



**NORTON  
KING'S DAUGHTERS'  
HEALTH**

*Norton King's Daughters' Health  
School of Radiologic Technology  
1373 East State Road 62  
One Bethany Drive  
Madison, IN 47250*

**INFORMATION/APPLICATION  
PACKET FOR  
JULY 2023– JUNE 2024**

**PROGRAM INCEPTION: July 1982  
PROGRAM REVISION: July 2023**

**ACCREDITED BY:  
THE JOINT REVIEW COMMITTEE ON EDUCATION  
IN RADIOLOGIC TECHNOLOGY (JRCERT)**

The program currently holds an 8-year accreditation award, received in 2020.

# NORTON KING'S DAUGHTERS' HEALTH SCHOOL OF RADIOLOGIC TECHNOLOGY

## Mission Statement

The mission of the Norton King's Daughters' Health (NKDH) School of Radiologic Technology is to provide a quality education utilizing a current, sequential, twenty-four month, competency-based clinical/didactic method of instruction to prepare our graduates for a professional career as a radiographer and to sit for the ARRT (American Registry of Radiologic Technologists) national registry, which is accomplished only by integrating this new knowledge and skill with The NKDH mission and values:

### **NKDH Mission**

**“To provide quality health care to all those we serve, in a manner that responds to the needs of our communities and honors our faith heritage.”**

### **NKDH Values**

- ◇ Respect every person
- ◇ Set the standard for quality and caring
- ◇ Continually improve care and service
- ◇ Demonstrate stewardship of resources
- ◇ Accept accountability for results
- ◇ Succeed with integrity

**\*From The Norton King's Daughters' Health Policy Manual AOA-HFAP  
Accredited 2009, 2012, 2014, 2017, 2021, 2024**

## NORTON KING'S DAUGHTERS' HEALTH SERVICES

Norton King's Daughters' Health is a nonprofit health care institution comprised of an 86 bed general acute care hospital, a medical office building next to the hospital campus, a convenient care (urgent care) clinic, and multiple outpatient clinics located in Madison, Indiana and the surrounding communities. NKDH is responsible for providing a quality and effective education in both the clinical and didactic aspects of the radiology technology program. NKDH is also responsible for the integrity and qualifications of all faculty and persons offering input in any capacity affecting the program. NKDH is accredited by the American Osteopathic Association-Healthcare Facilities Accreditation Program (AOA-HFAP). The NKDH School of Radiologic Technology does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law in administration of the educational policies of the program.

## ROLE OF A RADIOLOGIC TECHNOLOGIST

The NKDH School of Radiologic Technology is a 24 month, six semester program that prepares its students to become competent radiologic technologists. A radiologic technologist is a highly trained professional who is skilled in the use of ionizing radiation for the quality demonstration of portions of human anatomy on a computer monitor or fluoroscopic screen. The images produced by the radiologic technologist are used for diagnostic interpretation by a radiologist. Many radiologic technologists work in hospitals, although positions in clinics and private offices are available.

## JRCERT ACCREDITATION

The NKDH School of Radiologic Technology has been nationally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Due to this accreditation, the graduating student is eligible (upon successful completion of the program and upon acquiring an associate's degree) to take the national registry examination of the American Registry of Radiologic Technologists. Upon passing the ARRT registry exam, the graduate will be able to use the credentials of R.T.(R)(ARRT) behind their name.

The NKDH School of Radiologic Technology is accredited by the JRCERT because of its commitment to and maintenance of the Standards for an Accredited Educational Program in Radiography as set forth by the JRCERT. Once accepted into the program, students are issued a handbook that contains the following link to the JRCERT Standards;

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

The Norton King's Daughters' Health Radiologic Technology Program's student learning outcomes and program effectiveness data can be viewed by visiting the Joint Review Committee on Education in Radiology web site at: [www.jrcert.org](http://www.jrcert.org). Accreditation and the JRCERT Standards for Accreditation can also be accessed at this web site.

In addition, the JRCERT can be reached at the following:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-2901  
Phone: (312) 704-5300  
Fax: (312) 794-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

## COMPLAINT/GRIEVANCE PROCEDURE

The student has the right to file a complaint or grievance regarding any student, faculty member, staff member, disciplinary action, JRCERT standard, and/or any other action that they feel is unjust or needing addressed. The following procedure must be strictly adhered to:

1. The student should always attempt to resolve any issue with the individual or individuals with whom the grievance takes place, first.
2. If this does not yield satisfactory results, the student must submit their complaint/grievance in writing *using the Student Complaint form* to the program director within three days of the occurrence of the complaint or issue being grieved.

**The written complaint/grievance must clearly state:**

- a. What action or complaint is being grieved.
  - b. Why the student feels the action is unjust or needing addressed.
  - c. Any additional information the student wishes to provide in support of their complaint or grievance.
3. The complaint/grievance and all documentation/information relevant to the incident will be reviewed by the program director and a decision will be reached within three working days.
  4. If the student is not satisfied with the decision of the program director the “**Grievance Policy**” will be invoked and proceed as follows. The student may then submit their grievance in writing to the medical imaging department administrator within three working days of the program director’s decision. The department administrator will review the submitted grievance and provide the student with a decision within three working days.
  5. If the student is not satisfied with the decision of the department administrator, he/she may submit their grievance in writing to the president/CEO of NKDH. The president/CEO will review the grievance and provide the student with a decision within three working days.
  6. If the student believes that his/her grievance has not been resolved in this manner, the student has the right to seek outside counsel.
  7. Any grievance of the JRCERT Standards needs to be grieved in writing to the JRCERT.

At no time will the student's future or treatment in the program be jeopardized as a result of a grievance being filed. Failure to follow this policy will result in the student's grievance not being heard or addressed.

***“Complaint Forms” are kept in a folder labeled “Complaint Forms” in the library room on the book shelves. A copy of the complaint form can be found in the appendix as well. All complaint forms should be placed in the program director’s mailbox within three days of the occurrence of the complaint.***

### ADMINISTRATIVE SUPPORT

The Norton KDH School of Radiologic Technology has a strong administrative support base. The President and CEO of Norton KDH is Mrs. Carol Dozier. The Medical Imaging Department Administrator is Mrs. Amy Kasper. The Program Director for the Radiology School is Mrs. Meghan Scudder. With the support of this dedicated group of individuals, the radiology school is equipped with the resources necessary to provide a quality education for our students, thus enabling them to sit for and pass the ARRT national registry. Administrative support also makes allowances for school faculty to pursue continuing educational opportunities. This enhances the knowledge, competence, and proficiency of school faculty.

### GENERAL PROGRAM GOALS AND OUTCOMES

The NKDH School of Radiologic Technology, in accordance with JRCERT standards, has set the following general program goals and outcomes for its graduates:

<b>Goal #1</b>	<b>Students will be clinically competent</b>
Outcomes for Goal #1	<ol style="list-style-type: none"> <li>1. Students will apply their learning positioning skills to provide quality images</li> <li>2. Students will select appropriate technical factors.</li> <li>3. Students will use proper radiation protection methods for their patients and themselves</li> </ol>
<b>Goal #2</b>	<b>Students will communicate effectively</b>
Outcomes for Goal #2	<ol style="list-style-type: none"> <li>1. Students will demonstrate appropriate oral communication skills.</li> <li>2. Students will demonstrate appropriate non-verbal communication skills.</li> <li>3. Students will document appropriate exam information.</li> </ol>
<b>Goal #3</b>	<b>Students will use critical thinking and problem solving skills.</b>
Outcome for Goal #3	<ol style="list-style-type: none"> <li>1. Students will apply critical thinking skills during the examination to formulate rational decisions.</li> <li>2. Students will assess their radiographic images according to proper established evaluation criteria to formulate improvements as necessary.</li> </ol>

<b>Goal #4</b>	<b>Students will demonstrate professionalism</b>
Outcome for Goal #4	<ol style="list-style-type: none"> <li>1. Students will display a professional persona in the clinical setting.</li> <li>2. Students will present a clean and organized workspace for their customers.</li> </ol>
<b>Goal #5</b>	<b>The NKDH School of Radiologic Technology will meet program effectiveness requirements as set forth by the JRCERT</b>
Outcome for Goal #5	<ol style="list-style-type: none"> <li>1. Graduates will pass the ARRT Radiography Registry on their first attempt within 6 months of graduation. (JRCERT benchmark of &gt;75%)</li> <li>2. Graduates will find employment within 12 months of graduation. (JRCERT benchmark of &gt;75% over a five year average)</li> <li>3. Students who begin will successfully complete the program. (NKDH benchmark of &gt;80% each year)</li> </ol>

The NKDH radiologic technology program's goals, outcomes and program effectiveness data can be viewed by visiting the Joint Review Committee on Education in Radiologic Technology (JRCERT) website at <https://www.jrcert.org/resources/program-effectiveness-data>. Or from the program's website at <https://www.kdhmadison.org/careers/radiology-school/>.

## ARTICULATION AGREEMENT WITH IVY TECH COMMUNITY COLLEGE

The Norton KDH School of Radiologic Technology offers a certificate in radiologic technology. However, in order to be able to sit for the ARRT national registry, all students graduating after January 1, 2015 are required to have, at a minimum, an Associate Degree. In order for our students to meet this mandate, The NKDH School of Radiologic Technology is in an articulation agreement with Ivy Tech Community College.

Upon successful completion of the core classes required through Ivy Tech, successful completion of the NKDH School of Radiologic Technology program, and successful passing of the HESI exit exam with a minimum score of 675 (this exam is administered toward the end of the student's 2<sup>nd</sup> year in the program), Ivy Tech will grant the graduate an Associate of Applied Science Degree in Imaging Science.

Applicants who do not already possess an Associate Degree or higher and who would like to obtain their Associate Degree through Ivy Tech must contact Tricia Miracle at the Ivy Tech Campus in Madison, IN and begin the process of completing the necessary pre-requisites. The NKDH School of Radiologic Technology will not accept students who have not completed these pre-requisite courses, unless the applicant presents with a completed Associate Degree or higher. Ms. Miracle can be reached at (812) 265-2580 or toll free at (800) 403-2190. The Ivy Tech pre-requisite courses necessary to apply for admission to The NKDH School of Radiologic Technology are as follows:

- Ivy Success Seminar	(IVYT 1XX)	(1-3 credit hours)
- English Composition	(ENGL 111)	(3 credit hours)
- College Algebra	(MATH 136)	(3 credit hours)
- Fundamentals of Public Speaking <u>or</u> Interpersonal Communication	(COMM 101 or COMM 102)	(3 credit hours)
- Intro to Psychology <u>or</u> Intro to Sociology	(PSYC 101 or SOCI 111)	(3 credit hours)
- Anatomy and Physiology I	(APHY 101)	(3 credit hours)
- Anatomy and Physiology II	(APHY 102)	(3 credit hours)
- Medical Terminology	(HLHS 101)	(3 credit hours)

Ivy Tech will accept transfer credits from a regionally accredited college. However, a minimum of 15 credit hours must be taken through Ivy Tech before they will grant the Associate Degree. Ms. Miracle will explain the details and any alternate acceptable courses to interested applicants. Note that all required college courses that are not part of the NKDH School of Radiologic Technology curriculum (all excluding Anatomy and Physiology and Medical Terminology) must be completed with a grade of “C” or better prior to starting the radiologic technology program at NKDH.

### NON-IVY TECH ASSOCIATE’S DEGREE

Applicants who wish to acquire an Associate Degree from an institution other than Ivy Tech may do so. These applicants would then be eligible to apply directly to the NKDH School of Radiologic Technology.

Any applicant who already possesses an Associate Degree or higher may apply directly to the NKDH School of Radiologic Technology without needing to contact Ivy Tech.

Note that all college courses taken or degrees awarded must be through or from an institution accredited by an agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation and must be completed before starting the radiology school. Note also that applicants possessing an Associate Degree must have a minimum GPA of 2.5 or higher in order to be in application compliance.

## THE KDH SCHOOL OF RADIOLOGIC TECHNOLOGY ADMISSIONS PROCEDURE

When a prospective student requests an application to the program, he/she is sent an Application Packet. (The prospective student also has the option of printing PDF version of the Application Packet off of the hospital’s website.) The prospective student must complete the application form and send it, along with official high school transcripts (or GED), official college transcripts, official ACT or SAT / SAT I scores (The minimum acceptable ACT score is a composite of 17 and the minimum acceptable SAT score is 900), and a non-refundable \$75 application fee to the attention of the Program Director at:

Norton King's Daughters Health  
School of Radiologic Technology  
1373 East State Road 62  
One Bethany Drive  
Madison, IN 47250

The program director will send written acknowledgment of receipt of the application and will indicate which documents, if any, are missing. No action will be taken on applications until after the application deadline of April 1st. Applications will be accepted after the deadline only if spaces are available.

Each year, a new class begins July 1<sup>st</sup>.

#### PRE-ADMISSION REQUIREMENTS AND PROCEDURES

Each applicant for The NKDH School of Radiologic Technology must:

1. Be a graduate of an accredited high school or have a GED certificate.
2. Submit a completed application no later than April 1st. The application must be the original; no faxed or duplicate copies will be accepted.
3. Submit two (2) letters of reference. These reference letters must not be from family or friends. They must be from individuals who can attest to the work ethic and pertinent attributes of the applicant. Ideal references will come from teachers, counselors, coaches, supervisors, pastors, etc.
4. Submit ACT or SAT (or SAT I) scores. These scores must be the original scores from the ACT or SAT or they can be provided on the high school transcripts. The minimum acceptable ACT score is a composite of 17. The minimum acceptable SAT score is 900.
5. Complete all necessary Associate Degree / college requirements. As was stated earlier, potential applicants must complete one of two Associate Degree routes before being considered for enrollment:

**Route 1 – Associate Degree Not Completed:** *Applicants not possessing an Associate's degree or higher may complete the eight core college courses through Ivy Tech at the Madison, IN campus or one of its associated regional campuses (see "Articulation Agreement with Ivy Tech Community College" section on pages 6 & 7) or may transfer credits for the core courses into Ivy Tech (with the knowledge that 15 credit hours must be completed through Ivy Tech) and may then apply to The NKDH School of Radiologic Technology. Upon successful completion of The NKDH School of Radiologic Technology certificate-based program and with successful completion of the courses required through Ivy Tech (which includes successfully passing the HESI exit exam toward the end of the student's 2<sup>nd</sup> year within the program), the graduating student will receive an Associate of Applied Science Degree in Imaging Science from Ivy Tech in addition to the certificate from NKDH.*



*Note: If all college course requirements are not completed by the application deadline of April 1<sup>st</sup>, proof of enrollment is required by April 1<sup>st</sup>. The course(s) must be completed by June 1<sup>st</sup>, 2024. If the applicant is selected for admission, an updated official transcript documenting the course grade must be presented to the program director by this June 1<sup>st</sup>, 2024 deadline. Failure to submit a completed transcript by the deadline would result in the student forfeiting their seat in the class.*

*Note: All Ivy Tech courses that are not part of the NKDH School of Radiologic Technology curriculum (all, excluding Anatomy and Physiology and Medical Terminology) must be completed with a minimum grade of “C”.*

**Route 2 –Associate Degree Already Completed:** Applicants possessing an Associate Degree or higher must submit official transcripts by April 1<sup>st</sup>, 2024. A minimum GPA of 2.5 is required.

6. Possess the physical ability to perform tasks required of radiographers, as set forth in the application.
7. Participate in a career observation day in the medical imaging department. Follow the link: <https://nortonhealthcare.com/careers/students-in-healthcare/job-shadowing/>  
Or go to NortonHealthcare.com and search “shadow” and click on “Job Shadowing” to the right on the page. A program official will contact the applicant to schedule the career observation once the form has been processed and application has been received.
7. Submit a **\$75.00 non-refundable application fee**. Make checks or money orders payable to NKDH.
8. Participate in an entrance exam, administered at NKDH. All applicants submitting a completed application will be notified of the available test dates and times. These test dates are scheduled for April each year.
9. Attend an interview with the admissions committee, if requested. Interviews are typically held in early May. Following the April 1<sup>st</sup> deadline, all applications are reviewed by the admissions committee of the program. Those applicants that meet the published admissions standards are then evaluated in terms of academic potential. All applicants are rated on a point system based on their high school transcripts, college transcripts, ACT/SAT scores, and entrance exam scores. Based on this point system, interviews are granted to the top scoring applicants. Interviews are held to determine the candidate’s motivation, ability to communicate, ability to work with others, and realistic orientation to the field of radiologic technology. Six qualified students will be selected from those interviewed. Eligible and desired alternates will also be selected, in the event that all six selected students do not enter the program. *Note: NKDH is in the process of expanding the radiology program, and more than six students may be chosen if resources allow in the 2024 year.*

#### **POST-ADMISSION REQUIREMENTS AND PROCEDURES**

The program director sends letters of acceptance to each admitted applicant. In order to confirm their position in the class, the successful applicants will be required to:

1. Send a letter in writing accepting their seat with a non-refundable tuition deposit of \$100.00.

(The \$100 deposit will count toward tuition. Tuition at this time is \$3,500.00 for the first year of training and \$4,000 for the second year of training. Each year's tuition is payable on July 1<sup>st</sup>.)

2. Provide verification of the following immunizations and dates if available:  
Proof of 3 Hepatitis B vaccinations must be presented OR the Hepatitis B vaccination series can be received OR declined at NKDH. Hepatitis B vaccinations received at NKDH are free of charge to the student. TB/PPD screenings must also be completed. **These are done at NKDH during the first two weeks of school, free of charge to the student, if required.**
3. Pass a urine drug screening test. A negative drug screening is mandatory for enrollment. The drug screening will be performed at NKDH; free of charge to the student. A drug screen that reveals the illegal use of drugs will be deemed positive. The illegal use of drugs includes, but is not limited to, taking illegal drugs, taking a prescription drug without a prescription, or exceeding the dosage of over-the-counter medications.
4. Pass a background check performed by NKDH which is performed free of charge to the student.
5. Purchase 3 - 5 student uniforms. Uniform type and color will be discussed at a class meeting that will be scheduled prior to the beginning of the program.
6. Purchase text books (through NKDH) for use during training. The book fee is a one-time payment of approximately \$1,700 and is payable July 1<sup>st</sup> of the first year of training.

Applicants who are not selected for admission to the program receive letters of denial. Any applicant who is not selected for admission may call the program director for input as to why they were not accepted into the program. Denied applicants may reapply for acceptance in the future. Prior acceptance or alternate status is no guarantee for future acceptance.

### GRADUATION REQUIREMENTS

Once the student is accepted into the program, they will undergo a rigorous and fast-paced training in both the clinical and didactic arenas throughout the two-year program. Graduation is held in June following program completion. All students are expected to attend graduation exercises. In order to graduate from the program, the radiography student must meet the following requirements for all academic and clinical assignments:

1. Complete each course with a minimum course average of 76%.
2. Maintain a 2.5 or higher cumulative GPA at the end of each semester.
3. All time owed must have been made-up.  
*Note that students owing make up time after graduation may sit for the ceremony, but will not receive their certificate until all time owed is made up.*
4. Meet the clinical competency criteria.  
*Clinical requirements include a pre-determined number of exam checkouts and competencies that must be passed before the student can graduate.*
5. Complete 16 volunteer hours.

A complete listing of all graduation requirements is issued to the students in their handbooks which they receive the first day of class.

There are also general policies, procedures, and rules that must be adhered to by all students. Failure to follow the policies, procedures, and rules of NKDH and the radiology school may result in dismissal from the program. A listing of policies, procedures, and rules can be found in the student handbook.

## GRADING POLICY

Each course's syllabus will explain the grading policy for that course.

Each student's record is reviewed at each semester end by the school. Each semester lasts an average of 16 weeks. There are six semesters total in the program; three in the first year and three in the second year. The student is given a grade report at the end of each semester. This report shows the student's progress and is signed by the program director.

**Course grades will be computed using the following system:**

<b>NUMERICAL GRADE</b>	<b>LETTER GRADE</b>	<b>GPA</b>
97 - 100	A	4.0
94 - 96.99	A-	3.75
91 - 93.99	B+	3.5
88 - 90.99	B	3.0
85 - 87.99	B-	2.75
82 - 84.99	C+	2.5
79 - 81.99	C	2.0
76 - 78.99	D	1.0
Below 76 -	F	0.0

The cumulative GPA is achieved by averaging the sum of all course GPAs.

Students must pass each course with a 76% average or better as a prerequisite to continuance in the program. Failure to comply will result in immediate dismissal.

Students must maintain a 2.5 cumulative GPA at the end of each semester. Failure to comply will result in immediate dismissal.

Students who do not meet clinical competency each semester will have their clinical grade dropped to a "D" and a grade percentage of 76% will be the final clinical percentage for that semester. Any student who fails to meet competency in any two semesters will be expelled from the program.

Please note that all student records, including their grades, are kept confidential and secure according to the Family Education Rights and Privacy Act (Buckley Amendment).

## TUITION, BOOKS, AND FEES

The fee for tuition is \$3,500 for the first year of training. For the second year of training, tuition is \$4,000. Tuition is payable July 1<sup>st</sup> of each school year. All students will purchase the necessary books for the 24 month program through NKDH for a fee of approximately \$1,700.00 which is payable July 1<sup>st</sup> of the first year of training. In March of the student's 2<sup>nd</sup> year of training Registry review material must also be purchased. The total cost is approximately \$475. Note: this price includes the HESI Exit Exam required by Ivy Tech Community College (approximately \$85), and \$225 ARRT Registry application fee. ***NKDH School of Radiologic Technology is currently working with Norton Scholar Program to provide tuition payment and reimbursement options. Please inquire with the program director if interested, or visit <https://nortonhealthcare.com/careers/students-in-healthcare/tuition-assistance/>, for more information.***

## REFUND POLICY

A 100% refund of the first year tuition will be granted if the student decides to withdraw from the program on or before the first day of the school year. A 75% refund of the first year tuition will be granted if the student decides to withdraw from the program within the first four weeks of the first school year. No refunds will be granted after the fourth week of the first year.

## STUDENT SERVICES

### FINANCIAL AID

The NKDH School of Radiologic Technology does not participate in student financial aid programs. The cost of tuition and books is the responsibility of the student. NKDH School of Radiologic Technology is currently working with Norton Scholar Program to provide tuition payment and reimbursement options. Please inquire with the program director if interested. The school does participate in the Workforce Innovation and Opportunity Act of Indiana.

### STUDENT COUNSELING

Students seeking personal counseling are welcome to talk to school faculty members. All discussions will be kept confidential. KDH also offers personal counseling sessions through EAP (the Employee Assistance Program) for employees and students. Initial consults are free of charge to the student.

### DISABILITIES

Students with disabilities may request accommodations in accordance with applicable federal (Americans with Disabilities Act) and state laws.

### DISCOUNTS

NKDH Radiology Students and their immediate family (spouses and children) are eligible for a 25% discount on all NKDH in-patient and out-patient services (for fees not covered by insurance). This discount does not extend to physician service fees.

## TRANSFER, PART TIME, or ADVANCED PLACEMENT

The NKDH School of Radiologic Technology does not accept transfer, part-time or advanced placement students.

## PROGRAM HOURS

The program is considered full-time and students are scheduled for six to eight hours a day, five days a week. Clinical hours of attendance will vary in accordance with the individual student's rotational assignment. Students will be required to complete evening and weekend clinical rotations in order to obtain necessary trauma competencies as well as to increase confidence and independence. In accordance with Accreditation Standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT) students are not permitted to be scheduled for more than ten hours per day or 40 hours per week in total program activities (classes, labs, and clinical rotations). NKDH radiology students spend a total of approximately 1,000 hours in the didactic setting and 2,000 hours in the clinical arena.

Each school year begins on July 1 and ends approximately June 30. The program is a continuous 24 months of study leading to a certificate.

The hours for each assigned rotation are as follows:

All class days	0900 to 1600
Rooms 1, 2, 3, MCMB (Main Campus Medical Building), weekends, special imaging rotations, pt. care, pt. transport, and venipuncture	0800 to 1600
CCC (Convenient Care Clinic)	900 to 1400
DTMB (Downtown Medical Building)	0900 to 1700
Evenings	1600 to 2200

**Note: Additional clinical settings at Norton Louisville locations are being considered and may be required in the future. This would occur on a rotational basis.**

The first 6 weeks of training will include clinical rotations which will be scheduled Monday through Friday during daytime hours (8a to 4p) at the NKDH main campus.

Beginning in the 7<sup>th</sup> week of school, clinical rotations will continue and the CCC & DTMB rotations will be added once every 6 weeks. Rotations will continue to be set up on a Monday through Friday basis.

Beginning in the 13<sup>th</sup> week of training, the patient care and patient transport rotations will be added once every 6 weeks for a period of 12 weeks to enhance the students' knowledge and experience in patient interaction and basic patient care procedures.

Between the 6<sup>th</sup> month of training and the 18<sup>th</sup> month of training, an evening and weekend rotation is added once every six weeks in order to assist the student in acquiring mandatory trauma competencies.

Beginning in the 10<sup>th</sup> month of training, students will be scheduled to observe in imaging procedures performed in the surgical suite at NKDH once every six weeks until their 13<sup>th</sup> month when they engage in imaging procedures performed in the surgical suite once every six weeks for the remainder of their training.

At the end of the 12<sup>th</sup> month, the DTMB rotation is dropped for six months and will resume two days every six weeks between the 18<sup>th</sup> and 24<sup>th</sup> months of training.

Beginning in the 13<sup>th</sup> month of training, a CT rotation is added once every six weeks and will remain as an implemented rotation throughout the entire second year of training.

At the end of the 15<sup>th</sup> month of training, a venipuncture rotation is implemented once every six weeks for 12 weeks and the student will begin special modality rotations to include radiation therapy, nuclear medicine, ultrasound, MRI.

In the last six months of training, the evening and weekend rotations are dropped and all other rotational assignments will be completed in a Monday through Friday fashion.

All didactic classes are held at NKDH. Clinical education is conducted at the facilities of the NKDH Hospital, the NKDH Main Campus Medical Building, the NKDH Convenient Care Clinic, and the NKDH Downtown Medical Building. The NKDH School of Radiologic Technology includes opportunities for students to rotate through several out-patient facilities because these rotations allow students the opportunity to explore career options in different radiology environments, such as general doctors' offices, orthopedics (with an emphasis on extremity and spine radiography), and urgent care. The hospital environment allows students to gain experience in routine, portable, trauma, fluoroscopic, and surgical imaging procedures. Each student is scheduled to spend an equal amount of time in the assigned clinical rotations. This ensures a fair and impartial education for all students.

Students are routinely scheduled for three days of didactic courses and two days of clinical rotations per week for their first four weeks of training. Thereafter and for the remainder of the program, students are scheduled for two days of didactic courses and three days of clinical rotations per week, with the exception of the 13<sup>th</sup> month of training in which no didactic classes are held. Students are focused only on their clinical rotations during this time. Please note that students are responsible for their own transportation to and from all didactic and clinical rotation assignments.

## ATTENDANCE POLICY

The didactic, laboratory, and clinical components of instruction are essential to properly prepare all students for entry into the profession. **To meet this objective, attendance and participation in all classroom, laboratory and clinical sessions is required.**

### VACATIONS AND HOLIDAYS

Vacation time is scheduled throughout the two years for all students. Students must take their vacation during the scheduled periods and may not exchange them for other time periods. This policy is to assure that all students receive all material in the appropriate sequence.

#### **Students receive seven (7) holidays per year:**

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

#### **Students are also scheduled to be off:**

- Good Friday
- The Friday following Thanksgiving
- Christmas Break (approximately 1 week)
- One week after the completion of each semester (with the exception of the 6<sup>th</sup> semester due to graduation.)

*NO student will be scheduled for Easter, Memorial Day, Labor Day, or Thanksgiving weekend.*

### PERSONAL BANK HOURS

Each new first year student will begin with a clean attendance record. 40 hours of time will be placed in their "bank." When a student is absent, tardy, leaves early, etc., the time missed will be removed from their bank. Students will be given updated attendance reports at the beginning of each month. If a student exceeds their 40 hours of "bank" time, all hours exceeding 40 will have to be made up on the student's time off, at the discretion of program faculty. At the end of the first year, 40 new hours will be added for the second year of training. No hours can be carried over from the first year. No student will be allowed to add hours to their bank, with the exception of having time awarded in the event that a student meets semester competency early. There is an extended absence policy and an excessive absenteeism policy outlined in the student handbook which is issued to students on the first day of class.

## SCHOOL CALENDAR

Below is a copy of the school calendar. Dates are subject to change but students will be notified in advance. Holidays and vacations **WILL** be observed according to the "Vacation and Holiday" policy as listed above.

## July 2024 to June 2025

### 2023

July 1

**July 4**

**August 31 - September 2**

October 4

**October 5 - October 13**

October 14

**November 28 – December 1**

**December 21 – December 29**

**January 1**

**January 20**

1<sup>st</sup>/4<sup>th</sup> semester starts semester starts

**Independence Day – no school**

**Labor Day break - no school**

1<sup>st</sup> / 4<sup>th</sup> semester ends - clinical comps due

**end of semester break - no school**

2<sup>nd</sup> / 5<sup>th</sup> semester starts

**Thanksgiving break - no school**

**Christmas break**

**New Year Day - no school**

**Martin Luther King Jr. Day – no school**

### 2024

February 21

**February 22 – March 2**

March 3

**April 18 – April 20**

**May 24 - May 26**

June 18

June 20

**June 21 – June 29**

2<sup>nd</sup> / 5<sup>th</sup> semester ends - clinical comps due

**end of semester break - no school**

3<sup>rd</sup> / 6<sup>th</sup> semester starts

**Good Friday/Easter break - no school**

**Memorial Day break - no school**

6<sup>th</sup> semester ends - clinical comps due - Graduation!

3<sup>rd</sup> semester ends - clinical comps due

**end of semester break - no school**

## OUTSIDE EMPLOYMENT

Employment outside the program is permitted. Students are encouraged to realize that outside employment must not interfere with their education. Students are expected to regard their education as their first priority and to be on time regardless of the hours of the outside job. The working student should notify his or her employer that their school hours change periodically and that they will be assigned to Saturday and Sunday rotations at various times throughout their training.

## RADIATION MONITORING

Indiana State Law demands that students wear a personnel dosimetry badge at all times while in the clinical setting in order to monitor the radiation dose the student receives.

The medical imaging department, prior to the beginning of the student's clinical education, provides each student with an OSL dosimeter. It is to be worn at all times while in the clinical setting. The dosimeter must accompany the student to any clinical rotation.

The dosimeter packet will be exchanged for a new one on a monthly basis for reporting purposes.



As the radiation monitoring reports are received, the program director will show them to the students. It is the responsibility of each student to review their readings and sign the report. The student reports are filed in the program director's office.

The radiation safety officer (RSO) reviews the monthly dosimeter reports. If any student's effective dose exceeds the NCRP (National Council on Radiation Protection and Measurements) recommendations, the RSO will notify the program director. The program director will then schedule a meeting with the student to discuss justification of this additional radiation exposure and proper documentation will be made. The student will be counseled on how to keep self-exposure to a minimum.

Total cumulative effective dose reports will be given to or mailed to each student on an annual basis.

### **RADIATION SAFETY RULES FOR CLINICAL OBSERVATION**

Students who follow radiation safety rules should never receive an excessive monthly effective dose and should stay well below the annual limits. The rules of radiation protection are included in the student handbook. Instruction concerning these rules is disseminated to the students during the first week of class and before the student begins their clinical rotations. Leaded protection apparel is provided for student use by NKDH.

**Failure to comply with radiation safety regulations will result in disciplinary action.**

Adherence to these rules will help to protect student radiographers from the biological effects caused by ionizing radiation. They will also enable the pregnant radiography student to continue present duties with the assurance that the fetus is well-protected from radiation effects.

### **PREGNANCY POLICY**

#### **Declared Pregnant Student**

Students who become pregnant during the 24 month educational program at The NKDH School of Radiologic Technology have the option of "**voluntarily**" disclosing their pregnancy to program officials without modification of their clinical rotations. If the student chooses to disclose their pregnancy to program officials, a "**Program Notification**" form must be completed. This form is available through the program director's office.

Once declared, pregnant students have three options from which to choose concerning their pregnancy:

- Option #1:** The student will continue in the program, adhering to the rules and regulations of a declared pregnant student. Pregnant students with concerns are advised to speak with their physician.

**Option #2:** The student may withdraw from the program and return the following year, provided space is available. Note is made that special provisions cannot be made to “hold” a seat until the student returns.

**Option #3:** The student also has the option for written withdrawal of declaration.

The NKDH School of Radiologic Technology follows the **Nuclear Regulatory Commission (NRC)** regulations for pregnant students by adhering to their policy. Pertinent policy information is made available in the student handbook.

To assure that the radiation dose to the fetus does not exceed the recommended limits, pregnant radiation workers are urged to declare their pregnancy to the institution and Radiation Safety Officer as soon after conception as possible. An additional radiation monitoring device will be issued to be worn at waist level for fetal exposure monitoring.

Students who voluntarily disclose their pregnancy, will be required to read the third revision of the U.S. NRC Guide 8.13, “Instruction Concerning Prenatal Radiation Exposure”; Policy #8152355 “Personnel Radiation Monitoring”, and Policy #8244468 “Radiation Safety Rules for Pregnant Workers” which are located in the program director’s office and within Policy Stat. The pregnant student will be given the opportunity to ask questions of the Radiation Safety Officer regarding its content. She will be required to sign the **Statement of Understanding of the Radiation Guidelines for Pregnant Students and the Written Notice of Voluntary Declaration Program Notification Form**. Signing of these documents signifies that the pregnant student has read and understands the information and her responsibility as a “declared pregnant student.”

It is the practice of this program to educate, offer, and encourage radiation protection to all workers and to all students; therefore, NKDH and any of its associates will not assume liability for the mother or the unborn child in case of pregnancy. The pregnant student’s rights as a “declared pregnant student” only begin with the official notification to program officials.

### DRESS CODE

1. Uniforms (scrubs, socks, and shoes) are purchased by the student. Uniform type is selected by program officials. Uniforms must be clean and scrubs must be neatly pressed. First impressions are important when giving patient care. If a student arrives in the clinical setting or in the classroom setting with wrinkled scrubs or dirty uniforms, they will be sent home to change. The time missed will be removed from the student’s bank of hours.
2. ID badge and OSL dosimeter. (The ID badge must be worn by the student at all times while on KDH premises. The OSL dosimeter must be worn at all times at collar level in the clinical setting.)
3. The student must present with a watch in the clinical setting. The watch must have a means of tracking time down to seconds. (A digital watch is preferred for accuracy.)

4. Fingernail polish must be clear or pale color. Artificial nails, gels, stickers, and/or tips are not permitted.
5. Natural fingernails must be kept short (the nail tip should be no more than ¼ of an inch in length). Nails must be clean and well manicured.
6. Hair may not fall below the shoulders unless tied back in the clinical setting. It must be neatly combed and clean.
7. Jewelry is not permitted while in uniform except for rings, earrings, and necklaces of modest design and appearance. Earrings must be post-type or a small hoop with a maximum of ½ inch diameter. Jewelry in the face (see nose piercing below for details), tongue and any other exposed area besides the ears is not acceptable. (If any of these unacceptable piercings exist, the jewelry must be covered with a band-aid or removed during time spent at KDH.) In addition, no more than three piercings in each ear are allowed. Spikes and gauging are not acceptable. Nose piercing is allowed, but limited to one piercing of a stud not larger than a 1/4 karat and must be on the side of a nostril.
8. Any exposed tattoo which could be considered offensive to others, i.e. profanity, nudity, etc. must be covered. Inappropriateness will be determined by the Department Director in consultation with the respective Leadership member and the Human Resources Director.
9. Perfume and cologne shall not be worn by student radiographers.
10. Facial hair such as beards, mustaches, or sideburns must be neat, clean and well-trimmed. No “scruff” is allowed.

### SUPERVISION

The student will be under either **DIRECT** or **INDIRECT SUPERVISION** at all times in the clinical setting.

**DIRECT SUPERVISION** means that the Clinical Instructor or a qualified technologist is physically present in the room assisting and/or supervising the performance of the radiographic procedure. Once the student has successfully completed certain competencies, they may perform that exam/procedure under indirect supervision.

**INDIRECT SUPERVISION** means that the student may perform the procedure independently without an instructor or technologist present in the room. However, an instructor or qualified technologist must be **immediately** available in the area adjacent to where the student is; they may not be performing an exam on another patient. A senior student who has completed competency on an exam **CANNOT** be utilized for a junior student as either direct or indirect supervision.

### REPEAT POLICY

To ensure that patient radiation exposure is kept to a minimum and to comply with JRCERT Standards and Indiana State Regulations, students may not repeat radiographs for any reason without direct supervision.

**IF A STUDENT MUST REPEAT AN IMAGE, AN INSTRUCTOR OR TECHNOLOGIST MUST BE PRESENT IN THE ROOM. (THE STUDENT MUST MAKE THE REPEAT**

**UNDER DIRECT SUPERVISION.) THE INSTRUCTOR OR TECHNOLOGIST MUST CHECK THE STUDENT'S POSITIONING AND TECHNIQUE BEFORE THE REPEAT EXPOSURE IS MADE.**

### **STUDENT SAFETY**

It is mandatory for all new students to attend NKDH Onboarding. While there, safety topics such as emergency preparedness and substance abuse are discussed. These topics' protocols and procedures are also disseminated to the students. Copies of the NKDH substance abuse policy as well as the NKDH harassment policy and pertinent information from the NKDH infection control policy are included in the student handbook.

### **INSURANCE COVERAGE**

Health insurance coverage is not offered to radiologic technology students, and is not required.

### **COURSE SCHEDULE**

The following schedule is the course schedule for the six semesters of the program:

#### **1<sup>st</sup> YEAR - 1<sup>st</sup> SEMESTER**

Anatomy & Physiology I  
Radiographic Procedure & Positioning I  
Orientation & Basic Radiation Protection  
Patient Care  
Principles of Radiographic Exposure I  
Labs  
Clinical Education I

#### **1<sup>st</sup> YEAR – 2<sup>nd</sup> SEMESTER**

Anatomy & Physiology II  
Radiographic Procedure & Positioning I / Radiographic Procedure & Positioning II  
Medical Terminology  
Patient Care / Radiation Physics I  
Principles of Radiographic Exposure I  
Labs  
Clinical Education II

#### **1<sup>st</sup> YEAR – 3<sup>rd</sup> SEMESTER**

Anatomy & Physiology II  
Radiographic Procedure & Positioning II  
Medical Terminology  
Radiation Physics I  
Principles of Radiographic Exposure II  
Labs  
Clinical Education II

## **2<sup>nd</sup> YEAR – 4<sup>th</sup> SEMESTER**

Medical Ethics & Law

Imaging

Pediatrics / Pharmacology

Principles of Radiographic Exposure II

Radiographic Procedures & Positioning III

Labs

Clinical Education IV

## **2<sup>nd</sup> YEAR – 5<sup>th</sup> SEMESTER**

Radiation Physics II

Imaging

Radiation Biology & Radiation Protection

Principles of Radiographic Exposure II / Radiographic Pathology

Radiographic Procedure & Positioning III / Radiographic Procedure & Positioning IV

Labs

Clinical Education V

## **2<sup>nd</sup> YEAR – 6<sup>th</sup> SEMESTER**

Imaging

Specialized Imaging

Radiographic Pathology

Radiographic Procedures & Positioning IV

Labs

Radiation Biology and Radiation Protection / Registry Review

Clinical Education VI

## **CURRICULUM / COURSE DESCRIPTIONS**

The following are course descriptions for all required classes offered at NKDH:

### **COURSE: ORIENTATION AND BASIC RADIATION PROTECTION**

This course is designed to acquaint the new student with goals, philosophies, and organization of the radiography program and the radiology department, including radiation safety. Students will learn about the concepts of customer service excellence as well as continuous quality improvement in order to become a vital member of the medical team. An appreciation of radiologic technology will be established through an understanding of medical history, the evaluation of radiologic technology, and the professional organizations. The knowledge of career advancements within radiologic technology will enable the student to establish and maintain high goals. Students will learn about the potential danger of radiation exposure as well as the methods/principles of protecting the patient and the occupational worker. Students will also complete an American Heart Association Basic Life Support class, receiving a two-year accreditation. The general intent of this course is to set the pace for the student's professional growth in radiologic technology. Credit Hours: 2

**COURSE: ANATOMY AND PHYSIOLOGY I AND II**

Radiographers are expected to perform examinations with detailed knowledge and understanding of the human body and its structure and function. The radiographer must have an in depth knowledge of the skeletal system, along with the other systems of the human body and understand how they are interrelated. The anatomy & physiology of the parts of the body as a whole play an important role in the radiographic procedures and the resultant images. The study of body structure, including the size, shape, and composition as well as body functions will be included in these comprehensive courses. Completion of these two courses will help the student to interpret requisitions for radiographic procedures, to properly position the part, and to recognize the structures and organs visualized on the images.

- Anatomy I explores the general organization and planes of the body. Additional topics include basic chemistry, cells, tissues, membranes and the skeletal system.
- Anatomy II topics include the integumentary, muscular, nervous, endocrine, vascular, lymphatic, digestive, urinary, and reproductive systems. Special senses, blood, heart, body temperature, and metabolism are also covered.

Anatomy & Physiology I Credit Hours: 2

Anatomy & Physiology II Credit Hours: 4

**COURSE: RADIOGRAPHIC PROCEDURES AND POSITIONING I**

This course is designed to assist the student in acquiring the skill in procedures and positioning of the various parts of the body for the proper demonstration of the structure(s) of interest. Students learn basic positioning fundamentals including osteology, surface landmarks, arthrology, bony landmarks, body relationship terms, and body movement. The student will learn the many different projections that are required in radiography of the upper and lower limb. Each section includes a review of important anatomy along with detailed information in conducting the procedure. A good understanding of procedures and positioning is necessary to produce diagnostic images for interpretation by a radiologist. Credit Hours: 4

**COURSE: RADIOGRAPHIC PROCEDURES AND POSITIONING II**

Radiographic Procedures and Positioning II is designed to help the student acquire the skill in positioning the various parts of the body for the proper demonstration of the structures of interest. This course is an important element in the radiology student's success in procedures and positioning of the chest, bony thorax, abdomen, femur, pelvic and shoulder girdles, digestive, and urinary system. Mobile radiography of the chest, abdomen, infant, and extremities is also covered. Credit Hours: 5

**COURSE: RADIOGRAPHIC PROCEDURES AND POSITIONING III**

This course is designed to assist student radiographers in achieving clinical competency of spinal column diagnostic imaging. This course begins with a comprehensive instruction of spinal anatomy. Then it progresses to detailed instruction in regards to performing the many projections and positions utilized in imaging the spinal column. Both trauma and non-trauma situations will be examined and patient safety will be emphasized. Credit Hours: 2

#### **COURSE: RADIOGRAPHIC PROCEDURES AND POSITIONING IV**

This course is designed to help the student radiographer acquire proficient skill in positioning and imaging of cranial and facial anatomy. The course will begin with a comprehensive instruction of cranial and facial anatomy followed by discussion of the lines and planes of the skull that will assist the student in positioning the head appropriately. After this, there will be detailed instruction in regards to performing the many projections and positions utilized in imaging the skull and the facial bones. Both trauma and non-trauma situations will be examined and patient safety will be emphasized. Credit Hours: 2

#### **COURSE: PATIENT CARE**

The Patient Care course is designed to acquaint the student with patient care procedures and techniques used in the general care of the radiology patient. Many specific exams involving direct patient care, universal precautions, and infectious diseases will be discussed in detail. Topics to be explored include patient safety, assessment, communication, infection control, surgical asepsis, vital signs, basic EKG monitoring, medical emergencies, and trauma considerations. This course also explores special topics related to pediatric and geriatric patients as well as care of patients during specialized procedures. Students will have demonstrations and competencies and will practice the principles and procedures outlined in the topics above. Credit Hours: 4

#### **COURSE: MEDICAL TERMINOLOGY**

For radiographers to effectively function in the clinical environment, they must be capable of reading, writing, and speaking medical language. Effective communication will enhance the radiographer's ability to work in the health care environment resulting in quality care of patients. The intent of this course is to introduce medical abbreviations, symbols, and terminology which the radiographer will encounter during their professional career. Upon completion, the student will be capable of recognizing, interpreting, spelling and pronouncing medical terms as they are used in the clinical setting. Credit Hours: 3

#### **COURSE: PRINCIPLES OF RADIOGRAPHIC EXPOSURE I AND II**

Upon completion of these courses, the student will employ appropriate technical factors (mAs, kVp, FSS, SID, OID, etc.) and proper accessory devices (grid, IR, immobilization devices, beam restriction, lead shields, etc.) in order to keep patient dose at a minimum while producing optimal radiographs. A variety of radiographic mathematical formulas are taught that will help the student radiographer to eliminate the "guessing game" while clinically employing the concepts taught in these courses.

- Principles of Radiographic Exposures I is a basic look at the many factors contributing to image quality.
- Exposures II examines the same factors in more detail while adding the quality assurance standards of the equipment used to produce diagnostic images.

Principles of Radiographic Exposure I Credit Hours: 3

Principles of Radiographic Exposure II Credit Hours: 5

#### **COURSE: RADIATION PHYSICS I AND II**

Radiation in its many forms has been a natural phenomenon since the beginning of time. Life on earth has always been subjected to these radiations and, in natural quantities, has uniquely adapted to their effects. When biological organisms are subjected to radiation, the effects can range from minimal to substantial. X-radiation is the tool of image production and therefore the radiographer must possess the knowledge of the potential hazards inherent in each exposure. It is the intent of these courses to create an understanding of the atom, different radiation energies, the production of radiation, the transformations that occur, and the concepts of particular laws of science which govern the world of physics. In addition, units of measuring energies as well as the equipment involved in x-ray production shall be examined. Upon completion of these courses, the student will understand the importance of keeping exposure to a minimum through knowledge of radiation energies, equipment, and safety features.

- Radiation Physics I describes the fundamental nature, properties, and production of x-rays. The structure of the atom, basic science terminology, the periodic table, electromagnetic spectrum, interactions of ionizing radiation with matter, and electrostatics are explored.
- Radiation Physics II incorporates the fundamentals learned in Physics I with further exploration into the principles of operation of radiographic equipment and circuitry.

Radiation Physics I Credit Hours: 2

Radiation Physics II Credit Hours: 2

#### COURSE: PHARMACOLOGY

Advances in medical imaging have created tremendous changes in the skill and knowledge required of the radiographer today. This course is designed to enhance the knowledge base of the student in the area of pharmacology and drug therapy. It will assist in preparing the student for the health professional's role in the assessment, planning, implementation, and administration of the various drugs utilized in a medical imaging department. This course educates the radiographer as to the classifications of contrast medias used in medical imaging along with a basic understanding of their interactions, the correct means of administration, and contra-indications. All technologists must have a thorough understanding of contra-indications for contrast media usage and identify those exams with which these contra-indications exist. Pharmacology and venipuncture technique are taught in this course and basic vascular anatomy is reviewed. Legal and ethical issues are also visited. This course's basic intent is to equip the student radiographer with the knowledge necessary to correctly administer imaging drugs to the patient and to protect the patient during the administration and post-administration periods. Credit Hours: 1

#### COURSE: PEDIATRICS

Understanding children and acknowledging the need for an approach on a "different" level is the essential ingredient for the successful diagnostic imaging of children. Two important areas covered during this course are pediatric communication skills and pediatric immobilization. Although pediatric imaging and adult imaging have many similarities in positioning basic projections, the radiographer must adapt and practice the following when performing an x-ray procedure on a pediatric patient: an open mind, patience, creativity, and the ability to understand a child's behavior as it relates to age. The student radiographer will learn about warning signs and symptoms of abused or neglected children in this course. Pathology commonly seen in children will also be discussed as will x-ray examinations generally performed only on pediatric patients. In addition,



this course will prepare the student for important protocol related to pediatric imaging, such as radiation protection practices, patient motion control, and child contrast media dosages. Credit Hours: 1

**COURSE: SPECIALIZED IMAGING**

This course is designed to introduce the student radiographer to advanced special imaging procedures. Surgical Procedures and sterile techniques are included at the beginning of this course. This is followed up by in-depth discussions concerning long bone measurement and bone age imaging as well as imaging of the salivary glands, the reproductive system, the circulatory system, the central nervous system (myelography), and joints (arthrography). Specialized equipment and supplies, along with pertinent patient care methods for these special exams are reviewed. Mammography, Cardiac Catheterization, MRI, Nuclear Medicine, PET scanning, Ultrasound, Bone Densitometry, Radiation Oncology, cross-sectional anatomy, and CT are also introduced in this class. The intent of this course is to allow the student radiographer the opportunity to explore beyond entry level medical imaging into the multiple modalities offered in the field today. Credit Hours: 2

**COURSE: MEDICAL ETHICS AND LAW**

This unit will provide the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. The medico-legal considerations will assist the student in utilizing ethical principles and practicing their profession in a safe and legal manner. This course will introduce the following documents to the student radiographer: NKDH's "Patient's Rights", The Code of Ethics for R.T.s, and the ARRT Standards of Ethics. Credit Hours: 2

**COURSE: RADIOGRAPHIC PATHOLOGY**

This unit will acquaint the student with various pathologic conditions of the body and their impact on the radiographic process. The basic knowledge of disease processes will enable the student to produce optimum diagnostic radiographs and ensure effective patient care for the seriously ill or traumatized patient. The intent of this course is to assist the student in understanding various pathologic and disease entities; how to care for the patient who is afflicted with said pathologies; and how to adjust radiographic technical factors based on the existence of pathological conditions. Credit Hours: 3

**COURSE: RADIATION BIOLOGY AND RADIATION PROTECTION**

This unit is designed to provide the participant with knowledge pertaining to the biological impact of exposure to ionizing radiation. It also will serve to instruct the class on how to protect themselves, their patients, and their co-workers from radiation-induced biological damage. Known radiation dangers, public accountability, and increased government intervention dictate the radiographer to have a strong understanding of these principles in order to safely practice the art and science of radiology. Principles and concepts explaining the basic interaction of radiation with matter, subsequent effects, units of measurements, dose equivalents, and exposure monitoring are included. In addition, a thorough understanding of dosimetry reporting along with proper usage of radiation limiting devices and proper exposure technique selection shall be instructed. The intent of this course is to instill an awareness of good radiation protection standards as well as to create a

career-long dedication to faithful practice of these standards among course participants. Credit Hours: 3

**COURSE: IMAGING**

This course is designed to instruct the student concerning a variety of imaging procedures that they will likely encounter throughout their careers. The student must comprehend the principles of the various imaging modalities available to the profession. The relationships of imaging systems are intertwined and overlap in almost all systems. The student should be cognizant of the commonalities that exist in the production of a radiographic image regardless of the system used. The intent of this course is to describe the various imaging processes so that application of principles to produce optimum diagnostic radiographs will be utilized. Automatic exposure control (AEC) and fluoroscopy are taught in a comprehensive manner. The course ends with an in-depth discussion of digital imaging to include CR, DR, and PACS. It is important that the student understands the basic principles of operation as well as advantages and disadvantages of all these systems. Credit Hours: 5

**COURSE: REGISTRY REVIEW**

This course is designed to aid the student in preparing for the ARRT registry through review of material previously studied. It is the intent that information for this review be attained by the student throughout the two-year program. This course will utilize a variety of review material and computer-assisted testing (CAD) in order to allow the student the opportunity to recall and apply previously learned information. This course will also allow the student the opportunity to realize any didactic content for which they may need remediation. Credit Hours: 5

**COURSE: CLINICAL EDUCATION I:**

The student is introduced to and becomes familiar with the clinical setting during their first semester. The student will begin their participation in the medical imaging department in a limited capacity as their initial clinical rotations will primarily involve observation of procedures and tasks. Following successful completion of modality checklists, didactic material, and laboratory evaluation, the student will gradually begin to perform some radiographic examinations and duties under the direct supervision of a radiologic technologist. This progressive approach is a necessary feature of developing a competency-based clinical education for the student. Credit Hours: 11

**COURSE: CLINICAL EDUCATION II:**

This is a continuation of Clinical Education I and the student will be expected to demonstrate a higher level of participation in the medical imaging department through the routine performance of procedures and tasks. Following successful completion of didactic material and laboratory evaluation, the student begins to perform more difficult exams under the direct supervision of a technologist. The student will also begin clinical competency testing to establish proficiency for certain procedures. Following successful completion of a clinical competency evaluation for an exam, the student may begin performing that procedure with indirect supervision. Credit Hours: 12

**COURSE: CLINICAL EDUCATION III:**

This is a continuation of Clinical Education I and II in which the student is expected to demonstrate an even more advanced level of participation in the medical imaging department. The student continues the clinical competency testing process and the successful passing of these tests will allow them to perform these procedures with indirect supervision. Credit Hours: 12

**COURSE: CLINICAL EDUCATION IV:**

This is a continuation of Clinical Education I, II, and III. The student will begin to develop independent decision-making skills to prepare them for the role of a radiologic technologist. The student continues the clinical competency process and should be performing many exams with indirect supervision. Credit Hours: 14

**COURSE: CLINICAL EDUCATION V:**

This is a continuation of Clinical Education I, II, III, and IV. The student should be developing and establishing their decision-making skills at a high level of independence. The student will be performing most exams with indirect supervision. Credit Hours: 12

**COURSE: CLINICAL EDUCATION VI:**

This is the final section of clinical education. The student will complete the clinical competency process; all required clinical competency exams must be completed by the end of this course. The student will fine-tune their clinical skills as they prepare to enter the work force as an entry-level technologist. Credit Hours: 12

Revised 7/16, 7/17, 7/18, 6/19, 7/20, 4/21, 7/21, 7/22, 7/23, 2/24

**Norton King's Daughters' Health  
School of Radiologic Technology  
1373 East State Road 62  
Madison, IN 47250**



**APPLICATION FOR ENROLLMENT**  
**(for the start date of July 1, 2024)**

Please print or type:

**SECTION I - PERSONAL INFORMATION:**      Date: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Present  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you lived at this address more than one year? \_\_\_\_\_ If not, please list your previous address:  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Numbers:  
Home #: \_\_\_\_\_ Day #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Is it ok to send texts to your cell phone number? Yes \_\_\_\_\_ No \_\_\_\_\_

Previously employed or currently working at Norton King's Daughters' Health? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged with or convicted of a felony or misdemeanor\*? Yes \_\_\_\_\_ No \_\_\_\_\_

***\*Note: Your answer to the question above may impact your eligibility for certification and registration with the American Registry of Radiologic Technologists (ARRT). Please contact the ARRT for information about pre-application eligibility, process, and review. Applicants who answer 'Yes' to the question above must present proof of certification/registration eligibility to Norton King's Daughters' Health School of Radiologic Technology from the ARRT Ethics Committee by April 1, 2024.***

**SECTION II - EDUCATION:**

**High School** - number of years completed:    1    2    3    4

School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

High School Diploma:    Yes \_\_\_\_\_ No \_\_\_\_\_      GED:    Yes \_\_\_\_\_ No \_\_\_\_\_

**College** - Number of years completed: 1 2 3 4 5 6 other

College(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Other Training or Degrees -**

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Current employment license, registration, or certification and number(s): \_\_\_\_\_

**SECTION III - EMPLOYMENT:** (Please list last employer first.)

<i>Date/Month/Year (to/from)</i>	<i>Employer Name/Address</i>	<i>Position Held</i>	<i>Reason for Leaving</i>

**SECTION IV – SPECIFIC ADMISSIONS CRITERIA:**

The Norton King’s Daughters’ Health School of Radiologic Technology Applicant must:

1. have sufficient strength, motor coordination and manual dexterity to be able to:
  - transport, move, lift (up to 100lbs) or transfer patients from a wheelchair or gurney to an x-ray table or to a patient bed.
  - push, pull, bend, kneel and squat routinely.
  - move, adjust, and manipulate a variety of x-ray equipment (including the physical transportation of portable x-ray machines), in order to arrange and align the equipment with respect to the patient and the image receptor according to established procedures and standards of speed and accuracy.
  - work standing on feet 80% of the time.
  - communicate verbally in an effective manner in order to explain and direct patients as it relates to their examinations, and to physically place patients in proper positions for the examination according to established procedures and standards of speed and accuracy.
  -
2. be capable of:
  - handling stressful situations related to technical and procedural standards and patient care.
  - providing physical and emotional support to the patient during radiographic procedures.
  - responding to situations requiring first aid and emergency care (within the scope of practice) for the patient in the absence of a nurse/physician, or until the nurse/physician arrives.
3. have the mental or intellectual capacity to:
  - calculate and select proper technical exposure factors according to the individual needs of the patient and the requirements of the procedural standards of speed and accuracy.

- review and evaluate the recorded images on radiographs for the purpose of identifying proper patient positioning, accurate procedural sequencing, proper radiographic exposure, and other appropriate and pertinent technical qualities.

*The above “Specific Admissions Criteria” has been provided for you. Please review and explain any reason that would interfere with your satisfactory performance of these items. Check “none” if there is no reason to keep you from satisfactorily performing the admissions criteria. Check “yes” if there is reason to keep you from satisfactorily performing the admissions criteria.*

\_\_\_\_\_none \_\_\_\_\_yes

*Explain any reasons for inability to perform the specific admissions criteria:*

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**SECTION V – CAREER OBSERVATION/SHADOW VISIT FORM:**

Follow the link: <https://nortonhealthcare.com/careers/students-in-healthcare/job-shadowing/>  
 Or go to NortonHealthcare.com and search “shadow” and click on “Job Shadowing” to the right on the page. Complete the form using the below guidelines. *A program official will contact the applicant to schedule the career observation once the form has been processed and application for enrollment has been received.*

- 1) Fill in personal information and or legal guardian information if necessary.
  1. **Have you already submitted an application but never got a placement date?** “No, I have never submitted an application.”
  2. **Reason for request-** “NKDH Radiology School Application Requirement”
  3. **Requirement for School Application-** “Yes”
  4. **Requested Shadow Location-**“Other”
  5. **Location-**“NKDH Madison, IN”
  6. **Requested Department-**“Radiology”
  7. **Choose your role request-**“Radiology Tech”
  8. **Specific Role/Unit-**“Radiology Tech”
  9. **Dates and Times-** Please note: Observations are available Monday-Thursdays 8am-12pm.

**SECTION VI – RELEASE, UNDERSTANDING, ACKNOWLEDGEMENT, & SIGNATURE:**

**I hereby release Norton King’s Daughters’ Health, all employers listed on this application, and any references I use from any liability whatsoever in any response they may give to Norton King’s Daughters’ Health and Norton King’s Daughters’ Health School of Radiologic Technology from their inquiry into my background.**

**I understand that misrepresentation or falsification of any statement on this application or supplemental forms is a cause for cancellation of my application and sufficient cause for dismissal if the falsification is discovered after I am enrolled. If my application for enrollment is accepted, I agree to abide by all rules and regulations of Norton King’s Daughters’ Health School of Radiologic Technology which is owned and operated by Norton**

**King's Daughters' Health.**

**I further acknowledge that passing a background check, and drug-screen test is required for enrollment. I also understand the Associate Degree / collegiate requirements for enrollment (as listed on pages 6 to 9 of the Information/Application Packet).**

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***It is recommended that you complete the application and send the application and fee to the school promptly. This allows faculty to open a file. Once the file is open, the program director will inform you of receipt of your completed application or she will let you know what items are missing. Shadow visits must be scheduled by April 1, 2024 and completed by April 12, 2024.***

revised:, 5/19, 7/20, 7/21, 7/22, 7/23, 2/24

**APPLICATION CHECKLIST**

*This page for office use only*

**Date application received:** \_\_\_\_\_

**COMMENTS ON APPLICANT'S STATUS:**

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*Signature and date when considered complete.*

\_\_\_\_\_  
*Program Director*

\_\_\_\_\_  
*Date*

**LETTERS FORWARDED:**

- \_\_\_\_\_ letter of receipt of completed application
- \_\_\_\_\_ letter of receipt of incomplete application
- \_\_\_\_\_ interview letter
- \_\_\_\_\_ acceptance/ alternate/ denial letter

**APPLICATION IS COMPLETE WHEN ALL ITEMS ARE CHECKED:**

Items Checklist:

App fee (\$75)	_____
Official HS Transcript	_____
Official College Transcript	_____
Minimum SAT/ACT met	_____
2 professional references	_____
Career Observation	_____

Prereqs.

- \_\_\_ Ivy Success Seminar (IVYT 1XX)
- \_\_\_ English Composition (ENGL 111)
- \_\_\_ College Algebra (MATH 136)
- \_\_\_ Speech or Int. Communication (COMM 101 or COMM 102)
- \_\_\_ Intro to Psychology or Intro to Sociology (PSYC 101 or SOCI 111)
- \_\_\_ Anatomy and Physiology I (APHY 101)
- \_\_\_ Anatomy and Physiology II (APHY 102)
- \_\_\_ Medical Terminology (HLHS 101)

Notes: \_\_\_\_\_

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