	Medical Terminology	1
		18
	Note: All prerequisites must be completed with a passing grade of C or better by the end of the summer semester before admittance into the RT program	
Semester I		
RAD601	Intro to Physics	1
RAD201	Rad Procedures I	4
RAD301	Lab Exercises I	2
RAD401	Image Evaluation I	1
RAD101	Intro to Rad Tech	1
RAD901	Clinical Education I	3
		12
Semester II		
RAD103	Pharmacology	1
RAD202	Rad Procedures II	4
RAD302	Lab Exercises II	2
RAD701	Rad Protection	2
RAD501	Rad Science I	3
RAD402	Image Eval II	1
RAD902	Clinical Education II	3
		16
Semester III		
RAD102	Patient Care	1
RAD403	Image Evaluation III	1
RAD903	Clinical Education III	6
		8
Semester IV		
RAD203	Rad Procedures III	2
RAD404	Image Evaluation IV	1
RAD702	Rad Biology	2
RAD502	Rad Science II	3
RAD106	Pathology	1
RAD904	Clinical Education IV	3
		12

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Semester V		
RAD503	Rad Science III	2
RAD801	Registry Review I	4
RAD803	Senior Project	2
RAD405	Image Evaluation V	1
RAD905	Clinical Education V	3
		12
Semester VI		
RAD802	Registry Review II	4
RAD906	Clinical Education VI	3
		7
Program Total (excluding prerequisite course)		67

*Courses highlighted should be taken prior to admission to the program. These courses can be taken as part of Radiography Program curriculum if not completed prior to admission.

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Radiography Course Descriptions

RAD 601 Introduction to Radiation Physics

Course Description: This course covers the basic principles of physics. Students will learn common terms, mechanics, and equations used in physics. This course will give a core foundation to use as the student's progress to future courses which involve physics.

RAD 201 Radiographic Procedures I

Course Description: An introduction to basic principles of radiography, patient care, and terminology. Course material presentation relies heavily on practical examples, illustrations, and problem solving.

RAD 301 Lab Exercises I

Course Description: A practical application of routine radiologic procedures in a supervised setting using energized equipment. The purpose of the laboratory exercises is to practice the application of knowledge and begin to develop psychomotor skills.

RAD 401 Radiographic Image Evaluation I

Course Description: An introduction to the process of evaluating diagnostic quality and characteristics of radiographic images, and practice determining changes required to improve subsequent images.

RAD 101 Introduction to Radiologic Technology

Course Description: This course provides a general introduction to the field of medicine and allied health with special emphasis on radiologic technology. Course content will concentrate on professional development, professional organizations, accreditation, certification, licensure, basic radiation safety, and introduction to infection control.

RAD 901 Clinical Education I

Course Description: This course introduces the students to a radiology clinic setting so they may learn the workflows and equipment of different areas such as fluoroscopy, diagnostic x-ray and orthopedic x-ray. Students rotate biweekly to different areas where imaging is performed. Students learn to interact with other healthcare professionals and receive one on one training as

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they use their skills learned in the classroom to interact with patients and assist in performing their radiographic procedures.

[RAD 103 Pharmacology](#)

Course Description: This course is designed to provide basic concepts of pharmacology that covers basic principles, drug administration, drug categories, and initiation and management of intravenous drug therapy. Lesson content focuses on preparing students to function within the scope of practice for radiologic technologists who require basic pharmacology knowledge to be effective members of the healthcare team.

[RAD 202 Radiographic Procedures II](#)

Course Description: This course continues the study of routine radiographic procedures. Anatomy, positioning, centering points, and breathing instructions are all topics covered. This course also investigates the different methods that are used to obtain high quality images.

[RAD 302 Laboratory Exercises II](#)

Course Description: Students learn to position body parts that were not covered in Laboratory Exercises I. Instruction from multiple different radiologic technologists will guide the students as they learn more challenging procedures they will see performed in the clinical setting.

[RAD 701 Radiation Protection](#)

Course Description: This course examines the methods of protection measures and measurement of occupational exposure in radiology. Topics include sources of radiation, levels of exposure, principles of protection, maximum permissible dose equivalents (MPDEs), monitoring techniques, design of facilities, personnel protection in radiology, and missions of regulatory agencies.

[RAD 501 Radiographic Science I](#)

Course Description: This course follows information presented in Radiation Physics describing radiographic processes, image production, radiographic accessories use and function. Instruction focuses on practical application of knowledge through examples and illustrations

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RAD 402 Radiographic Image Evaluation II

Course Description: The study of evaluating image quality continued from Image Evaluation I. This course will have students evaluate images in Geisinger's PACS and be able to pick out both positive qualities of images and other qualities that may need improvement.

RAD 902 Clinical Education II

Course Description: This course is a continuation of Clinical Education I. Students will further advance their communication, positioning, and patient care skills while in the clinic. Secondary competencies will be introduced to test retention of knowledge from the prior semester.

RAD 102 Patient Care

Course Description: Course content addresses the level of patient care that radiologic technologists are expected to provide. Routine and emergency patient care procedures are described. Infection control procedures utilizing standard precautions are covered. Basic skills such as taking temperatures and blood pressure are practiced.

RAD 403 Radiographic Image Evaluation III

Course Description: The study of evaluating image quality with an emphasis on student cases. Students will evaluate images as they present studies and show how important imaging is for patients. They will follow the patient's images over a period where the patient battled with an injury or disease and show the importance of having consistent high-quality images in that patient's care.

RAD 903 Clinical Education III

Course Description: This course is a continuation of Clinical Education I and II. Students will be in the clinic five days a week practicing their skills. This course builds student confidence and gives them the added clinical experience that enables them to excel.

RAD 203 Radiologic Procedures III

Course Description: Lesson content is focused on post-primary imaging studies and cross-sectional anatomy. Experts from post-primary modalities will share their knowledge and experience within their area to provide the students with insight into all the opportunities there are in the field of medical imaging.

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RAD 404 Radiographic Image Evaluation IV

Course Description: This course continues the practice of identifying high versus low quality images and the ability to adjust positioning or technical factors that would contribute to a better image.

RAD 702 Radiation Biology

Course Description: Course content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

RAD 106 Pathology

Course Description: Students are introduced to the essential nature of disease, especially of the structural and functional changes in tissues and organs important for a radiographer to know. Discussion will center on origin, disease process, relevance to the medical imaging processes, and radiographic appearance of commonly seen pathology.

RAD 502 Radiographic Science II

Course Description: This course presents advanced topics in mammography processes, quality control, digital radiography, computed tomography, MRI, ultrasound, and nuclear medicine.

RAD 904 Clinical Education IV

Course Description: This course has students in the clinic three days a week. Students continue to become competent on radiographic procedure exams. Students who have met the required competency quota may elect to spend time in post primary modalities during certain rotations.

RAD 503 Radiographic Science III

Course Description: This course is a lab-based class. Students will be assigned various projects throughout the semester relating to quality control, image formation, and image quality.

RAD 801 Registry Review I

Course Description: Review lessons and exercises are utilized to help students prepare for the ARRT Registry examination. Tests similar to the ARRT examination are practiced. Instructors are available to provide support.

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RAD 803 Senior Project

Course Description: Students will have the option to attend and participate in the PSRT conference to receive credit for this course. For those who wish not to attend, they may elect to write a research paper or develop a presentation about a radiographic concept.

RAD 405 Radiographic Image Evaluation V

Course Description: This course ensures the students can evaluate images at a very high level. Students should be able to identify which images are acceptable and which images need repeated. Students also should be able to know if a proper technique was used and how to adjust. At the conclusion of this course student's ability to evaluate an image should mirror the ability of a registered technologist

RAD 905 Clinical Education V

Course Description: Students will continue working on their competencies in the clinic. Students who have completed their competency requirements will have the opportunity to spend additional time in a post-primary area of their choice to gain additional experience.

RAD 802 Registry Review II

Course Description: Following Registry Review I, students are required to successfully complete a minimum of four simulated ARRT registry examinations to satisfy the course requirements. Instructors will be available to provide additional support.

RAD 906 Clinical Education VI

Course Description: Students spend time in the clinic finalizing any competency requirements that were not completed during prior semesters. Students who have completed all their requirements may spend rotations at a Radiography program approved clinic site of their choosing to gain experience in an area where they may have a post graduate employment opportunity set up.

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Classroom and Laboratory Information

The Radiography program is designed to prepare students for registry certification. The curriculum is structured over six semesters, allowing students to systematically achieve the program's objectives and outcomes. Comprising of 67 credits, the curriculum incorporates a diverse array of teaching strategies and learning experiences. Methods employed include lectures, slide presentations, group collaboration, role-playing, written assignments, self-directed learning, case studies, computer-assisted instruction, quizzes, examinations, clinical laboratory simulations, online coursework, and hands-on clinical experiences in various settings.

Brightspace / Learning Management System (LMS)

Brightspace is the Learning Management System (LMS) for the Radiography program. Students are required to check their LMS accounts and Geisinger emails daily. Assignments and direct communications from Radiography instructors will be posted on these platforms. An overview of the system and a tutorial will be provided during orientation week.

Library Resources

Students have access to the Geisinger Health Sciences Library located in the Henry Hood Center. Students are able to access the physical library in Danville 24/7 with their Geisinger security badge. Students are able to use their Geisinger sign-on and PingID to access electronic resources from the library either on or off campus.

Tutoring

If a student requires tutoring for a particular course, it is recommended that they promptly contact the course instructor to explore available academic support options.

Email

Communication between students and instructors outside of class may occur through various channels, including phone calls and email. The RT Program mandates that all emails to students be sent exclusively via Geisinger email addresses. Electronic communication is intended to enhance the learning experience. As this is a program requirement, students are expected to check their Geisinger email accounts daily, as this is the primary mode of communication outside of class meetings.

Students must recognize that all electronic communications are considered public records, not private, and may be subject to legal discovery, potentially making them accessible to the public.

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Patient data, patient identifiers, and any other sensitive personal health information must not be transmitted electronically.

Tuition and Fees

Bloomsburg University serves as the school's billing agent. Tuition is paid through the university's business office and is set at Bloomsburg University's rate.

Please see <https://www.bloomu.edu/admissions-aid/tuition-and-fees> for current tuition and <https://www.bloomu.edu/fees-refund-policy> for tuition refund information. Please see *Policy 109* for more information.

- Fall semester: full time (12 credits)
- Spring semester: full time (12 credits)
- Summer semester: half time (6 credits)
- Fees of BU - the following are applied to Geisinger students:
 - Community activity fee
 - Technology tuition fee
 - Academic enhancement fee
 - Registration/transcript fee

Radiography Program additional costs/fees:

There is an enrollment fee of \$150 (non-refundable) to reserve a spot in the program. The textbook costs for the entire program are approximately \$1000. Trajecsyst, which is our online record keeping system, has a fee of \$150. Uniforms needed for class and clinic are approximately \$300 and shoes are around \$100. Health Insurance is also required (cost is variable). PSRT conference fees are \$135, and membership is \$15.

Tuition and fees are subject to change without notice.

Financial Aid and Support

The Radiography Program is administered by Geisinger's School of Medical Imaging. Financial aid is not available through our institution, but students may be eligible for financial aid assistance through Bloomsburg University's financial aid office. Government-based programs and/or private

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institution loans may provide assistance. Students may also apply for loans or grants through banks and private organizations.

Clinical Experience

Clinical experience is a vital component of the RT program, providing students with hands-on training in real-world healthcare settings. During clinical rotations, students will apply their knowledge and skills under the supervision of experienced radiographers and medical professionals. This immersive experience is designed to enhance students' technical proficiency, clinical judgment, and patient care abilities.

Students will have the opportunity to work with clinical instructors in a variety of clinical settings and are expected to adhere to all clinical site protocols and always maintain professional conduct. Participation in clinical experience is essential and required for the successful completion of the RT program, ensuring that students are well-prepared to enter the workforce as competent and compassionate radiographers.

Clinical Placement

Clinical placement is guaranteed for all students successfully admitted into the RT Program. Clinical instruction will take place primarily at Geisinger Medical Center in Danville, PA. There will be times when some rotations take place at other Geisinger facilities throughout their footprint in Pennsylvania. Clinical site hours are typically from 7:30 AM to 4:00 PM with a meal break. Schedules may be adjusted to accommodate needs, make-up, or remediation time, and certain rotations may require a different start time, which will be communicated to the students in advance or at the time of clinical placement. Please see *Policy 505* for more information.

Transportation

Students are responsible for their transportation to and from all scheduled classes and clinical placements. This includes any related expenses, such as parking fees and tolls. Punctuality is essential; students must arrive on time and follow their assigned schedules. Additionally, students will be required to travel to various clinical sites throughout the program.

Attendance Policy: Didactic, Lab, and Clinical Sessions

The Radiography program at Geisinger understands that attendance is closely linked to academic success. The program is specifically designed to ensure that the time spent in both classroom

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instruction and clinical rotations promotes active learning and the demonstration of competency. Students who do not attend classes or rotations are unable to engage meaningfully with their peers and miss the opportunity to practice essential skills necessary for their development. Therefore, attending all scheduled classes and clinical rotations is a professional expectation.

Unexcused Absences: including being absent from class or rotation, arriving late, returning late from breaks, or leaving early without prior notice—are viewed as unprofessional behavior. It is the student's responsibility to make up for any missed work, and to obtain handouts, class notes, and other relevant information.

Missing lab instruction can negatively impact not only the individual student but also their classmates. To minimize disruption in future instruction, students who miss a lab are required to meet with RT program faculty before the next lab session to catch up on any missed material. Such absences may lead to formal counseling, and exceeding three occurrences could result in academic sanctions, including the possibility of dismissal. Students have the right to appeal against any academic sanctions through the established appeals process.

In the event of unforeseen circumstances, the following will apply:

1. Missed clinical/lab time must be rescheduled and made up prior to the end of the semester when missed.
2. Students must notify the instructor and/or the clinical site (as directed by the course instructor) at least two hours prior to the start of the clinical day. Email is the preferred method of communicating this information to the Clinical Coordinator and the clinical site. Phone numbers will be supplied for clinical sites.
3. Students need to contact the Clinical Coordinator within 48 hours (business hours) of the missed clinical day to reschedule clinical make up time. The make-up time/day will be at the discretion of the Clinical Coordinator.
4. Disciplinary action will be taken for excessive missed time or habitual tardiness.
 - Students are expected to be punctual. The student may be sent home from clinical rotations if tardy and will then be required to make up the entire day.
 - Instructors may deduct points from attendance or exam grades if late for class/exams. See the course syllabus for details pertaining to each class. A verbal warning will be issued for repeated instances of unexcused tardiness for class and/or clinical.
 - Appearing for clinical or class inappropriately dressed or inadequately prepared may result in the student being sent home and charged with an unexcused absence.
 - After two unexcused absences of a clinical day in one semester, counseling will occur with the possibility of probation and/or dismissal.

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- Extenuating circumstances leading to missed clinical time and/or theory or tardiness must be discussed with the Clinical Coordinator and Program Director.

5. Absences will be recorded each semester and monitored by the Program Director and/or course instructors across all courses. Please see *Policy 301* for more information.

Missed Assignments/Assessments: Late assignments are prohibited in accordance with the course syllabus unless there was a previous agreement made with the course instructor.

Missed/Late Clinical Evaluations: Clinical evaluations, assignment surveys, and task inventory documents will be due 1 week after the rotation ends. You may submit late assignments with a penalty up to one week from the due date. Incomplete assignments after this threshold will be scored a zero.

Missed Clinical Days/Hours: Clinical attendance is essential for fulfilling program requirements. Make-up hours may only be granted in exceptional circumstances, which must be discussed and approved by the faculty in advance. All make-up hours need to be arranged prior to the absence. If a prearranged clinical make-up appointment is missed, it will be deemed unacceptable.

Tardiness and early departures are deemed unprofessional and unacceptable. Tardiness is defined as arriving after the scheduled time, while early departure refers to leaving before the conclusion of the assigned clinical shift. Students are required to check in and out using Trajecsos® at their designated clinical site. Please see *Policy 301* for more information.

Banking: The practice of "banking" time is strictly prohibited. "Banking" involves staying late or arriving early at the clinical site with the intention of leaving early or arriving late on another occasion. Schedule adjustments may be granted to individual students at the discretion of the RT Clinical Coordinators and the Program Director. Students will be allotted 40 hours of time annually in their time banks by participating in school functions as assigned by a school official. Opportunities to earn additional hours will be available for anything outside of expected activities as determined by a school official. Please see *Policy 301* for more information.

Please sign the "Attendance Policy" Appendix page 64

Lab

Lab exercises are held in an energized x-ray room located at GMC Danville main campus, Justin Drive, and Woodbine Lane. Students are permitted to practice in the lab with permission from an RT faculty member who works in that area. Students are not permitted to make an exposure whenever using this energized lab equipment. Lab exercise classes will always be supervised by a

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school faculty member. Any practice outside of lab time must be approved by RT program faculty and must not disrupt patient workflow in that area.

Ergonomics

Ergonomics is the study of people's efficiency in the work environment. Proper ergonomics must be an integral part of all aspects of radiography. Therefore, Geisinger's RT program will do their part to educate, train, exercise best practices, and provide equipment to prevent health and safety problems that may cause injury.

Clinical Log/Trajecsys®

Students are expected to keep a daily log of all radiography cases they are involved in, whether that be observing, assisting, or performing. Students are required to log all cases into Trajecsys on a daily basis. Logs should be updated after clinical hours or, if time permits, during downtime. Failure to log studies on a daily basis will result in grade deductions. Patients should be identified by first initial, first three letters of last name, and Medical Record Number.

TRAJECSYS® Reporting System

Students are required to use the Trajecsys® Reporting System. Students must pay the full registration fee before starting Clinical Rotations, as specified by the Program Director. This fee provides access to the system for the duration of the professional program.

A. System Usage: Throughout the clinical requirements outlined in this handbook, specific references to the Trajecsys® Reporting System will be provided. Students will use this system to:

- Access daily clinical announcements, updates, and documents.
- Clock in and out from clinical sites, including submitting time exception notification forms if necessary.
- Enter Daily Log Sheets for all exams performed in the clinical setting.
- Complete and view clinical evaluations.
- View competency attempts and graded competencies.

B. Registration: All users must first register in the system by selecting the "Registration" link. The Clinical Coordinator will then add each registrant to the system, providing complete access. An orientation for the system will be conducted prior to clinical attendance.

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C. Payment: Students are required to complete payment after registration by the designated due date set by the Program Director. Failure to complete payment will result in students being denied access to the system, and students will not be allowed to attend clinical assignments.

D. Clocking In/Out: Clinical attendance must be recorded using the Trajecs[®] Reporting System. Students are required to log in and clock in and out. The system will permanently record students' times at Clinical Education sites (verified by IP Address), and these records will be used to document attendance. Records must be approved by a Clinical Coordinator.

E. Unauthorized Clocking In/Out: Clocking in or out from unauthorized locations (such as incorrect sites, outside of the designated geolocation, or from home) constitutes deliberate falsification of records and will result in disciplinary action, including a potential drop in letter grade. Clinical Instructors are permitted to release students prior to their scheduled clock out time. Students will clock out at the time they are released and must note this when clocking out. Please see *Policy 507* for more information.

The Trajecs[®] Reporting System website can be found at <https://www.trajecs.com>.

Clinical Evaluations

The student will be evaluated biweekly by the clinical site on personal appearance, communication, patient care, radiologic procedures, image critique/processing, radiation safety, participation, and compliance with school policies and procedures. This evaluation is meant as constructive criticism and should be accepted as such.

Clinical Competency Requirements Procedure / Trajecs[®]

The student should demonstrate in lab and in clinical to the Clinical Coordinator and/or Clinical Instructor that the student is able to perform "X" study with minimal assistance. The student may attempt given the following conditions:

Student activity log and clinical exam totals must show adequate documented experience.

1. The student must have completed class and lab testing and met the prerequisite requirement for that body part, or they may not comp that exam.

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2. The student must also be prepared to answer an accompanying oral competency exam if the evaluator chooses, such as locating anatomical structures. If the student cannot answer the oral portion of the competency, the student will lose points and may have to repeat the competency again.
3. The student must inform the Clinical Instructor prior to the beginning of the exam that the student wishes to attempt the competency test.
4. Patients are to be selected at random.
5. The Clinical Instructor will grade the student using the appropriate competency test in Trajecsys and will at no time give the student assistance during the test. The clinical instructor has the right to stop the competency attempt if he or she feels the patient's ability to cooperate makes the competency too difficult for that student's skill level. This will not result in failure or have any negative effect on the student. The student may try to comp again on the exam without penalty. Please see *Policy 503* for more information.

**If a student fails a competency, the student will be required to repeat the competency again as part of the guidelines documented under failed competencies.*

Clinical Injury/Incident and Reporting

A student who is injured in a clinical facility during clinical hours must:

1. Report on the incident IMMEDIATELY. If necessary, the student will be seen in the hospital's Emergency Room. The incident must be reported to the Program Director, Clinical Coordinators, and Department Supervisor.
2. Complete reporting policies and documents with clinical site.
3. The clinically related incident will be documented and reported accordingly to the RT program within 48 hours.

Students must submit medical clearance to the RT Program before returning to the clinical site. Please see *Policy 605* for more information.

Due process must be followed for infection control.

Please sign the "Clinical Injury/Incident Report" Appendix page 65

Bloodborne Pathogens / Accidental Exposures / Needle Sticks

All students will have a TB skin test, or an appropriate test, upon entering the program, and as needed or required from the clinical affiliates. When a student is identified as being infected with any Bloodborne Pathogens of the following communicable diseases, the following steps are to be taken to ensure the health of the community and the patients with whom the student would be in contact. This policy is also designed to protect the student who is infected. Depending on the clinical/field placement agency and the nature of the exposure, the student may be examined on site (urgent or emergency care) or be required to see his or her own health care provider. If the incident is associated with any accidental exposure to blood/body fluids including needlestick injuries, the clinical/field placement agency procedures will be used to document, track, and analyze the injury/incident. All forms and documentation must be completed by the student in a timely manner. Infectious Disease Policy is intended to prevent the spread or outbreak of communicable or infectious diseases and will be interpreted and administered in order to protect the health and well-being of the community. Please see *Policy 605* for more information.

Please sign the “Bloodborne Pathogens/Needle Stick” Appendix page 66

Dress Code Lecture/Lab/ Clinic

To foster professionalism in the clinical setting and in the interest of safety, students are expected to adopt the following professional appearance. Failure to follow this policy can and will result in being sent home and the day counted as an unexcused absence. Please see *Policy 501* for more information.

Geisinger Radiography Program uniform must be worn at all times for classes, lab and clinical, unless otherwise deemed appropriate by a school faculty member. All students are required to wear black scrub pants and tops with the embroidered Geisinger logo. This uniform ensures a professional appearance and promotes a sense of unity and pride within our program.

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Scrub Pants and Tops: Must be black and feature the embroidered Geisinger logo on the top. A white long-sleeved undershirt may be worn underneath a scrub top.

Photo I.D must be at all times at a level that places the lower edge of the badge no lower than the uniform top's upper pocket.

Radiation Dosimeter: Students must wear a radiation badge at collar level. Students are responsible for reading badges along with signing the appropriate dose report monthly.

Requirements:

Scrubs will need to be purchased and embroidered prior to the start of the program.

- Uniforms should be clean, well-fitted, and in good condition without any visible wear or tear.
- Solid color hospital work shoes or sneakers are acceptable. Sneakers must be clean and not worn out. No open toe shoes/sandals allowed. No Crocs of any style.
- No hats, head scarves or other items to be worn.
- Neatly trimmed and cleaned natural nails. Neutral polish. No artificial nails of any type. Acrylic, gel, dip, powder, tips, press-on, etc. This applies to clinical and lab.
- No excessive jewelry (No large hanging earrings or hoops. Gauge holes must wear a flesh-colored solid plug).
- No facial jewelry may be worn. (Blanks may be worn for nose piercings)
- No excessive makeup.
- Body Art/Tattoos should be covered if possible or per the clinical site policy.
- No chewing gum while in the clinic.
- No offensive body odor, including strong scented perfumes, body sprays and aftershave.
- Appropriate use of deodorant and/or antiperspirant is required.
- Hair neatly groomed and out of face; long hair must be pulled back off face.
- Clean-shaven mustache and/or beard.
- School and/or clinical site ID badges should be on self at all times, or the student will be dismissed for the day
- Please see *Policy 502* for more information.

Exceptions to the RT clinical dress code/professional appearance may be made for religious, cultural, or medical reasons. During unexpected circumstances such as the COVID-19 pandemic, other requirements may be added such as N-95 mask, goggles, or face shield. All students will be

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required to be fit tested annually for an N-95 mask to provide proper safety around certain respiratory illnesses.

School Officials will be the final arbitrators when determining what complies with this policy.

Laboratory Guidelines

The laboratory is a patient care setting and is used for hands-on training to practice radiographic procedures. Lab sessions are taught and supervised by experienced and credentialed radiographers.

Laboratory Rules

- No food, drinks, or cell phones are permitted in the laboratory at any time. (Water is acceptable if it remains a safe distance away from the radiographic equipment.)
- Professional behavior must always be conducted.
- Be respectful of fellow peers and instructors.
- Adhere to the program dress code.
- All radiographic equipment and positioning aids must be kept clean and organized.
- Conversations should be quiet and appropriate, as this is a learning environment.

Lab Infection Control Policy

Geisinger Medical Center's Radiography Program is committed to providing a safe environment for the education of radiography students and lab volunteers. This policy aims to offer reasonable protection for students, faculty, and volunteers against the transmission of infectious diseases within the Radiologic Technology lab.

Students and volunteers are encouraged to review the guidelines issued by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) for additional information not covered in this policy.

1. Standard Precautions

- a. Standard precautions (also known as universal precautions) must always be followed in the radiography lab. These precautions include, but are not limited to, the following:
 - i. ****Hand Hygiene****

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1. Students must use a minimum alcohol-based hand rub before and after each simulated patient. An alcohol-based rub should also be used before and immediately after removing gloves.
2. When hands are visibly soiled, students must wash their hands with soap and water for at least 20 seconds.

ii. ****Personal Protective Equipment (PPE)****

1. All students are required to wear gloves while practicing in the radiography lab.
2. Since students will not be exposed to procedures that generate a splash or spray of infectious fluids, the use of face masks and face shields will be employed on an as-needed basis.
3. All PPE must be removed prior to exiting the lab.

iii. ****Respiratory Hygiene/Cough Etiquette****

1. Cover the mouth and nose when coughing or sneezing.
2. Use and dispose of tissues properly.
3. Perform hand hygiene after any contact with respiratory secretions.

iv. ****Clean and Disinfect Environmental Surfaces****

1. All equipment must be cleaned and disinfected after use.
 - a. Equipment will be cleaned and disinfected following the manufacturer's instructions and only with approved disinfection products.
 - b. Students should wear appropriate PPE during all disinfection procedures.

The following references provide additional guidelines for protecting students, faculty, and volunteers from infections while in the lab:

www.cdc.gov

www.osha.gov

<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standardprecautions.html>

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Infection Control

Students will be provided with a lab orientation that includes information about infection control and safety procedures. Lab instructors are responsible for ensuring sufficient time for infection control before and after student activities and may establish a cleaning schedule for students. Students are required to wash their hands or use hand sanitizer upon entering and exiting the RT classroom and lab. Students are expected to keep the laboratory clean and disinfected using appropriate cleansers provided for each piece of equipment. The lab must be left in a clean and organized manner after each use. Students experiencing any signs or symptoms of possible communicable disease must contact their instructors for guidance. All known exposures are required to be reported according to college and program policies. Failure to adhere to or participate in infection control and lab cleanliness procedures will result in disciplinary action. Please see *Policy 603* for more information.

Universal Precautions

Exposure to blood and body fluids is a risk to all healthcare workers. Universal Precautions must be followed at all times. Hands should be washed between sessions of working with different classmates or faculty. Gloves must be worn. All used gloves must be disposed of in a container for regulated waste. In the event any surface in the lab becomes contaminated with body fluids, appropriate cleanup procedures will be implemented. It is the student's responsibility to follow the practicum rotation standards. Students will receive instruction and additional assessment on Universal Precautions through a GOALS learning course. Please see *Policy 603* for more information.

Social Media Policy & Personal Devices

Users of social media should be aware of the associated risks and should act in a way that does not embarrass students, faculty, the RT Program, Geisinger's School of Medical Imaging, or the clinical affiliates of the school. **It is crucial to ensure that patient information is not made available to the public.** Please see *Policy 809* for more information.

Social Media Restrictions:

Sharing any information obtained as a student in Geisinger's School of Medical Imaging and its associated programs on social media is strictly forbidden. This includes lectures, slide presentations, videos, and images from PACS at Geisinger and its clinical sites.

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Such actions may violate HIPAA, FERPA, or copyright laws and can result in dismissal from the program and potential legal action from the health system or affected parties.

Personal Device Usage:

The use of personal electronic devices, including cell phones, smartwatches, laptops, tablets, and recorders, is prohibited unless explicitly permitted by the instructor or clinical preceptor.

Cell Phone Use During Clinical Hours:

The use of cell phones during clinical hours is not allowed. If an emergency necessitates phone access, students must inform the Program Director or Clinical Coordinator beforehand. If permission is granted, phones should be set to silent and vibrate. Phone conversations must not occur in the presence of patients, waiting rooms, or in the radiography department in tech area.

Classroom Device Policy: Using electronic devices in the classroom is prohibited unless permission is granted by the instructor. If a student is found using a personal device during class, it will be confiscated for the remainder of the period and noted in the student's permanent record.

Videotaping, Audiotaping and Sharing of Media

Students are allowed to audio record lectures **only with the instructor's approval**. However, videotaping class or lab activities is **strictly prohibited**.

Under no circumstances should any audio or video recordings be shared publicly.

Faculty have the right to video record skills assessments and lab sessions for educational and evaluative purposes. Students may request to view these recordings.

Title IX Policy on Sexual/Gender Discrimination, Misconduct and Harassment

Title IX Statement

Geisinger is prohibited by Title IX from discriminating on the basis of sex, gender, gender identity, pregnancy, or parenting status in the education programs and activities that it operates and this requirement to not discriminate extends to admissions and employment. Under Title IX, if Geisinger has actual knowledge of Title IX sexual harassment in its education programs or activity against a person in the United States, Geisinger must respond promptly in a manner that is not

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deliberately indifferent. Geisinger's response would be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

Title IX Coordinator

Andrea Mulrine

Phone – 570-510-0845

Email – ajmulrine@geisinger.edu or titleix@geisinger.edu

ADA Statement

The Americans with Disabilities Act (ADA) requires that all applicants seeking education or employment be given careful consideration. The Act mandates that reasonable accommodations be provided for individuals with disabilities when necessary. It also supports the identification of essential job functions, which can be used along with other selection criteria to evaluate potential candidates for professional programs or employment.

Equal Opportunity Rights

Geisinger is committed to creating an inclusive work environment, free of discrimination, harassment, and retaliation. In accordance with the Geisinger Equal Employment Opportunity Statement, all employees and applicants receive consideration for employment without regard to race, color, age, gender identity, gender expression, religion, sex, sexual orientation, pregnancy, national origin, disability (mental or physical), marital status, veteran status, genetic information or any other protected classification or characteristic under applicable law.

Student Accommodations

Students should self-identify as having a disability in Workday. By logging into their Workday account and searching for “self-identification” and selecting “Change self-identification of disability” and completing the form. Reasonable accommodations may be requested at any time; however, it is suggested that students request accommodations as soon as possible. Students should select “Requests” from the Workday application menu. Choose “Create Request” from the menu and select “Reasonable Accommodation Request”. Additionally, accommodations should be discussed with the program director as soon as feasible. Some accommodations may take time to schedule or implement. It is the student’s responsibility to request accommodations and supply supporting documentation of disability. Additional instructions can be found on the [Our Geisinger Human Resources SharePoint under “My Inclusion”](#) or by calling the employee contact center 570-271-6640.

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Students who are unable to meet the technical standards of the program as defined above with or without reasonable accommodation as provided for above may be dismissed from the program. Students who believe they are being discriminated against or who believe they were unfairly dismissed from the program due to a disability may appeal the decision through the Grievance and Appeals process.

Student Health and Well-Being

Geisinger prioritizes the well-being of students and employees. Students are encouraged to utilize resources available from the Center for Professionalism and Well-being located on the Geisinger SharePoint site [Center for Professionalism and Well-Being - Home \(sharepoint.com\)](#). The learning process is often difficult and can be difficult to manage at the best of times. Competing priorities such as personal health, family care, finances, and others can push that difficulty into stress and can easily overwhelm the most resilient of individuals. Faculty are here to support your journey but are not your only resource.

Students are subject to a health and vaccination screening prior to admission to the program from Geisinger Employee Health. Geisinger policies are reviewed and updated regularly. Current policies related to drug, alcohol & tobacco usage, vaccination, biohazardous safety, infection control, and bloodborne pathogen exposure are found in Geisinger Policy Manager. Significant changes in new policies are typically shared with students, and compliance agreements are recorded in GOALS.

In the event of an acute illness or injury on site, the student will be referred to employee health services or a clinical sites emergency department for assessment and care.

Drug, Alcohol, and Tobacco Screening

The health screening includes screening for drug and tobacco usage which are violations of the Geisinger Drug and Alcohol, Drug-Free Workplace, and Tobacco Free policies.

Smoke-Free Campus

Smoking is strictly prohibited on Geisinger property. The prohibition also includes smoking in private vehicles.

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Substance Abuse

In keeping with the spirit of Geisinger Health System policies in place to assure a safe workplace for individuals and health care personnel impaired by drugs and/or alcohol, does not jeopardize that patient care.

Given the mission of the School of Medical Imaging to prepare individuals to enter the health care profession, it is the position of the school that any student abuse of drug and/or alcohol on or off of Geisinger-owned facilities, which may affect patient care, and/or degrade the reputation of the Geisinger Health System, the School, and the health care profession, will not be tolerated.

It is the Radiography Program's expectation that students of legal drinking age will plan and limit consumption in order that judgment will not be impaired when engaged in school activities, academic or clinical.

Students may not possess, transport, promote, or sell alcohol, or any drug or drug paraphernalia while on Geisinger Health System Premises (which includes being in personal vehicles in Geisinger Health System parking lots). Students may not report to school or remain engaged in school activities while under the influence of or impaired by alcohol; and/or under the influence of or impaired by any drug.

A student who is using a prescribed legal or over-the-counter drug, and who has been informed, has reason to believe or feels that the use of any such drug may affect his ability provide proper patient care is required to report such drug use to a school official. If said use is deemed to affect patient care the student will be required to request time off from clinical education assignments until use will not affect patient care.

It is the responsibility of radiology personnel and students to bring to school officials' attention suspected student drug and/or alcohol abuse.

It is the responsibility of the informed school official to observe the student. In the event of reasonable suspicion, the school official will always solicit the observation and second opinion from a witness while ensuring and stressing confidentiality. If, in the opinions of the school official and witness, the student violates this policy, the student will be removed from school activities, and appropriate disciplinary actions will be taken per the disciplinary policy.

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In the event a student is convicted of illegally selling alcohol to anyone or providing alcohol to minors, they will face dismissal from the RT program. In the event of an illegal drug use conviction, a student will face dismissal from the RT program. Please see *Policy 805* for more information.

Vaccination

Pre-admission student health records are reviewed by employee health to ensure compliance with Geisinger Mandatory Vaccination and Infection Control and Biosafety policies. Students must minimally demonstrate immunity to mumps, measles, polio, and varicella-zoster either by completed immunizations or serological confirmation of immunity to mumps and measles. All students are screened for TB. Influenza A/B vaccination documentation is required pre-admission for students. Seasonal influenza vaccination or waiver compliance is required for students enrolled in the program during the second semester. Students will be informed of the dates of compliance by the program director and published in OurGeisinger SharePoint and Employee Heath SharePoint sites.

Hepatitis B Vaccine

Healthcare workers, including students, may be at a greater risk of contracting Hepatitis B than the general public due to exposure to patients who may be infected with the virus. For this reason, the RT program recommends that all students discuss the risk of Hepatitis B infection with their personal healthcare provider and consider immunization.

CPR Certification

Students are responsible for maintaining current American Heart Association Healthcare Provider Level CPR certification (2-year). Proof of certification in Basic Life Support for the Health Care provider offered through the American Heart Association. The student must maintain a current CPR certification while enrolled in the RT program. Certification is good for two calendar years. In-person certification is required. If the current certification expires before the anticipated graduation date, the student will be required to complete another CPR course while in the program. Failure to maintain a current CPR certification will result in immediate withdrawal from all clinical courses. Please see *Policy 503* for more information.

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Pregnancy Policy

The student has the right to declare pregnancy and remain in the program with no modifications. However, pregnancy during the program may involve circumstances that could delay completion of program requirements and may result in delayed graduation. If the student continues to attend both didactic and clinical courses as scheduled during her pregnancy, minimal disruption will occur. A student who has difficulty maintaining the routine schedule of the program may affect her progression toward program completion. The Radiography Program Director and faculty will be supportive of pregnant students and will endeavor to help such students complete all program requirements within a reasonable timeframe.

The stress and physical demands of the program requirements may affect both pregnant students and unborn fetuses, especially during the first trimester. Thus, the student is *encouraged* but not required to inform the Program Director, Clinical Coordinators, and Radiation Safety Officer (RSO) when the pregnancy is confirmed.

Declared Pregnancy Actions:

Disclosure of pregnancy is voluntary. If a student decides to declare a pregnancy, the student shall inform the Program Director and the RSO in writing of the pregnancy. An estimate of the month and year of conception shall be included in the notice. A declared pregnant student may undeclare the pregnancy at any time. The notice must be in writing to the Program Director, Clinical Coordinator, and RSO. Verbal notice must also be provided if a pregnancy terminates or when the pregnancy is brought to term so that the RSO can inactivate the fetal badge service. The student shall meet with the RSO and receive the NRC Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, the pregnancy declaration form, and a training verification checklist. The student will review information contained in Guide 8.13 and sign a training verification checklist. A fetal monitor, an additional radiation badge worn in the anterior abdominal area, will be issued by the RSO. The fetal monitor shall be worn during school hours and stored in a radiation-free area within the department (along with the whole-body badge) while not in school. The RSO shall specifically review monthly dosimetry reports for the student and inform the student of any exposure received. The student will initial reports. Reduced occupational exposure limits shall apply. The student will follow instructions given by the RSO. During radiographic and fluoroscopic procedures, the student shall not be exposed to any direct (primary) radiation and shall utilize appropriate shielding (i.e., wrap-around lead apron, thyroid shield, etc.) to minimize exposure to secondary scatter

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radiation. The student has the option to continue assigned clinical assignments without modification.

Undeclared pregnancy actions:

If a student chooses not to declare pregnancy, then no restrictions shall be applied, and the exposure limit shall be the same as for non-pregnant radiations workers. Undeclared pregnant students shall be responsible for:

- Observing normal safety procedures.
- Wearing radiation monitoring badges and returning them in a timely fashion.
- Utilizing existing structural and personal shields as appropriate
- Generally keeping exposures as low as reasonably achievable.

It is both the policy and practice of the program and the clinical education setting to offer the utmost protection to the student. Should a pregnant student choose to remain in the program, the program members will provide support for the student's completion of the program. Once a student informs RT program officials of their pregnancy through written notification, the student will choose from the following three options:

Option I: Remain in the RT Program Without Disruption

It is possible for a pregnant student to continue and successfully complete the RT academic courses with little disruption. The program is not responsible for students who choose to continue with all didactic and clinical requirements without interruption. The student may remain in the program under the following conditions:

1. The student may choose to complete all clinical rotations/ labs/ didactic with approval of their physician (official letter required with any restrictions/limitations noted).
2. The student must sign a form releasing the program and its affiliates of any responsibility associated with the possibility of fetal damage (ALARA will be practiced for both mom and fetus).
3. The student will adhere to all RT program requirements, including but not limited to standards for satisfactory progress and attendance for classes and clinical rotation.

Option II: Leave of Absence in Good Standing

A pregnant RT student may choose to take a leave of absence until after the pregnancy. The terms for this are as follows:

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1. The leave of absence may be granted for a period up to one year from the agreed upon effective date. At the end of the year, the student must re-enter the program as a full-time student or relinquish their position in the program.
2. Students who request a leave of absence for more than 10 months up to one year will be required to show satisfactory retention of knowledge and skills expected in the semester in which they left. As conditions of re-entry, students may be required to complete tasks and/or assessments and to meet evaluation benchmarks (passing grade of "C") for RT courses they have completed to ensure retention of requisite knowledge and/or skills. These scheduled examinations must be completed within a month prior to the student resuming the RT program. Students who fail to meet benchmark scores on re-entry evaluations may be required to repeat corresponding program courses.
3. Students who are permitted to return to the program will be deemed capable of proceeding in the program. The student will be responsible for the content of all coursework required in the remaining courses. No accommodations will be made in reference to the volume or the expected level of proficiency required to complete the program.

Option III: Voluntary Withdrawal in Good Standing

At any point, a pregnant student who is in good academic and behavioral standing with the RT program may elect to withdraw voluntarily from the program. The terms for this are as follows:

1. Students in good standing with RT program requirements who wish to self-withdraw due to pregnancy and who are interested in readmission may submit a request to the RT Program Director to be eligible for non-competitive readmission as part of the next academic year cohort.
2. As conditions of re-entry, students may be required to complete tasks and/or assessments and to meet evaluation benchmarks (passing grade of "C") for RT courses they have completed to ensure retention of requisite knowledge and/or skills. These scheduled examinations must be completed within a month prior to the student resuming the RT program. Students who fail to meet benchmark scores on re-entry evaluations may be required to repeat corresponding program courses.
3. Such students must indicate their readiness to return to the program by completing an application during the next open application period.
4. Students who exercise the option of voluntary withdrawal due to pregnancy will be eligible for non-competitive readmission only once.
5. Please see *Policy 602* for more information.

Please sign the “Pregnancy Policy” Appendix page 68

Student Health Insurance

Students are recommended to maintain personal health insurance throughout the duration of the program. Health insurance is not provided by the program. Students without access to health insurance from an employer may seek insurance through the health insurance marketplace or may explore insurance options through Geisinger Health Plan at <https://www.geisinger.org/health-plan>. Participation in a Geisinger Health Plan is not a requirement of Geisinger’s Radiography Program.

Student Liability Insurance

Students are covered by Geisinger for personal liability and do not need to purchase separate liability insurance.

Please see *Policy 805* for more information.

Background Checks

As part of our commitment to ensuring a safe and secure environment for all patients and staff, Geisinger requires all students to undergo comprehensive background checks. These checks are mandatory and include the following:

Criminal Background Check:

PATCH (Pennsylvania Access to Criminal History): This check provides a detailed report of any criminal history within the state of Pennsylvania.

OIG Sanction Screenings: This screening identifies individuals who are excluded from participating in federally funded healthcare programs.

Child Abuse History Clearance (CAC):

This clearance verifies whether an individual has any history of child abuse, ensuring the safety of minors in our care.

FBI Fingerprint Background Check:

This check involves fingerprinting to provide a thorough national criminal history record.

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These background checks are essential for maintaining the highest standards of safety and integrity within our healthcare environment. Compliance with these requirements is mandatory for all students before beginning their clinical rotations or any other activities involving patient interaction. Please see *Policy 202* for more information.

Religious or Medical Exemption Request

Students enrolled in the radiography program who seek exemptions from certain program requirements due to religious beliefs or medical conditions may submit a formal request for consideration.

Religious Exemption Requests: Students requesting a religious exemption must provide a written statement detailing the specific program requirement in question and explaining how it conflicts with their sincerely held religious beliefs. Supporting documentation from a religious leader or organization may be required to substantiate the request.

Medical Exemption Requests: Students requesting a medical exemption must submit a written statement from a licensed healthcare provider outlining the medical condition that necessitates the exemption. The statement should include a clear explanation of why the exemption is medically necessary and any relevant supporting documentation.

All exemption requests will be reviewed on a case-by-case basis by the program administration. The decision to grant an exemption will be based on the validity of the request and the ability to accommodate the exemption without compromising the integrity of the program or the safety of patients and students.

Students are encouraged to submit their exemption requests as early as possible to allow sufficient time for review and consideration.

School Closing

In the event of weather conditions or other circumstances causing a delay in the start time, cancellation, or the instructor's absence, the course instructor will notify all students via email by 5:00 am or at least three hours before the class starts. Instructions will be provided regarding any changes. The class may start later, end early, or be conducted online via Microsoft Teams.

Students should check their email before leaving home to confirm if class and/or lab activities will follow a modified schedule.

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Student Code of Conduct

The student will abide by policies of the program and clinical facility in matters of confidentiality, professionalism, patient care, dress code and safety. A student is subject to the same disciplinary measures as an employee of the clinical education site.

There are several SERIOUS infractions that are grounds for immediate dismissal from the program; HIPAA violations, falsification of any records (patient, clinical time, etc.). This list is not all inclusive and other serious infractions will be decided on a case-by-case basis.

Other infractions of the clinical site or program policies will receive one written warning and placed on program probation and a second infraction will constitute grounds for immediate dismissal from the program. Examples are abusive language or actions, gross carelessness in patient care procedures, sexually inappropriate behavior, and drug or alcohol use during clinical assignments or program classes. This list is not inclusive, and other violations will be evaluated on a case-by-case basis.

When placed on programmatic probation, required corrective actions which must be met during a specified time will be given in writing to the student. Failure to meet the conditions of probation will result in dismissal. Clinical sites have a contracted right to refuse access to any student. If you are removed from a clinical site for a violation of any clinical site or RT program policy or other grievous actions as determined by the clinical site and/or program faculty, you will not be assigned another clinical site and will be dismissed from the program. Please see *Policy 105* for more information.

Grievances and Appeals

While unfortunate, there are times when it is appropriate for students to report grievances or appeal to faculty or director about decisions regarding academic penalty or disciplinary actions up to and including program dismissal. While the purpose of grievances and appeals may be different, the investigation and adjudication process are similarly carried out by the Geisinger School of Medical Imaging Faculty.

Grievance Process

Throughout your academic experience, you may be faced with a problem or even a situation you may not understand. We have a system that will assist you in resolving problems efficiently and effectively.

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Students may notify school officials of situations they feel warrant review to improve the quality and process of school function by submitting a written complaint. The program director will make every attempt to reply to a complaint within five school days.

There are four (4) levels of grievance procedures. Grievance resolution should begin at the first level, proceeding in sequenced steps.

- **Level 1:** The school recognizes the best approach is for a grievance to be addressed directly with involved parties. Level 1 interaction is available if a grievance is not resolved by a direct means, or if a student desires mediation.
 - Initiation: verbal or written to a school official.
 - Mediation: School Official
 - Timeframes:
 - Initiation: Five school days following an event.
 - Reply: Five school days following mediation.
- **Level 2:** If a resolution cannot be reached with Level 1 interaction, then a written grievance shall be submitted to the Program Director who will consult with involved parties and render a documented response.
 - Initiation: Within five (5) school days following a First Level Grievance.
 - Submitted grievance must contain the following:
 - Involved parties named.
 - Circumstances described fully.
 - Efforts taken at Level 1 explained.
 - If Level 1 was bypassed, reason(s) given.
 - The written grievance will not be accepted, nor time frames applied, until all information is satisfactorily provided.
 - If the Program Director is named as an involved party, the responsibility to review the grievance will be passed on to the vice president of Radiology.
 - A written Grievance Review decision and rationale shall be issued within five (5) business days of the review.
- **Level 3:** If a Level 2 resolution is not acceptable a written request to have the grievance addressed at Level 3 shall be submitted to the program director who will form an ad hoc Grievance Committee composed of not less than three individuals who were not previously involved. If program director is named as an involved party, then Radiology's vice president will form the committee.

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- Initiation: Within three (3) school days following a Second Level Grievance Response.
- Composition of Committee: May include but is not limited to the following:
 - Department Administration
 - Team Leaders
 - Staff Technologists
 - School officials
 - Instructors
 - HR representative
- Committee Chaired by one of the following:
 - Program Director
 - Department VP
 - Individual designed by Program Director or VP
- Submitted grievance must contain the following:
 - The reason resolution at Level 2 was not satisfactory.
 - Additional comments, if any, that were not included in the original grievance.
 - Resolution sought.
- The written grievance will not be accepted, nor timeframes applied until all information is satisfactorily provided.
- The Committee will conduct a meeting at which all parties involved may be interviewed.
- The Committee will render a documented response within five (5) business days following the committee meeting.
 - The Committee's response will be in the form of a recommendation to the Program Director.
 - The committee's response may not violate, or by its content change GHS or School policies, or be non-compliant with JRCERT standards.
- **Level 4 (Grievance Review):** This level is addressed outside of the School and Radiology and represents the final grievance level available to the student. If a Level 3 resolution is not acceptable a written Grievance Review shall be submitted to Radiology's Human Resource Specialist who will be responsible for process oversight and selecting an impartial individual (to be known as the Reviewer) to review and render a decision. Student must request a Fourth Level within five (5) business days of a Third Level decision.
 - Initiation: Within three (3) school days following a Third Level Grievance Response.
 - Submitted grievance must contain the following:

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- The reason for resolution at Level 3 was not satisfactory.
- Additional comments, if any, that were not included in the original grievance.
- Resolution sought.
- The HR Specialist will inform the Program Director of the request for the Fourth Level and provide a copy of the request.
- All pertinent school documents will be submitted to the HR Specialist within five (5) business days of receiving notification of the request for a Grievance Review.
- The Grievance Review will not be conducted until all information is satisfactorily provided.
- The review shall be conducted within ten (10) business days following submission of Grievance Review request.
- Possible Outcomes:
 - Uphold action
 - Reduce action; Recommendation that the school reduce the severity of the disciplinary action. Reduction must be compliant with GHS and School policies, and JRCERT standards.
 - Overturn action
- A written Grievance Review decision and rationale shall be issued within five (5) business days of the review.
- **Records:** Records will be maintained for the purpose of determining if any pattern exists that could affect the quality of the program. Records will include information on how each grievance was resolved and be used to identify possible trends that could affect the quality of the program. This policy will be revised as necessary and reviewed no less than annually based on the devised date.
- Please see *Policy 106* for more information.

Academic Grading Appeals and Process for RT Students:

Grade Appeal Policy

RT students who have questions about incorrect or unjustified grades must first contact their faculty member. If a student is not satisfied with the resolution of the issue after such discussion, they may appeal to the RT Clinical Coordinators. If a student is still not satisfied, the next step is to contact the Director of the School of Medical Imaging.

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The following standards will apply to RT students who wish to pursue the Grade Appeal process. Students have five (5) business days after grades are posted to contact the instructor to question a final grade. Additionally, because most grade appeals arise after a lack of communication about student progress, faculty should ensure students are aware of their course grade status during the semester in a fair and timely manner.

Grade appeals are appropriate when the student believes that a final grade has been miscalculated or when the student believes that the final grade was inconsistent with the grading policies stated in the syllabus. The Grade Appeal process does not deal with course content and should not be used by students who wish to dispute a grade received on a test, essay, homework, or other assignment. Also, if the student claims that the grade given was based on discriminatory conduct, the academic grade appeal process will not be used. The student's charge will be referred to the Nondiscrimination Officer at Geisinger.

When a student believes that the final grade they have received in a course is inaccurate or unjustified based on course policies, the student may appeal the grade. In those instances, the following procedures will be followed.

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Grade Appeal Process

Informal Resolution: Before submitting a formal appeal, students are encouraged to discuss their concerns with the course instructor to seek an informal resolution. The instructor should provide a response within five (5) business days of the student's request for a meeting.

Formal Appeal Process: If the issue is not resolved informally, the student may submit a formal written appeal to the Program Director within ten (10) business days of receiving the instructor's response.

The written appeal must include:

- The student's name and contact information
- The course name and number
- The grade being appealed
- A detailed explanation of the grounds for the appeal
- Any supporting documentation

Review by Clinical Coordinators: The Clinical Coordinators will review the appeal and may request additional information or documentation from the student or instructor. The Clinical Coordinators will provide a written decision within ten (10) business days of receiving the appeal. Appeal to the Director of the School of Medical Imaging: If the student is not satisfied with the Clinical Coordinators' decision, they may appeal to the Director of the School of Medical Imaging within five (5) business days of receiving the decision. The appeal must be submitted in writing and include all previously submitted documentation and the Clinical Coordinators' decision.

Review by Director of the School of Medical Imaging: The Director of the School of Medical Imaging will review the appeal and may hold a hearing to gather additional information. The Director will provide a written decision within fifteen (15) business days of receiving the appeal. The decision of the Director of the School of Medical Imaging is final.

All grade appeal proceedings will be conducted in a confidential manner to protect the privacy of all parties involved. Retaliation against any student for filing a grade appeal is strictly prohibited and will be subject to disciplinary action. Please see *Policy 401* for more information.

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Disciplinary and Dismissal Procedures

Students in the Radiography Program are required to provide safe care and maintain all standards described in this Radiography Handbook as well as professional standards. Behaviors that violate the expectations of safe care or behavioral expectations may be grounds for the removal of the student from the course, dismissal from the program, or other disciplinary actions (e.g., warning, probationary status, etc.).

The behavior of any student which is considered: 1) unsafe, or 2) a breach of either the civility expectations or the standards of safe care during either clinical or classroom instruction, or 3) while on Geisinger property or during a program-sponsored service learning or field trip activity, or 4) at a clinical agency approved for study will be reviewed by RT faculty.

Situations may result in dismissal from the Radiography Program. For such situations, the student will have an opportunity to discuss the situation first with the Program Faculty, Lead Faculty (i.e. Program Chair or Department Chair) and then by the Director of the School of Medical Imaging, before imposition of disciplinary sanctions, including dismissal, except in cases where the student's violation of safe care standards and continuation in the program poses a direct threat to the health and safety of patients or others.

Students are informed in writing of decisions by the Radiography Clinical Coordinators and the Director of the School of Medical Imaging.

Program dismissal may result for any of the following reasons as stated previously in this handbook:

- Unexcused or excessive absenteeism and/or lateness
- Grades of < 75 % in any courses, including didactic, clinical and lab
- Substandard, unethical, unprofessional, or inappropriate conduct
- Release of confidential information regarding patients, classmates, or volunteers (HIPAA)
- Cheating or plagiarism

Faculty members are authorized to deny a student the privilege of participation in clinical affiliations, skill competency tests, lab activities or classroom lectures when the student is unprepared or student performance falls below a competent level regarding patient safety (which makes him/her potentially dangerous to others) or presents a health hazard to volunteers or classmates when the student does not meet agency or facility health standards.

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In such situations, participation in the experience will be discontinued until there is evidence that the student's progress meets minimal criteria for safe clinical performance. If indicated, this may require medical documentation from the student's health care provider.

Upon determination of a student's inappropriate conduct, the faculty member who was involved will meet with the student to inform the student of the unacceptable behavior and discuss the matter. A verbal warning concerning the inappropriate behavior will be given to the student and a written record of the behavior will be placed in the student's electronic file.

If the student's conduct and behavior does not improve, the instructor involved will meet with the student for a 2nd time, at which time a written warning is given with documentation of specific actions needed to improve performance. There will be a deadline given for definite measurable improvement to be demonstrated by the student.

If satisfactory improvement is not demonstrated before the deadline, the student may be dismissed from the RT program.

Removal (or Dismissal) from Clinical Site

Clinical instructors are authorized to exclude a student from participation at a site when the student is unprepared, physically unfit for duty, or when the student does not meet health or professional standards.

Faculty will also exclude a student for failure to adhere to dress code, failure to maintain CPR certification, health documentation, or inappropriate behavior. In this situation, the student's absence is unexcused and depending on the nature of the offense may be grounds for dismissal. A student is not readmitted to the clinical site until there is evidence the student meets criteria for safe clinical participation.

Additionally, any clinical site has the right to exclude the student from the clinical setting based on the clinical site's policies. If a student is removed from a site, counseling will occur. An intervention with that clinical site will be scheduled. If there is not a resolution for the return to that site, every effort will be made to reassign the student to another clinical site pending availability. Removal from 2 clinical sites may result in program probation or dismissal.

Changes in the clinical schedule may have to be made during the term due to unexpected circumstances, such as conflicts, clinical site requests, etc. All clinical scheduling is at the discretion of the Program Director and Clinical Coordinator. Students are expected to be flexible if these circumstances arise.

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Academic Integrity

The Radiography Program at Geisinger Medical Center is committed to fostering an environment of academic excellence and integrity. As a student in the RT program, you are expected to uphold the highest standards of academic honesty in all your academic and clinical activities. By adhering to these principles, you contribute to a culture of trust, respect, and excellence within the Radiography program.

Please sign the “Academic Integrity Agreement” Appendix page 69

Plagiarism

Plagiarism is a form of academic dishonesty that is unacceptable in any academic institution. The Geisinger School of Medical Imaging academic community will make all reasonable efforts to discourage this form of dishonesty.

Students should cite the source by using quotations and/or reference notes, including footnotes or endnotes. Geisinger School of Medical Imaging requires the use of either the MLA citation format or the APA citation format. The instructor will inform students which format should be used in a particular course.

Sources of plagiarism may include material obtained from a friend, from duplicated student writings used in other writing courses, or from commercial sources, all of which must be acknowledged by reference notes or quotations.

Re-Entry Policy

Radiography courses are sequential; content builds from class to class. Students must be competent at the appropriate program level before returning to the classroom, lab, and clinical setting. Remediation, positioning skill assessment, comprehensive exams and/or course audits may be required based on the assessment.

Requirements for re-entry into the Radiography program are dependent upon:

- A student must request to be readmitted within 1 year of withdrawal or dismissal, if eligible
- Students requesting re-entry are required to meet ALL the admission criteria in place at the time of application submission, as well as current policies, clearances, and regulations.
- Readmission is not guaranteed.
- There must be space available at the time of the readmission request
- If a student is dismissed for any due cause, re-entry is not an option

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In addition to the RT program application requirements, the student must submit a formal, typed, single-spaced letter of no less than one page and no more than three pages, outlining a request to be re-submitted into the RT program, while understanding that readmission is not a guarantee. Reentry into the program is at the discretion of the Clinical Coordinators, Director of the School of Medical Imaging, and the Student Selection Committee.

Withdrawal Policy

A student may elect to withdraw from the program at any time. If proper notice is given, the student will be considered in good standing with the school and permitted to reapply. A student who does not meet school standards; academic and/or disciplinary, will be required to withdraw from the program. A student who involuntarily withdraws from the program based on an academic basis will be considered in good standing with the school and permitted to re-apply. A student who involuntarily withdraws from the program based on a disciplinary action will be considered in bad standing with the school and will not be permitted to re-apply.

Leave of Absence / Long-Term

Upon written request of a student who is unable to complete the program, there is an option for a leave of absence (LOA). The student must submit this written request to the Program Director prior to the start of the next term. Upon acceptance, the student will be “conditionally accepted” for placement in a future cohort, provided they meet the readmission criteria. The written request to return must be received within one (1) year of the LOA. After one (1) year of absence, a student must reapply to the program. It is the discretion of the RT program faculty to assess the student’s readiness to return. All or any combination of the following may occur. Comprehensive exams, oral interview, scan skill assessment. A student returning from LOA due to a medical condition must have a healthcare provider’s clearance before re-entering the program. The student will be expected to resume normal activities and clinical responsibilities without limitations. Individual assessment of the student’s clinical skills will be performed upon return from the LOA. Students must be competent at the appropriate program level before returning to the clinical setting. Remediation, comprehensive exams and/or course audits may be required based on the assessment. Prior lab and clinical courses must be repeated.

Please see *Policy 107* for more information.



Military Deployment

If a student is called into active duty to the armed services of the United States of America, the student will be given an immediate leave of absence, with guaranteed placement in the next cohort, upon his or her return. Students who are ordered or inducted into active service in the armed forces of the United States or who are requested to work for the federal government during a national emergency or a limited national emergency can withdraw from a course or courses and may potentially receive a refund in accordance with Bloomsburg University's refund policy. Students can complete an electronic form available on the MATC Military Education Support Office (MESO) or contact MATC MESO directly.

Students must be competent at the appropriate program level before returning to the classroom, lab, and clinical setting. Remediation, scanning skill assessment, comprehensive exams and/or course audits may be required based on the assessment. Please see *Policy 301* for more information.

Bereavement Leave

Bereavement leave will be granted at the discretion of the program faculty. A maximum of three (3) days excused absence will be granted in the event of the death of a member of the student's immediate family with proper documentation. Immediate family is defined as a student's spouse, parent, stepparent, legal guardian, spouse's parent, sister, stepsister, brother, stepbrother, child, stepchild, grandparent, great-grandparent, spouse's grandparent, grandchild, or great-grandchild. Family members who are not considered immediate family grants one (1) excused absence. Non-family members are defined as a student's son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, and the aunts and uncles of the student's spouse and others who uniquely qualify in the opinion of the program director. Please see *Policy 301* for more information.

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Jury Duty

A student who anticipates being absent from their clinical site due to jury duty should initially seek to be excused for the duration of the program. If this request is not granted, the student will be required to make up the missed time as determined by the clinical instructor and program faculty. Students must provide documentation of their jury duty service. If a student is summoned to testify in court, whether for a personal matter or as a witness, the time missed from clinical duties will be recorded as an absence. The faculty may choose to assign make-up time based on the duration of the absence.

Employment Policy

Due to the rigorous demands and intensive nature of the radiography program, it is strongly recommended that students refrain from seeking or maintaining full-time employment during their course of study. The program requires a significant commitment of time and energy to ensure academic success and professional development. Balancing employment with the program's requirements may adversely affect a student's performance and overall well-being. Therefore, students are advised to prioritize their educational responsibilities to achieve the best possible outcomes. Students are not permitted to receive any form of payment for their participation in clinical rotations.

The HIPAA Privacy Rule

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule establishes national standards to protect individuals' medical records and other personal health information. For students in the radiography program, it is imperative to understand and comply with these regulations to ensure the confidentiality and security of patient information.

The Privacy Rule mandates that all patient information, whether written, electronic, or verbal, must be kept confidential and only disclosed for treatment, payment, or healthcare operations unless explicit patient consent is obtained. Unauthorized access, use, or disclosure of patient information is strictly prohibited and may result in legal consequences.

Students are expected to adhere to HIPAA guidelines at all times, both within clinical settings and during any academic activities involving patient data. This includes safeguarding all forms of



patient information and reporting any potential breaches of confidentiality to the appropriate authorities.

By understanding and following the HIPAA Privacy Rule, students contribute to maintaining the trust and integrity essential to the healthcare profession.

Confidentiality

During the Radiography Program, students are granted access to highly sensitive and confidential patient information, encompassing both written and verbal data. Any discussion of patient information outside the scope of educational activities is strictly prohibited and constitutes a breach of confidentiality. Please see *Policy 803* for more information.

Please sign the “HIPAA” Appendix page 70

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Grading Policy

Grading Scale

The grading scale for all Radiography Program courses is:

Academic

Percent range	Letter Grade	Grade Points	Descriptor
90 – 100	A	4	Excellent
80 – 89.9	B	3	Good
70 – 79.9	C	2	Average
60 – 69.9	D	1	Poor
Less than 60	F	0	Failure

Clinical Education

Percent range	Letter Grade	Grade Points	Descriptor
92 – 100	A	4	Excellent
84 – 91.9	B	3	Good
75 – 83.9	C	2	Average
68 – 74.9	D	1	Poor
Less than 68	F	0	Failure

Anything less than a (“C” letter grade) is considered course failure. Please see *Policy 402* for more information.

Repeating Courses

Students enrolled in the Radiography Program are not allowed to repeat a course. All courses must be passed, in proper sequence, with a letter grade of a “C” or better to graduate.

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Scholastic Standing / Probation/ Dismissal

Good Standing- Students are in good standing if a “C” average is earned in all courses. The student must achieve a “C” or higher in all Radiography Program coursework, clinical evaluations, lab practicums, and all final examinations at the end of the semester.

Academic Probation and/or Dismissal- Can occur if the grade point average drops below a “C” in Radiography Program coursework, clinical evaluations, lab practicums, and all final examinations at the end of the semester. This decision will be made at the discretion of the RT program faculty and program director.

Graduation Requirement: Students must complete all didactic course and clinical competency assessments, earn a passing “C” letter grade in each course, and pass all mock registry examinations to earn a certificate of completion. Students who do not pass any course within the program may be dismissed from the program without a completion certificate. Graduation from the program with a certificate of completion is not contingent upon the registration or passing of a national registry examination.

Early Release

Students who meet the criteria listed will be eligible for Early Release.

1. Eligibility:

- a. Never been on disciplinary probation.
- b. Not assigned academic probation during senior year.
- c. Exceeded primary competency quota for two (2) semesters.
- d. Completed all required primary competencies by the end of Semester V.
- e. Met secondary competency quotas for Semesters II, III, IV & V.
- f. Completed all Terminal Competencies as of the early release date.
- g. Maintained a clinical education grade average of 92% or better for Semesters IV & V.
- h. Meet all graduation requirements as of early release date.

2. Process:

- a. Student notifies the program director with the intention of requesting an early release.
- b. It is the student’s responsibility to inform the employer of his/her assigned early release date.

3. Early release date determination:

- a. Early release date will be determined by the program director.

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- b. Assigned early release date will be based on when all school time will be made up.
- c. If school time is missed after assigning an early release date, that date will be adjusted to allow making up school time.
- d. Please see *Policy 104* for more information.

Transcripts (Student Records)

The Family Education Rights and Privacy Act (FERPA) protects the privacy of student education records. Students have the right to review education records maintained by the school and have the right to request that a school correct records which they believe to be inaccurate or misleading. Students must provide written permission for the school to release any information from a student record except in certain defined instances.

More information regarding the release of student records without explicit permission can be found at <https://studentprivacy.ed.gov>. Records of student information including but not limited to student admission, dismissal, graduation, tuition payments, counseling, advising, grievances, transcripts, contact information, class and clinical assessments are stored securely in School of Medical Imaging Administrative SharePoint. Physical records are stored securely with generating faculty or in the student file. Physical student record materials not returned to the students are stored after dismissal or graduation from the program. Materials containing FERPA protected information retained more than one year post graduation are securely disposed of. Electronic student transcripts and a scanned copy of the official program completion certificate or date of program dismissal are retained indefinitely on the School of Medical Imaging Administrative SharePoint. Please see *Policy 804* for more information.

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Professional Organizations

ARRT- <https://www.arrt.org/>

The American Registry of Radiologic Technologists (ARRT) is a leading credentialing organization. ARRT offers certification and registration in a wide range of radiologic disciplines and helps people who work in medical imaging and radiation therapy to develop their careers. ARRT provides a valuable resource that includes information on certification exams, continuing education, and professional standards.

ASRT-<https://www.asrt.org/>

The American Society of Radiologic Technologists® (ASRT) advances and elevates the medical imaging and radiation therapy professions and enhances the quality and safety of patient care. The ASRT is a premier professional association for the medical imaging and radiation therapy community through education, advocacy, research, and innovation.

JRCERT – <https://www.jrcert.org/>

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the main accrediting body for Radiologic Technology programs. They strive to collaborate with programs to achieve excellence in education. JRCERT ensures that educational programs keep pace with the profession and standards that were developed on a national level. JRCERT makes sure graduates of their accredited programs have the knowledge, skills and values to perform professional responsibilities expected by employers throughout the nation.

PSRT- <https://www.psrtonline.org/>

The Pennsylvania Society of Radiologic Technologists (PSRT) is a professional organization who plays a vital role in representing radiologic technologists across the state of Pennsylvania. PSRT promotes advancements in radiologic technology and ensures the highest standards of patient care. PSRT offers valuable support and guidance to medical imaging students and professionals throughout their educational and/or professional journey.

Professional Memberships

Students are strongly encouraged, though not required, to join and actively participate in local, state, and national professional organizations. These organizations provide professional journals and activities that foster a stimulating environment for aspiring radiographers. Additionally, they offer valuable networking opportunities that can lead to job prospects in the medical imaging field. Membership often includes access to educational journals and the chance to earn Continuing Education (CE) credits through training modules and assessments. Members usually receive discounts on educational seminars.

Students can enroll in a special membership category that offers discounts and all the benefits of full membership, except for the right to vote and hold office. To qualify for student membership, you must be enrolled in a radiologic technology program. A letter from your program director verifying your student status and anticipated graduation date is required to process your membership application.

Registry (Credentialing) Requirements

Registry Status: Three months prior to completing the program, students are eligible to register with the American Registry Of Radiologic Technologists (ARRT). They may take the ARRT exam after meeting all program requirements and have graduated. The Registered Radiologic Technologist (RT) R credential is awarded to those who achieve a passing score on the exam

Licensure Status: It is extremely important to take and pass the ARRT examination for radiography and become a credentialed technologist. Many employers require this within a certain timeframe to hold a job at their facility. Without the credential of RT (R), students may miss out on opportunities of employment as an x-ray technologist and also lose the ability to advance their education/credential in a post primary modality.

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Academic Calendar

Fall Semester-2025	
Orientation Week (Juniors)	Monday, August 25-Friday, August 29
Labor Day (no class or clinic)	Monday, September 1
Start of Semester	Tuesday, September 2
Thanksgiving Recess (no class or clinic)	Thursday, November 27-Friday, November 28
Class and Clinic Resume	Monday, December 1
End of Semester	Friday, December 19
Holiday Break	Monday, December 22- Friday, January 2, 2026
Spring Semester-2026	
Start of Semester	Monday, January 5
End of Semester	Friday, April 24
Spring Recess (no class or clinic)	Monday, April 27- Friday, May 8
Summer Semester-2026	
Start of Semester	Monday, May 11
Memorial Day (no class or clinic)	Monday, May 25
Classes Resume	Tuesday, May 26
Early Release Date/Graduation (Seniors)	Friday, June 12
Independence Day, observed (no classes)	Friday, July 3
Classes Resume	Monday, July 6
End of Semester Seniors (Non-early release)	Friday, July 31
End of Semester Juniors	Friday, August 14
Summer Recess (no classes)	Monday, August 17-Friday, August 28



Geisinger Radiologic Technology Program Student Handbook

Faculty Hierarchy

Program Director	Gina Markle, MHA, RT(R)(M)
Clinical Coordinators	Robert Medon, BS, RT(R) Douglas Kovach, BS, RT(R) David Kolk, BS, RT(R)
Director, School of Medical Imaging	Gina Markle, MHA, RT(R)(M)
Vice President, Radiology Operations	Sharon Gibbs, MSHA, FACHE, CRA, CNMT
Medical Director	Scott Collins, MD



Radiography Program Student Handbook

Attestation of the Student Radiography Handbook

I, the undersigned, acknowledge receipt of the Radiography Program Student Handbook. By signing below, I confirm that I have read the Geisinger Radiography handbook and had the opportunity to ask questions about its content. I understand that I am accountable for adhering to the expectations outlined in this handbook, both explicitly and implicitly. I agree to comply with all policies and procedures.

I also understand that the handbook may be updated periodically, and if changes occur, I may receive a written addendum. I may be asked to sign to acknowledge receipt, understanding, and compliance with any new information.

Upon enrolling in Geisinger's Radiography Program, I commit to conducting my academic affairs in accordance with the standards of academic honesty set by the program and its faculty. This includes abstaining from cheating, plagiarism, falsifying documents, unprofessional conduct, and breaches of confidentiality. Failure to uphold these standards may result in disciplinary action, including dismissal. My signature below confirms that I:

- Did receive a copy of Geisinger's *Radiography Program Student Handbook*
- Understand that I am expected to comply with the policies and regulations in this handbook
- Understand that I am expected to comply with policies and regulations in the *Radiography Student Handbook*
- Understand that if I fail to comply with the policies and regulations, the result could be my withdrawal (dismissal) from the program
- Understand that if I have questions about any policy or regulation, I should seek advice from the Radiography Program staff or Student Services staff.
- Understand that I may be asked to submit to drug and alcohol testing.

Name (Print): _____

Signature: _____

Date Signed: _____

Witness Name Print: _____

Witness Signature: _____



Geisinger Radiography Program Student Handbook

Essential Skills and Technical Standards Verification Form

Instructions: Please read the following form carefully. **Please circle and initialize the consent portion and sign below.**

Yes No I have read, and I understand the Essential Skills relative to the Radiologic Technology Program.

Yes No I can meet the Physical/Technical Requirements of the RT Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

I require the following reasonable accommodation(s) to meet the Physical Requirement standard:

Print Name: _____

Signature: _____

Date: _____

Geisinger is an equal opportunity employer; acceptance into the program and future employment at Geisinger are not influenced by race, color, religion, sex, genetic information, national origin, age, sexual orientation, disability, handicap, or status as a Vietnam-era or special disabled veteran or any classification protected by law in accordance with applicable federal laws.

Geisinger prohibits retaliation against any individuals who bring forth any complaint, orally or in writing, to the College or government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

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Geisinger Radiography Program

Attendance Policy

Instructions: Please read the following form carefully. **Please circle and initialize the consent portion and sign below.**

Yes No I have read, and I understand the Attendance Policy relative to the Radiography Program.

Yes No I understand that Attendance/Absence in Classroom, Clinical and Laboratory time is essential to succeed in this program and attendance is mandatory.

Participant Signature: _____ Date: _____

Participant Name (printed): _____

Form is valid for Radiography students for the entire length of program.

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Clinical Injury/Incident Form

Student Name:	
Address:	
City:	State/Zip
Date Injured:	Time
Phone:	
Location of Incident:	

Description of the Injury:	
Referred to:	
By Whom:	
Date:	Time:
Student Signature:	Date:
Geisinger RT Program Faculty Signature:	Date:

WAIVER:

I, _____, decline treatment.

Student Signature: _____

Date:

Geisinger RT Program Staff Signature: _____

Date: _____



Geisinger Radiography Program Student Handbook

Bloodborne Pathogen/ Needle Stick

All students will receive instructional material on **BLOODBORNE PATHOGENS**.

When a student is identified as being infected with any of the following bloodborne pathogens, certain steps are to be taken to ensure the health of the Geisinger community and of the patients with whom the student would be in contact. This policy is also designed to protect the student who is infected. The list below is not necessarily all-inclusive:

Hepatitis B and HIV Viruses

I have read, I understand, and I agree to comply with the BLOODBORNE PATHOGENS policy as stated in the Geisinger Radiography Student Handbook

Print Name: _____

Signature: _____

Date: _____



Geisinger Radiography Program Student Handbook

Student Statement of Understanding and Release

I, _____ (print name), am a student at Geisinger who is enrolled in the Radiography Program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the program I have enrolled in may involve exposure to human body fluids that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids by contact through eye, mouth, blood, non-intact skin, or other methods may put me at risk of contracting a blood borne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and clinical affiliation that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin or other method to blood or other human fluids or cultures, I will immediately report such incident to the program director or clinical instructor.
5. That if such exposure should occur, I hereby authorize the college or clinical affiliation to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Geisinger's Radiography Program, its employees, officers, agents and representatives including all clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or the administration of emergency first aid after such exposure during the course of my participation in the RT program, whether caused by negligence of the program or otherwise, except that which is the result of gross negligence or malevolent misconduct by the program.

Print Name: _____

Signature: _____

Date: _____

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Geisinger Radiography Program

Pregnancy Declaration Form

To Whom It May Concern:

I wish to declare that I am pregnant. My estimated delivery date is: _____.

In making this declaration, I wish to accept the following option as denoted in the Geisinger RT Program Student Handbook, please initial **one** only.

Initials

Option I: Remain in the DMS Program Without Disruption

Option II: Leave of Absence in Good Standing

Option III: Voluntary Withdrawal in Good Standing

Date of Declaration

Name of Radiography Student (Printed)

Signature of Student

Receipt of Declaration Acknowledged

Program Director Signature

Date



Geisinger Radiography Program Student Handbook

Academic Integrity Agreement

I, the undersigned, acknowledge that I have read and understood the Academic Integrity Policy outlined in the Student Handbook. I recognize the importance of maintaining the highest standards of academic honesty and integrity in all my academic endeavors.

By signing below, I agree to adhere to the principles of academic integrity, which include abstaining from cheating, plagiarism, falsifying documents, unprofessional conduct, and any other forms of academic dishonesty. I understand that any violation of this policy may result in disciplinary action, including possible dismissal from the program.

I commit to upholding these standards and conducting myself in a manner that reflects the values and expectations of the institution.

Print Name: _____

Signature: _____

Date: _____



Geisinger Radiography Student Handbook

HIPAA Compliance Agreement

I, the undersigned, acknowledge that I have received training on the Health Insurance Portability and Accountability Act (HIPAA) and understand its importance in protecting patient privacy and confidentiality.

By signing below, I agree to adhere to all HIPAA regulations and guidelines as part of my responsibilities within the Radiography Program at Geisinger Medical Center. I understand that any breach of patient confidentiality or failure to comply with HIPAA standards may result in disciplinary action, including dismissal from the program.

I commit to maintaining the highest standards of privacy and confidentiality in all my interactions with patients and handling of patient information.

Print Name: _____

Signature: _____

Date: _____

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Geisinger Radiography Student Handbook

Student Profile

Last Name	First Name	Middle Name	Maiden Name
-----------	------------	-------------	-------------

/ / / _____

DD/MM/YEAR (Birthday) _____ E-mail address _____

Address while in school _____ Telephone _____

Person to Contact in Case of Emergency _____ Telephone _____

Medical Condition and Routine Medication List: For emergency purposes only, please list all medical conditions and routine medications below.

Medical Conditions:

1. _____

2. _____

3. _____

Routine Medications:

1. _____

2. _____

3. _____

I declare that the above-listed information is accurate.

Print Name: _____

Signature: _____

Date: _____



Administrative Approval Page

The policies and procedures listed in this handbook have been approved by the Director of Geisinger's School of Medical Imaging and Executive Radiology Leadership.

Geisinger Medical Center
100 North Academy Ave
Danville, PA 17822

Last updated July 2025

