CENTER FOR EDUCATION

STUDENT HANDBOOK
2017 - 2018

SCHOOL OF NURSING
SCHOOL OF MEDICAL IMAGING
SCHOOL OF RESPIRATORY CARE
St. Mary’s Medical Center
Center for Education
Student Handbook
Fall 2017 – Spring 2018

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INTRODUCTION

Welcome to the Center for Education at St. Mary’s Medical Center, which is home to the St. Mary’s/ Marshall University Cooperative Associate in Science in Nursing Program, the St. Mary’s/ Marshall University Cooperative School of Medical Imaging, and the St. Mary’s/ Marshall University Cooperative School of Respiratory Care. As you begin your program of study, you are beginning challenging and mobile professions. Health care today offers a variety of career options in a wide range of settings.

The policies, rules and regulations are designed to assist your academic progression and promotion in the program. As a student, you will be held responsible for the contents of this handbook during your enrollment in the program.

The first part of the handbook is for all three St. Mary’s Medical Center, Center for Education Programs (Nursing, Medical Imaging and Respiratory Care). The second section is dedicated to additional Nursing and Respiratory Care Policies, and the third section is only for the Medical Imaging students.

The Vice President for Schools of Nursing and Health Professions (VPSONHP), directors, faculty, and staff wish you well in your studies. If we can be of any help to you, please feel free to contact us at any time.
Center for Education Programs:

**School of Nursing**

St. Mary’s School of Nursing (SON) was founded by the Pallottine Sisters of the Catholic Apostolate in 1926. It is the oldest operating RN program in West Virginia, and has graduated over 4100 students.

St. Mary’s School of Nursing, in cooperation with Marshall University (MU), offers a two year associate degree nursing program. The nursing courses are taught at St. Mary’s School of Nursing, the support courses are taught at Marshall University. Upon completion of the program, the graduate receives an Associate in Science in Nursing Degree (ASN) from Marshall University, and is eligible to make application to take the NCLEX-RN for licensure to practice as a registered nurse. Graduates are able to articulate to baccalaureate in nursing programs on a full-time or part-time basis for career advancement.

**School of Medical Imaging**

St. Mary’s School of Medical Imaging (SOMI) was started in 1964. It is a hospital-based educational program consisting of 24 months of competency-based clinical and didactic instruction to prepare graduates for entry level employment as a radiographer, and to sit for the American Registry of Radiologic Technologist (ARRT) certification examination upon graduation. The School of Medical Imaging is a cooperative baccalaureate program with Marshall University.

Radiography is a multi-dimensional career that includes digital and computed radiography, trauma radiography and fluoroscopy. Radiographers have many advanced imaging opportunities available including sonography, computed tomography, magnetic resonance imaging and cardiovascular intervention radiography.

**School of Respiratory Care**

The School of Respiratory Care (SORC) was founded in 2005. It is a cooperative baccalaureate program with Marshall University. The support courses are taught at Marshall University, and the respiratory care classes are taught at St. Mary’s School of Respiratory Care.

Respiratory therapists work with individuals with chronic health problems, such as asthma, pneumonia, bronchitis, and many other breathing disorders. They also come into contact with persons who have been involved in a traumatic accident, experienced a heart attack, or the birthing of premature infants and patients in a pulmonary rehabilitation program.

**Disclaimer**

The provisions of this handbook do not constitute a contract, expressed or implied between any applicant or student and the Center for Education (CFE) at St. Mary’s Medical Center (SMMC). The Center for Education reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations, or fees whenever school authorities deem it expedient to do so.
Academic Calendar – Fall Semester 2017

August 11, Friday
End of summer school

August 14, Monday - August 18, Friday
Registration/Schedule Adjustment

August 15, Tuesday
Residence Halls Open for Freshmen

August 15, Tuesday - August 20, Sunday
Week of Welcome for freshmen

August 18, Friday, 8 a.m. – 4 p.m.
Mandatory Assembly in CFE Rahall Room

August 19, Saturday, 9:00 a.m.
Residence halls open for upperclassmen

August 21, Monday.
First day of classes

August 21, Monday - August 25, Friday
Late registration/schedule adjustment (add-drop)

August 25, Friday
Last day to add a class

August 28, Monday
"W" Withdrawal period begins

September 2, Saturday - September 4, Monday
University computing services unavailable

September 4, Monday
Labor Day Holiday- University Closed - NO CLASSES AT CFE

September 15, Friday
Application for December graduation due in academic dean's office

September 22, Friday
Last Day to Drop 1st 8 Weeks Courses

October 2, Monday
Final draft of thesis/dissertation delivered to committee chair
October 9, Monday, Noon
Freshmen/Sophomore midterm grades due

October 11, Wednesday
1st 8 weeks courses end

October 12, Thursday
2nd 8 weeks courses begin

October 23, Monday
Students should schedule appointments with advisors
to prepare for advance registration.  
(Required for students who have mandatory advising holds)

October 27, Friday
Last day to drop a full semester individual course

October 30, Monday
Recommended date to apply for May 2017 graduation

October 30, Monday - December 8, Friday
Complete withdrawals only

November 6, Monday - November 17, Friday
Advance registration for spring semester
(open only to currently enrolled students)

November 14, Tuesday
Last day to drop 2nd 8 weeks courses

November 18, Saturday, Noon
Residence halls close

November 20 - Monday
Advance registration for spring semester (open to admitted and readmitted students)

November 20, Monday - November 25, Saturday
Thanksgiving Break
Classes dismissed - NO CLASSES AT CFE

November 23, Thursday - November 24, Friday
Thanksgiving Holiday
University closed - NO CLASSES AT CFE

November 26, Sunday, 9:00 a.m.
Residence halls open

November 27, Monday
Classes resume
December 4, Monday - December 8, Friday
"Dead week"

December 8, Friday
Last class day
Last day to completely withdraw from fall semester

December 9, Saturday
Exam day for Saturday classes
Some common finals

December 11, Monday
Exam day

December 12, Tuesday
Exam day

December 13, Wednesday
Study Day
Exams resume at 3:00 p.m. for Wednesday evening classes

December 14, Thursday
Approved Thesis/Dissertation must be submitted to the EDT website
Electronic Thesis and Dissertation form and graduation fee receipt submitted to the Graduate College Office

December 14, Thursday
Exam Day

December 15, Friday
Exam day

December 16, Saturday, TBD
Winter Commencement, Big Sandy Superstore Arena

December 17, Sunday, Noon
Residence halls close

December 18, Monday, Noon
Final Grades due

December 22, 2017, Friday - January 1, 2018, Monday
Winter break, University closed

December 28, Thursday - December 29, Friday
Student Service Offices Open 10:00 a.m. – 4:00 p.m.
(Admissions, Bursar, Financial Aid, Registrar)
Academic Calendar – Spring Semester 2018

January 2, 2018, Tuesday
University reopens

January 2, Tuesday - January 5, Friday
Registration/Schedule adjustments

January 5, Friday, 8 a.m. – 4 p.m.
Mandatory Assembly in CFE Rahall Room

January 7, Sunday, 9 a.m.
Residence halls open

January 8, Monday, 8 a.m.
First Day of Classes

January 8, Monday - January 12, Friday
Late registration/schedule adjustment (add-drop)

January 12, Friday
Last day to add a class

January 15, Monday
Martin Luther King, Jr. Holiday - University closed - NO CLASSES AT CFE

January 16, Tuesday
"W" Withdrawal period begins

February 2, Friday
Applications for May graduation due in dean’s office

February 9, Friday
Last day to drop 1st eight weeks courses

February 19, Monday
Final draft of thesis/dissertation delivered to committee chair

February 26, Monday, Noon
Freshmen/Sophomore mid-term grades due

February 28, Wednesday
1st 8 weeks courses end

March 1, Thursday
2nd 8 weeks courses begin

March 12, Monday
Students should schedule appointments with advisors to prepare for advance registration for summer and fall. (Required for students with mandatory advising holds.)
March 16, Friday  
Last day to drop an individual course

March 17, Saturday, Noon  
Residence halls close

March 19, Monday - March 24, Saturday  
Spring Break  
Classes dismissed - NO CLASSES AT CFE

March 26, Monday  
Classes resume

March 26, Monday  
Recommended date to apply for December 2016 graduation

March 26, Monday - March 30, Friday  
Advance registration for summer sessions (open only to currently enrolled students)

March 30, Friday GOOD FRIDAY - No classes at CFE campus  
Other MU courses will be conducted

April 2, Monday  
Advance registration for summer sessions begin (open to admitted/readmitted students)

April 3, Tuesday  
Last day to drop a 2nd 8 weeks courses

April 9, Monday - April 20, Friday  
Advance registration for fall semester (open only to currently enrolled students)

April 23, Monday  
Advance registration for fall semester begins (open to admitted/readmitted students except first-time fall undergraduates)

April 23, Monday - April 27, Friday  
"Dead Week"

April 27, Friday  
Last class day  
Last day to completely withdraw from spring semester

April 28, Saturday  
Exam day for Saturday classes  
Some common finals

April 30, Monday  
Exam Day

May 1, Tuesday  
Exam Day
May 2, Wednesday
Study Day
Exams resume at 3 p.m. for Wednesday evening classes

May 3, Thursday
Exam Day

May 3, Thursday
Approved Thesis/Dissertation must be submitted to the EDT website
Electronic Thesis and Dissertation form and graduation fee receipt submitted to the Graduate College Office

May 4, Friday
Exam Day

May 5, Saturday, TBD at Big Sandy Superstore Arena
Commencement

May 6, Sunday, Noon
Residence halls close

May 7, Monday - August 12, Friday
Summer School Sessions

May 8, Tuesday, Noon
Final Grades due

May 26, Saturday - May 28, Monday
University Computer Services Unavailable

May 28, Monday
Memorial Day Holiday
University closed

July 4, Wednesday
Independence Day Holiday
University closed
SCHOOL FACILITIES

OFFICES:

VICE PRESIDENT FOR SCHOOLS OF NURSING AND HEALTH PROFESSIONS/DIRECTOR SCHOOL OF NURSING OFFICE – ROOM 138  Phone: 304/526 - 1416
The Vice President of Schools of Nursing and Health Professions (VPSONHP) also serves as the Director School of Nursing. The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

DIRECTOR SCHOOL OF MEDICAL IMAGING OFFICE – ROOM 141  Phone: 304/526 - 1259
The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

DIRECTOR SCHOOL OF RESPIRATORY CARE OFFICE – ROOM 140  Phone: 304/526 - 4969
The Director is available at most times to consult with the student(s). You are encouraged to schedule an appointment in advance.

ADMINISTRATIVE SECRETARY’S OFFICE – ROOM 137  Phone: 304/526 - 1426
Appointments with the Vice President for Schools of Nursing and Health Professions may be scheduled through this office.

ADMISSIONS OFFICE – ROOM 132  Phone: 304/526 – 1423
General admission information and student academic files are in this office. Forms for registration at Marshall are in this office.

BUSINESS OFFICE – ROOM 133  Phone: 304/526 – 1435
All financial transactions are handled in this office.

FACULTY OFFICES

You should arrange an appointment in advance, whenever possible.

**An automated phone menu is utilized for directing incoming phone calls. The phone number is 304/526 – 1415.

LIBRARY / LIBRARIAN’S OFFICE – ROOM 107  Phone: 304/526 – 1433
The librarian catalogs library holdings and coordinates the care of the library either in the office or in the library.
CLASSROOMS/LABORATORIES/LIBRARY

CLASSROOMS – 213, 217, 218, 219, 220, 221, 222
No food or drink is allowed in any classroom. Classrooms are equipped with tables, chairs, and electrical outlets for personal laptops.

COMPUTER LABS – 125, 127, 128, 130
No food or drink is allowed in any computer lab. Computer labs are for the use of CFE students and personnel only. Copyrighted software is not allowed out of the lab; no software is to be downloaded onto flash drives, etc.

LIBRARY – (See Library section for summary of policies and services.) Students are to review the Library Handbook on reference in the library. No food or drink is allowed in the library.

SKILLS LABORATORIES – 195, 199
No food or drink is allowed in the skills laboratories. The labs are utilized for instruction, practice and evaluation. Please check the schedule posted beside each door for availability.

ACADEMIC SUPPORT CENTER – 178
No food or drink is allowed in the academic support center. Resources are available for students who may need academic assistance. Appointments should be scheduled with the designated faculty.

STUDY/TESTING ROOMS – 184, 185, 186, 187, 188, 189
No food or drink is allowed in the study/testing rooms. These rooms are available for use by students, unless the room is needed for testing purposes.

STUDENT LOUNGE/PATIO – The lounge and patio are available for students to relax and/or dine. There are vending machines available, as well as refrigerators and microwaves.

LOCKERS – Each student is assigned a locker. The student is expected to provide their own lock. CFE personnel do have the right to inspect a locker if it is deemed necessary to do so.

COMMUNICATION DEVICES

PHONES/ELECTRONIC DEVICES – No electronic device is to be used in any classroom and/or lab unless the faculty member has instructed the student(s) to utilize the device for a class assignment. Phones are to be turned off during classes/labs. No phones, tablets, smart watches (Apple Watch, FitBit, etc.) etc. are permitted in any class/lab during test review. All electronic devices are to be placed in the student’s assigned locker. Electronic devices with the camera function in the “on” position and smart watches (Apple Watch, FitBit, etc.) are forbidden in the clinical areas. Watches are not permitted during exams as clocks are provided in each room.

BULLETIN BOARDS – Bulletin boards are located throughout the CFE. Check the boards as advised by faculty.

ELECTRONIC MESSAGES – Check email and MU on-line daily.

THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN PROPERTY

Revised: 5/05, 6/07, 4/08, 7/08, 11/08, 11/09, 2/17
Reviewed: 7/10, 7/12, 7/13, 8/17
STUDENT SERVICES

Counseling and Other Assistance

SMMC has a readily available and accessible Employee Assistance Program (304/526-6675), which offers 24 hour service. This program is available to all St. Mary’s employees and students, and includes the following specified service to students and employees and their eligible family members:

- 24 hour telephone access
- Free assessment by professionals
- Short term counseling
- Referral service
- Crisis intervention

Help is also available on the Marshall University campus at the Student Health Education Program (SHEP), MU Recreation Center (304/696-4800). See next page for list of some of the available services.

Formulated: Prior to 5/95
Reviewed/Revised: 5/95, 5/97, 4/98, 10/98, 6/07, 11/08, 11/09, 7/10, 7/13, 8/17
Revised: 5/04, 5/05, 4/08, 7/08, 7/12
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<td>Provides wellness opportunities, substance prevention, and health education</td>
<td>MU Recreation Center – 1st floor</td>
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<td>304/696-4800</td>
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<td>Health &amp; Fitness Center (W. Don Williams Center)</td>
<td>Cardiovascular and weight training equipment. Students must go through a brief orientation prior to use of the center.</td>
<td>Gullickson Hall – 1st floor</td>
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<td>304/696-3653</td>
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<td>Health Insurance</td>
<td>A student accident and sickness group insurance plan providing coverage for hospital and medical expenses.</td>
<td>Office of Student Affairs</td>
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<td>Memorial Student Center, 2W38</td>
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<td>304/696-6422</td>
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<td>Health Services (see SHEP above)</td>
<td>Provided by University Physicians and Surgeons, an affiliate of the University’s School of Medicine. The clinic is located in the new building next to Cabell Huntington Hospital. *Part-time students may be required to pay fees for services.</td>
<td>1st Floor, Family Practice, CHH</td>
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<td>Hal Greer Blvd.</td>
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<td>304/696-1100</td>
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<td>Recreational Facilities (Henderson Center)</td>
<td>Exercise facilities, weight room, indoor pool, etc.</td>
<td>20th Street, 5th Avenue</td>
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<td>304/696-6833</td>
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<td>Speech and Hearing Center</td>
<td>Services for students with speech, voice or hearing concerns.</td>
<td>Smith Hall – Room 143</td>
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<td>304/696-3640</td>
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<td>Campus Christian Center</td>
<td>The ecumenical staff of the Center is responsive to the personal, academic, vocational and spiritual needs of the students.</td>
<td>Campus Christian Center Building</td>
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<td>304/696-2444</td>
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<td>Counseling Services</td>
<td>Provides individual and small group counseling.</td>
<td>Prichard Hall – 1st floor</td>
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<td>304/696-3111</td>
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<td>Office of Disability Services</td>
<td>Provides resources for students with disabilities.</td>
<td>Prichard Hall – Room 117</td>
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<td>Psychology Clinic</td>
<td>Low-cost services available for a range of problems, including depression, anxiety, marital, family, etc.</td>
<td>Harris Hall – Room 335A</td>
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<td>304.696-2772</td>
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<td>Academic Advising Services</td>
<td>Provides program/major information by college</td>
<td>Laidley Hall</td>
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<td>304/696-7041</td>
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<td><a href="http://www.marshall.edu/uc/advising">www.marshall.edu/uc/advising</a></td>
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<td>H.E.L.P. Program (Higher Education for Learning Problems)</td>
<td>Testing and Assistance Program for students with learning problems.</td>
<td>Myers Hall</td>
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<td>520 18th Street</td>
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<td>304/696-6252</td>
</tr>
<tr>
<td>Returning Students Program</td>
<td>Provides counseling and referral for students who are 25 or older and/or are returning after a break in their education.</td>
<td>Prichard Hall – Room 135</td>
</tr>
<tr>
<td></td>
<td></td>
<td>304/696-3111 or 304/696-3338</td>
</tr>
<tr>
<td>Tutors (Educational Support Service)</td>
<td>Provide list of tutors for specific topics.</td>
<td>Laidley Hall</td>
</tr>
<tr>
<td></td>
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<td>304/696-3169</td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
<td>Location</td>
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</tr>
<tr>
<td>Career Services</td>
<td>Career counseling and testing. Computers for resume creation. Part-time and summer employment assistance and many more services.</td>
<td>17th Street and 5th Avenue</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Scholarships, grants and loans</td>
<td>Old Main – Room 116</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artists Series</td>
<td>Educational, cultural and entertaining concerts, productions, opera, films, etc. *Part-time students may purchase tickets at half price.</td>
<td>Joan C. Edwards Performing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arts Center</td>
</tr>
<tr>
<td>Legal Aid</td>
<td>Attorneys offer advice and counseling on all legal matters, which concern students (lease/tenant disputes, consumer rights, domestic relations, auto accidents, etc.)</td>
<td>Memorial Student Center</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2W23</td>
</tr>
<tr>
<td>Library</td>
<td>John Deaver Drinko Library</td>
<td>MU campus</td>
</tr>
<tr>
<td></td>
<td>Health Science Library</td>
<td>Health Center next to CHH</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking pass for students lots for a fee</td>
<td>Bliss Charles Public Safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building</td>
</tr>
<tr>
<td>Sporting Events</td>
<td>Discount tickets are available for students.</td>
<td>Tickets on sale at Henderson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Center</td>
</tr>
<tr>
<td>Student Government</td>
<td>Executive, Legislative &amp; Judicial branches. Elections are held in November and March with representatives from academic colleges within the university.</td>
<td>Memorial Student Center –</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 2W24</td>
</tr>
</tbody>
</table>

Revised: 5/04, 5/05, 4/08, 7/08, 11/09, 7/12, 12/16
Reviewed: 11/08, 7/09, 7/10, 7/13, 8/17
## St. Mary’s Medical Center – Student Services

<table>
<thead>
<tr>
<th><strong>STUDENT HEALTH SERVICES</strong></th>
<th>St. Mary’s Medical Center 1 East</th>
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</thead>
<tbody>
<tr>
<td>Outpatient and Employee Pharmacy</td>
<td>St. Mary’s Medical Center 1 East</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>COUNSELING</strong></th>
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<tbody>
<tr>
<td>Counseling Services</td>
<td>SMMC Employee Assistance Program is available to students. Counselors are available 24 hours/day. Assessment, referral and crisis intervention available.</td>
</tr>
<tr>
<td></td>
<td>304/526-6675 Room 209 St. Mary’s Medical Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACADEMIC ADVISING</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Support</td>
<td>Faculty are available to assist students experiencing academic difficulty.</td>
</tr>
<tr>
<td>Academic Advising Service</td>
<td>Faculty advisor assigned to assist student to progress through nursing program.</td>
</tr>
<tr>
<td></td>
<td>See Student Handbook</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FINANCIAL AID</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>Various scholarships are available to students progressing in the Schools of Nursing, Medical Imaging and Respiratory Care. See guidelines for application for specific scholarships.</td>
</tr>
<tr>
<td></td>
<td>See Student Handbook</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>STUDENT ORGANIZATIONS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Organizations</td>
<td>Each year, student representatives are elected to conduct business and relay information or concerns to the faculty or administration.</td>
</tr>
<tr>
<td>SNA</td>
<td>Affiliated with State and National organization. Students participate in various fund raising and community service projects.</td>
</tr>
<tr>
<td>NCF</td>
<td>Affiliated with National and International support group for students with opportunity for community service.</td>
</tr>
<tr>
<td>Sigma Gamma Nu</td>
<td>St. Mary’s School of Nursing Associate Degree Nursing Honor Society Chapter of Sigma Gamma Nu</td>
</tr>
<tr>
<td>Lambda Nu</td>
<td>SMMC School of Medical Imaging Honor Society</td>
</tr>
<tr>
<td>Lambda Beta</td>
<td>SMMC School of Respiratory Care Honor Society</td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Four computer labs with internet access are available.</td>
</tr>
<tr>
<td>Library</td>
<td>Libraries available to assist students. Textbooks, periodicals, references, audiovisuals and Internet access available.</td>
</tr>
<tr>
<td></td>
<td>Room 107 Center for Education</td>
</tr>
<tr>
<td></td>
<td>See Student Handbook</td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
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</tr>
<tr>
<td>Skills Labs</td>
<td>Learning lab equipped with patient care items and learning models. Open for student practice at posted times.</td>
</tr>
<tr>
<td>Study Rooms</td>
<td>Private study rooms with computer are available.</td>
</tr>
<tr>
<td>Parking</td>
<td>Free parking is available in designated areas. Shuttle service is available to SMMC.</td>
</tr>
<tr>
<td>Cafeteria Discount – SMMC</td>
<td>Students will receive a 15% discount from the SMMC cafeteria. They must be wearing their SMMC-CFE name tag in order to receive the discount.</td>
</tr>
<tr>
<td>Copy Services</td>
<td>A coin operated copy machine is available for student use in the CFE library. All computer printing is also routed to the CFE library copier.</td>
</tr>
<tr>
<td>Pharmacy Services</td>
<td>Students are eligible to utilize the Employee/Outpatient Pharmacy located on 1 East at SMMC. This service is available for currently enrolled students as well as his/her spouse and dependents if claimed on income tax returns. Prescriptions and refills (only for medications originally filled by the SMMC pharmacy) can be filled at cost plus 25%. The pharmacy is open Monday through Friday from 9:30 am – 12:30 noon and 1:30 pm to 3:30 pm. The student is responsible for payment by cash, check, or credit card upon receipt of medication. The student is also responsible for filing this claim with his/her insurance carrier if eligible. Pharmacy services are subject to change without notice.</td>
</tr>
<tr>
<td>Student Lounge/Patio</td>
<td>The student lounge and patio are conveniently located in the CFE, with comfortable seating, tables and chairs. There are vending machines available, as well as refrigerators and microwaves.</td>
</tr>
<tr>
<td>Gift Shop</td>
<td>Gift shops are located in the lobby of SMMC and Cabell Huntington Hospitals.</td>
</tr>
<tr>
<td>ATM</td>
<td>An ATM machine is available at SMMC.</td>
</tr>
<tr>
<td>Internet Access</td>
<td>Students will have access to the Internet for school related research via computers in the CFE library and the computer labs. Access is limited to student research only.</td>
</tr>
</tbody>
</table>
Students are not to access personal e-mail accounts (such as Hotmail). Consult with the librarian regarding computer access. Any student attempting to access inappropriate Internet sites will face disciplinary action. Wireless Internet is also available in the CFE.

Reviewed: 5/04, 7/05, 6/07, 4/08, 7/08, 7/09, 11/09, 7/13, 8/17
Revised: 11/08, 7/10, 7/12
SCHOLARSHIPS

Nursing Scholarships

RUTH STADLER SCHOLARSHIP AWARD
Established by students, family and friends in memory of Ruth Stadler, who served as the School’s evening receptionist from February 15, 1968 through November 6, 1981. An award in the amount of $100.00 is made each year to the nursing student who demonstrates, most consistently, throughout the first year in the program, behaviors that characterize the ideal St. Mary’s student. The recipient is selected by non-teaching school staff through secret ballot.

JILL LEWIS NURSING SCHOLARSHIP FOUNDATION AWARD
Established by classmates, family and friends in memory of Jill Lewis, a senior in the program at the time of her death on February 10, 1986. An award from the interest accumulated from the investment of the Foundation monies is made each year to a nursing student who has completed the first year of the program. The selection is made by faculty and classmates through secret ballot with an effort made to identify the student who has demonstrated the same determination and high ideals for nursing as characterized by Jill Lewis while enrolled in the program.

ST. MARY’S SCHOOL OF NURSING ALUMNI ASSOCIATION SCHOLARSHIP AWARD
Established by the School of Nursing alumni and friends in memory and/or honor of faculty, graduates and friends of the program. Selection of the Year II nursing school recipient(s) is made by a committee composed of the Alumni Association President, Secretary, Treasurer and the Director of the School. Application materials are submitted, giving support for character and academic achievement, as well as financial need. Special consideration is given to the applicant who has parents or other relatives who are Alumni of the School.

ASPINWALL-LIPP SCHOLARSHIP
Established by Charles B. Aspinwall-Lipp in memory of his wife, Elizabeth Hyde Aspinwall, a registered nurse, and in honor of his daughter Elizabeth Aspinwall-Lipp, a graduate of St. Mary’s School of Nursing. The Year II nursing school student(s) must have a 2.5 QPA and are selected by the Director, a faculty member and the class representative (or alternate).

Scholarships for Schools of Nursing, Medical Imaging and Respiratory Care

SMMC CENTER FOR EDUCATION SCHOLARSHIP
Established by SMMC to aid employees or employees’ family members with the tuition for School of Nursing, Medical Imaging or Respiratory Care. Must be a spouse, child or a grandchild of a current SMMC employee to qualify. See the Director of the appropriate school for details.

Revised: 5/04, 5/05, 6/06, 6/07, 4/08, 7/08, 7/09
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
ACADEMIC POLICIES
Academic Integrity 1.0

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Academic Integrity</th>
<th>Policy #: SHB 1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

POLICY: Any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same course of study will be prohibited.

DEFINITIONS:

PROCEDURE:

1. Academic dishonesty shall include, but is not limited to, the following:
   
   a. Cheating
      
      i. Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
      
      ii. Unauthorized assistance of a person, other than the course instructor, during an academic exercise (exams).
      
      iii. Unauthorized viewing of another person’s work during an academic exercise (exams).
      
      iv. Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.
      
      v. Unauthorized use of electronic devices to photograph or record course or evaluation materials (including but not limited to test reviews, tests, or assignments).

   b. Fabrication/Falsification
      
      The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence, or a university record.

   c. Plagiarism
      
      Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:
      
      i. Oral, written or graphical material.
      
      ii. Both published and unpublished work.
      
      iii. Any material(s) downloaded from the internet.

      It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrases and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

   d. Bribes/Favors/Treats
      
      Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions are prohibited.

   e. Complicity
      
      Helping or attempting to help someone commit an act of academic dishonesty.
2. Academic dishonesty is serious and will be reported to the appropriate licensing board.

3. The Vice President for Schools of Nursing and Health Professions and Coordinators will determine the consequences for breaches in academic integrity. Such punishment shall be based upon:
   i. the severity of the offense;
   ii. circumstances surrounding the act;
   iii. repetition of previous offense;
   iv. other factors as may be considered pertinent.

4. The Vice President of Schools of Nursing and Health Professions and Coordinators may:
   i. place the student on probation;
   ii. place a written account of the offense in the student’s permanent file;
   iii. expel the student from the school;
   iv. or take any other steps as may seem appropriate and reasonable.

Formulated: Prior to 5/02
Revised: 5/02, 7/03, 5/04, 1/05, 5/05, 7/07, 7/12
Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/13, 8/17
**Confidentiality Policy 1.1**

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Confidentiality Policy</th>
<th>Policy #: SHB 1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

POLICY: All patient information obtained in the process of completing the program of study in any health care education course will remain confidential.

DEFINITIONS:

PROCEDURE:

1. Every patient has a right to privacy, which is defined and guaranteed by federal and state law and which begins upon admission and continues indefinitely.
2. Unauthorized and prohibited disclosure of information includes discussion with anyone NOT DIRECTLY INVOLVED IN RENDERING CARE TO A PATIENT. (For example, students should not discuss patient information in elevators, hallways, restrooms, cafeteria, and other public areas.)
3. Copying or making a printout of any portion of the patient’s medical record is not permitted for any reason.
4. Students will be required to sign an agency confidentiality form prior to beginning clinical experiences.
5. Students may be required to sign additional confidentiality statements upon agency request.

Formulated: 5/98
Revised: 4/01, 5/02, 5/04, 5/05, 7/07, 11/08, 7/10, 7/12
Reviewed: 4/08, 7/08, 11/09, 7/13, 8/17
POLICY: All students have access to the computer laboratories and will follow specified guidelines when using the laboratories.

DEFINITIONS:

PROCEDURE:

1. The Computer Labs are for the use of the Center for Education students and employees. Visitors, guests, friends, or observers are prohibited unless approval is granted by the Vice President for Schools of Nursing and Health Professions.

2. The copying of copyrighted computer programs is strictly prohibited. Copying copyrighted programs is illegal and could result in severe penalties both to the user and to the Center for Education, and thus, will not be permitted at any time. Violators of this policy will be subject to sanctions imposed by the Vice President for Schools of Nursing and Health Professions.

3. The laboratories are open during the hours the building is open. As class schedules change each semester, the hours the labs are open may vary. Any request for lab use outside normal operating hours must be cleared in advance with the Vice President for Schools of Nursing and Health Professions.

4. Reservations for computer time are recommended. Faculty who plan to use computers for student group activities must reserve time. Requests are to be submitted to the Administrative Secretary. All other users will be accommodated on a “first come, first serve” basis, but will be expected to yield to faculty planned student group reservations.

5. The computer labs are for computer use only. Students seeking a place to study should use the Center for Education study rooms, student lounge or library.

6. Students are not permitted to place any software programs on our computers in order to protect St. Mary’s CFE property. Please do not bring CD’s, personal disks, flash drives or other external devices to the computer labs or library with the intention of copying or saving from that device to any CFE computer.

7. Students are expected to contact CFE personnel if they encounter difficulty with a computer or printer.

8. NO FOOD OR DRINKS ARE PERMITTED IN THE LAB OR CLASSROOM AT ANY TIME.
**Harassment Policy 1.3**

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Harassment Policy</th>
<th>Policy #: SHB 1.3</th>
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<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

**POLICY:** St. Mary’s Center for Education will provide an educational environment conducive to learning and will endeavor to protect the individual at all times.

**DEFINITIONS:**

**PROCEDURE:**

1. Any verbal or physical conduct by any individual that harasses disrupts or interferes with the performance of another person’s duties; interferes with the delivery of patient care; interferes with a productive education or work environment; or which creates an intimidating, offensive or hostile environment is absolutely prohibited.

2. If the student believes that he/she is the victim of harassment, or if he/she is aware of harassment, it is the student’s obligation to file a report promptly with the Director of the School or the Vice President for Schools of Nursing and Health Professions.

3. If the student does not feel comfortable reporting the matter to the Director, he/she should report it to a faculty member of choice or the St. Mary’s Medical Center Vice President of Patient Services or other administrative official of the medical center.
Incomplete Grade Policy 1.4

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Incomplete Grade Policy</th>
<th>Policy #: SHB 1.4</th>
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<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

**POLICY:** A grade of “Incomplete” will be issued when a student has not completed the course requirements within the semester the course is offered.

**DEFINITIONS:**

**PROCEDURES:**

1. There must be a valid reason the course requirements are not completed within the specified semester timeframe. The instructors in the course will determine if the reason is valid.
2. The instructor must utilize the appropriate Marshall University form that requires the student’s signature.
3. The student has the responsibility of completing the work within the period specified by the instructor(s), not to exceed twelve calendar months from the date of receipt of the Incomplete grade.
4. All prerequisite courses must be completed before a student may advance to the next required course.
5. When the work is completed, a grade will be awarded. The instructor must utilize the appropriate Marshall University grade change form.
6. If the student fails to complete the work within the specified time, a failing grade (F) will be recorded.

Formulated: Prior to 5/02
Revised: 5/02, 5/04
Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
Library Policies 1.5

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Library Policies</th>
<th>Policy #: SHB 1.5</th>
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<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

POLICY: The Center for Education will provide a library to facilitate achievement of the educational objectives of the program.

DEFINITIONS:

PROCEDURE:

1. The Librarian will assist library users in the use of card catalog, computers, indices, reference books, and audiovisual materials. The following information is intended to familiarize you with the organizational system used in this library and with the privileges and duties as a library user.

2. The Librarian will review all library policies and procedures during student orientation.

3. Library Hours: The library is open from 8:00 am until 4:30 pm, Monday through Friday. The Librarian is on duty during this time, lunch period excepted. If the Librarian is attending a CFE meeting, sick, or taking a personal day off, a staff member will be designated to assist students.

4. Card Catalog: A modified Dewey Decimal (DDS) system of classification is used in this library. A listing of all books, periodicals, audiovisuals, computer programs, is found in a card catalog or online catalog. Cards are filed numerically ascending in the DDS.
   • NOTE: Some cards have a colored stripe across the top. Yellow denotes a government document, green stands for audiovisual, orange means periodical, and black represents a computer program. A bright orange dot indicates a volume in the special collection of the older books.

5. Computers: Three computers are available for Internet, media searches, and videos. The on-line catalog contains information on all books and audiovisuals belonging to the Center for Education. Journal searches are done by accessing www.marshall.edu/library/search/databases.asp. Computers can also be used to access MU online where lecture notes, study guides, and clinical forms may be found. There is a charge of 10 cents per page for printouts and copies for students or hospital employees. Printing instructions are placed at each computer, but the Librarian will assist in any way needed.

1. Circulating Materials: Books are loaned for a specified period of time. Upon expiration of this period, the library policy on fines is implemented. All books (general checkout and 24-hour reserve) and 24-hour video tapes are to be returned to the Librarian’s desk. If the library is closed, books may be returned by placing them in the book drop container located next to the door.

2. General Check Out: Books directly related to class work are loaned for a three day period. These include all books with call numbers between 600 and 620. EXCEPTION: Review books for NCLEX-RN, which are loaned for a one week period. All other books are loaned for a two week period. A loan may be renewed twice upon request, unless someone is awaiting use of that particular book. A library user may request that a hold be placed on a book when it is returned.
3. Twenty-Four (24) Hour Reserve: Books on reserve may be checked out for a twenty-four (24) hour period. Books checked out on Friday are to be returned by the specified time on the following Monday. These books will not be renewed during their peak times of usage. A hold maybe requested.

4. Twenty-Four (24) Hour Check Out for Audiovisual Software: In-house produced audiovisual programs, which have been duplicated to allow for use outside the library, and some professionally produced video tapes may be checked out for a twenty-four (24) hour period. Audiovisuals checked out on Friday are to be returned by the specified time on the following Monday. These audiovisuals will not be renewed during their peak times of usage. A hold may be requested.

5. Special Collection: This collection contains classics, older editions, and books of historical significance that are useful to those involved in nursing research.


7. Reference: Books in the Reference Section include: hospital manuals, fire safety manual, faculty publications, current textbooks, and books placed there at faculty request. Students may read these in the library, but cannot check them out.

8. Periodicals: Professional periodicals are retained by the library for various periods of time. Issues of Nursing Research have been kept since 1971. Retained indefinitely are the American Journal of Nursing, Nursing, and Nursing Outlook. Current subscriptions are located centrally on a rack while past editions are kept in files on the shelves. Upon request, if the library doesn’t have a needed journal, the Librarian will assist in making an Interlibrary Loan (ILL) request.

9. Required/Supplemental Reading File: Instructors may assign outside readings, in the syllabi or through remediation. These may be read in the Library or copied at 10 cents a page for reading later. The Librarian will assist the student in locating the required material.

10. Audiovisuals: Audiovisual materials are located on a shelf in the library. There are various types of software owned by the Center for Education. A subject index listing the software holdings is available in the library. When an instructor shows a video in class and the student is absent, the student will need to come to the library to schedule a make up time to view the video.

11. Fines and Charges: Fines for overdue materials and charges for damaged or lost materials are as follows:

12. Fines: Late books with call numbers between 600 and 620 incur no fine for the first day the books are overdue. The fine is 60 cents for the second day overdue and 30 cents for each day thereafter. If books and videos borrowed for a twenty-four hour period are not returned at the designated time, there will be a late fee of 20 cents per hour or any fraction of an hour.

13. Charges: Lost books or audiovisuals are charged to the person whose name is last signed on the book or audiovisual card. The daily overdue fine accrues until the book or audiovisual is declared lost. Once a book or audiovisual is declared lost, the total amount due is determined by adding the accrued daily fine, the replacement cost, and a $5.00 processing fee. Replacement cost for lost books will be determined from Books in Print. The replacement price for damaged or lost audiovisuals will be determined from current audiovisual catalogs. Should the item be found after it has been declared lost, it becomes the property of the one whose name was last signed on the card, and the replacement process proceeds as explained above.
14. Students must pay all charges before they may receive their grades, be promoted, or graduate.

15. Copyright Law and Photocopies: Copyright law restricts what may be photocopied and the number of pages of published material that may be duplicated. When there is need for a copy to be made from a library periodical, the copier in the library is to be used. Copies are 10 cents per page. To print from a computer, follow the necessary steps outlined on the laminated sheets posted at the computer or ask the Librarian for assistance.

16. Atmosphere: No food or beverages are to be brought into the library. A quiet, dignified atmosphere must be maintained at all times for the benefit of those who wish to study.

17. Restricted Use: Use of the Center for Education Library by individuals other than nursing faculty, SMMC physicians and employees, and students is permitted only under special circumstances and after the proper permission has been obtained.

18. Marshall University Library: Using their MU identification cards, all students are granted library privileges at both the Drinko Library and the Health Science Library.

19. Remediation: Students who do not pass a nursing exam may be required to complete remediation. Some remediation assignments must be checked for accuracy after completion. The answer key will be available in the library upon completion of the assignment. The answer key may not be photocopied.

Formulated: 5/97
Revised: 5/98, 5/02, 5/04, 5/05, 11/09, 7/10; 6/12, 7/12
Reviewed: 4/08, 7/08, 11/08, 7/13, 8/17
**Professional Dress Code 1.6**

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Professional Dress Code</th>
<th>Policy #: SHB 1.6</th>
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<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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POLICY: All students are responsible for professional dress while involved in class or laboratory experiences during the completion of all programs.

DEFINITIONS:

PROCEDURE:

**School of Nursing**

The student is responsible for following the professional dress code. The guidelines below are to be observed:

**LAB/CLINICAL ATTIRE:**

Basic Uniform: Official St. Mary’s School of Nursing uniform (scrub style, white top and pants). Top must cover buttocks. In an effort to maintain an environment of professionalism, nursing students are to wear uniforms in the following situations:

Clinical experiences in health care facilities (This is not applicable to the mental health clinical experiences and specified rotations as directed by course faculty)

All experiences in skills or simulation lab (i.e. checkoffs, skills tests, campus labs, simulations, mandatory practice, etc.)

Alternate Uniform: For mental health clinical rotations and other rotations, where the basic uniform is not required, an official St. Mary’s School of Nursing navy blue polo shirt should be worn which displays the St. Mary’s logo. Khaki pants must be worn with the polo and should not be form fitting, skinny legged or any type of leggings. Khaki colored skirts may be worn but must be knee length or longer when sitting. PLEASE NOTE: The School of Nursing will order the navy blue shirts. The student is responsible for purchasing Khaki pants and/or Khaki skirt. Fully-enclosed shoes must be worn. Photo ID badges must be displayed above the waist. Midriff must not be exposed at any time (including during any activity that the clinical may require). All other clinical dress code policy rules must be observed as well regarding jewelry, piercings, tattoo, etc.

A dress, skirt or ankle length slacks/pants with appropriate top may be worn with the lab coat. No jeans, skorts, miniskirts, knee length pants, T-shirts, low cut tops or tight fitting clothing is allowed. Neat, well-fitting shoes or boots are to be worn. No open-toed shoes are permitted.

Photo ID: Must be worn on uniform or lab coat above the waist. Official IDs are obtained at the Center for Education. The ID badge may not be defaced (i.e. stickers, other pictures, pins, etc.). When a student leaves the program, the photo ID must be returned.
St. Mary’s SON Patch: Must be worn on the sleeve of both the uniform and lab coat, sewn two inches below the shoulder seam.

Sweater: A white sweater is acceptable while in uniform. A lab coat or white smock, cardigan or jacket is also acceptable to wear over the uniform.

Undergarments: Underwear must be worn and full coverage (no thong or bikini style). Underwear must be neutral color without designs/writings, etc. when worn under uniform.

Shoes: Clean, white, soft-soled, low heeled – maximum 1 ½ inches and totally enclosed. Any shoe laces must be white.

Hose/Socks: White socks/hose must be worn with uniform. White hosiery is to be worn with a dress uniform.

Hair: Hair must be clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Other hair accessories are not permitted. Hair should not fall forward.

Beard/Mustaches: Beards/mustaches must be neatly styled and closely trimmed.

Fingernails: Fingernails are to be clean and short not extending beyond the fingertips. No artificial nails are to be worn. Nail polish may not be worn.

Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, lotion, after shave, etc.) and excessive make up.

Jewelry:
Rings – Only a wedding band may be worn.
Necklaces: Only a plain chain around the neck, inside the uniform may be worn.
Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. No facial jewelry of any kind is allowed.

NOTE: No other jewelry is allowed.

Body Piercing and Tattooing: In order to maintain a professional image, the School of Nursing highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will keep the body part covered.

Miscellaneous: Whenever in the hospital for any reason, the student must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary’s ID badge. Shirts and shoes must be worn.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:
Shorts, skirts, and dresses must be mid-thigh or lower
Necklines must not reveal cleavage
Midriff must not be exposed
ID badges are to be worn at all times in the CFE.

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 1/14; 9/15, 8/17
School of Medical Imaging

Purpose: In order to promote a professional image and to assure the safety of patients and personnel, students must adhere to the following rules of dress and grooming. Failure to abide by these rules will result in disciplinary action in accordance to the Clinical Disciplinary Policy.

Guidelines:
1. Approved uniform colors are white tops and black scrub pants.
2. Top styles are selected by the school staff and must conform to the style and brand selected.
3. The official school patch must be sewn on the left sleeve of all tops and lab coats.
4. White T-shirts are acceptable under scrub tops, as long as the T-shirt sleeves do not extend below the smock sleeves.
5. White turtle necks or mock turtle neck tops are the only long sleeve shirts that may be worn under scrub tops.
6. T-shirt style tops are not acceptable.
7. Pant styles are selected by the school staff and must conform to the style and brand selected.
8. All scrub pants must be from an approved manufacturer in order to assure consistent quality.
9. Pants with knit ankle cuffs are not acceptable.
10. Lab coats styles will be selected by the school staff.
11. The official school patch must be sewn on the left sleeve of all tops and lab coats.
12. Hoodies or sweaters are not acceptable in the clinic. The lab coat is the only acceptable wear if you are cold.
13. Black shoes with no flashy colors or logos. Clog style shoes are acceptable as long as there are no openings on top of sides of shoe. Shoes must be entirely closed toe and sides for safety purposes.
14. Only black socks can be worn. Underwear must be full coverage (no thong or bikini style) under the pants.
15. Uniforms and shoes are to be kept clean and neat. This is the student’s responsibility.
16. Make-up is to be kept to a minimum.
17. Long hair (shoulder length or longer) must be pulled back.
18. Photo ID: Must be worn on uniform or lab coat. Official IDs are obtained through Human Resources Office of the hospital. The ID must have St. Mary’s Medical Center logo, student name, photo, and title of medical imaging student. When a student leaves the program, the photo ID must be returned.
19. Hair: Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.
20. Beard/Mustaches: Neatly styled and closely trimmed.
21. Fingernails: Clean and short – should not extend beyond fingertips. Nail polish may be clear or pale pink tones only. No artificial nails are to be worn. Infection control demands that false nails are not to be worn in the clinical setting.
22. Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.
23. Jewelry: NO FACIAL JEWELRY OF ANY KIND
   a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
   b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
   c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety’s sake, no dangling earrings or necklaces are to be worn in the clinical setting.

NOTE: No other jewelry is allowed.

Body Piercing and Tattooing: In order to maintain a professional image, the School of Medical Imaging highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as
much as possible, keep the body part covered and/or remove all facial jewelry while in the clinical setting. Tattoos that are visible must be covered with clothing or flesh colored bandaids.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary’s ID badge. Shirts and shoes must be worn.

Surgical scrubs and surgical jackets are to be worn only when a student is assigned to portables or surgery, evenings or if the student’s uniform becomes soiled. No street clothes are to be worn under surgical scrubs. Surgical jackets are not to be worn with regular uniforms (students may wear acceptable warm-up jackets if he/she becomes chilled). All surgical scrubs and jackets are to be placed in the hospital laundry bins after the student completes the shift. Surgical scrubs are NEVER to be worn outside of the clinical setting. This is tantamount to theft of SMMC (or other clinical affiliate) property. Students caught wearing hospital owned scrubs will be disciplined.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:

- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Midriff must not be exposed
- ID badges are to be worn at all times in the CFE.

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 1/00, 8/00, 2/01, 5/01, 5/02, 3/04, 7/05, 8/05, 4/08, 11/08, 11/09, 7/12, 9/15
Reviewed: 7/08, 7/10, 6/11, 7/13, 8/17

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School of Respiratory Care

The student is responsible for following the professional dress code for the SORC. The guidelines below are to be observed:

Uniform: Official School of Respiratory Care uniform (scrub style, ceil blue tops and pants). Top must cover buttocks.

Lab Coat: White lab coat is to be worn over street clothes in the clinical area when checking assignments. Lab coats may be uniform length or fingertip length (must cover buttocks).

A dress, skirt or ankle length slacks/pants with appropriate top may be worn with the lab coat. No jeans, skorts, mini shirts, knee length pants, T-shirts, low cut tops or tight fitting clothing is allowed. Neat, well fitting shoes or boots (no flip flops) are to be worn.

Photo ID: Must be worn on uniform or lab coat. Official IDs are obtained through the Human Resources Office of the hospital. The ID must have St. Mary’s Medical Center logo, student name, photo, and title of respiratory care student. When a student leaves the program, the photo ID must be returned.

St. Mary’s SORC Patch: Must be worn on the sleeve of both the uniform and lab coat, sewn two inches below the shoulder seam.

Sweater: A white sweater is acceptable while in uniform. A lab coat or white smock or jacket is also acceptable to wear over the uniform.

Undergarments: Neutral color, without designs/writings, etc. when worn under uniform. Underwear must be full coverage (no thong or bikini style) under the pants.

Shoes: Clean, white, soft-soled, low heeled – maximum 1 – 1/2 inches totally enclosed. Any shoe lace must be white.

Hose/Socks: White socks/hose with uniform.

Hair: Clean, dry, neatly styled. Loose hair must be contained. Long hair must be pulled back at the neck and secured with a plain fastener. Hair should not fall forward.

Beard/Mustaches: Neatly styled and trimmed.

Fingernails: Clean and short – should not extend beyond fingertips. No artificial nails are to be worn. Nail polish may be clear or pale pink tones only.

Cosmetics/Fragrances: Skin is to be free of odor, fragrances (perfumes, cologne, after shave, etc.) and excessive make up.
Jewelry: NO FACIAL JEWELRY OF ANY KIND
a. Rings – only wedding band and/or engagement ring. Rings, with stones, should be removed and pinned into the pocket while administering patient care.
b. Necklaces: Only plain gold or silver chain around the neck, inside the uniform.
c. Earrings: Students with pierced ears may wear one pair of small, post type, no dangle, non-hoop earrings. For safety’s sake, no dangling earrings or necklaces are to be worn in the clinical setting.

NOTE: No other jewelry is allowed.

Body Piercing and Tattooing: In order to maintain a professional image, the School of Respiratory Care highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as much as possible, keep the body part covered and/or remove all facial jewelry while in the clinical setting. Tattoos that are visible must be covered with clothing or flesh colored band aids.

Miscellaneous: Whenever you are in the hospital for any reason, you must present a professional image. Proper attire is mandatory (this does not include shorts or halter tops). Jeans and T-shirts are not to be worn in the hospital at any time you have on your St. Mary’s ID badge. Shirts and shoes must be worn.

CLASSROOM ATTIRE: Students may wear street clothes to class as long as it is in good taste with the following guidelines:
- Shorts, skirts, and dresses must be mid-thigh or lower
- Necklines must not reveal cleavage
- Midriff must not be exposed
- ID badges are to be worn at all times in the CFE.

FACULTY OF THE SCHOOL MAY ASK ANY STUDENT AT ANY TIME TO LEAVE THE LEARNING AREA OR A SCHOOL FUNCTION WHEN ATTIRE IS DEEMED INAPPROPRIATE FOR THE AREA OR THE OCCASION.

Revised: 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 11/09, 7/12, 9/15
Reviewed: 7/10, 7/13
Probation, Suspension and/or Dismissal from Program 1.7

<table>
<thead>
<tr>
<th>Section: ACADEMIC POLICIES</th>
<th>Title: Probation, Suspension and/or Dismissal from Program</th>
<th>Policy #: SHB 1.7</th>
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<td>Department: Center for Education</td>
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POLICY: All students in the Center for Education must follow the rules and policies of the appropriate school, conduct themselves professionally, and meet program requirements, or be placed on probation and/or dismissed from the program.

DEFINITIONS:

PROCEDURE:
1. The Center for Education strongly supports the standards set forth by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOE-RN), the American Registry of Radiologic Technologists (ARRT), American Registry of Diagnostic Medical Sonographers (ARDMS), and the American Association for Respiratory Care (AARC) regarding the need for nursing students and Allied Health students to be persons of good moral character, who demonstrate responsible behaviors.
2. Conduct derogatory to the morals or standing of health professionals may be reason for denial of admission or dismissal from the program.
3. Irresponsible behavior or conduct denoting questionable moral character will include, but not necessarily be limited to the following:
   a. criminal activities – e.g. DUI, misdemeanors, felonies
   b. substance abuse – e.g. manufacture, use, distribution
   c. cheating/dishonesty (also see policy on Academic Dishonesty)
   d. harassment
   e. domestic violence
   f. discrimination
   g. breach of patient confidentiality
   h. failure to meet responsibilities
4. A student whose conduct on or off campus violates school rules and/or policies, fails to meet program requirements, or fails to develop the qualities and characteristics deemed essential for achievement of the school objectives, may be placed on probation and/or dismissed from the program. The decision to place a student on probation and/or to dismiss the student from the program is determined by the Director and appropriate faculty.
5. The faculty reserves the right to request the suspension or dismissal of any student at any time who is declared unsafe in the clinical area, who is found to have irresponsible behavior, and/or is guilty of misconduct.
6. Damage to facilities, caused by the student(s), will be assessed according to the determined cost for repair and/or replacement and charged to the student as a financial obligation.
7. A student who is dismissed is responsible for all financial obligations to the school and university. Failure to fulfill all financial obligations to the school shall mean that the indebtedness will be turned over to the Medical Center Collection Office and the cost of collection will be added to the indebtedness.

Formulated: Prior to 5/02
Revised: 5/02, 5/04, 5/05, 4/08, 7/10, 7/12, 5/16
Reviewed: 7/08, 11/08, 11/09, 7/13, 8/17
**Special Accommodations Policy 1.8**

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<th>Section: ACADEMIC POLICIES</th>
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**POLICY:** The CFE is committed to equal opportunity for all students including those with physical, learning and psychological disabilities.

**DEFINITIONS:** Special accommodations are defined as the need for privacy, extended time or other modalities of learning.

**PROCEDURE:**

1. Students requesting special accommodations for learning/testing are to contact the Office of Disability Services (ODS) in Prichard Hall, 117, 304/696-2271.
2. Students will be asked to provide documentation of their disability to the ODS Coordinator/Director.
3. The ODS Coordinator/Director will notify the Vice President for Schools of Nursing and Health Professions (VPSONHP) outlining the academic accommodations needed.
4. The VPSONHP will then notify the appropriate faculty members of the needed accommodations.
5. The student is responsible for meeting with the faculty members to discuss how the accommodations will be provided.
6. ESL (English as Second Language) students will be offered a private room and extended time.

Formulated: Fall 2004
Revised: 5/05, 11/05, 6/06, 7/07, 7/08, 11/09, 1/14, 1/16
Reviewed: 4/08, 11/08, 7/10, 3/12, 7/12, 7/13, 8/17
POLICY: All students must comply with Marshall University rules and regulations regarding transfer of credit.

DEFINITIONS:

PROCEDURES:

1. A student planning to take non-professional courses at another institution must obtain an “Approval of Courses to be taken for Advanced Standing” form from the Secretary of Admissions at Marshall University.
2. The completed form must be approved and signed by the Vice President for Schools of Nursing and Health Professions.
3. The completed form must be returned to the Marshall University Admissions Office.

Formulated: Prior to 5/02
Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09, 7/10
Reviewed: 5/04, 7/08, 7/12, 7/13, 8/17
POLICY: All students wishing to return to the program after leaving for any reason must comply with a readmission procedure of the appropriate program.

DEFINITIONS:

PROCEDURE:

1. A student who wishes to make application for readmission to the program must do so by writing a letter of request to the Director of the Schools of Nursing, Medical Imaging, or Respiratory Care, who will forward the request to the Admissions & Progression Committee of the respective school.

2. The request will be reviewed by the Admissions and Progression Committee of the school.

3. The Committee may grant readmission requests based on space available in the class and the student’s:
   a. overall GPA (nursing & respiratory: minimum 2.0 required)(medical imaging: minimum 2.5 required)
   b. overall Marshall University GPA (minimum 2.0 required)
   c. prior performance in radiography, nursing or respiratory care courses

4. Readmission for any student who withdrew for non-academic reasons more than once will be considered on an individual basis.

5. The applicant must submit written explanation to the Director describing the circumstances, how these have changed since withdrawal, and any necessary evidence to consider regarding readmission. It will be at the discretion of the director whether to forward the request to the admissions & Progression Committee for action.

Formulated: Prior to 5/02
Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08; 5/16
Reviewed: 7/08, 7/12, 7/13, 8/17
Disruptive Behavior/Incivility 1.11

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POLICY: Students attending the schools at St. Mary’s Center for Education are expected to engage in behavior that is not disruptive to others. St. Mary’s Center for Education strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation.

PROCEDURE:

1. The faculty and staff of the Center for Education have a professional and ethical responsibility to assist students to learn the skills necessary to become professional health care providers and to provide a safe teaching and learning environment for students, faculty, and to patients who receive health care from students. Faculty also respect that students are learning, however students are expected to have adequate knowledge, skills and judgments to practice safely in clinical situations. Student behaviors and/or performance should never present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of a faculty or health care professional working with the student.

2. All members of the health care provider team including, but not limited to, students, employees, physicians, and allied health professionals, and all direct and indirect recipients of health care including, but not limited to, patients, their families, and visitors, shall be treated in a respectful, dignified manner at all times. Neither St. Mary’s Medical Center nor the Center for Education will tolerate disruptive and inappropriate behavior in its environment.

3. Process for imminent danger to self or others: If a student poses an imminent danger to self or others (act or direct threat of violence), notify Security immediately at 304/526-1465 or call 911. Examples of imminent danger include, but are not limited to:
   a. verbal or physical threats to self or others
   b. repeated obscenities
   c. unreasonable interference with the learning environment
   d. aggressive gesturing

4. Once the disruptive situation is contained, the situation must be reported to the Vice President for Schools of Nursing and Health Professions. Recommendations for therapeutic referrals and/or sanction might follow.

5. Process for unsafe practice/unethical behavior: Student behaviors and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of the faculty or health care professional working with the student. Safe practice is judged by standards and codes of the specific profession and the licensing/certification boards of the respective profession. Students are expected to behave responsibly and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients. Examples of unsafe practice/unethical behavior include, but are not limited to:
   a. failure to be prepared for clinical
   b. making derogatory comments to or about a patient/client
   c. making derogatory comments about a fellow student, faculty or other healthcare professional
   d. consistent failure to follow the dress code in clinical area
   e. immoral or indecent conduct while on hospital and/or school property

6. If a student demonstrates unsafe/unethical practice, the student will be required to meet with the respective director of the school and the Vice President for Schools of Nursing and Health Professions. There may be consequences for such behavior, including expulsion from a specific class or dismissal from the program.
7. Process for student conduct violations: Everyone is expected to act honestly and responsibly in all aspects of campus life. Student behaviors should not violate the welfare and safety of others and/or interfere with the teaching learning process. Such behaviors include, but are not limited to:
   a. consumption of alcohol and illegal drugs on hospital/school property
   b. ingestion of substances that can alter a person’s level of consciousness
   c. chronic absences and/or tardiness
   d. inappropriate use of cell phones, pagers, and other electronic devices during class/lab/clinical
   e. reading of materials during class/lab/clinical that do not pertain to the class (i.e., newspaper, magazine)
   f. chatter with another student or students
   g. sleeping
   h. rudeness
   i. frequent interruptions
   j. monopolizing class time
   k. loudness, obscene or abusive language
   l. refusal to perform assignments, having an uncooperative attitude
   m. condescending language or voice intonation
   n. committing academic dishonesty, such as copying someone else’s work, cheating on exams, copying a computer program for unauthorized use, plagiarism

8. There will be consequences resulting from conduct violations which may include class suspension or dismissal from the program.

9. Process for at-risk students: At times, student behaviors do not fit cleanly under the above categories, yet the behaviors suggest the student is at-risk. These behaviors may include, but are not limited to:
   a. failure to meet deadlines
   b. deteriorating productivity
   c. pervasive poor concentration
   d. difficulty making decisions
   e. forgetfulness

10. When a student demonstrates at-risk behaviors, the faculty will meet with them and make referrals as needed.

DOCUMENTATION:
When reporting a suspected incident, please provide the following:
   1. Name of the person reporting the incident
   2. Date and time the incident occurred
   3. Factual description of the incident
   4. Name of any individuals involved or witness
   5. Circumstances which precipitated the incident
   6. Any action taken to intervene, or remedy, the incident

NOTE: The appropriate licensing/certification boards will be notified of incidents.
APPEALS/GRIEVANCE

Student Appeals for Instructor-Imposed Sanctions 2.0

<table>
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<tr>
<th>Section: Appeals/Grievance</th>
<th>Title: Academic Appeals/Grievance Student Appeals for Instructor-Imposed Sanctions</th>
<th>Policy #: SHB 2.0</th>
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<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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POLICY: A process for the student to appeal academic sanctions will be in place.

DEFINITIONS:

PROCEDURE:
The student shall follow the procedure below for:

- cases where a student is appealing a grade
- cases in which a student has received an instructor-imposed sanction.

STEP 1
The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the end of the course. The student who makes an appeal is responsible for submitting all applicable documentation. If the instructor is unavailable for any reason, the process starts with Step 2.

STEP 2
If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Director of the appropriate school within ten (10) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.

STEP 3
Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the College of Health Professions at Marshall within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.

STEP 4
Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Budget and Academic Appeals Policy Committee, who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.

STEP 5
Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the Provost and Senior Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

Formulated: Prior to 5/02
Reviewed: 5/02, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
Revised: 5/04, 5/05, 7/07, 4/08; 2/12
Non-Academic Grievance 2.1

<table>
<thead>
<tr>
<th>Section: Appeals/Grievance</th>
<th>Title: Non-Academic Grievance</th>
<th>Policy #: SHB 2.1</th>
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<td>Department: Center for</td>
<td>Approved by: Faculty</td>
<td>Date last reviewed/revised: 8/17</td>
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<td>Education</td>
<td>Organization</td>
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POLICY: A process to provide all students with a systematic policy for the resolution of grievances which may arise with the school, its faculty/staff and/or its policies. This process is divided into two components (1) filing an initial grievance or complaint and/or (2) filing an appeal of any response to a grievance or disciplinary decision.

DEFINITIONS:
Grievance: A formal written statement expressing a circumstance which the student feels resulted in unjust or injurious treatment.

Filing a grievance or complaint: This is the process by which a student files any complaint, including issues relating to the student’s perception of unjust or injurious treatment from the school and/or the school’s staff/faculty.

Filing an appeal: This is the process by which a student files an appeal due to dissatisfaction with the response to a non-academic disciplinary action, complaint or grievance.

Grievance Panel: A committee made up of the Directors of the School of Nursing, the School of Respiratory Care, and the School of Medical Imaging, and one student, selected from the student representatives of the Student Affairs Committee.

PROCEDURE:

STEP ONE: FILING A NON-ACADEMIC COMPLAINT OR GRIEVANCE
1. Student files a written complaint with the Coordinator. The complaint should be filed within three business days of the occurrence.
2. If the grievance involves the Coordinator, the written complaint should be made to the SON/SORC/SOMI Director.
3. The Coordinator (or Director) will respond to the student in writing within three business days.

STEP TWO: APPEAL PROCESS
1. A written appeal is filed with the Grievance Panel.
2. A written explanation of the grounds for appeal should be presented by the student within three (3) business days from the date the appeal is filed. The scope of review shall be limited to the following:
   a. procedural errors
   b. evidence not available at the time of the hearing
   c. insufficient evidence to support the findings of the coordinator or SON/SORC/SOMI Director
   d. a sanction or sanctions disproportionate to the offense
3. All appeals shall be considered from the records of the original proceedings of the Coordinator or SON/SORC/SOMI Director.
4. If the grievance involves the program Director, the Director shall recuse self from the Grievance Panel.
5. After hearing the grievance, the panel does one of the following:
6. Finds in favor of the student. The panel then forwards its recommendation to the program Director and the Vice President for Schools of Nursing and Health Professions if the Director was involved in the grievance
7. Upholds the resolution of the Coordinator or SON/SORC/SOMI Director. The student will be notified of the panel’s decision by the program Director.
8. Decides that more information is needed. The panel shall ask the Coordinator to invite the student and the person named in the grievance to meet with the panel separately or together, at the panel’s discretion. After the additional information is collected, the panel shall choose either a or b, as listed above.
9. The Grievance Panel’s decision will be forwarded to the student in writing within ten (10) business days following receipt of the written explanation of the appeal.
STEP THREE: FINAL APPEALS

1. If the student is dissatisfied with the Grievance Panel’s decision, the grievance may be taken to the President/CEO, St. Mary’s Medical Center. The SMMC President/CEO may include a representative from SMMC Human Resources in their decision process at their discretion.

2. This final appeal must be made in writing within 3 business days from denial of the initial appeal by the Grievance Panel.

3. The SMMC President/CEO will respond within ten (10) business days.

4. All decisions from the SMMC President/CEO will be final.

Formulated: Prior to 2002
Revised: 5/02, 5/04, 5/05, 10/05, 7/07, 4/08, 11/08
Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17
HEALTH RELATED POLICIES

Drug Free Environment Policy 3.0

<table>
<thead>
<tr>
<th>Section: HEALTH RELATED POLICIES</th>
<th>Title: Drug Free Environment Policy</th>
<th>Policy #: SHB 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization and SMMC Legal</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

POLICY: Students of St. Mary’s Center for Education are prohibited, while on the premises of St. Mary’s Medical Center or St. Mary’s Center for Education, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion, or possession of drugs, alcohol, or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual’s cognitive or motor skills to the extent that they could present a risk to themselves or others.

DEFINITIONS:

PROCEDURE:

Standards of Conduct for Drug Free Environment Policy

Center for Education students are prohibited, while on the premises of St. Mary’s Medical Center or Center for Education, from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior, or impairs the individual’s cognitive or motor skills to the extent that they could present a risk to themselves or others.

This policy extends to any off-campus programs, activities or functions sponsored by the Center for Education or any activities with outside agencies, which are scheduled as part of class or clinical experiences.

The Center for Education will share this policy with all off-site programs, activities, or functions sponsored by the Center for Education and will request that those persons in charge of such programs, activities and functions report instances of suspected violation of this policy to the Vice President for Schools of Nursing and Health Professions.

Center for Education students are prohibited from reporting to a clinical experience, class or school sponsored function under the influence of any controlled substances, including, without limitation, alcohol or drugs, which have the potential of impairing the student’s ability to function in an appropriate and safe manner. A student who is prescribed, by his/her physician, or ingests any drug (including “over the counter” medication), which has the potential of modifying the student’s behavior and/or mental/physical acuity, must report to the Vice President for Schools of Nursing and Health Professions that:

- he/she is taking that drug,
- the doctor (if any) who prescribed the drug,
- the condition for which the drug is being taken,
- the dosage, and
- duration that the student will be taking the drug.

The Vice President for Schools of Nursing and Health Professions, or designee, shall maintain the confidentiality of such information, in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third parties. (The Center for Education adheres to its policy prohibiting unlawful discrimination against individuals with a disability. Nothing in the Drug & Alcohol Policy is intended to abrogate its policies against unlawful discrimination.)
St. Mary’s Center for Education students, while in the clinical learning setting as students, are subject to all St. Mary’s Medical Center policies and procedures. (Refer to SMMC Human Resource Policy “W-8 Substance Abuse”.)

Center for Education students must report to the Vice President for Schools of Nursing and Health Professions, or designee, any student or employee of the Center for Education or St. Mary’s Medical Center, reasonably suspected of being “under the influence” or “impaired”. Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of the use of any medication or other controlled substance. The terms “under the influence” or “impaired” shall mean that the individual displays behavior or conduct which suggests that the ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See IIIA, 1)

Any student of the Center for Education who is arrested for driving under the influence of alcohol or violating any statute pertaining to the manufacture, possession, sale or use of any drug shall notify the Vice President for Schools of Nursing and Health Professions, or designee, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Vice President for Schools of Nursing and Health Professions whether such arrest has resulted in a conviction or acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.

Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate health care licensing boards or authorities in accordance with local, state or federal laws or regulations.

Student – Initiated Rehabilitation
Students are encouraged to volunteer for rehabilitation assistance before their problems leads to a situation which could jeopardize their student and/or health care worker status. Students who volunteer for such rehabilitation through the Medical Center’s Employee Assistance Program or by means (before performance problems arise and/or before the Medical Center is aware of a policy violation) will not be subject to discipline solely on the basis of the student’s voluntary request for rehabilitation. The Employee Assistance Program Coordinator may require a student who voluntarily seeks rehabilitation assistance through the Medical Center’s Employee Assistance Program to enter into a Contract for Safety. Notwithstanding, if there is any evidence of Substance Abuse during or following completion of a rehabilitation program, disciplinary action up to and including expulsion may be rendered.

General

Any student who violates any portion of this policy or related policies of St. Mary’s Medical Center is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting the Center for Education and/or St. Mary’s Medical Center, and/or presents a threat to the health and/or safety of himself/herself or others, may be subject to review and disciplinary action.

The Vice President for Schools of Nursing and Health Professions, or designee, should document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication, and should place such documentation in the student’s file.
Definitions

“Medical Center Premises” – includes, but not limited to, any building on Medical Center grounds, including property owned or leased by the Medical Center, parking lots, the Center for Education, vehicles or equipment owned or operated by the Medical Center.

“Contraband” – means drug paraphernalia.

“Contract for Safety” – means an agreement between a student and the Medical Center’s Employee Assistance Program wherein the student agrees to commit to safe conduct. Such Contract may include, but not be limited to, an express agreement by the student to abstain from the use of controlled substances, to participate in a rehabilitation program, to participate in a Twelve-Step Program and/or to submit to Medical Screening.

“Medical Screening” – means testing for the presence of Unauthorized Drugs and/or alcohol. Medical Screening means an analytical procedure to determine whether an individual may have a positive concentration of alcohol or Unauthorized Drugs in his or her system.

“Return to School/Work Agreement” – means an agreement which defines the terms and conditions under which a student may return to school in the event that the Center for Education elects to suspend the student for a violation of this Policy.

“Safety-Sensitive Position” – means a job which involves public safety or the safety of others.

“Search” – includes a search of an individual’s personal property located on Medical Center or Center for Education premises (including, but not limited to, personal effects, lockers, desks, lunch boxes, containers, purses, billfolds, parcels and private vehicles, any Medical Center/Center for Education property assigned to a student, and a limited search of the person.)

“Substance Abuse” – means Unauthorized Drug use and abuse or misuse of alcohol or other legally controlled substances.

“Unauthorized Drugs” – means non-medically prescribed controlled substances capable of altering the mood, perception, behavior or judgment of the individual consuming it, and any substance obtained with improper prescription or taken in a manner or quantity other than that for which it was prescribed or manufactured.

“Under the Influence” – means the student tests positive for Unauthorized Drugs or alcohol.

Center for Education requires drug testing as follows:
Reasonable Suspicion Testing: Any student who demonstrates unusual, unexplained behavior in the class, clinical environment or anywhere on Hospital or Center for Education premises. Observable signs might include, but not be limited to:

- slurred speech
- odor of alcohol on breath or person
- unsteady gait
- disoriented or confused behavior
- significant changes in work habits
- hallucinations
- unexplained accident or injury
- other clinical observations consistent with impairment
- sloppy, inappropriate clothing and/or appearance
- physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- excessive sick leave, excessive lateness when reporting for class or lab experience, returning from breaks, or frequent unscheduled short term absences
- work takes more time to produce, missed deadlines, careless mistakes
- unable to concentrate or distracts easily, inattention or sleeping in class, clinical, or other school setting
- inconsistent behavior or mood swings

Notification of selection for reasonable suspicion testing will be initiated by the Vice President for Schools of Nursing and Health Professions or authorized designee, who will refer the collection to the Clinic Specialist or authorized designee.

Searches

In enforcing the policy, unannounced Searches of students and their property on Medical Center/Center for Education Premises are authorized accordance with the policy, without limitation. Entry upon the Medical Center’s Premises by such persons will be deemed to constitute consent by such persons to Searches pursuant to this policy. Such Searches should be made only after a determination has been in advance by the Medical Center’s Security Department in consultation with the Vice President for Schools of Nursing and Health or designee that reasonable suspicion exists that a violation of Medical Center policy has occurred.

If Unauthorized Drugs, alcohol or Contraband are discovered in a common area and its ownership or control cannot be determined, students reasonably considered to have access to such areas may be required to submit to further Search and/or Medical Screening.

Policy Enforcement

Enforcement

The Center for Education expects its faculty to enforce this policy where a reasonable belief exists that a violation of the policy may have occurred or is occurring. It is also the responsibility of each student to assure his or her own safety by enforcing compliance with this policy with respect to his or her own conduct, as well as encourage the appropriate conduct of all other students.

Discipline

Any violation of this policy, including any refusal by a student to fully comply with the Center for Education/Medical Center’s Medical Screening or Search procedures, is grounds for Disciplinary action up to and including suspension/termination.

Any unlawful actions by a student which discredits the Center for Education and/or Medical Center involving Unauthorized Drugs, alcohol or Contraband during non-school hours is grounds for disciplinary action, up to and including suspension/termination.

A student charged with, convicted or under investigation in connection with a drug or alcohol-related criminal offense may be subject to discipline, up to and including suspension/termination, and may be required to submit to Medical Screening. A student of a criminal drug or alcohol statute violation must report this information to the Vice President for Schools of Nursing and Health Professions within 5 days after such conviction.
The Center for Education may require that a student undergo a professional assessment and complete a rehabilitation program as a condition of continued enrollment.

It is within the Center for Education’s sole discretion to determine if student may continue as a student who violates the policy. Any student who is permitted to continue in the school may be required to meet the following requirements:

- The student should undergo an evaluation by a substance abuse professional to determine if the student has a Substance Abuse problem that requires rehabilitation. If recommended, the student will be required to successfully complete a rehabilitation program approved by the Medical Center’s Director of Employee Assistance Program.
- Before returning to school, the student should be retested and must produce a negative result. The student must also agree in writing to the conditions outlined in any Return to School Agreement subsequent violations of the policy or these terms will in termination.

Students suspected of being Under the Influence

If a student is suspected of being Under the Influence, the Center for Education may perform a Medical Screening as previously set forth in this policy. In order to promote the safety of the student by working with the student to make arrangements to go home, the Vice President for Schools of Nursing and Health Professions or designee should:

1. explain to the student the Center for Education’s concerns regarding his or her ability to drive safely;
2. encourage the student not to drive;
3. offer to call a taxi, relative, or friend to drive the student home and
4. offer to allow the student to stay at the Center for Education until such transportation arrives; and if the student insists upon driving, inform the student that the appropriate law enforcement authority will be notified of the Center for Education’s concerns related to the student’s suspected impairment and that disciplinary action may result up to and including suspension/termination.

Center for Education – Required Rehabilitation

The Center for Education’s approach to rehabilitation is based on the professional view that some properly motivated individuals who abuse drugs and/or alcohol have an addiction that can be controlled. Some students may require the assistance of a rehabilitation program. The Center for Education required treatment programs for students will be offered on a one-time basis.

Medical Confidentiality

The results of Medical Screenings, as well as records associated with the Medical Center’s Employee Assistance Program, are medical records and must be kept strictly confidential. Unauthorized release of such information shall subject the person who releases such information to disciplinary action, up to and including discharge.
Miscellaneous

This policy is not to create a contract between the Center for Education and its students. The Center for Education reserves the right to interpret, change, amend, modify or terminate this policy at any time with or without notice at its sole discretion. Such right includes the right to dismiss students at any time for any reason just as students have the right to terminate their enrollment at any time for any reason.

Re-Formulated: 5/02
Revised: 5/04, 6/04, 5/05, 7/07, 4/08, 7/08, 7/12
Reviewed: 11/08, 11/09, 7/10, 11/10, 7/13, 8/17
Statement of Understanding Regarding Drug and Alcohol Policy

I have read the Drug and Alcohol Policy and completely understand the Center for Education’s position on drug and alcohol use as a student and agree to fully comply with this Policy. I understand that I may be tested at any time during my tenure in a school of the Center for Education. I further understand that any violation of this policy during my tenure as a student in the Center for Education will result in disciplinary action which may include dismissal from the program.

_______________________________________________  __________________
Signature of Applicant  Date

Revised:  3/04, 6/07
Reviewed:  7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
**Student Health Policies 3.1**

<table>
<thead>
<tr>
<th>Section: HEALTH RELATED POLICIES</th>
<th>Title: Student Health Policy</th>
<th>Policy #: SHB 3.1</th>
</tr>
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<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

**POLICY:** Students must be mentally and physically able to meet the course objectives.

**DEFINITIONS:**

**PROCEDURE:**

1. The student must have the knowledge and skills required to safely and effectively care for people who require medical care.
2. The student enrolled in the Center for Education accepts accountability for patient care and safety upon acceptance of admission to the program.
3. The student must notify faculty when health problems or medications may affect classroom or clinical performance, intellectually or physically. (See Student Handbook 3.0 and school catalog.)
4. Prior to the first healthcare course of the program, the student must provide the following forms completed as directed:
   - 3.1A Student Health History Form
   - 3.1B Physical Examination Form
   - 3.1C Immunization Form
   - 3.1D Annual PPD or documentation from a healthcare provider indicating the PPD status
5. Thereafter, at the beginning of each academic year, the student must provide the following form completed as directed:
   - 3.1D Annual PPD
6. Students may apply for a leave of absence in order to give themselves time to receive treatment and improve their mental or physical health. (See Student Handbook 5.6.)
7. Students may be required to provide evidence from their healthcare provider that the challenges of classroom and clinical laboratory experience will not negatively affect the student’s health or the safety of patients. (See Student Handbook 3.1E Healthcare Provider Release Form.)
8. Students may be dismissed or suspended from the Center for Education, if they do not notify faculty of their health problems, which may affect patient safety.
9. Students may also be dismissed or suspended if, in the faculty member’s judgment, they are not able to provide safe patient care.
10. Students should retain a copy of all completed health forms that are provided to the Center for Education.

**NOTE:** STUDENTS MAY NOT ATTEND COURSE SESSIONS UNTIL HEALTH RECORDS ARE COMPLETE.

Formulated: 9/97  
Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08, 2/11, 9/13, 1/17  
Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17
**Student Health History Form 3.1A**

**Directions:**
1. Students must complete this form prior to beginning the first healthcare course of the program.
2. The completed form must be submitted to the CFE Admissions Office.

Name __________________________________________  SS# ____________________  MU 901# _____________

Address

Phone (home) ______________________ (work) ______________________ DOB __________________ Age _________

<table>
<thead>
<tr>
<th>Drug Allergies</th>
<th>Family History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Father Mother Father’s Parents Mother’s Parents Siblings</td>
</tr>
<tr>
<td></td>
<td>Heart Disease</td>
</tr>
<tr>
<td></td>
<td>High Blood Pressure</td>
</tr>
<tr>
<td></td>
<td>Stroke</td>
</tr>
<tr>
<td></td>
<td>Cancer</td>
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<tr>
<td></td>
<td>Glaucoma</td>
</tr>
<tr>
<td></td>
<td>Diabetes</td>
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<tr>
<td></td>
<td>Epilepsy/Seizures</td>
</tr>
<tr>
<td></td>
<td>Bleeding Disorders</td>
</tr>
<tr>
<td></td>
<td>Kidney Disease</td>
</tr>
<tr>
<td></td>
<td>Thyroid Disease</td>
</tr>
<tr>
<td></td>
<td>Mental Illness</td>
</tr>
<tr>
<td></td>
<td>Osteoporosis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Meds (include vitamins/herbs/minerals)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Hospitalization or Surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Women - Pregnancies: ______  Miscarriages: ______  Living Children: ______

**MEDICAL HISTORY** (If disorder applies, please indicate C for current or R for resolved.)

<table>
<thead>
<tr>
<th>Smoking:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packs per day: __________ Years: ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exercise:</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often: __________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alcohol Intake:</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Headache</th>
<th>Ulcer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortness of Breath</td>
<td>GI Disorder</td>
</tr>
<tr>
<td>Heart Palpitations</td>
<td>Menstrual Dysfunction</td>
</tr>
<tr>
<td>Heart Murmur</td>
<td>Frequent Infections</td>
</tr>
<tr>
<td>Vascular Disease</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Allergies/Hay Fever</td>
<td>Back Problems</td>
</tr>
<tr>
<td>Asthma</td>
<td>ADD/ADHD</td>
</tr>
<tr>
<td>Bronchitis</td>
<td>Fainting</td>
</tr>
<tr>
<td>Pneumonia</td>
<td>Rheumatic Fever</td>
</tr>
<tr>
<td>Other (Please Specify)</td>
<td>Other (Please Specify)</td>
</tr>
</tbody>
</table>

Revised: 5/05, 2/11, 1/17  Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 1/12, 7/12, 7/13, 9/13, 8/17

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PHYSICAL EXAMINATION FORM 3.1B

Directions:
1. This form must be completed prior to the beginning of the first healthcare course of the program.
2. The completed form must be submitted to the CFE Admissions Office.

Physical Exam: To be completed by Physician/Nurse Practitioner.

Physical and emotional problems are very difficult to cope with once a student is admitted to the school. These problems may require withdrawal from the program until they are corrected. We therefore request that you make a careful physical examination.

HT: _______ WT: _______ B/P: _______ Pulse: _______ Respiration: _______

(IF ANY ABNORMALITIES OBSERVED, PLEASE INDICATE TREATMENT)

VISION: R _________ L _________ GLASSES/CONTACTS: _______________________

EYES: ________________________________

EARS/HEARING: ________________________

NOSE & SINUSES: ______________________

THROAT: ______________________________

NECK/THYROID: _________________________

BREAST: _______________________________

LUNGS: ________________________________

HEART: ________________________________

ABDOMEN: ______________________________

GENITALIA: ______________________________

BACK: ________________________________

MUSCULO/SKELETAL: ______________________

NEUROLOGIC: ___________________________

EXTREMITIES: __________________________

SKIN: ________________________________

SEIZURES: ____________ DESCRIBE: ____________________________________________

MEDS PRESCRIBED FOR SEIZURES: ______________________________

MEDICATIONS TAKEN REGULARLY: ______________________________

EMOTIONAL HEALTH/DISORDERS: ______________________________

EATING DISORDERS: ____________________________________________

OTHER DISORDERS/HEALTH CONCERNS: ______________________________
FUNCTIONAL ASSESSMENT: Applicant must be able to perform various skills which require manual dexterity and lifting capacity. Please comment regarding their ability to perceive with and utilize the 5 senses, as well as lift, push, bend, walk, climb, balance, etc.

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

REMARKS:
Do you find the applicant mentally and physically competent to attempt a course of study in a healthcare profession?

__________________________________________________________________________________

ASSESSMENT: _______________________________________________________________________________

__________________________________________________________________________________

REstrictions/limitations: ____________________________________________________________________

__________________________________________________________________________________

Print Name of Physician/Nurse Practitioner
Signature: ________________________________
Address: ________________________________
Phone: ________________________________
Date: ________________________________

1/05, 5/05
Reviewed: 4/08, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 1/17, 8/17
Revised: 2/11
IMMUNIZATION FORM 3.1C

Directions: Proof of completion of the items on this page must be submitted prior to the first healthcare course of the program.

1. Two-Step PPD TEST FOR TUBERCULOSIS:
   - Student must have the two-step PPD on initial entry into the healthcare program. (See Form 3.1D Annual PPD)
   - Proof of the two-step PPD must be provided
2. MMR Titer must be provided
3. VARICELLA (Chicken Pox) Titer must be provided
4. Proof of HEPATITIS C screen must be provided
5. Proof of Polio Vaccination must be provided with the date
6. Proof of TDAP administration within the past 7 years must be provided
   - These are typically good for 10 years. Therefore, if it is 7 years or longer since the last administration, it will be due again before your program completion. However, re-administration of TDAP earlier than this is a decision to be considered by your healthcare provider.
7. Proof of HEPATITIS B VACCINATION and Titer results must be provided
   - It is recommended to have a positive titer indicating immunity to HEPATITIS B
   - If you have a negative titer indicating non-immunity to HEPATITIS B, you must discuss the options with your healthcare provider to determine the best course of action to re-administer the series or to administer a booster. You must provide proof of this.

2/99, 1/05, 5/05
Reviewed: 4/08, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17
Revised: 11/09, 2/11, 3/13, 1/17
ANNUAL PPD FORM 3.1D

Directions: This section of the form must be completed and turned in to the Admissions Office prior to the first healthcare course of the program.

PPD TEST FOR TUBERCULOSIS

Student must have the two-step PPD upon initial entry into the healthcare program.

Date of 1st test: _______________

1st Reaction and date read: ___________________________________________________________

Signature of Doctor/Nurse reading reaction: _____________________________________________

Date of 2nd test: ____________

2nd Reaction and date read: _________________________________________________________

Signature of Doctor/Nurse reading reaction: _____________________________________________

Please note: Students must also have an annual PPD done prior to the beginning of each academic year which begins in August.

Reviewed: 8/17
Revised: 1/17
POLICY: Specified health care services are available to all students.

DEFINITIONS:

PROCEDURE:

1. The student is accountable for assessing his/her own health status and using good judgment in fulfilling class and clinical responsibilities.
2. St. Mary’s Center for Education will comply with current immunization policies of St. Mary’s Medical Center, Marshall University, and other agencies utilized for clinical rotations, as applicable to incoming or current students.
3. Student prescriptions and refills may be filled through the Employee/Outpatient Pharmacy on 1 East. See posted hours of operation. The student is then billed through the Center for Education Business Office.
4. Students are responsible for any laboratory or radiology services that would be ordered. The student is billed through their insurance carrier or private pay.
5. See the Marshall University Student Handbook for student health and other health services available. (www.marshall.edu/student’affairs/stubook)
**Exposure to Blood and/or Body Fluids 3.3**

<table>
<thead>
<tr>
<th>Section: HEALTH RELATED POLICIES</th>
<th>Title: Exposure to Blood and/or Body Fluids</th>
<th>Policy #: SHB 3.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
</tbody>
</table>

**POLICY:** Students exposed to blood and/or body fluids must follow agency policy regarding a report of the event and procedures related to the event.

**DEFINITIONS:**

**PROCEDURE:**

1. Upon exposure to blood and/or body fluids, the following steps must be taken immediately:
2. Cleanse the wound with soap and water. For eye splash, irrigate with water or normal saline.
3. Report incident to instructor.
4. Complete incident report specific to exposure to blood/body fluid.
5. Contact the Infection Control Officer or designee for assistance as needed.
6. Follow guidelines as specified by the agency policy.
7. The student should be encouraged to complete the exposure procedure as administered by the Emergency Department or at Marshall University Student Health Services at their own expense.

Formulated: Prior to 5/02
Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 7/08, 11/08
Reviewed: 11/09, 7/10, 7/12, 7/13, 8/17
Exposure to Chickenpox (Varicella)/Shingles (Herpes Zoster) 3.4

POLICY: Upon exposure to Varicella or Herpes Zoster, the student must notify the appropriate instructor immediately and follow listed provisions.

DEFINITIONS: An exposure is defined as “non-immune persons (negative history of Varicella/unknown post vaccination titer/negative titer post vaccination) having contact with shingles or chickenpox lesions (prior to crusting), drainage, or articles soiled with drainage, when not wearing a mask and gloves.

PROCEDURE:
1. Students must provide the school with their Varicella status prior to entering the program.
2. Any student with a known Varicella or Herpes Zoster exposure must report to their instructor, coordinator/director and/or the employee/student health clinic. All exposures are then reported to Infection Control, the Vice President for Schools of Nursing and Health Professions and appropriate faculty.
3. Students with Herpes Zoster (Shingles) symptoms will:
   a. not be permitted to high-risk clinical areas such as OB, Pediatrics or Oncology until the skin eruptions are crusted,
   b. be permitted in other areas as long as clothing covers the lesions,
   c. be excluded from all clinical areas if the lesions are on hand, neck, face or arms until all lesions are crusted.

Formulated: 4/00
Revised: 5/02, 5/04, 5/05, 7/07, 4/08, 11/08, 2/11
Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17
**Hepatitis B Vaccine 3.5**

<table>
<thead>
<tr>
<th>Section: HEALTH RELATED POLICIES</th>
<th>Title: Immunizations</th>
<th>Policy #: SHB 3.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
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</table>

**POLICY:** Students must comply with specified immunizations, and may not participate in any course sessions until immunization records are complete.

**DEFINITIONS:**

**PROCEDURE:**

A. **Hepatitis B Immunization**

1. Hepatitis B vaccine and titer (HBSAB) are required.
2. Students must provide the Admissions Office proof of beginning the immunization series, by the designated date prior to entering the program.

B. **Rubella Immunization**

1. Immunization for rubella is required for all students born after January 1, 1957.
2. Students must provide the Admissions Office with proof of results to a rubella titer by the designated date prior to entering the program.

C. **TDAP Vaccination**

1. The TDAP (tetanus, diphtheria and pertussis) is required for all students. It is suggested that there be a two (2) year waiting period between receiving the TD and TDAP.
2. Documentation of TDAP must be provided to the Admissions Office by the designated date prior to entering the program.

**DOCUMENTATION:**

Individual records will be maintained with student health records.

---

Formulated: Prior to 5/02
Revised: 6/02, 5/04, 5/05, 7/07, 4/08, 11/09, 7/10, 2/11, 8/17
Reviewed: 7/08, 11/08, 7/12, 7/13
POLICY: All students must have an annual PPD.

DEFINITIONS:

PROCEDURE:

1. A 2-step PPD test must be completed prior to beginning the first clinical course. Students entering in the fall semester must have the 2-step PPD in June-July. Students entering in the spring semester must have the 2-step PPD in November-December.
2. Thereafter, students must have a PPD during the months of June-July, as long as they remain in the program.
3. Students that are known positive PPD reactors must have proof of this and follow St. Mary’s Medical Center policy.
4. Documentation of the PPD and the results should be sent to the Admissions Office by the designated date.
**Latex (Rubber) Allergy/Sensitivity Policy 3.7**

<table>
<thead>
<tr>
<th>Section: HEALTH RELATED POLICIES</th>
<th>Title: Latex (Rubber) Allergy/Sensitivity Policy</th>
<th>Policy #: SHB 3.7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

POLICY:  Students known to have a sensitivity to latex shall be provided with alternative products for laboratory experiences.

DEFINITIONS:

PROCEDURE:

1. When a student indicates a possible sensitivity to latex, the student should be referred to the Coordinator/Director.
2. The Coordinator/Director will provide the proper forms to be completed.
3. First Report of Injury (online SMMC Intranet).
4. Latex Screening Questionnaire.
5. A copy of the above forms will be:
   a. placed in the student’s health record file.
   b. submitted to the Employee Health RN.
6. The student may also seek assistance from their personal health care provider (at the student’s expense).
7. Products such as protective lotions or specific gloves may be suggested by the student’s health care provider.
8. Whenever possible, these products and/or items will be provided by St. Mary’s Center for Education.
9. The student will arrange with the Coordinator/Director for the appropriate products and for replacement of the products, as needed.
10. It is the student’s responsibility to inform each clinical instructor of this allergy and request the appropriate products when needed.

Formulated: 6/01
Revised: 6/02, 5/05, 7/07, 11/08, 7/10, 6/15
Reviewed: 5/04, 4/08, 7/08, 11/09, 7/12, 7/13, 8/17
POLICY: All signs or information posted on the St. Mary’s campus or in the St. Mary’s Medical Center must be approved by the appropriate administrative personnel.

DEFINITIONS:

PROCEDURE:

1. Bulletin boards are located throughout the Center for Education. Any signage to be posted by students and other non-Center for Education personnel must be reviewed and approved by the Vice President for Schools of Nursing and Health Professions or authorized designee prior to posting.
2. Students wishing to post signage in the St. Mary’s Medical Center must: receive approval from the Vice President for Schools of Nursing and Health Professions, and receive approval of hospital Administration and/or Marketing
3. All signage should be removed within twenty-four (24) hours after the event is completed.
**Miscellaneous School Rules 4.1**

<table>
<thead>
<tr>
<th>Section: Additional Policies</th>
<th>Title: Miscellaneous School Rules</th>
<th>Policy #: SHB 4.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
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</table>

**POLICY:** All students will abide by the listed rules and regulations governing behaviors of a student enrolled in the Center for Education programs.

**DEFINITIONS:**

**PROCEDURE:**

Data Changes: When the student has a change in name, address and/or phone number, he or she is responsible for notifying the St. Mary’s and Marshall University Admission Offices immediately. Forms for this purpose are available from the Admissions Office on the St. Mary’s Center for Education campus.

Fire Drill: All students are responsible for knowing instructions for actions during medical center and school fire alarms. FIRE MANUALS are located in the school library.

Smoking: St. Mary’s Medical Center and the Center for Education is SMOKE/TOBACCO FREE. No smoking or use of smokeless tobacco will be allowed on the St. Mary’s Center for Education campus.

Cellular Phones and Pagers: Cell phones and pagers are to be turned off or on silence when inside the classrooms or labs. Cell phones must be turned off or on silence mode in clinical settings.

**Marshall University provides security for that campus. Information regarding safety/security incidents can be reviewed on the university web page at [www.marshall.edu](http://www.marshall.edu).**

Formulated: Prior to 5/02
Revised: 5/02, 5/05, 7/07, 4/08, 11/08, 11/09
Reviewed: 5/04, 4/08, 7/08, 7/10, 7/12, 7/13, 8/17

- 68 -
**Parking Policy 4.2**

<table>
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<tr>
<th>Section: Additional Policies</th>
<th>Title: Parking Policy</th>
<th>Policy #: SHB 4.2</th>
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<tbody>
<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

**POLICY:** Students are required to inform the school administration of the type of car they will be driving and to park in designated areas.

**DEFINITIONS:**

**PROCEDURE:**

1. Each student MUST register car, make, model, color and license number with the administration of their respective program: SON and SORC Admissions Secretary; SOMI Clinical Coordinator.
2. This enables the security guard and receptionist to notify students of problems that may occur involving the car and avoids possible towing, etc.
3. Students are to park on the Center for Education parking lot, 5th Avenue and 29th Street. Shuttle buses are provided to transport students from the parking lot to St. Mary’s Medical Center. Do not park on the parking lots around the Medical Center.
4. Failure to comply with this policy can lead to ramifications up to and including dismissal from the program.
5. Evening students may use any non-reserved parking area surrounding the Medical Center or Center for Education.
6. Neither the Medical Center nor the Center for Education will assume any responsibility for damage to or theft of cars parked on their respective property.

Formulated: Prior to 5/02
Revised: 6/02, 5/04, 5/05, 6/06, 7/07, 4/08, 11/09
Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17
Publication Policy 4.3

<table>
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<tr>
<th>Section: Additional Policies</th>
<th>Title: Publication Policy</th>
<th>Policy #: SHB 4.3</th>
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<tr>
<td>Department: Center for Education</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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POLICY: Student policies for St. Mary’s Center for Education are published in one or more appropriate institutional publications, i.e., student catalog, student handbook, brochure, and/or course syllabi.

DEFINITIONS:

PROCEDURE:

1. All policies are written or approved by the faculty or administration of St. Mary’s Center for Education.
2. Students are informed of designated policies upon application to the program in the form of the school catalog.
3. Students are further informed of designated policies upon acceptance into the program of study during orientation to the program and the student handbook.
4. Any change in policy is provided to the student. Changes will be posted electronically, or a written copy will be distributed to each student and/or posted in a prominent area.
5. A copy of the school catalog and the student handbook is housed in the Center for Education Library.
6. Such policies are subject to change with reasonable notice provided to the student.

Formulated: 12/01
Reviewed: 5/04, 7/08, 11/08, 7/10, 7/12, 7/13, 8/17
Revised: 5/05, 7/07, 4/08, 11/09
POLICY: All students enrolled in the Center for Education programs must demonstrate competency in CPR.

DEFINITIONS: CPR certification is that defined by the American Heart Association for Health Care Providers.

PROCEDURE:

1. All students will be required to successfully pass a CPR certification course offered at the Center for Education prior to their first class.
2. This certification will be for a period of two years. If the student has not graduated by the time their certification expires, they will be required to recertify at a time designated by the Center for Education staff.
POLICY: All students at any CFE school must be updated annually on fire and safety guidelines of the medical center.

SAFETY REGULATIONS:
1. Report any unsafe condition(s) to the department head.
2. Report any foreign material on the floor or remove it to prevent someone from falling or tripping.
3. Walk, do not run. Keep to the right and use caution at intersecting corridors.
4. Know the location of the fire extinguishers, fire alarms and the proper procedure for calling a fire code.
5. Know what to do in the case of a fire:
   a. *Rescue patients and others to safety
   b. *Alarm (know the proper procedure)
   c. *Contain the fire (close all doors)
   d. *Extinguish a small fire (know the location of the fire extinguishers) or evacuate if a large fire
6. Be careful when opening doors. Observe through the glass window if present.
7. Report all injuries to yourself or patient, no matter how slight.
8. No horseplay or practical jokes will be tolerated.
9. When in doubt about what should be done, ask the department head or clinical instructor.
10. Only authorized personnel will be allowed to use radiation producing equipment.
11. All personnel who remain in the radiographic room must stay behind the lead barrier or wear an apron (refer to the Radiation Protection Policy concerning students holding patients during exposures).
12. SOMI students must wear film badges at all times (unless you are undergoing a radiographic exam as a patient).
13. Smoking is not permitted in the Medical Center.
14. Students will complete safety orientations at each clinical site as needed.
15. Students must adhere to SMMC annual educational updates.

FIRE EVACUATION PLAN
The designated fire drill code for St. Mary’s Medical Center is “Code RED, location. Code RED, location.”

If the fire is not in your area:
- close all doors for containment
- turn off electrical equipment and appliances
- keep patients in your area
- remain in your assigned area
- prepare for further instructions, including evacuation if needed.

If the fire is in your area:
- remove any patients in danger
- activate the alarm
- notify the telephone operator of the exact location and extent of the fire
- turn off all electrical appliances and equipment
- close all doors
- isolate and extinguish the fire if not excessive
• Pull the extinguisher pin
• Aim the extinguisher nozzle toward the base of the fire
• Squeeze the handle to activate the extinguisher
• Sweep the extinguisher across the base of the fire
• If smoke is present, use wet linens around doors

MEDICAL CENTER LAYOUT AND UPDATES
St. Mary’s Medical Center is divided into three main sections. The main Medical Center, also called the South Tower, contains most of the patient centered areas of the Medical Center, including radiology and surgery. The original building of the Medical Center, also called the east and west wings, contains most of the support areas of the Medical Center, as well as radiation oncology and the Wound Care Center. The Outpatient Center is adjacent to the main Medical Center across Collis Avenue and is connected by a skywalk. The map on the next page will be helpful.

***MAIN LOBBY DOORS ARE LOCKED AFTER 8:00 PM FOR THE SAFETY & SECURITY OF PATIENTS, VISITORS, AND STAFF, AND REOPEN AT 10:00 PM FOR MIDNIGHT SHIFT AND 5:00 AM FOR ONCOMING DAYSHIFT. BETWEEN THOSE TIMES, YOU MUST ENTER THROUGH THE EMERGENCY ROOM AND BE PREPARED TO BE STOPPED BY A SECURITY GUARD AND QUESTIONED.

Reviewed: 5/09, 7/10, 7/12, 7/13, 8/17
Revised: 7/09, 11/09, 12/09
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GAR
Parking
West Wing
West Wing
Ground Floor
Wound Center

First Floor
Health Information
Outpatient Pharmacy
Care Management

Second Floor
Spiritual Care
Patient Advocate
Nursing Administration
Pre-Service Center

Third Floor
Business Office

Fourth Floor
Human Resources

Fifth Floor
Marketing
St. Mary's Foundation
Materials Management

Outpatient Center
Ground Floor
Physician Offices

First Floor
Breast Center
Endoscopy
Dexscan
Outpatient Lobby
Outpatient Registration
Outpatient Surgery
Weight Loss Surgery Center

Second Floor
Pain Relief Center
Physician Offices
Pre-Admission Testing
Outpatient Lab

Former Convent
First Floor
Pulmonary Rehabilitation
Heart Institute/ER
Ground Floor
Emergency Room

First Floor
Cardiac Rehabilitation
Wellness Center
Invasive Cardiology
Non-Invasive Cardiology
Joslin Diabetes affiliate
ECP Clinic

Second Floor
Rehabilitation Services
Conference Rooms

East Wing
Ground Floor
CyberKnife Center
Radiation Oncology

First Floor
Chapel
Pediatrics
Pulmonary Rehab

Second Floor
Cornerstone Hospital of Huntington

Third Floor
Maternity Services
Fourth Floor
Behavioral Health

Fifth Floor
Skilled Nursing

Sixth Floor
Sleep Center
East
Wing
First
Staff
Parking
Highlawn Ct.
Avenue
Main
Entrance
(patient
South
Tower
Highlawn
Baptist Church
drop-off)

Collis Avenue

THIRDAVE PARKING GARAGE
Patients and Visitors
(Walkway Second Level)

Staff Parking
South
Tower
Outpatient
Center
Heart
Institute/
ER
Staff Parking
ER & HEART INSTITUTE
PATIENT/VISITOR
PARKING ONLY
South Tower
First Floor
Main Lobby
Administration
Registration
Cafeteria
Surgery
Open Heart Recovery
Laboratory
Radiology
MRI

Second Floor
Chapel of the Risen Christ
Medical Intensive Care
Neuro/Trauma Intensive Care
Cardiovascular Intensive Care

Third Floor
Cardiac Stepdown
Pulmonary
Short-Stay Unit
Intermediate Care Unit

Fourth Floor
Telemetry
Medical-Surgical
Fifth Floor
Orthopedics
Urology
Neuroscience
Joint Replacement Center

Sixth Floor
Behavioral Health
Medical-Surgical
Oncology
Regional Cancer Center

Highlawn Medical
Clinic
Credit Union
Cardiovascular/Thoracic Surgeons
Electrophysiologist
St. Mary's Pediatrics
St. Mary's Family Care
Valet
Parking
Third Avenue
To I-64

_ e Hands of Experience  ® in Health Care
2900 First Avenue • Huntington, WV 25702
Phone: 304.526.1234 or 800.9ST.MARY • www.st-marys.org
POLICY: All faculty, staff and students must be aware of the safe exit from the CFE during a fire.

PROCEDURE:

1. Faculty, staff and students must know the location of the fire extinguisher, fire alarms and the Fire Manual which will be located in the Library and copier area.
2. Pull the fire alarm if the fire is noted.
3. Exit all rooms in an orderly manner.
4. Faculty and staff closest to the doors will supervise the evacuation of students, then exit the building themselves.
5. Persons in the classrooms shall exit as follows:
6. Students and faculty in Skills Lab 199, Classrooms 213, 217, 222, and 221, and the student lounge should exit via the south hallway, through the lounge, out to the parking lot.
7. Students and faculty in Skills Lab 195, Classrooms 218, 219, 220, and all computer labs should exit via the north hallway, through the faculty/staff entrance, out to the parking lot.
8. Faculty in offices south of the Faculty/Staff Lounge should exit out the student entrance.
9. Faculty in offices north of the Faculty/Staff Lounge should exit out of the faculty/staff entrance.
10. Personnel in the front administrative offices and the library should exit out the front doors.
11. It is important for all individuals to move to the outer edges of the parking lot.
12. Individuals in the Rahall Room should exit through either of the front doors of the building.

DOCUMENTATION:

The Vice President for Schools of Nursing and Health Professions will complete the Fire Alarm Documentation Form.
Community Volunteer Service  4.7

POLICY: To be eligible for graduation, a student must successfully complete a volunteer community service component in order to develop attitudes and skills that foster responsiveness to the community’s needs.

DEFINITIONS:

PROCEDURES:
1. Students must complete eight (8) hours of volunteer community service each semester. Four (4) hours must be service to SMMC and/or the CFE and four (4) hours must be service to the community.
2. If the student is unable to participate in the event as planned, the faculty member who recruited them for the event must be notified 48 hours in advance. The student is also asked to attempt to find a replacement for the event. Failure to notify the faculty member 48 hours in advance will result in an increase in the amount of required hours for that semester. The hours requirement will be doubled according to the type of service in which the student was unable to participate.
3. Students may select their own service agency/project from a faculty approved list of agencies or submit a request for approval for an unspecified agency to the Vice President for Schools of Nursing and Health Professions.
4. To document time spent at the selected agency, the student must submit a completed Verification of Community Service form (4.7A) signed by faculty or a representative of the service agency/project. The student is to submit this form to the designated Center for Education Secretary, who will maintain a record.
5. The designated CFE Secretary will distribute a list of students with the total number of community service hours to each faculty periodically throughout the semester.
6. Any required course related community service will not count toward the required total number of volunteer community service hours.
7. Volunteer service must be health related activities that benefit the community and cannot be part of employment responsibilities.
8. Exceptions to this policy for professional students (RT or RRT to BS) will be managed by the Director of each respective school.
9. Community service requirement will be doubled if the student has not met the community service hour requirement by the date grades must be submitted to Marshall University.
   Example #1 – 4 hours service to community – Completed
   4 hours service to SMMC – Not completed
   Requirement increases to 8 hours for service to SMMC for a total of 12 hours
   
   Example #2 – 4 hours service to community – Not completed
   4 hours service to SMMC – Not completed
   Requirement increases to 8 hours for service to community and 8 hours for service to SMMC for a total of 16 hours
10. If a NUR 241 student does not complete the required community service requirement by the day before the scheduled SMSON/SMCFE pinning, the student will not be permitted to participate in the pinning ceremony. The student must still complete the community service requirements in order to fulfill course and program requirements.
SUGGESTIONS FOR COMMUNITY SERVICE AGENCIES:

Alzheimer’s Support Group  
American Cancer Society  
American Heart Association  
American Diabetes Association  
American Red Cross  
Autism Services  
Branches Domestic Violence Shelter  
Contact Rape Crisis Center  
Ebenezer Medical Outreach  
Community Food/Clothing Pantries:  
**Cridlin Pantry (Trinity Episcopal Church)**  
**ECCHO (Milton)**  
**YMCA (Lucy’s Attic)**  
Hospice (also Hospice House)  
Huntington City Mission  
St. Mary’s Hospitality House  
Mountain State Centers for Independent Living  
Nursing Homes  
Ronald McDonald House  
Senior Citizen Centers  
SMMC related community activities  
Special Olympics  
Sarah Care  
Disability Expo  
Lilly’s Place

Formulated: 1/08  
Reviewed: 4/08, 5/10, 7/12, 3/14, 8/17  
Revised: 7/08, 11/08, 10/09, 7/10, 12/10, 12/11, 8/12; 7/13; 3/14; 6/16  

4.7A This proof of participation must be completed by student and turned in to the Administrative Secretary, (see list of agencies in the Student Handbook, 4.7).

Verification of Community Service

____________________________________  
Student Name (Please print)

School in which you are enrolled:

School of Medical Imaging  
Class of 2017 _________  
Class of 2018 _________  
Class of 2019 _________

School of Respiratory Care  
Class of 2017 _________  
Class of 2018 _________  
Class of 2019 _________

School of Nursing  
Course(s) in which you are enrolled:  
(Check One) _________

N120 - First Semester  
N220/225-

Second Semester

Third Semester

- 84 -
Semester
Date volunteered: _____________

Hours volunteered: ________

Name of service agency/project: ____________________________

Description of service: _____________________________________________________

Circle the type of service: SMMC/CFE Service or Community Service

Participation verified by: _____________________________________________
Must be signed by faculty or a representative of service agency/project (i.e., City Mission, 5K Walk/Run)

NOTE: It is highly recommended that you make a copy for your records.

Formulated: 12/10
Revised: 2/14/11; 12/11; 6/12; 7/14
Reviewed: 7/12; 7/13; 3/14, 8/17
Electronic Devices /Social Media 4.8

<table>
<thead>
<tr>
<th>Section: SHB Additional Policies</th>
<th>Title: Electronic Devices/Social Media</th>
<th>Policy#: SHB 4.8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: CFE</td>
<td>Approved by: Faculty/Staff</td>
<td>Date Last Reviewed/Revised: 8/17</td>
</tr>
</tbody>
</table>

POLICY:
To ensure that electronic devices, including cell phones, PDAs, etc are used appropriately by students.

DEFINITIONS:
Electronic devices includes, but not limited to: pagers, smart phones, mobile/cell phones, CD players, PDAs, Palm pilots, laptops, MPs, i-Pads, etc.
Social media is interactive dialog using electronic devices and the web and includes but is not limited to: Facebook, My Space, Instagram, e-mail, blog, Twitter, Topix, instant messaging, etc.

PROCEDURE:

1. Electronic devices are not to be used in any clinical facility by students unless the student is given permission to do so by the program director.

2. Students in the School of Nursing (SON) and School of Respiratory Care (SORC) have required reference texts on electronic devices. These students may access the specific software in faculty approved areas (such as the conference rooms or report rooms).

3. SON and SORC students must have their devices on “Airplane Mode” while in the clinical agency.

4. Any CFE student found to be using an electronic device in the clinical area for any reasons (other than the required reference software), will have the final grade lowered by one letter per event.

5. Social media sites are not to be accessed while the student is engaged in course activities.

6. If a student does access a social media site outside of course activities, the student is not allowed to mention the name of any clinical facility nor any information related to patients.

7. When a student does access social media sites, it is highly recommended that the student be very cautious of making any negative comment about other persons.

NOTE: Failure to comply with this policy may result in dismissal from the CFE.

DOCUMENTATION:

All course syllabi will include a statement related to the appropriate utilization of electronic devices, including social media.

Formed: 8/12/11
Revised: 8/17
Reviewed: 7/12; 7/13
School of Nursing Policies
**Academic Advisory/Support Services 5.1**

<table>
<thead>
<tr>
<th>Section: Academic Policies</th>
<th>Title: Academic Advisory/Support Services</th>
<th>Policy #: SHB 5.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department: Center for Education - SON</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
</tr>
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</table>

**POLICY:** All students will be provided academic assistance as they progress through their program.

**DEFINITIONS:**

**PROCEDURE:**

I. **ACADEMIC ADVISOR**

   a. All students will be assigned a faculty advisor when they enter the program.
   
   b. Students may seek information or assistance from any appropriate faculty.
   
   c. The assigned faculty advisor will:
      i. schedule a conference with each advisee at the beginning of each semester.
      ii. monitor the academic progress of advisees in the nursing courses.
      iii. inform the advisee of remediation options/requirements when class or clinical grades are less than satisfactory.
      iv. make appropriate referral to academic support team member and others as indicated.
   
   d. It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.
   
   e. The Director of St. Mary’s School of Nursing is the Academic Advisor of record at Marshall University for all students enrolled in the Nursing Program. This requires that all registration and other official forms be signed by the Director prior to processing at Marshall University.
   
   f. It is mandatory that any student receiving below a 76% on any exam see assigned advisor. An appointment must be made with the advisor within one week after receiving the exam score. Failure to comply could result in probation.
   
   g. Letters will be distributed at approximately mid-term each semester to students with <76% average and/or unsatisfactory in the clinical lab component.

II. **ADVISEE QUESTIONNAIRE**

   Each student will complete or update a questionnaire at the beginning of each semester.

III. **UNIT TEST REVIEW/REMEDIATION**

   a. Once a test is administered, a review will be scheduled within one week.
   
   b. Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses.
   
   c. Students scoring <76% are required to attend the test review.
   
   d. Procedures for students scoring <76%:
      i. The student must make an appointment with their advisor to discuss the results of
i. Students are encouraged to seek assistance from the faculty member(s) who taught the content and review the unit exam to further identify test taking inconsistencies and knowledge deficit.

ii. The student is encouraged to meet with the course Academic Support Team member.

IV. FINAL EXAM REVIEW

a. Faculty involved in the presentation of the course content will offer a review of the final exam.
b. Students who score less than 76% are encouraged to schedule individual conferences to review final results and identify knowledge deficits.
c. Remediation of content to achieve mastery if the student scored <76% on the final exam will be encouraged.

V. CLINICAL/LABORATORY REMEDIATION

a. The instructor will identify and document areas for improvement using a clinical lab evaluation form.
b. If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week.
c. If remediation is required, the instructor will identify content areas of concern and steps for remediation.

VI. ADVANCED PLACEMENT AND OTHER REQUIRED SEMINAR(S)

a. LPNs who receive advanced placement are required to complete an advanced placement seminar prior to beginning Nursing 220. The seminar is designed to assist the LPN transition into the Associate Degree nursing curriculum.
b. A transfer student is required to attend a seminar. The seminar is designed to assist the transfer student transition into SMSON.
c. Students who have been out of the program for one or more semesters may be required to attend a seminar. The seminar is designed to assist the returning student transition back into SMSON.
d. Part time students may be required to attend a seminar. The seminar is designed to assist the part time student transition into successive courses.

Formulated: Prior to 5/02
Revised: 6/02, 7/03, 5/05, 10/05, 5/06, 7/07, 11/08, 5/09, 5/10, 7/12; 7/13, 1/14, 8/14, 6/15, 5/16
Reviewed: 7/08, 11/09, 7/10, 8/17
POLICY: All students admitted to the School of Nursing must follow specified guidelines to complete the program of study. All students leaving the program, other than by graduation, must complete a withdrawal process. This process begins by meeting with the Curriculum Coordinator and/or the Program Director. A Leave of Absence from the program may be granted to a student who cannot maintain progression in the nursing program due to extenuating circumstances.

DEFINITIONS:

PROCEDURE:
1. The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance or behavior is unacceptable.
2. All required nursing courses must be completed within three years (six semesters). The three year period starts from the beginning of the semester in which the first nursing course is successfully completed.
3. Students will be denied permission to enroll in any course for which they do not have prerequisites and/or co-requisites.
4. In order to graduate, each student must have an overall grade point average (GPA) of 2.0 or better at both St. Mary’s and Marshall University.
5. All nursing and required support courses must be completed with a “C” or higher. A passing grade earned by CLEP or departmental challenge exam will be accepted.
6. Students who earn a grade of less than “C” in a required support course must repeat the course.
7. Each nursing course must be completed with a grade of “C” or higher and an “S” (Satisfactory) in the lab/clinical component of the course. A final evaluation of a “U” (Unsatisfactory) in the lab/clinical will result in a failing (“F”) grade for the course.
8. All students who receive a grade of less than “C” in a nursing or required support course may not progress into courses for which that course is prerequisite. The student must withdraw from the program and apply for readmission.
9. Repeating any nursing course is on a space available basis. Students may repeat only one nursing course in which a grade of less than “C” is earned.

MATH PROFICIENCY:
1. A math workshop will be offered during orientation for incoming students. All admitted students and students on the alternate list are required to attend orientation.
2. The first administration of the math proficiency exam will be scheduled following orientation. (This will be after the math workshop).
3. A minimum score of 76% is required.
4. A maximum of three attempts are allowed to achieve a passing score
5. The Vice President of Schools of Nursing and Health Professions and the SON Curriculum Coordinator or Director of the School of Respiratory Care (or designee) will determine the date for the second or third administration (if needed).
6. If a 76% is not achieved after the third attempt, the student will be dismissed.
7. All standardized tests must be completed as required for courses and the program. Specific guidelines will be listed in course syllabi, as appropriate.
8. Students must achieve a minimum score of the lowest “A” on drug calculation exams to continue in the designated course.
9. In order to drop a required nursing or non-nursing course, the student must meet with the Director and Curriculum Coordinator. Some courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent.

10. Students may withdraw from an individual course until a specified date and receive a grade of “W”. Only complete withdrawals may be done after this date. Check the University calendar for specific dates.

- Students who withdraw from a nursing course must adhere to the same readmission procedure as a student who has made less than a “C” in a nursing or required non-nursing course. The student must seek readmission by submitting a written petition to the Director of the School of Nursing in order to repeat the course. Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a nursing course for the first time.

- If a student withdraws from a nursing course for any reason, the student must notify the Director of the School of Nursing seven (7) days after the course final of their intent to seek readmission for the upcoming semester. Readmissions are evaluated, based on an individual basis, including faculty input and space availability.

- Failure to properly withdraw from Marshall University will result in an “F” for the course(s).

- Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence by submitting a written request to the Director of the Program.

- Permission for a Leave of Absence, which guarantees that a student will be given a space in the designated course(s), may be granted on a one time basis for a maximum of 12 calendar months.

- The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.

- If part-time status is needed, the student must inform the Director in writing. This applies only to those semesters when more than one nursing course is offered. A plan for completion will be developed by the Admissions & Progression Committee.

DOCUMENTATION:

A SECOND FAILURE (A “D” OR A “F”) IN ANY HEALTH CARE COURSE WHERE LETTER GRADES ARE ASSIGNED WILL RESULT IN DISMISSAL FROM THE PROGRAM WITHOUT OPPORTUNITY FOR READMISSION.
**Attendance/Tardiness/Absence Policy 5.3**

<table>
<thead>
<tr>
<th>Section:  Academic Policies</th>
<th>Title: Attendance/Tardiness/Absence Policy</th>
<th>Policy #: SHB 5.3</th>
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</thead>
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<tr>
<td>Department: Center for Education - SON</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</tbody>
</table>

**POLICY:** Attendance in class and in the clinical laboratory is the responsibility of each student.

**DEFINITIONS:**

**PROCEDURE:**

1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all course objectives.
2. Notify the School of Nursing by calling 304/526-1415 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Curriculum Coordinator. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences in relation to total theory contact hours, the course grade will be decreased an additional letter grade. (For ex: absent 30% of total contact time = decrease of 2 letter grades.)
5. Student attendance at professional meetings (ex. NSNA, WVSNA) is encouraged. Attendance at these meetings would not constitute an absence, but will be marked with a “P” (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school.
6. References provided to potential employers by the faculty and/or Director will include information on attendance while the student was enrolled in the program.
7. If the lab or theory absence is due to illness/injury that would compromise the student’s health, safety, or ability to attain the course objectives and/or patient safety, the Coordinator will require a physician release form (Form 3.1E), signed by a healthcare provider be provided to document student restrictions. Following completion of the assessment by a healthcare provider, the Coordinator and faculty will determine the feasibility of remaining in the course(s).
8. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1E.)
9. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.
10. Absences/Tardiness on the Day of an Exam/Quizzes:
   a. Students may not miss more than two (2) exams per course. Each subsequent test missed will be scored as zero (0). Absence for a scheduled makeup exam will be considered a missed exam.
   b. Students who miss an exam/quiz must contact the instructor before the exam/quiz or as soon as possible after the exam/quiz is missed.
   c. Documentation of the reason for the exam/quiz absence/tardiness (i.e., healthcare provider statement, receipt to substantiate car trouble, etc.) must be provided to the appropriate coordinator. The coordinator and faculty from the course will determine eligibility for a make-up exam/quiz.
11. Make-up exams/quizzes may be different than original exams/quizzes.
12. Any make-up exam/quiz will be scheduled at a time convenient to the faculty.
13. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.

14. This attendance policy applies to Final Skills / Physical assessment demonstration exam. See Lab Syllabus.

Clinical/Lab Absences:
1. Students must notify the School of Nursing and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.
2. If a student fails to notify the School of Nursing and the assigned unit of an impending absence PRIOR to the scheduled time of the clinical/lab experience, the student will receive an Unsatisfactory for that clinical experience and will still be required to make up the clinical/lab experience at the discretion of the faculty member.
3. The faculty may waive the mandatory Unsatisfactory grade for that clinical in situations deemed extenuating by the curriculum coordinator or program director. The coordinator and/or program director retain the final decision in the determination of an extenuating circumstance. However, the missed time will still count toward the maximum number of missed clinical/lab hours allowed and the clinical/lab experience must still be made up at the discretion of the faculty.
4. Permission for make-up will be at the discretion of the instructor(s).
5. All clinical/lab absences/tardiness must be made up before the completion of the course.
6. Make-up times and requirements are determined by the instructor(s) involved in the course.
7. Make-up clinical/lab days can only be scheduled as time and other constraints allow.
8. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.
9. In the event that a student makes arrangements to make up a clinical/lab day in advance, the missed date will continue to be counted as a missed clinical/lab experience.
10. All faculty will report clinical absences/tardiness to their coordinator.
11. Classroom/campus labs are considered as clinical/lab.
12. The course grade will be lowered one letter grade if lab absences exceed 20% of the total lab contact hours, based upon assigned credit hours for the course.
13. For each additional 10% of lab absences in relation to total lab content hours, the course grade will be decreased an additional letter grade.
14. Absence for a scheduled make-up lab will be considered as missed lab hours.
15. In NUR 241, the one letter grade drop for greater than 20% clinical absences may be waived for circumstances deemed extenuating by the NUR 241 faculty, curriculum coordinator, and program director. The missed clinical time must be made up. If the missed clinical time can’t be made up prior to deadline for grade entry, an Incomplete grade will be given.

Formulated: Prior to 5/09
Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05
Revised: 11/05 (Pilot), 5/06 (Continue Pilot)
Revised: 2/07, 7/07, 6/08, 7/08, 11/08, 7/12, 8/12, 12/12, 7/13, 1/14, 10/15, 5/16
Reviewed: 11/09, 5/10, 7/10, 12/12, 1/14, 8/17
Inclement Weather Policy 5.3a

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<thead>
<tr>
<th>Section: Academic Policies</th>
<th>Title: Inclement Weather Policy</th>
<th>Policy #: SHB 5.3a</th>
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<tr>
<td>Department: Center for Education - SON</td>
<td>Approved by:</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

POLICY: Guidance in the event of inclement weather is provided in this policy. 

DEFINITIONS:

1. St. Mary’s Center for Education does not cancel school unless weather conditions are very extreme.

2. St. Mary’s Center for Education’s inclement weather policy is independent of Marshall University’s inclement weather policy. St. Mary’s Center for Education does not cancel school when Marshall University does. The guidelines for inclement weather for the Center for Education are below.

3. If classes/clinical experiences are cancelled at the St. Mary’s Center for Education, the Vice President for Schools of Nursing and Health Professions will leave a recorded message on the phone (304-526-1516) by 5:15 A.M. Please do not call before 5:15 A.M. for the message. A message related to the cancellation with further instructions will be conveyed via MUOnline/Blackboard. Therefore, on class/clinical days on which this may be an issue, students are expected to check the course page(s) on MUOnline/BlackBoard.

4. If safety necessitates that a student must arrive late for class/clinical due to road conditions, notify the main desk at the school (304-526-1415) and the clinical unit if it is a clinical day.

5. If school is not cancelled, but there are some surrounding communities wherein travel may be hazardous, the Vice President for Schools of Nursing and Health Professions may implement what is called “Code Weather”. Notification of “Code Weather” will be conducted in the same manner as a cancellation as described in #3 above.

6. If a student under “Code Weather” determines that inclement weather poses a potential hazard to safety, he or she must notify the main desk at the school (304-526-1415) and the clinical unit if it is a clinical day.

7. If this occurs for a campus lab or clinical experience under “Code Weather” the campus lab or clinical experience must be made up at a time deemed appropriate by faculty.

8. If this occurs for the theory portion of the course under “Code Weather”:

The material presented in class on that day will be provided to the student via some electronically recorded media (e.g. Blackboard Collaborate®, DoodleCast®, etc.) and/or detailed notes or equivalent.

Faculty will provide a supplemental assignment (e.g. involved unfolding case study, care maps, etc.) approved by the appropriate Coordinator and/or the Vice President for Schools of Nursing and Health Professions. This assignment must be completed satisfactorily as deemed by the faculty member(s) of the course in order for the missed time to not be counted toward the calculated time considered in lowering of the course grade for threshold absenteeism rates. If the supplemental assignment is not completed per the guidelines provided therein, the missed time under “Code Weather” will then be
included in the calculated time counted considered in lowering of the course grade for threshold absenteeism rates.

JUDGEMENT REGARDING SAFETY AND RESPONSIBILITIES IS ALWAYS THAT OF THE INDIVIDUAL. INSTITUTIONAL POLICY SERVES ONLY TO ESTABLISH GUIDELINES

Formed: 11/15
Reviewed: 8/17
Revised: 1/2017
Graduation 5.4

POLICY: To be eligible for graduation, a student must successfully meet the objectives of all courses in the curriculum and fulfill all financial obligations to St. Mary’s and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

DEFINITIONS:

PROCEDURE:
1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: all students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a “C” or higher in all required courses in the ASN program.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary’s and Marshall University in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that official transcripts of courses taken at all institutions are received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests according to the Standardized Test Policy, Student Handbook 5.5, in order to meet graduation requirements.
7. Only graduates of the nursing program are eligible to make application to write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Successful completion of this examination permits the graduate to practice in the state of licensure and/or seek licensure by endorsement in other states as a registered professional nurse.
POLICY: All students will be required to participate in taking designated standardized tests throughout the program.

DEFINITIONS:

PROCEDURE:
STANDARDIZED TESTING/ATI

1. The benchmark for all Content Mastery ATI tests will be Level 2.
2. All ATI exams administered as part of the course grade will be assigned a weight of five percent (5%), with the exception of mental health, which will be ten percent (10%). Grades will be assigned according to the following:
   - Level 3 = A = 90% (or actual score, if higher)
   - Level 2 = B = 80% (or actual score, if higher)
   - Level 1 = C = 76% (or actual score, if higher)
   - Less than Level 1 = actual percentage score the student achieved
3. The assigned weight will come from the weights of unit exams and the final exam, providing the weight of the final exam does not fall below 20% of the course grade
4. Students must take the specified practice exam and achieve a score of 80%, with rationale off, before permission will be granted to take the ATI proctored exam.
5. If the practice exam deadline(s) is/are not met, the proctored exam score(s) will be lowered by four (4) percentage points.
6. Students must achieve or exceed the benchmark of Level 2 on the proctored exam. Remediation will be required for those students not meeting the benchmark. Remediation will consist of taking specified practice versions of the ATI exams. The student must achieve a score of 80%, with rationales off, on the practice exam. Remediation is required, but will not change the grade received on the first proctored exam.
7. ATI proctored Exams will be given in the following courses:
   - Prior to the first nursing course:
     - TEAS
     - Critical Thinking Entrance
     - Self Assessment Inventory
   - Prior to graduation:
     - Critical Thinking Exit
   - Individual courses:
     - Nursing 225 – Mental Health Nursing
     - Nursing 220 – Fundamentals for Nursing
     - Nursing 235 – Maternal Newborn Nursing & Nursing Care of Children
     - Nursing 241 – See below
NURSING 241 ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) TESTING AND REMEDIATION:
- The benchmark for all Content Mastery ATI tests will be Level 2
- Twenty six percent (26%) of the NUR 241 course grade will be the ATI scores (Pharmacology 5%, Medical Surgical 5%, Leadership & Management 5%, and Comprehensive Predictor 11%).
- Students must take the specified practice exam(s) and achieve a score of 90% with rationales turned off, before permission will be granted to take the ATI proctored exam(s)
- If the practice exam deadline(s) is/are not met, the proctored exam score(s) will be lowered by four (4) percentage points (i.e., student achieves Level 3 = 90%, the grade will be lowered to 86%; student achieves less than Level I with an actual score of 50%, the grade will be lowered to 46%).
- Students must achieve or exceed the benchmark of Level 2 on the proctored exam(s).
- Remediation will be required for those students not meeting the benchmark.
- Remediation will consist of taking specified practice versions of the ATI exams. The student must achieve a score of 90%, with rationales off, on the practice exam(s).
- Remediation is required, but will not change the grade received on the first proctored exam.

The ATI Comprehensive Predictor testing and remediation requirements will be as follows:
- Students will be required to take the RN Comprehensive Assessment On-line Practice and achieve a score of 90%, with rationales off, before permission will be granted to take the proctored exam.
- If the practice exam deadline is not met, the student will not be allowed to take the proctored exam as scheduled with the rest of the students. The student will be scheduled to make up the test by taking the alternate exam when it is scheduled for those who fail to meet the benchmark for the proctored version.
- The benchmark for student achievement is 95% Predicted Probability of Passing the NCLEX-RN on the proctored exam.
- Remediation will be required for those students not meeting the benchmark with the first administration of this test. Specific remediation assignments/guidelines/due dates will be provided to applicable students.
- Students taking the ATI Comprehensive Predictor Exam, who do not meet the benchmark of 95% with two attempts, will be required to take the ATI virtual review course at the students cost.
- The ATI Comprehensive Predictor will count as 20% of the student’s grade for NUR 241. The student’s grade will reflect the Predicted Probability of Passing the NCLEX-RN on the proctored exam. (For example: if the student scored a 90% Predicted Probability of Passing the NCLEX, their score for this exam would be a 90%).

In order to graduate, the student must also take the ATI Critical Thinking Exam.
### Grading Policy 5.6

<table>
<thead>
<tr>
<th>Section: Academic Policies</th>
<th>Title: Grading Policy</th>
<th>Policy #: SHB 5.6</th>
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<tbody>
<tr>
<td>Department: Center for Education - SON</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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**POLICY:** Grades earned in each nursing course will be based on a uniform system.

**DEFINITIONS:**

**PROCEDURE:**

The Grading System will be as follows:

<table>
<thead>
<tr>
<th>Theory %</th>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>76 – 79</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>67 – 75</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>66 &amp; below</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

*An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet, it will serve as the only acceptable record of the student’s answers on any examination.

Grades will be given to the student in person or MUOnline Blackboard gradebook only (no telephone calls/emails) in order to follow Federal Education Rights and Privacy Act (FERPA) guidelines.

Formulated: Prior to 5/02  
Revised: 5/02, 5/04, 5/05  
Reviewed: 7/08, 11/08, 11/09, 7/10, 7/12; 7/13, 8/17
**Exemption from Final Exams 5.7**

<table>
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<tr>
<th>Section: Academic Policies</th>
<th>Title: Exemption from Final Exams</th>
<th>Policy #: SHB 5.7</th>
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<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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</table>

POLICY: Based on ATI test performance and unit exam scores, students enrolled in NUR 225 and NUR 235 may be exempt from the course final exam.

DEFINITIONS:

PROCEDURE:

1. Students who achieve a Level 3 on the mental health ATI (in NUR 225), or both the Mother Baby ATI and Pediatric ATI (in NUR 235), will have the option to take or not to take the final exam in that specific course.

2. In addition to the ATI scores, the student must meet these additional requirements to be granted an exemption from the final exam:
   - maintain an 80% or higher throughout the course
   - pass every exam with a score of 80% or higher

3. If a student meeting the requirements to not take the final exam chooses not to take the final exam, the final grade will be regarded as the accumulated score prior to the final exam.

4. If the student decides to take the final exam, the grade from the exam will be averaged into their final course grade.

Formulated 9/9/13
Revised 12/14, 6/15
Reviewed 8/17
POLICY: All students of the ASN Nursing Program belong to their respective class organization and the Student Nurses’ Association, and may join the Nurses’ Christian Fellowship. Business conducted by any of these groups must follow certain rules and guidelines.

DEFINITIONS:

PROCEDURE:

CLASS ORGANIZATIONS
Class organizations serve as a forum for discussion of opinions and for decision-making. Social, civic or fund-raising activities may also be planned. The Curriculum Coordinator or designee serves as faculty sponsor for the classes.

POLICY AND PROCEDURE FOR STUDENT CLASS ORGANIZATION
1. Students in the first semester will elect a class representative to the SON Curriculum Committee and the Student Affairs Committee by mid-term of the first semester. Thereafter, classes will elect the class representatives to the committees at the beginning of the semester.
2. The representatives from each class will be a member of the SON Curriculum Committee and the Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.
3. The student representatives will receive 1 hour of community service to the school for each meeting attended.
4. A recorder is to be designated to record the minutes of the class meetings. Copies of the minutes of these business sessions are to be given to the Vice President for Schools of Nursing and Health Professions, Coordinator and Administrative Secretary.
5. The representatives are responsible for circulating or posting a copy of the previous committee minutes for class members prior to the next meeting. Class members wishing to submit comments, ideas, questions, suggestions, etc., may do so in writing and give these to the class representative. The representative will discuss these with the Coordinator to determine appropriate placement on the agenda for the respective committee meeting. The representative and the Coordinator will select times for the class business sessions.
6. The Coordinator is the class advisor and must attend each class business session.
7. Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business session. Class activities are planned and financed based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.
8. The order for planning a class activity will be as follows:
9. Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all of this information and report back to the class before a vote is taken.
10. After all of the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.
11. The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Coordinator before approval is made.
12. If the activity is approved by the Vice President for Schools of Nursing and Health Professions,
the class then collects the money from the members who wish to participate. Should the money collected be insufficient to finance the activity, then that activity is cancelled and the money is refunded. The recorder will collect the money and keep a record of all the financial transactions. These financial transactions will be included in the reports of the class business sessions.

Formulated: 8/90  
Reviewed: 7/08, 11/08, 7/10, 7/12, 7/13, 8/17
ST. MARY’S STUDENT NURSES’ ASSOCIATION

1. This is a professional organization for all students enrolled at St. Mary’s School of Nursing. Membership fees are paid as part of the tuition.
2. St. Mary’s chapter of the SNA is affiliated with National Student Nurses’ Association and other school and state chapters.
3. Membership includes school, State and National Association status.
4. The organization promotes professional growth and leadership through participation in local, state and national activities.
5. Local activities include fund-raising, service and educational functions
6. State and National activities include conventions and other educational opportunities
7. Meetings of the local chapter are held monthly and leadership is provided by student elected officers. Election of officers is held in late spring.
8. Advisors for the local chapter are volunteers from the faculty. No organizational business can be conducted without the presence of a faculty advisor.

NURSES’ CHRISTIAN FELLOWSHIP

1. The NCF is a part of the National and International Christian Fellowship, a subsidiary of InterVarsity Christian Fellowship.
2. Within the School of Nursing, Nurses’ Christian Fellowship is a student organization which provides:
3. group support for student nurses
4. an opportunity for spiritual growth through Bible study, prayer and fellowship
5. an opportunity for Christian service
6. Officers are elected annually. The sponsors are volunteers from the faculty.
7. No organization is to conduct business meetings without the presence of the faculty sponsor.

SIGMA GAMMA NU

1. The purpose of this organization shall be to recognize outstanding academic achievement in associate degree nursing. This organization shall foster a commitment to the nursing profession and recognize exemplary contributions toward the advancement of professional nursing.
2. Nursing students, alumni, faculty and honorary members may qualify for membership according to the following standards:
3. Students must have completed at least TWO (2) SEMESTERS of nursing classes and have an overall GPA of 3.4 or higher, on a 4.0 scale, in courses required for the ASN Program.
4. Students must maintain a GPA of 3.4 or higher throughout completion of the program.
5. Enrollment in St. Mary’s nursing program as a full time student for at least one year.
6. Must be present at induction ceremony.

DUTIES OF OFFICERS (if applicable to the organization)

1. President:
   a. Prepare an agenda
   b. Conduct business meeting
   c. Serve as ex officio member of any ad hoc committee
   d. Work closely with faculty sponsors to conduct the business of the organization according to the bylaws and school policy.
   e. Inform the Vice President for Schools of Nursing and Health Professions of all activities and organizational plans.
   f. Serve as a representative on Student Affairs Committee.
2. **Vice President:**
   a. Conduct the meetings in the absence of the president.
   b. Perform other duties as assigned or requested.

3. **Secretary:**
   a. Record the business of the meetings.
   b. Submit a copy of the minutes to the sponsors, the Vice President for Schools of Nursing and Health Professions, and the Administrative Secretary.
   c. Post a copy of the minutes for view by all members.
   d. Compose letters or other communication as directed by the members or president.

4. **Treasurer:**
   a. Report on the fund balance and expenditures, etc. in the business meeting.
   b. Maintain an accurate accounting of funds by matching all expenditures with receipts and by itemizing income by fund raising event or dues.

**NOTE:** All student related accounts require two signatures on all checks or disbursements. At least one of the signatures must be that of a faculty sponsor.

**Ways & Means Chairperson or Director:**
Permission in writing for all fund raising activities from the Vice President for Schools of Nursing and Health Professions and/or Hospital Administration.

Vice President for Schools of Nursing and Health Professions and Hospital designee.
Participate and/or coordinate the activity as needed.

Other Directors may be selected as appropriate for specific functions/responsibilities. Permission for all activities must be obtained from the Vice President for Schools of Nursing and Health Professions.

**Formatted:** Prior to 5/02
**Reviewed:** 5/97, 7/08, 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
**Revised:** 5/04, 5/05, 5/09, 7/10
School of Respiratory Care Policies
POLICY: All students will be provided academic assistance as they progress through their program.

DEFINITIONS:

PROCEDURE:

A. ACADEMIC ADVISOR

All students will be assigned a faculty advisor when they enter the program. Students may seek information or assistance from any appropriate faculty. The assigned faculty advisor will:
- Schedule a conference with each advisee at the beginning of each semester and at mid term.
- Monitor the academic progress of advisees in the respiratory care courses.
- Inform the advisee of remediation options/requirements when class or clinical grades are less than satisfactory.
- Make appropriate referrals when indicated.

Make it the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.

The Director of the School of Respiratory Care is the advisor of record at Marshall University for all students enrolled in the School of Respiratory Care. This requires that all registration and other official forms be signed by the Director prior to processing at Marshall University.

It is mandatory that any student receiving below a 70% on any exam see assigned advisor. An appointment must be made with the advisor within one week receiving the exam score. Failure to comply could result in probation.

Letters will be distributed at approximately mid-term each semester to students with <70% average and/or unsatisfactory in the clinical lab component. Letters should be signed and returned to the Director. A copy should be maintained in the student’s advising file.

B. ADVISEE QUESTIONNAIRE

Each student will complete a questionnaire at the beginning of each academic year.

Faculty will score the answers provided and maintain a record of the scores on the Advisee Questionnaire Scoring Sheet.

C. UNIT TEST REVIEW/REMEDIATION

Once a test is administered, a review will be scheduled within one week.

Every student is encouraged to attend the review conducted by the faculty member(s) that taught the content tested. The reviewing faculty will provide the rationale for the correct and incorrect responses. Students scoring <76% are required to attend the test review.

Procedures for students scoring <76%:
The instructor(s) who taught the test content will determine the need for further study or testing in order to aid the student in the mastery of this content. The student will make an appointment with their advisor to discuss the results of this exam. The advisor will encourage the student to seek 1 to 1 assistance from the faculty member(s) who taught the content and devised the unit exam to further identify test taking inconsistencies and knowledge deficit.

D. FINAL EXAM REVIEW
Faculty involved in the presentation of the course content will offer a review of the final exam. Students who score less than 70% are encouraged to schedule individual conferences to review final results and identify knowledge deficits. Formal remediation of content to achieve mastery if the student scored <70% on the final exam will not be required.

E. CLINICAL/LABORATORY REMEDIATION
The instructor is to identify and document areas for improvement using clinical lab evaluation form. If any Unsatisfactory grade is earned, the student should meet with the instructor who provided the evaluation within one week. If remediation is required, the instructor will clearly identify content areas of concern and steps for remediation.

Formulated: 7/08
Revised: 11/08, 7/10
Reviewed: 11/09, 7/12, 7/13, 8/17
POLICY: All students leaving the program other than by graduation must complete a withdrawal process.

DEFINITIONS:

PROCEDURE:
In order to drop a required respiratory care or non-respiratory care course, the student must meet with the Director. Some courses are prerequisites or are to be taken concurrently; therefore, a withdrawal from a course that is concurrent with another course may necessitate withdrawal from each of the courses that are considered as concurrent. This may add additional time, up to one year, to complete the program and may require reapplication to the respiratory care program.
Students may withdraw from an individual course until a specified date and receive a grade of “W”. Only complete withdrawals may be done after this date. Check the University calendar for specific dates.
Students who withdraw from a respiratory care course must adhere to the same readmission policy as a student who has made less than a “C” in a respiratory course. The student must seek readmission by submitting a written petition to the Director of the School of Respiratory Care in order to repeat the course. Repeating students may enroll only if permission is granted and space is available. Priority is given to those students attempting a respiratory care course for the first time.
If a student withdraws from Respiratory Care 100, 101, 102, 102L, 103, they must repeat the admission process as stipulated for new students.
For readmission and/or progression, a withdrawal from two respiratory care courses or withdrawal more than once from the same respiratory care course will be considered as a failure of one respiratory care course. These withdrawals do not have to occur within the same academic semester or year.
If a student withdraws from a respiratory care course after the specified date for individual course withdrawal and has a theory grade less than “C” or an Unsatisfactory clinical grade at the time of withdrawal, this will be considered as a failure when a student is considered for readmission and/or progression.
Failure to properly withdraw from Marshall University will result in an “F” for the course(s).
POLICY: It is mandatory that any students failing or withdraw failing a respiratory care course with less than 70%, and then retake the same course, is required to achieve a B or above in the repeated course in order to continue in the program.

DIRECTIONS:

PROCEDURE:
1. If the failure/withdrawal failing occurs in the first year of the program, the student must apply for readmission into the program. If readmitted, the student must repeat the course and achieve a B or above in the repeated course.
2. If the failure/withdrawal failing occurs in the second year of the program, and the course is pre/co-requisite to a higher course, the student may remain in the program on a part-time basis, but cannot advance to the higher course until the previous course(s) have been completed as stipulated.
3. If the failure/withdrawal failing occurs in the second year of the program, and the course is not a pre/co-requisite to a higher course, the student may remain in the program on a part-time basis, but must repeat and pass the course before advancing to the final capstone course.
4. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.
**Attendance/Tardiness/Absence Policy 6.4**

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<thead>
<tr>
<th>Section: Academic Policies</th>
<th>Title: Attendance/Tardiness/Absence Policy</th>
<th>Policy #: SHB 6.4</th>
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<tr>
<td>Department: Center for Education – SORC</td>
<td>Approved by: Faculty Organization</td>
<td>Date last reviewed/revised: 8/17</td>
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**POLICY:** Attendance in class and in the clinical laboratory is the responsibility of each student.

**DEFINITIONS:**

**PROCEDURE:**
1. Punctual attendance in all classes and clinical experiences is important if the student is to meet all course objectives.
2. Notify the Center for Education by calling 304/526-1415 as soon as possible regarding the absence.
3. Class absences will be recorded and totaled at the end of each course and at the end of the program by the Director. Copies will be provided to the Vice President for Schools of Nursing and Health Professions.
4. The course grade will be lowered one letter grade if theory absences exceed 20% of the total theory contact hours, based upon assigned credit hours for the course. For each additional 10% of theory absences, in relation to total theory contact hours, the course grade will be decreased an additional letter grade. Each course syllabus will specify the point at which these absence hours will result in the lower course grade.
5. Student attendance at professional meetings is encouraged. Attendance at these meetings would not constitute an absence, but will be marked with a “P” (Professional) on the roster by the faculty. The student is expected to notify the instructor(s) prior to the professional meeting and they will assist the student with class matters missed. The student may be asked to present a brief report on their return to school.
6. References provided to potential employers by the faculty and/or the Director will include information on attendance while the student was enrolled in the program.
7. Absences/Tardiness on the Day of an Exam/Quizzes:
8. Students who miss an exam/quiz must contact the instructor before the exam/quiz or as soon as possible after the exam/quiz is missed.
9. Documentation of the reason for the exam/quiz absence/tardiness (i.e., healthcare provider statement, receipt to substantiate car trouble, etc.) must be provided in order to determine eligibility for a make-up exam/quiz.
10. Permission for make-up exams/quizzes will be at the discretion of course instructors.
11. Make-up exams/quizzes maybe different than original exams/quizzes.
12. Any make-ups will be scheduled at a time convenient to the instructor.
13. Students should be ready to take the make-up exam/quiz upon the first day of return, unless other plans have been arranged.
14. If tardy for an exam/quiz, the student must decide if it can be completed within the remaining administration time. The exam/quiz will be turned in at the same time as all other students taking it. If the student does not believe the exam/quiz can be completed within the planned administration time, a request for make-up may be submitted for consideration.
15. Students may not take more than two (2) make-up unit exams per course. Each subsequent test missed will be scored as a zero (0).
16. Clinical/Lab Tardy and Absences:
17. Clinical tardiness is defined as arriving later than the designated start time for any clinical experience. All tardy occurrences will be noted on the student’s clinical performance evaluation.
The second, and any subsequent tardy occurrence within the same semester will result in the student being sent home and will be recorded as a clinical absence.

18. A student arriving 15 minutes after the designated start time for any clinical experience will be sent home and will be recorded as a clinical absence.

19. Students must be present for the entire clinical experience to receive credit for the day or else they will be marked absent unless preapproved by SORC faculty.

20. Clinical absence will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation.

21. Student must notify the School of Respiratory Care and the assigned unit (see course syllabi for numbers) PRIOR to the scheduled time of the clinical/lab experience in the event they will be absent.

22. Any occurrence of a no call/no show on any clinical day will result in the student receiving a zero for clinical attendance and a zero on the clinical daily evaluation. In addition, it will require a formal clinical contract between the student and the DCE and SORC faculty. At this point the student will be placed on clinical probation for the remainder of the SORC program unless there are significant and documented extenuating circumstances. A second occurrence of a no call/no show absence will result in the student being dismissed from the clinical portion of the program.

23. Permission for make-ups will be at the discretion of the instructor(s).

24. All clinical/lab absences/tardiness must be made up before the completion of the course.

25. Make-up times and requirements are determined by the instructor(s) involved in the course.

26. Make-up clinical/lab days can only be scheduled as time and other constraints allow.

27. If clinical/lab absences cannot be made up by the end of the course, the student will receive an Incomplete as the grade for the course.

28. All faculty will report clinical absences/tardiness to their coordinator.

29. Classroom/campus labs are considered as clinical/lab.

30. If a student misses more than two patient care clinical experiences, it will result in a failure of the course.

31. If the absence is due to illness/injury that would compromise the student’s health, safety, or ability to attain the course objectives and/or patient safety, the Director will require a physician release form, signed by a healthcare provider be provided to document student restrictions. If a student has been under a healthcare provider’s care for illness/injury that necessitated missing any exam, a physician’s release is required. Following completion of the assessment by a healthcare provider, the Director and faculty will determine the feasibility of remaining in the program.

32. It is the responsibility of the student to obtain a release before returning to school. (See Student Handbook, Form 3.1e).

33. Tardiness in theory: Students who are tardy may enter the classroom and sit in a designated area, in order to prevent class disruption. Students who are tardy will be counted as absent, and the attendance roster is not to be signed.

34. Students are asked not to interrupt class by entering late. Every effort is made to avoid disruption of class. Special seating may be assigned to late-comers.

35. Theory and lab absences that result in an Incomplete for the course may adversely affect financial aid and/or scholarship eligibility.

Formulated: Prior to 5/99
Revised: 5/99, 12/01, 6/02, 7/03, 5/04, 5/05
Revised: 11/05 (Pilot), 5/06 (Continue Pilot)
Revised: 2/07, 7/07, 6/08, 7/08’ 12/15
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
**Graduation 6.5**

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**POLICY:** To be eligible for graduation, a student must successfully meet the objectives of all courses in the curriculum and fulfill all financial obligations to St. Mary’s and Marshall University. Students must complete the required hours of volunteer community service prior to graduation.

**DEFINITIONS:**

**PROCEDURE:**

1. Students must complete all procedures related to graduation, which are specified by Marshall University and announced to all students by the Director or designee. For example: All students must complete graduation application forms and pay graduation fees as specified by MU.
2. Students must achieve a 2.0 Grade Point Average in all Respiratory Care courses.
3. Students must maintain a 2.0 overall GPA at Marshall University.
4. Students must complete all financial obligations of St. Mary’s and Marshall University in order to be eligible to graduate from the program.
5. Students are responsible for ensuring that an official transcript of courses taken at all institutions is received by the MU registrar prior to graduation.
6. Students are required to complete all standardized tests in order to meet graduation requirements.
7. Only graduates of the Respiratory Care program are eligible to make application to the National Board of Respiratory Care for the advanced respiratory care practitioner licensing examination.

Formulated: 7/08
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13
**Leave of Absence 6.6**

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<th>Section: Academic Policies</th>
<th>Title: Leave of Absence</th>
<th>Policy #: SHB 6.6</th>
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<td>Date last reviewed/revised: 8/17</td>
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POLICY: A Leave of Absence from the program may be granted to a student who cannot maintain progression in the respiratory care program.

DEFINITIONS:

PROCEDURE:
1. Students, unable to maintain continuous progression due to extenuating circumstances, may apply for a Leave of Absence.
2. Permission for a Leave of Absence may be granted on a one time basis.
3. A Leave of Absence may be granted for a maximum of 12 calendar months.
4. The student granted a Leave of Absence must return to the beginning of the course from which the student withdrew.
5. A Leave of Absence may be granted if the student:
   a. has a mean test score of 70% or above in the theory component of the course (excluding quiz scores), AND
   b. is satisfactory in the lab component of the course.
6. In the event the student has taken no exam, a Leave of Absence will not be granted.
7. The procedure for application is as follows:
8. A written request for Leave of Absence must be submitted to the Chairman of the Admissions and Progression Committee.
9. Written notification will be provided to the student regarding the action taken by the Admissions & Progression Committee.
10. If the Leave of Absence is granted, the student will be responsible for providing a written report informing the school in writing of the intent to return by an established date.
11. Any student who leaves the program without requesting a Leave of Absence will forfeit space in the respiratory care program and must apply for readmission.

Formulated: Prior to 5/02
Revised: 5/02, 11/02, 5/04, 5/05, 7/07, 7/08
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
POLICY: All students admitted to the Center for Education must follow specified guidelines completing the program of study.

DEFINITIONS:

PROCEDURE:
The Center for Education reserves the right to require withdrawal of any student whose health, academic record, clinical performance or behavior is unacceptable.
All required health care courses must be completed within four and one-half (4 ½ ) years (nine semesters). The four and one-half year period starts from the time the first respiratory care course is successfully completed.
Students will be denied permission to enroll in any course for which they do not have prerequisites and/or co-requisites.
In order to graduate, each student’s St. Mary’s/ Marshall University quality point average (QPA) must be a 2.0 or better.
All healthcare and required non-healthcare courses must be completed with a “C” or higher. A passing grade earned by CLEP or departmental challenge exam will be accepted.
5.1 Students who earn a grade of less than “C” in a required non-healthcare course must repeat the course.
5.2 Each course must be completed with a grade of “C” or higher and a “S” (Satisfactory) in the lab/clinical will result in a failing (“F”) grade for the course.
5.3 All students who receive a grade of less than “C” in a healthcare or required non-healthcare course may not progress into courses for which that course is prerequisite. The student must withdraw from the program and apply for readmission.
5.4 Repeating any healthcare course is on a space available basis. Students may repeat only one healthcare course in which a grade of less than “C” is earned.
5.5 If a student, a) fails a respiratory care course with less than 70%, or b) withdraws from a respiratory care course with less than 70%, and then retakes the same course, the student will be required to achieve a B or above in the repeated course in order to continue in the program. If the student does not achieve a B or above in the repeated course, then the student will be dropped from the program.

All standardized tests must be completed as required for courses. Specific guidelines will be listed in course syllabi as appropriate.

A SECOND FAILURE (A “D” OR A “F”) IN ANY HEALTHCARE COURSE WHERE LETTER GRADES ARE ASSIGNED WILL RESULT IN DISMISSAL FROM THE PROGRAM WITHOUT OPPORTUNITY FOR READMISSION.

Formulated: Prior to 5/02
Revised: 5/02, 5/04, 5/05, 2/07, 7/07, 5/08, 7/08
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13, 8/17
**Standardized Tests 6.8**

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<td>Date last reviewed/revised: 8/17</td>
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**POLICY:** All students will be required to participate in taking designated standardized tests throughout the program.

**DEFINITIONS:**

**PROCEDURE:**

1. These test results are reviewed with the students by their assigned faculty advisor or designee.
2. These tests are given at different intervals throughout the program.
3. Scores for these exams are maintained as a part of student records and are available to the student/graduate upon written request.
4. Charges for any required exam are included in the tuition/fees. Retake #2 or more of a standardized test may incur additional financial obligations and must be taken care of in the Business Office.
5. Assessment Technologies Institute (ATI) Testing and Remediation tests are administered in the respiratory care program. Specific requirements are described as follows:
   - a. Prior to the first respiratory care course:
   - b. TEAS
   - c. Critical Thinking Entrance
   - d. Self Assessment Inventory

Formulated: Prior to 6/07
Revised: 7/08
Reviewed: 11/08, 11/09, 7/10, 7/12, 7/13
**Grading Policy 6.9**

<table>
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<th>Section: Academic Policies</th>
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<td>Date last reviewed/revised: 8/17</td>
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POLICY: Grades earned in each respiratory care course will be based on a uniform system.

DEFINITIONS:

PROCEDURE:

1. The Grading System will be as follows:

<table>
<thead>
<tr>
<th>Theory %</th>
<th>Letter Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>80 – 89</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>70 – 79</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>60 – 69</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>59 &amp; below</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td></td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

*An unsatisfactory (U) in the lab/clinical component of a course results in a failing grade (F) for the course with zero quality points.

2. When an answer sheet is provided by the instructor, which may be a computer style card or a typewritten sheet. It will serve as the only acceptable record of the student’s answers on any examination.

3. Grades will be given to the student in person only (no telephone calls/emails) in order to follow federal mandate.

Formulated: Prior to 5/02
Revised: 5/02, 5/04, 5/05, 11/08, 11/09
Reviewed: 7/08, 7/10, 7/12, 7/13, 8/17
POLICY: It is mandatory that any student receiving less than a C grade on any exam attend test review and see assigned advisor.

DIRECTIONS:

PROCEDURE:
1. Students must attend the test review.
2. An appointment must be made with the advisor within one week following receipt of exam score.
3. Failure to comply could result in probation.
POLICY: All students of the Respiratory Care Program belong to their respective class organization. Business conducted by the class organization must follow certain rules and guidelines.

DEFINITIONS:

PROCEDURE:
CLASS ORGANIZATIONS
Each year, the Respiratory Care students will elect a class representative to the Academic Planning and Standards Committee and the Student Affairs Committee by mid-term of the first semester. The representative will be a member of the Academic Planning and Standards Committee and Student Affairs Committees respectively and are required to attend each scheduled meeting while school is in session. The representatives will also conduct any class business sessions.

Each student representative will be expected to communicate with other classes to give/receive feedback on issues or concerns.

A recorder is to be designated to record the minutes of the class meetings. Copies of the minutes of these business sessions are to be given to the Vice President for Schools of Nursing and Health Professions, Director, and Administrative Secretary.

The representatives are responsible for circulating or posting a copy of the previous committee minutes for class members prior to the next meeting. Class members wishing to submit comments, ideas, questions, suggestions, etc., may do so in writing and give these to the class representative. The representative will discuss these with the Director to determine appropriate placement on the agenda for the respective committee meeting. The representative and the Director will select times for the class business sessions.

The Director is the class advisor and must attend each class business session.

Any activities or remembrances that the class wishes to provide as a class are to be discussed at the business sessions. Class activities are planned and financed, based on the amount of money received voluntarily from the class members for the purpose. Final approval for all class activities is made by the Vice President for Schools of Nursing and Health Professions.

The order for planning a class activity will be as follows:
Ideas for activities are presented at the class business sessions. If the total cost and other necessary information about the activity are not available at that time, then a person(s) is chosen to collect all of this information and report back to the class before a vote is taken.
After all the necessary information is known and presented to the class, the class then votes on the activity. Simple majority rules.

The activity proposal is then submitted in writing to the Vice President for Schools of Nursing and Health Professions for approval. The Vice President for Schools of Nursing and Health Professions may wish to discuss the plans with the class representative and/or the Director before approval is made.

If the activity is approved by the Vice President for Schools of Nursing and Health Professions, the class then collects the money from the members who wish to participate. Should the money collected be insufficient to finance the activity, then that activity is cancelled and the money is refunded. The recorder will collect the money and keep a record of all of the financial transactions. These financial transactions will be included in the reports of the class business sessions.
The pinning ceremony and reception are planned and provided by the Faculty/Administration of the Center for Education.

Formulated: 8/90
Reviewed: 7/08, 11/09, 7/10, 7/12, 7/13, 8/17
Welcome

St. Mary’s Medical Center (SMMC) welcomes you to the School of Medical Imaging (SOMI). It is our sincere hope that these next three years will be a rewarding experience for you. We are here to help you and facilitate your learning. Please do not hesitate to ask if we can assist you in any way.

In order to maintain a work atmosphere that is conducive to student learning, while promoting the highest quality of patient care and organization, there are policies, procedures, and rules that must be followed. These are outlined in the Center for Education portion of this handbook, and the additional policies listed in the School of Medical Imaging portion of the handbook. Key portions of this manual will be reviewed during class.

Over the next three years, you will benefit from a broad range of experiences that will prepare you for entry level work as a radiographer. There are many times that you will find yourself stressed, overworked and emotionally drained. Keep in mind that many people before you have had the same experiences and can be of help if you ask.

Again, we extend our welcome to each of you.

FACULTY AND ADMINISTRATION
Joey Trader, ED RN
Rita Fisher, PhD, RT (R) (CV) (CT)
Karen Foster, MS, RT (R)
Nancy MacClellan, MS, RDMS, RVT, RDCS
Jeffrey Jobe, BA, RT (R)
Jane Mannon, BS RT (R) RDMS (OB/GYN), RVT
Debbie Moore, MS, RT (R) (CT)
Wynema Napier, MS, RT (R)(MRI)
Cheryl Adkins, AAS, RT (R)
Rina Angus, RT (R)
Shelly Harless, RT (R)
Jay Arnett, RT (R)
Billy Harlow, RT (R)
Melanie Dailey, RT (R)
Bethany Adkins, BS RT (R)
Kendra Jones RT (R)
Hans G. Dransfeld, MD

Vice President, SMMC Center for Education
Chair
Clinical Coordinator-Radiography
Director/Clinical Coordinator-Sonography
Clinical Coordinator-Radiography
Faculty, SMMC Sonography
Faculty, SMMC Radiography
Faculty, SMMC Radiography/CT
Faculty, SMMC Radiography/MRI
Clinical Instructor, SMMC
Clinical Instructor, SMMC
Clinical Instructor, SMMC
Clinical Instructor, SMMC Ironton Campus
Clinical Instructor, SMMC Ironton Campus
Clinical Instructor, CHH
Clinical Instructor, VA Med Center
Clinical Instructor, HIMG
Medical Director
**AART CODE OF ETHICS**

The Standards of Ethics of the American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT, who either hold current registrations by ARRT or formerly held registrations by ARRT (collectively, “Registered Technologists”), and to persons applying for examination and certification by ARRT in order to become Registered Technologists (“Candidates”). 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. Students can refer to the ARRT web page [www.arrt.org](http://www.arrt.org) for additional information.

**SDMS CODE OF ETHICS**

The Diagnostic Ultrasound Professional is an individual qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ultrasound and related diagnostic procedures. The scope of practice of the Diagnostic Ultrasound Professional includes those procedures, acts and processes permitted by law, for which the individual has received education and clinical experience, and in which he/she has demonstrated competency. The Society for Diagnostic Medical Sonography scope of practice can be found at [Scope of Practice](#). The SDMS states the related code of ethics is intended to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained. The entire code of ethics can be found [SDMS: Code of Ethics](#). Students can refer to the SDMS web page [www.sdms.org](http://www.sdms.org) for additional information.

**PROGRAM OVERVIEW**

The School of Medical Imaging (SOMI) is a thirty-six month program designed to prepare the student for entry and professional level employment as a radiographer/sonographer. The SOMI is accredited by the Joint Review Committee on Education in Radiography (JRCERT), and recognized by the West Virginia Board of Examiners of Radiologic Technologists. Radiography Graduates of the program are eligible to take the entry-level American Registry of Radiologic Technologists (ARRT) while Sonography Graduates will be eligible to take examinations through the American Registry of Diagnostic Medical Sonography (ARDMS) certification examinations. Radiography Students will also be didactically prepared for an advanced practice modality in imaging. Radiography Graduates will have three years after completing the program to sit for the Primary certification exam; however, post-primary certification exams (advanced imaging) clinical competency must be dated within 24 months of submitting an application. Since senior students will be documenting post-primary competencies, students who enter the program must complete all didactic and clinical requirements including general education requirements within four years (forty-eight months) of entering the SOMI portion of the program (sophomore MU year). Sonography Graduates require a CV for their specialty examinations. These will be provided upon completion of the program, however, the student must realize the CV forms are good for one year after graduation and if specialty exams are not taken within the first year of graduation they will be required to contact the ARDMS to meet the additional requirements.

The program is composed of two major components; a clinical component and an academic (classroom) component. Each component is designed to complement the other so that procedures taught in the classroom are performed under supervision in the clinical setting at that time. Each component is discussed separately in their respective sections.
SCHOOL OF MEDICAL IMAGING MISSION STATEMENT
The mission of St. Mary’s School of Medical Imaging is to prepare qualified graduates in the area of imaging sciences through current educational methodologies. The faculty, in collaboration with internal and external groups, will foster the development of a learning environment that is responsive to local and national trends in health care to produce multi-competent medical imaging professionals.
Revised 5/13, Reviewed 7/14, 6/15, 8/17

PROGRAM PHILOSOPHY
The faculty of St. Mary’s School of Medical Imaging believes that medical imaging is a unique combination of art and science based on the desire to meet specific health care needs of the community. The focus of radiography medical imaging is to provide optimal results with the highest quality of patient care. The achievement of this goal requires the application of the physical and biological sciences coupled with effective communication and interaction skills.

We believe that learning is an end product of education. We believe that motivation, readiness, interest and perseverance are essential to effective learning. We also believe that learning occurs best in an atmosphere built on a cooperative teacher-student relationship.

We believe that medical imaging education is a planned program for the guidance of students in acquiring the knowledge and skills that will prepare them for entry level employment in the various fields of medical imaging. We believe that learning does not stop at graduation and the continuing education is an integral part of their professional development.

With this in mind, it is the responsibility of the faculty to select, plan, organize, implement and evaluate educational experiences for the students in a progressive manner that gives the students direction and allows for individual differences. In doing so, it is the responsibility of the student to cooperate with faculty in all programmatic policies and procedures and to fully cooperate in group activities. Only then can this educational program foster a cooperative environment that is conducive to student learning.
Revised 5/13, Reviewed 7/14, 6/15, 7/16, 7/17, 8/17
SCHOOL OF MEDICAL IMAGING GOALS

To assure that St. Mary’s Medical Center School of Medical Imaging is effective in providing the highest quality educational opportunities to students as set forth in the Standards of an Educational Program in Radiography by the Joint Review Committee on Education in Radiography, the SOMI has developed an Assessment Plan based on the following goals. The Assessment Plan and goals are evaluated on an annual basis and are published in an annual report to the Advisory Committee members. Students interested in reviewing the program’s Assessment Plan or Annual Report should contact the Chair. The Sonography program has additional specific goals listed below.

Program Goals
Goal: The program will graduate competent imaging professionals to meet community healthcare needs

Program Effectiveness Outcomes
ARRT/ARDMS pass rate
Retention
Job placement
Employer satisfaction
Graduate satisfaction

Goal: Students will be technically and procedurally proficient/competent

Student Learning Outcome:
Students will demonstrate technical proficiency and procedural competence according to professional practice protocols
Students will practice safety protocols in all aspects of medical imaging

Goal: Graduates will develop analytical and critical thinking skills

Student learning outcome:
Students will demonstrate analytical inquiry through practical approaches to problem solving
Students will demonstrate critical thinking skills in the use of information resources
Students will demonstrate knowledge of evidence based practice in medical imaging
Students will demonstrate quantitative literacy (QL) skills

Goal: The graduate will model professionalism by adhering to the Professional Standards established by the American Registry of Radiologic Technology and the American Registry of Diagnostic Medical Sonography

Student learning outcome:
Students will demonstrate a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
Students will exhibit effective oral and written communication skills in the healthcare setting

Sonography specific goals

ARTICULATION AGREEMENT BETWEEN SMMC SOMI AND MARSHALL UNIVERSITY

SMMC SOMI is affiliated with Marshall University’s College of Health Professions (COHP) to offer a Baccalaureate degree in Medical Imaging upon completion of all SOMI course work and satisfaction of MU general education requirements. Candidates pursuing primary pathway certification in Medical Imaging must have, within the preceding three years, successfully completed an educational program that is accredited by a mechanism acceptable to the ARRT/ARDMS.

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT/ARDMS specified list of clinical procedures by completing competency requirements established for the discipline in which they are seeking certification.

ETHICAL STANDARDS

Every candidate for certification must, according to ARRT/ARDMS governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT/ARDMS Rules of Ethics," and they must "agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics or the ARDMS Rules and Regulations which investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martial as described below:

Felony
Misdemeanor

Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do not need to be reported.

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

Candidates becoming certified through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

The appropriate financial aid offices at the COHP at MU will be notified if a student is dismissed from the program or voluntarily withdraws. The student should contact the Financial Aid office and the College directly to determine any related penalty or sanctions that may occur.

Revised: 6/07, 7/09, 7/10, 6/11, 5/16
Reviewed: 8/12, 8/15, 5/16, 8/17
LEARNING OPPORTUNITIES AND RESOURCES

Clinical Practicum

In addition to the knowledge required to become an entry-level imaging professional, students at SMMC SOMI are accorded the opportunity to experience advanced imaging modalities in radiography, medical sonography and radiation oncology as electives during the sophomore and junior year. At the conclusion of the sophomore year, students will be able to apply for the sonography track (year three and four) or to continue in the imaging track.

Fourth year radiography students will focus on one advanced practice modality (cardiovascular/interventional radiology, computed tomography, magnetic resonance imaging, mammography) or a management track. They will take advanced coursework designed to prepare them for an advanced practice certification exam and will begin documentation of the required clinical competencies.

SMMC SOMI is affiliated with several medical facilities in order to provide a broad range of learning opportunity and exposure to the most modern medical imaging technologies in the region. Radiography clinical rotations include SMMC including both the main and Ironton campuses, Cabell Huntington Hospital (CHH), the Huntington VA Medical Center (VA), Huntington Internal Medical Group, Inc. (H IMG), Quality Mobile, Inc. (Mobile) and Pleasant Valley Hospital (PVH). Sonography clinical sites include SMMC (main department, echo, and vascular departments), CHH Perinatology, Logan Regional Hospital, Our Lady of Belafonte Hospital, Advantage Healthcare for Women, and SMMC Women’s Healthcare. Clinical instructors are available at all clinical rotations to teach and assist students in achieving mandatory clinical practicum assignments.

Examples of technological innovations available to students include: digital imaging, computed radiography, PACS, fluoroscopy, bone densitometry, orthopedic imaging, geriatric imaging, pediatric imaging and sonography.

Professional Development

The American Registry of Radiologic Technologists (ARRT) and the American Registry for Diagnostic Sonography (ARDMS) requires that certified the radiographer/sonographer document continued education (CE) on a biennial basis (triennial basis for ARDMS). Student professional development includes information on the ARRT/ARDMS rules and regulations and various means of acquiring CE credits. In addition, during the spring semester, imaging professionals will speak during the scheduled seminar on professional growth and opportunities.

Radiography Students are encouraged to become members of the American Society of Radiologic Technologists (ASRT) and the West Virginia Society for Radiologic Technologists (WVSRT) to begin the pathway to professional development. Junior year students are required to attend the annual WVSRT meeting. Senior year students are highly encouraged to attend. Students are also encouraged to apply as an intern for the annual ASRT meeting in June. Sonography students are required to join Society for Diagnostic Medical Sonography (SDMS) at the beginning of their senior year. This is an excellent opportunity to become involved on a national level and make valuable professional contacts.
Non-compliance with JRCERT 1.1

<table>
<thead>
<tr>
<th>Section:</th>
<th>General Policy</th>
<th>Title: Non-compliance with JRCERT</th>
<th>Policy #: SHB 1.1</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
</tr>
</tbody>
</table>

POLICY: To provide a mechanism for students to file complaints regarding noncompliance with JRCERT mandated Standards.

PROCEDURE:

SMMC SOMI is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT provides peer review and establishes Standards for programs in Radiography, Radiation Oncology and other educational programs. Applicants or Students can find current Standards for Radiography programs at [www.jrcert.org](http://www.jrcert.org). Students may file a complaint with the Program Director and the JRCERT if they feel the program is in violation of any Standard.

Guidelines:
Students should identify in writing the Standard reflecting program non-compliance.
Students should provide the Program Director with a copy of the complaint identifying the Standard in question.
The Program Director will make every attempt to explain the Program’s policy and answer any questions the student may raise.
If the Program Director concurs that a policy or procedure does seem to be in noncompliance, the policy procedure will be remedied to more accurately reflect JRCERT Standards. The Program Director will contact JRCERT in order to ascertain the appropriate measures to be taken.
If the Program Director does not concur with the student and/or the student is not satisfied with the response;
Students may forward a copy of the complaint to JRCERT.
JRCERT can be contacted by mail, phone, fax, email or via the internet. Addresses are:
JRCERT Phone: 312-704-5300
20 N. Wacker Dr. Fax: 312-704-5304
Suite 2850 email: mail@jrcert.org
Chicago, IL 60606-3182 web: [www.jrcert.org](http://www.jrcert.org)
The SMMC program reference number is: 3403. This number should appear on all correspondence with the JRCERT.
The student is assured that there will be no retaliatory action by the Program for any complaint filed with the JRCERT.

Formed: 3/04
Reviewed: 7/09, 7/10, 7/12, 5/13, 7/14, 7/15, 7/16, 8/17
Revised:
**Admission Policy 1.2a**

<table>
<thead>
<tr>
<th>Section: General Policy</th>
<th>Title: Admission Policy</th>
<th>Policy #: SHB 1.2a</th>
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<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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**POLICY:** Admission into the SOMI.

**PROCEDURE:**
Admission to the SMMC SOMI is made by application. Applications as well as the Technical Standards and Technical Standards declaration form can be obtained through the Program web site at www.st-marys.org. Admission to the SMMC SOMI is separate from admission to MU. Admission into MU does not guarantee admission into the SOMI. There is a $30 application fee for the SMMC SOMI. All application materials, including college and high school transcripts/GED, must be received by April 1. Any application received after April 1 may be placed on the alternate list.

Along with the application and fee, a signed copy of the technical standards declaration form and evidence of a minimum of eight (8) hours of observation must be submitted. At least four (4) hours of observation must be diagnostic radiography preferably in a hospital radiography department.

Applicants must show proof of high school graduation or successful completion of the GED exam. Program admission requires a minimum GPA of 2.50 and at least 15 college credit hours that must include the following prerequisites:

- coursework in college algebra (MU Math 121, 127, 130)
- coursework in human anatomy (MU BSC 227)
- coursework in introductory physics (MU PHY 101)
- coursework in human physiology (MU BSC 228)
- medical terminology
- statistics (can be taken as a co-requisite)

Course work submitted for admission criteria from colleges or universities apart from Marshall University (MU) must be equivalent (acceptable in transfer) to those offered at Marshall. Applicants should contact the registrar’s office at MU if they have questions about the transfer of coursework. Applicants must take both semesters of any human anatomy and physics course taught in two separate terms. Applicants will receive points for human anatomy and physiology in such instances. Any variation from the prerequisite coursework requirement requires direct permission from the Program Director.

Applicants are scored and ranked based on overall college GPA, course grades in prerequisite courses, and high school GPA or GED scores. Applicants who submit ACT scores will receive extra points for scores of 19 or greater on the composite, math and/or science components. Provisional admission will be offered to the top 24 applicants based on total points. All other completed applications will be ranked for the alternate list. The alternate list is maintained until the program begins in August. A new application must be submitted for the next year.

The program reserves the right to conduct personal interviews to aid in applicant selection.
All offers of admission are contingent upon a background check and drug screening. Contact the Program regarding incurred expense.
St. Mary’s Medical Center School of Medical Imaging
Admission Data 2017

Name____________________________________________

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<th>College GPA (min 2.5)</th>
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<td>2.50-2.74</td>
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<td>3.00-3.24</td>
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College Coursework

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<td>Math 121 (applications in algebra)</td>
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<td>BSC 227 (human anatomy)</td>
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<td>PHY 110 (introductory physics)</td>
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<td>BSC 228 (human physiology)</td>
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<td>Extra credit</td>
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<td>CHM 203 (chemistry)</td>
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<td>Medical terminology</td>
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<td></td>
</tr>
<tr>
<td>PHY 203 (gen physics)</td>
<td>_____</td>
<td></td>
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</tr>
<tr>
<td>Statistics</td>
<td>_____</td>
<td></td>
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</tr>
<tr>
<td>LAS 248 (med law)</td>
<td>_____</td>
<td></td>
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<tr>
<td>AH 216 (pharmacology)</td>
<td>_____</td>
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<td>Other</td>
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ACT Scores:

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<th>Math</th>
<th>Science</th>
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<tr>
<td>19-20</td>
<td>6 points</td>
<td>25-26</td>
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<td>21-22</td>
<td>7 points</td>
<td>27 or greater</td>
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High School GPA/GED Composite

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<td>3.0-3.24</td>
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<td>55-57</td>
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<td>57.5-59</td>
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Total Points

Revised 1/12/04, 3/04, 2/06, 7/09, 3/11, 5/13
**Admission Policy 1.2b**

<table>
<thead>
<tr>
<th>Section: General Policy</th>
<th>Title: Admission Policy: Registered Technologists</th>
<th>Policy #: SHB 1.2b</th>
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<tbody>
<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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</table>

Policy: RT Admission into the SOMI

Procedure:

Registered Technologists (RT), (ARDMS), (CCI) may apply to the program to complete the baccalaureate degree and to obtain the formal and clinical education required by the ARRT or ARDMS to sit for an advanced imaging certificate.

Applicants must have successfully completed an accredited program in medical imaging or sonography.

Applicants must apply to and be accepted by Marshall University.

Applicants must complete any general education requirements as determined by Marshall and the SOMI Program Director.

Applicants complete and submit the SOMI application including the application fee, college and/or imaging program transcripts, ARRT/ARDMS certification documents, and state licensure (if appropriate).

Applicants will indicate which imaging track they wish to pursue, including sonography.

Applicants must undergo background checks and drug screening as all incoming students

RTs may attend on a part-time basis if they wish. They and the Program Director or Sonography Clinical Coordinator will determine a schedule of study.

Admission into a clinical track will be contingent on the availability of clinical rotation spots.

Created 7/14
Reviewed 7/15, 7/16, 7/17
**Admission Policy 1.2c**

<table>
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<tr>
<th>Section: General Policy</th>
<th>Title: Admission Policy: Sonography</th>
<th>Policy #: SHB 1.2c</th>
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<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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</table>

**POLICY:** Admission into the sonography track.

Procedure: students who wish to enter the sonography track will complete a separate admission form which must be submitted to the Sonography director/clinical coordinator no later than April 1. Sonography track admission is limited and will vary depending on clinical rotation availability. There is no additional fee.
Perspective sonography students must have a 3.0 GPA overall and must successfully have completed the core required radiography courses taken in the sophomore year.
In the event there are more applicants than available slots, positions will be awarded as followed:
SOMI GPA
MU overall GPA
ACT scores
Registered technologists who wish to apply are welcome to do so and should follow the application procedure outlined in SHB 1.2 b and c.

Created 7/14
Reviewed 7/15, 5/16, 7/17
**SOMI Sonography Track**

**Application**

Name: ________________________________  Date: ____________________________

Reason for selecting sonography: ____________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Have you completed a clinical rotation in sonography? ____________________________

To be completed by office
SOMI GPA ________  Marshall GPA ____________  ACT Scores
(composite) _________
**Transfer of Credit 1.3**

<table>
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<tr>
<th>Section: General Policy</th>
<th>Title: Transfer of Credit</th>
<th>Policy #: SHB 1.3 (in addition to CFE Policy 1.9)</th>
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<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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PURPOSE: All transfer of credit must comply with Marshall University policy and procedure.

See CFE Policy 1.9, Transfer of Credit regarding non-medical imaging credits. Students wishing to transfer from another imaging program will have to provide proof that they were not dismissed due to an ethical or academic violation (per ARRT Code of ethics). A letter from the Program Director stating the student was in good standing will be required. Imaging course work credit transfers will be evaluated on a course-by-course basis through comparison of course syllabi and program requirements. Applicants, who have successfully completed an entry-level imaging program and have sat for the ARRT/ARDMS certification examination, wishing to transfer into the professional level (4th year) must provide proof of ARRT/ARDMS certification, SOMI application and fee, and imaging program curriculum and transcripts. Applicants will have to meet all other requirements from Marshall University regarding general education transfer of credit and graduation. Applicants to the advanced level will be required to complete all general education requirements for graduation at Marshall University prior to enrolling in any MI course. The ARRT/ARDMS registration will accord the applicant credit for the sophomore and junior level Medical Imaging coursework. Applicants, who have obtained additional registration such as radiation oncology or nuclear medicine and have college credit for their coursework in the field, may substitute these classes for an advanced medical imaging track requirements. They will still have to meet the MU requirements for graduation before the University will award the baccalaureate in science degree. Applicants to the advanced program are conditional upon background and drug screening.

Formed: 8/09
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/16, 7/17
Revised: 8/12, 6/15
**Withdrawal Policy 1.4**

<table>
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<th>Section: General Policy</th>
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<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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**POLICY:** Withdrawal procedure from SOMI.

**PROCEDURE:**
Withdrawal requires the student to inform the program director of their intention to withdraw and completion of the withdrawal form. Students who fail to inform the director or to submit the withdrawal form prior to the end of the semester, in which they are withdrawing, will be dismissed from the program and a grade of F will be recorded for all attempted coursework for the term. Students who choose to withdraw from SMMC-SOMI must also drop their MI coursework from MU. Withdrawal information will be sent to Marshall University Financial Aid or other issuers of financial aid or scholarship as appropriate.

Students may not withdraw from individual courses. Withdrawal is from the Program.

Students may withdraw at any point. Students may be readmitted the following year if:
- They voluntarily withdraw due to pregnancy (refer to Pregnancy Policy).
- They withdraw due to medical reasons (see Attendance Policy).
- They withdraw due to family emergency.

Students who withdraw may receive a partial tuition refund (see Tuition Refund Policy).

Students who withdraw for any other reason must resubmit an application and go through the entire admission procedure. Students who are dismissed from the program for disciplinary reasons should know they must report this information to the ARRT if they seek admission into another Radiography program.

**Formed:** 3/04  
**Reviewed:** 7/10, 8/12, 5/13, 7/14, 7/15, 7/16, 7/17  
**Revised:** 7/09, 8/12
**Tuition Refund Policy 1.5**

<table>
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<td>Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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POLICY: Tuition Refund Policy

PROCEDURE:
Students who withdraw from the SOMI may receive a partial tuition refund based on the following guidelines.
Tuition refund will follow the guidelines established for Marshall University. See the MU Student Handbook for the prorated schedule.
Students may still be responsible for financial aid obligations even if they withdraw from the Program. Students should contact the Marshall University Financial Aid office for further information.
Tuition deposits along with background or drug screening are non-refundable.

Formed: 3/04
Reviewed: 7/09, 7/10, 8/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 6/07, 8/12
**Disciplinary Policy 1.6**

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<td>Date last reviewed/revised: 8/17</td>
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</table>

**POLICY:** Refer to CFE SHB policy Appeals Grievance 2.0 and 2.1.

**PURPOSE:** The purpose of a sanction, in addition to protecting others, is primarily to educate an individual by increasing his/her awareness of the importance of responsibility to the SMMC SOMI community for one’s actions. This will ordinarily be the guiding force behind imposition of sanctions by the SOMI judicial system. Sanctions may range from the issuance of demerits for minor violations of clinical procedural policies to probationary status. In some instances, however, the program’s need to properly function outweighs the program’s ability to so educate an individual. In such case, for the benefit of both the student and the community, suspension or expulsion from the SOMI may result.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student’s continued presence on campus would constitute a potential for serious harm to himself/herself or the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

See CFE Policy 2.1, Non-Academic Grievance Policy regarding due process for any disciplinary action other than demerits.

The following sanctions may be imposed for violation of the Code of Conduct:

A. **Expulsion**
   This is termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification. Students have the right to submit in writing an appeal of a primary decision for expulsion to the CFE Grievance Panel pursuant to CFE Policy 2.1 Non-Academic Grievance. During the expulsion, the person is barred from coming onto or using SOMI property and facilities. (The individual is not barred from coming onto or use of any medical affiliate in a non-student capacity.) Students may also initiate a secondary appeal for re-admission to the SOMI. Conditions for secondary readmission may be established only through a written appeal to the Vice President for Schools of Nursing and Health Professions no sooner than one complete calendar year from the date the expulsion was placed in effect. The action will appear on the student’s official transcript until such time as any and all appeals for readmission is made to and granted by the Vice President for Schools of Nursing and Health Professions to terminate the expulsion.

B. **Suspension**
   This action involves separation of the student from the SOMI for a definite stated period of time up to three days. Condition on resumption of activities, if any, also may be imposed. The SOMI may deny readmission in those instances where the suspended student fails to demonstrate a positive change in behavior which indicates the suspended student is prepared to become again a responsible member of the SOMI community. Numerous resource persons may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives. Suspensions must be reported to the ARRT during the application process. Students are encouraged to contact the ARRT ethics committee prior to submitting an application in order to determine if there are any problems associated with the application.
Students have the right to submit in writing an appeal of a primary decision for expulsion to the CFE Grievance Panel pursuant to CFE Policy 1.2, Non-Academic Grievance. Any student who receives a second disciplinary suspension may be terminated from the SOMI.

C. Demerits
A system of demerits is in place for specified violations of clinical procedure policies. Demerits may be awarded by any clinical instructor, the Clinical Coordinator or the SOMI Director. The demerit policy is further discussed under Clinical Policy and Procedures. Demerits may not be appealed.

D. Probation
This action involves a specified period of time, not to exceed one semester, determined by the SOMI Director during which a student in violation of one or more SOMI regulations is given an opportunity to prove that he or she can become a responsible and positive member of the SMMC SOMI community.

Any student violating program regulations or the terms of probation while on probation may be subject to further disciplinary action as specified under this Code, up to and including termination from the SOMI.

Academic Probation
1. For Academic Deficiency:
All SMMC SOMI students whose overall SOMI GPA drops below 2.50 will be placed on academic probation. All probation students are subject to the following restrictions:
Students on probation must meet with the Program Director to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student. Students on probation must earn a 2.50 GPA or higher during every semester they are on probation. Failure to achieve a 2.50 semester GPA or higher while on Academic Probation may result in expulsion. Failure to achieve a 2.50 GPA in all subsequent semesters may result in expulsion. Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his or her overall SOMI GPA is 2.50 or higher.
Failure in any course work may result in termination from the program. The student will be offered the option to return the next year and begin the program at the beginning of the semester in which the failed course was offered, or to repeat the course if the curriculum plan has been altered. As the course of study is designed to be progressive in content, students may not progress to the next semester after failing a course. In order to meet both the primary and post-primary certification eligibility requirements established by the ARRT/ARDMS, a student must complete the course of study within four years of entering the SOMI. Students are not allowed to sit for ARRT/ARDMS certification examination until all didactic course work, including general education degree requirements set by Marshall University, and primary exam clinical competencies have been successfully completed and the SOMI Program Director signifies the above to be true.

Clinical Probation
1. Clinical Practice Deficiency
The foundation of a student’s clinical progress is competency based clinical education. Competency based education is a systematic process of psychomotor development assuring that students are competent clinically through a defined sequence of content delivery, practice and evaluation (see Competency Based Education criteria for learning sequence). Any student who has passed a particular competency, but cannot adequately perform the procedure with indirect supervision, will have the competency revoked and must begin the competency sequence again.
Clinical Instructor Evaluations: Students who receive negative clinical instructor evaluations from more than one clinical instructor/clinical site may be placed on clinical probation. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

Students on probation must meet with the Program Director or Clinical Coordinator to develop a Clinical Practice Improvement Plan to achieve the requisite level of clinical skills. This plan is binding on the student.

The student may be required to simulate a range of clinical procedures.

The student may be required to repeat any or all clinical competency exams.

Students will not be allowed to graduate from the program while on probation.

Probation will be lifted when all goals of the Clinical Practice Improvement Plan have been achieved.

Formed: 3/04
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 6/07, 8/09, 8/12, 5/13, 7/16, 7/17
Purpose: St. Mary’s Medical Center School of Medical Imaging emphasizes the need for all students to attend classes and clinical assignments on a regular and consistent basis. In addition to research which demonstrates that regular class attendance enhances student success, consistent attendance and punctuality helps students develop good habits and behaviors necessary to compete in a highly challenging job market. The clinical experience is essential to achieving the required level of competency/proficiency for ARRT/ARDMS certification.

Excused Absences: Guidelines: Excused absences will not incur a grade penalty but missed time must be made up according to program accreditation guidelines. Note the exception to diagnostic classes below. Excused absenteeism includes but are not limited to:

1. SOMI sponsored activities: These are activities that promote professional growth. Second and third year students will be excused to attend the West Virginia Society of Radiologic Technologist annual meeting and/or professional board reviews Students who wish to attend approved professional meetings may be excused. Students must provide documentation proving attendance of these professional meetings in order to be excused. Students who volunteer to present information on radiography, sonography or the SOMI to local high schools or other groups may be excused.

2. Absenteeism as a result of a death in the family: This policy mirrors that of SMMC policy toward employees. Students are allowed up to three (3) days excused absence for the death of an immediate family members only including: spouse, child, grandparent, grandchild, parent, sibling or legal guardian. Family members such as aunts, uncles or cousins are not considered immediate family. The student who seeks an excused absence for this purpose may be asked to submit one of the following to verify the relationship with the deceased: an obituary with the student named as a relative; a funeral program with the student names as a relative; a verification of the death and relationship by a clergy person or funeral home personnel (must be on letterhead stationary).

3. Other excused absenteeism:
   a. Jury duty will not count as time missed; All missed time must, however, be made up by the end of the semester. Extended jury duty (more than one calendar week), however, may result in the student taking an extended leave of absence and be reinstated the following year if they are unable to complete mandatory clinical competency. Failure to make up the missed time will result in the student not progressing in the program until it is done.
   b. Prearranged absenteeism: Students who are on a Marshall sports team or in the band, may arrange preapproved absenteeism for scheduled athletic events. They must make up all missed clinical time and arrange any course work requirements including exams with the course instructor PRIOR to the scheduled absenteeism. Students may request in writing, prearranged absenteeism for other reasons with the Program Director. These will be considered and granted or denied on a case by case basis. Requests must be made at least one month in advance and any missed clinic must be made up prior to the absence, otherwise missed time will be considered unexcused.
   c. Military service obligations will not count as time missed; however, an extended leave of absence (more than one calendar week) may be required with reinstatement the following year if they
are unable to complete mandatory clinical competency. Failure to make up the missed time will result in the student not progressing in the program until it is done.

d. In order for absenteeism due to illness to be excused, the student is required to present notice from a physician’s office giving the specific dates the student was seen and exact amount of time off recommended by the physician. All other absenteeism due to illness is considered unexcused.

e. Code Weather: Judgment regarding safety is always that of the individual. Institutional policy serves only to establish guidelines.

1. St. Mary’s Center for Education is independent of Marshall University and does not cancel school unless weather conditions are very extreme.

2. The Vice President for the Schools of Nursing and Health Professions will make the decisions regarding the Center for Education. If SMMC is cancelled, the absence is considered excused. If it is not cancelled, any absence is considered unexcused unless a “Code Weather” event is designated by the Vice President for the Schools of Nursing and Health Professions.

3. If classes/clinical experiences are cancelled, the Vice President for Schools of Nursing and Health Professions will notify the media and leave a recorded message on the phone (304-526-1516) by 6:15 A.M. Arrangements have been made for the announcements to be made over local radio and TV stations. Please do NOT call before 6:15 A.M. for the message.

4. If school is not cancelled, but there are some surrounding communities wherein travel may be hazardous, the Vice President for Schools of Nursing and Health Professions may implement what is called “Code Weather”. Notification which will be conducted in the same manner as a cancellation as described above.

5. If a student under “Code Weather” determines that inclement weather poses a potential hazard to safety, radiography students must notify Karen Foster (304-526-8224), sonography students Nancy MacClellan (304-525-1430), and the clinical unit if it is clinical day.

6. A Code Weather absence will be considered excused, but it must be made up. If this occurs for a campus lab or clinical experience under “Code Weather”, the experience must be made up within two weeks. See make up time above. If this occurs for the theory portion of the course under “Code Weather”: The material presented in class on that day will be provided to the student via some electronically recorded media (e.g. Blackboard Collaborate®, DoodleCast®, etc.) and/or detailed notes or equivalent. Contact the course instructor for additional information.

Excused/Unexcused Absenteeism: Didactic classes

Guidelines: Didactic class absenteeism including tardiness:

1. Attendance is Mandatory. **Any tardy will equal an absence and there will be a letter grade drop on the 4th occurrence and another letter grade drop for any subsequent absence.**

   Unexcused absences on scheduled exams may not be made up. The student will incur a grade of zero.

2. Absenteeism will be documented for each class missed, not the entire day. Excused absences will be counted. The difference for excused absenteeism versus unexcused is exams or other graded work may be made up for an excused absence pending specific course policy. See course syllabi.

3. Any student, who receives a letter grade drop in any didactic course due to absenteeism or tardiness, will be placed on academic probation. If the student continues to have issues with attendance in subsequent courses/academic terms, they will be dismissed from the program upon the 3rd instance of absenteeism or tardiness in any individual class.

4. Failure of a class as a result of dropped course grades due to absenteeism will impede progression in the program or graduation. See the progression policy.

Excused/Unexcused Absenteeism Clinic
Guidelines: Clinical absenteeism: Attending all scheduled clinical shifts is extremely important both for professional development and gaining the clinical competence required by the ARRT/ARDMS for certification.

1. All excused absenteeism time must be made up prior to the end of the academic term. Failure to do so will result in a grade of F for the course unless the student has a documented medical reason for requesting an incomplete. Incompletes must be satisfied within six months or the next available opportunity or the grade will be converted to an F.

2. Each unexcused absenteeism event will result in a 5% reduction in the overall clinical course grade. There are no grace periods for unexcused absenteeism.

3. Tardiness is unprofessional and causes a disruption in the clinical schedule. We do understand there are occasional issues with shuttle schedules that may result in tardiness. Therefore, students will not be penalized for up to two documented episodes of tardiness. However, upon the third event and all subsequent events, there will be a 2% deduction in the overall clinical course grade for each event.

4. If a clinical course receives a grade of F due in part to grade reduction from unexcused absenteeism, tardiness or failure to make up mandatory time, the student will not be allowed to progress in the program or to graduate until the course is repeated. See progression policy.

Clinical Make Up Criteria:

1. Only four radiography students (sophomores and/or junior) will be able to make up time on any given Saturday (2 at CHH and 2 at SMMC).

2. Only one sonography student (junior/senior) will be able to make up time on any given Saturday.

3. Students who schedule make up and fail to appear, will be considered to have incurred an unexcused absence with the associated 5% drop in the overall clinical grade.

4. Clinical make up assignments will not be punitive in nature.

5. Students may not use regularly scheduled lunch hours to make up time.

6. Students who elect to make up assignments that will cause them to exceed a 40 hour combined class/clinic time limit in a work week will be required to sign a statement that they voluntarily choose to exceed the 40 hour/week limitation.

7. Students must notify both the clinical site and the program office if they are going to be absent or substantially late for a clinical rotation (more than 10 minutes). Failure to notify both the clinical site and the office will cause the absence or tardiness to be considered an unexcused absence with the corresponding 5% reduction in the overall course grade. The only exception would be if the student is physically unable to phone. Evidence supporting the physical inability to phone the appropriate parties will be required.

Reviewed: 7/10, 8/12, 5/13, 7/14, 6/15
Revised: 6/05, 6/07, 6/08, 7/08, 8/09, 8/12, 5/13, 7/14, 6/15/7/16, 8/17
**Pregnancy Policy 1.8**

<table>
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<tr>
<th>Section: General Policy</th>
<th>Title: Pregnancy Policy</th>
<th>Policy #: SHB 1.8</th>
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<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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PURPOSE: All students will be advised of the potential danger to an unborn fetus resulting from radiation exposure by giving each student the Regulatory Guide 8.13 from the Nuclear Regulatory Commission in accordance with the Standards for an Accredited Educational SOR in Radiological Sciences from the Joint Review Committee on Education in Radiography. This policy will also apply to students in the sonography track.

Because of the potential effects of radiation exposure on the unborn fetus, the SOMI strongly recommends that the pregnant student inform the SOMI Director of her pregnancy as soon as possible if the dose to the unborn child is to be minimized. However, the decision of whether or not to inform the SOMI Director of pregnancy is voluntarily up to each student. Students will sign an acknowledgment statement regarding the Pregnancy Policy, which will be placed in their file.

If the student voluntarily chooses to inform the SOMI Director of her pregnancy, it must be in writing on the Declaration of Pregnancy form. At this point, the student will be scheduled to meet with the radiation safety officer as soon as possible so she can make an informed decision as to how she wishes to proceed. The student is invited to bring the father or other individuals to the meeting with the radiation safety officer. The radiation safety officer will inform the student of the effects of radiation on the fetus, as well as acceptable radiation practices. The radiation safety officer will endeavor to answer any questions the student may have.

After meeting with the radiation safety officer, the student will determine which of the following options they wish to exercise and so declare on the Declaration of Pregnancy form. Sonography students will not be required to meet with the radiation safety officer and will also have the following options from which to choose.

Option 1. The student may withdraw from the SOMI. A student who withdraws in good standing may reapply to the SOMI when applications are considered. This student will be evaluated on an equal basis with all other applicants.

Option 2. The student may withdraw from the SOMI and be guaranteed reinstatement the following year at the point the student withdrew. This guarantee is only for the year following the student’s withdrawal.

Option 3. The student may withdraw from the clinical phase of the SOMI while continuing to take the didactic classes. All missed clinical time, including the post-partum period, must be made up before the student can graduate.

Option 4.1 without modification. The student may choose to continue as a full-time student in both the clinical and didactic portion of the program with or without modifications as described below. The pregnant student that chooses to continue as a full-time student shall bear the complete risk of injury to her fetus. In addition, the following measures are required:
The pregnant student will be issued an additional radiation monitor to be worn at the abdominal level to monitor fetal exposure. The student must continue to wear her radiation monitor at the collar to monitor her occupational exposure.

During the entire pregnancy, the Dose Equivalent limit to the fetus cannot exceed .5 rem. If it does, the student must withdraw from the clinic portion of the SOMI and make up all missed clinical time prior to graduation.

The student must present a written unrestricted release from her physician allowing her to take classes and continue her clinical education.

In accordance with federal law, the student can “undeclared” their pregnancy at any time by submitting a written request to do so to the Program Director and proceed in all aspects of the program as if they were not pregnant.

The student will not assist in holding patients or remain in the radiographic room while an exposure is being made, otherwise they will continue all other phases of training as expected of any other student, including clinical rotations in surgery, portables or fluoroscopy.

Option 4.2 with modification.

At the student’s request, she may elect not to be assigned to surgery, portables or fluoroscopy during her pregnancy. These rotations must be made up prior to graduation.

If a student chooses not to inform the SOMI Director of her pregnancy in writing, that student will not be considered pregnant and must continue in all phases of the SOMI, maintain all academic and clinical performance standards and abide by all SOMI policies and procedures as is expected of all students.

Furthermore, that student shall be deemed to have assumed all risks of any possible danger of radiation exposure to the unborn fetus.

Formed: 2/99
Reviewed: 7/10, 8/12, 5/13, 7/14, 6/15, 7/16, 7/17
Revised: 6/03, 3/04, 1/05, 6/15
Pregnancy Policy Acknowledgement Form

St. Mary’s Medical Center School of Medical Imaging

In signing this form, it is acknowledged that:
I have been informed and understand the dangers of radiation injury to the fetus and radiation protection guidelines that I should follow. I understand that I am NOT obligated to inform the SOMI if I become pregnant.
I have received a copy of the Nuclear Regulatory Commission guideline 8.13 concerning pre-natal exposure.
I have received and reviewed a copy of the SOMI’s Pregnancy Policy.
I understand the foregoing pregnancy policy and agree to abide by its provisions. I understand and agree that if I elect not to inform the SOMI Director in writing of my pregnancy, I shall assume all risks of harm to my unborn fetus and shall indemnify and hold harmless St. Mary’s Medical Center, the SOMI Director, the SOMI affiliates and their respective agents, representatives and insurers from all claims for damages arising from any harm to my fetus resulting from my decision.
A copy of this agreement will be placed in my student file.

____________________________________________  ________________
Student Signature                                                                    Date

____________________________________________  ________________
SOMI Director Signature                                                                  Date

Reviewed:  7/10, 7/12, 5/13, 7/14, 6/15, 7/16, 7/17
Revised:  6/03, 3/04
Declaration of Pregnancy

St. Mary’s Medical Center School of Medical Imaging

I, ________________________________, do hereby make this voluntary declaration of pregnancy. The estimated date of delivery is ________________. I understand that I am making this voluntary declaration of pregnancy in compliance with the requirements of Regulatory Guide 8.13 of the Nuclear Regulatory Commission (Appendix B) as required by the Standards of an Accredited Educational SOMI in Radiological Sciences from the Joint Review Committee on Education in Radiography (see Appendix C).

After having had explained to me the potential for harm to my unborn fetus from radiation exposure during my clinical training, as well as all available options, I have decided to (please initial):

1. Withdraw from the SOMI completely.
2. Withdraw from the SOMI and be reinstated the following year at the point I withdrew.
3. Withdraw from the clinical aspect of the SOMI and continue to attend classroom sessions. I understand that all missed clinical course work must be made up within 48 months from the point I entered the SOMI.
4. Remain in the SOMI in the capacity of a full-time student, assuming all risk of harm to my unborn fetus. I shall indemnify and hold harmless St. Mary’s Medical Center, the SOMI Director, the SOMI affiliates and their respective agents, representatives and insurers from all claims for damages arising from any harm to my fetus resulting from my decision to remain in the program including all clinical rotations.

___________________________________ _________________________
Student Signature Date

___________________________________
SOMI Director Signature Date

___________________________________
Radiation Safety Officer Signature Date

Reviewed: 7/10, 8/12, 5/13, 7/14, 6/15, 7/16, 7/17
Revised: 6/03, 3/04; 8/12
**Academic Integrity 2.0**

<table>
<thead>
<tr>
<th>Section: Academic Policy</th>
<th>Title: Academic Integrity</th>
<th>Policy #: SHB 2.0 (in addition to CFE Policy 1.0 Academic Integrity)</th>
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<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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**PURPOSE:** An important aspect of the SOMI is a rigorous academic component that is designed to give the student a fundamental and theoretical foundation upon which clinical component is based and to prepare the student to take the American Registry of Radiologic Technologists (ARRT) exam upon graduation. Most of the states in the U.S. require that graduates pass this exam before they can be awarded a Radiation Operator’s license from that state.

Student should refer to CFE Policy 1.0 Academic Integrity for description of academic integrity expectations. In addition to the policies outlined in CFE Policy 1.0, the ARRT certification application requires students to indicate whether they have been expelled from a medical imaging program or have been sanctioned for academic dishonesty. This application must be reviewed for accuracy by the Program Director or designated official.

**Student Academic Rights**
Concomitant with other academic standards and responsibilities established by the SMMC SOMI and its clinical affiliates, each student shall have the following academic rights:
- The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards.
- The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- The student shall not be graded, nor shall his/her performance be evaluated, on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- Each student shall have the right to have any academic penalty as set forth herein, reviewed pursuant to the procedures described. Except in those cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.
- Each student shall have access to a copy of the Student Handbook or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, minimum grade point average, probation standards, professional standards, etc.).
- Each student shall receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, special requirements, laboratory requirements, grading criteria, standards and procedures, professional standards, etc.).
- The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.

SMMC SOMI is responsible for defining and promulgating:
- The academic requirements for admission to the program.
- The criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation.
- Probation, suspension, and dismissal standards and requirements.

Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.
Sanctions
A student who fails to meet the academic requirements or standards, or who fails to abide by the policy on academic dishonesty may be subject to academic sanctions:

Sanctions for academic dishonesty may be imposed by the instructor of a didactic course, a clinical instructor, the Clinical Coordinator or the SOMI Program Director.

The instructor may impose the following sanctions:
A lowering or failing project/paper/test grade.
A lower final grade.
Failure of the course (including clinic).
Clinical demerits.
Exclusion from further participation in the class (including laboratories or clinical experiences).

The following sanctions may be recommended by the instructor, but will need to be imposed by the SOMI Program Director:
Failure of a course grade
Exclusion from the academic program.
Academic probation up to one (1) semester.
Academic or clinical suspension up to five (5) days.
Dismissal from the program.

A student will be informed in writing by the instructor or responsible SOMI official, of any charges and subsequent sanctions imposed for academic dishonesty. Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student’s records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with CFE Policy 2.0, Student Appeals for Instructor Imposed Sanctions.

Sanctions for repeated academic dishonesty will be imposed by the Program Director after consultation with the appropriate instructor and CFE Vice President.
A student’s record of academic dishonesty offenses will be maintained throughout their enrollment at SMMC SOMI and the period of time between offenses may have no impact on sanctions for repeated offenses.
A student with a second academic dishonesty offense during his/her enrollment will be academically suspended for a period of time not to exceed five (5) days.
A student with a third academic dishonesty offense during his/her enrollment will be dismissed from the program.

Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the SOMI Program Director within ten (10) days of the sanction.

Notice of an act of academic dishonesty will be reported through the completion of an “Academic Dishonesty Report Form” or the clinical demerit form as appropriate. Accused students will be provided with copies.
Progression Policy 2.1a

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<tr>
<th>Section: Academic Policy</th>
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<th>Policy #: 2.1a</th>
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<td>Date last reviewed/revised: 7/16</td>
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PURPOSE: Establish policy for progression through program and graduation in order to meet the Mission Statement and Goals of the School of Medical Imaging.

1. GRADUATION REQUIREMENTS:
Students must satisfy all progression requirements established by the SOMI in order to receive the Certificate of Completion required to sit for the ARRT/ARDMS certification examination. They must also satisfy general education graduation requirements in order to receive the BS degree from Marshall University. Students are expected to complete the program within 36 months after entering the program. If graduation is delayed for any reason, students will have to repeat any clinical competencies/proficiencies that fall outside the 36 month period preceding graduation. See 2.G below.

2. PROGRAM PROGRESSION REQUIREMENTS:
All course work must be passed with a grade of C or better in order to progress in the program or to graduate from the program. Courses not passed with a grade of C or better must be repeated before the student can progress to the next semester. This includes clinical courses as well as didactic. Students will have one opportunity to retake a class. Any missed clinical time must be made up prior to the end of the term with the exception of medical incompletes. See specific course syllabi for details.

INCOMPLETES: Incompletes are only awarded for medical purposes. Instructors will determine the amount of time required to satisfy a grade of incomplete up to a one year maximum.

PROGRESS ADVISEMENT: The student will meet with their advisor at the end of each semester to discuss the student’s academic and clinical progress. The SOMI director may meet with a student at any point during the semester as is deemed necessary.

Formed: 3/04
Reviewed: 7/10, 8/12, 5/13, 6/14, 7, 15, 7/16
Revised: 8/09, 8/12, 5/13, 7/15, 7/16, 7/17
Progression Policy 2.1b Remediation

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<thead>
<tr>
<th>Section: Academic Policy</th>
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PURPOSE: Remediation
Any student who makes less than 79% on a quiz/exam will remediate the missed concepts. The purpose of the remediation is to allow the instructor to try to identify specific problem areas and link them to steps that can produce attainable results. A template to easily record remediation plans and results for communication with students will be supplied in the course content of a particular class and attached to the course syllabus.

Remediation will take the form of the student meeting with the Instructor within 1 week of the failed exam. An appointment must be made with the instructor to go over the completed form within two weeks of the failed exam.

Students, who do not make good faith attempts at remediation and ultimately fail a course, may be dismissed from the program.

Formed 1/15
Reviewed 7/15, 7/16, 8/17
Revised 7/15
**Grading Policy 2.2**

<table>
<thead>
<tr>
<th>Section: Academic Policy</th>
<th>Title: Grading Policy</th>
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<td>Department: Center for Education – SOMI</td>
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<td>Date last reviewed/revised: 7/17</td>
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PURPOSE: Grading procedure.

1. Specific grading criteria may differ from course to course and will be given to students in a syllabus at the beginning of each session. In general, all grades assigned to each course and the grade point averages (GPA) are based on the following grading scale:

   - **A** = 100 – 90.0% (4 points)
   - **B** = 89 – 80.0% (3 points)
   - **C** = 79 – 75.0% (2 points)
   - **F** = 74 and lower (0 points)

**Student Evaluations**

The following evaluations are conducted:

**Clinical Instructor Evaluation:** The clinical instructor(s) that work with each student during the evaluation period evaluate the student at the end of a student’s clinical site rotation. Clinical Instructor evaluations from each clinical site rotation during a semester will be averaged together to determine the clinical performance/behavior portion of the student’s clinical grade. Staff radiographers are able to offer input regarding a student’s clinical performance/progression through consultation with clinical instructors and through the completion of imaging objectives for specific imaging rotations. Refer to course syllabi for grading component and to clinical instructor evaluation form. Sonography Clinical Instructors must be credentialed within the specialty area in which the student is being evaluated.

**Competency/Proficiency evaluation:** Student competency is assessed for specific procedures in accordance with ARRT/ARDMS guidelines. Competency assessment may be performed by clinical instructors and in some cases by staff radiographers/sonographers designed as a comp tech. Comp techs must complete the ASRT clinical instructor module. Procedures performed under the aegis of a comp tech must be subsequently reviewed with a clinical instructor. The CI has the right to declare the comp null and void if a student cannot answer questions about the procedure. All sonography competency evaluations must be performed by staff that is credentialed in the specialty area in which the competency is being performed.

**Progress Advisement:** The student will meet with their advisor at the end of each semester to discuss the student’s academic and clinical progress. The SOMI director may meet with a student at any point during the semester as is deemed necessary. Students may be required to meet with the SOMI Program Chair, Sonography Program Director or course instructor if they fail an exam or receive a poor clinical instructor evaluation.

**Formed:** 1/01
**Reviewed:** 7/10, 8/12, 6/13, 7/15, 7/16, 8/17
**Revised:** 8/09; 8/12, 6/13, 7/15, 8/17
POLICY: All students will be provided academic support as they progress through their program.

ACADEMIC ADVISOR

All students will be assigned a faculty advisor when they enter the program; however, students may seek information or assistance from any appropriate faculty.
The assigned faculty advisor will schedule a conference with each advisee near the end of each semester to discuss overall progress in the program including clinical instructor evaluations.
The advisor will complete a progress report signed by the advisor and student
It is the responsibility of the student to seek assistance when necessary. Each individual student is ultimately responsible for the outcomes of any examination and/or evaluation.
The Chair of St. Mary’s School of Medical Imaging is the Academic Advisor of record at Marshall University for all students enrolled in the Medical Imaging Program. This requires that all registration and other official forms be signed by the Chair prior to processing at Marshall University.
Students will receive evaluations from the clinical instructor for each clinical rotation. CI evaluations will be used as part of the grade calculation in clinical courses. Refer to course syllabi for specific criteria.
Students who receive a negative clinical instructor evaluation (category score of below average) will meet with the Radiography Clinical Coordinator or Sonography Program Director to discuss the evaluation. Individual course instructors will advise students regarding performance in individual courses. Letters from individual instructors will be distributed at approximately mid-term each semester to students with <75% average in the clinical lab component or a didactic class. Students who are failing course work (<75% average) will be placed on probationary status. Refer to Probationary policy

Formulated: 10/12
Revised: 5/13, 7/15, 8/17
Reviewed: 7/14, 7/15, 7/16
Clinical Assignments 3.0a Radiography Tracks

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<thead>
<tr>
<th>Section: Clinical Policy</th>
<th>Title: Clinical Assignments</th>
<th>Policy #: 3.0</th>
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<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revised: 7/17</td>
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PURPOSE: Describe clinical assignments.

The clinical component of the SOMI consists of approximately 1400 clinical hours under direct or indirect supervision (see Direct Supervision Policy).

Clinical Assignments

The SOMI has developed a Master Schedule which outlines all clinical assignments for the student’s three years in the SOMI. This schedule will be given to students prior to each term. While every attempt is made to assure that the Master Schedule is followed, it may be necessary to make changes to the schedule with notification to the student.

All students will be required to complete a rotation through computed tomography (CT). Additional advanced imaging rotations (including mammography) are considered as electives. Students may select three elective rotations in the sophomore and junior year to assist them in choosing an advanced imaging track the senior year. All assignments are made irrespective of gender. For example, if a male student chooses to rotate through mammography, they may do so. All students should be aware that a patient has the right to refuse to let a student participate in their examination. If such were to occur, the student would still be responsible for the theoretical aspect of the clinical assignment objective.

Clinical Rotation Times

All students are initially assigned to day rotations, beginning at 7:30 am and ending at 3:30 pm, Monday through Friday. Some individual rotations may vary slightly from this schedule (refer to clinical schedule).

Beginning in the second semester, students will be assigned to one evening (1:00 – 9:00 pm) rotation/semester. These assignments are essential in providing students experience with examinations that occur infrequently during day shifts, in particular trauma, and to promote independence as outlined in the Direct and Indirect Supervision Policy.

Students assigned to portable rotations at SMMC have the option of working from 5:30 am – 1:30 pm or 7:30 am – 3:30 pm. Students who begin at 5:30 am may leave at 12:30 pm in lieu of lunch. Students who wish to work the 5:30 am rotation must notify the SOMI office and the portable radiographer in advance.

Clinical Assignments

Support Assignments: some clinical assignments that are deemed of minimal value educationally are very important for the student to understand how these areas or rotations play in the daily operation of a medical imaging department. These assignments are limited to one rotation. These rotations may include: transport, workflow and files.

Core Assignments: these clinical assignments in general radiology and computed tomography are of significant educational value and are repetitive. The faculty cannot assure that every student receives the same number of rotations through these areas, but faculty will assure that all rotations are adequate to assure ARRT entry level competence. Core assignments include: routine radiography, intravenous
urography, fluoroscopy, mobile/surgical radiography, bone densitometry (dexa scan) and computed tomography. Refer to clinical syllabi for clinical emphasis.

Evening Assignments: students are assigned to one evening rotation/semester (1:00 pm -9:00 pm) beginning with MI 210 Clinical Practice II. This rotation provides the student with exposure to trauma radiography and other procedures more likely to be encountered during off hours. Clinical instructors are available during the evening.

External Rotation: students will rotate through different clinical facilities, all located within reasonable driving distance of the CFE. These assignments provide the student with a broad diversity of patients, procedures and equipment. Clinical instructors are available for all external rotation assignments. All external rotations are participatory in nature.

Elective: Elective rotations are available in MRI, cardiac catheterization/angiography, mammography, nuclear medicine, radiation oncology and sonography* (sophomore students only). Students will select up to 3 electives, beginning with the second semester. Due to the sensitive gender nature of mammography, students are advised patients have the right to refuse a student’s observation. Students who elect the mammography or any other elective rotation, but are unable to observe actual procedures will be required to complete a short written discussion that addresses the clinical objectives associated with the rotation.

Advanced practice clinical assignments: senior students enrolled in the advanced practice tracks will be assigned to two-three days clinical experience/week. These rotations may or may not fulfill all the clinical requirements for the advanced practice examinations in CT, MRI, CV or CVI, depending upon the work load of the clinical site. Advanced level students may elect to do additional clinical rotations. They need to coordinate any additions to the schedule with the clinical instructor and the clinical site. They may also elect to enroll in the summer intercession in order to complete the ARRT clinical requirements for certification.
PURPOSE: Describe clinical assignments.

The clinical component of the SOMI consists of approximately 1400 clinical hours under direct or indirect supervision (see Direct Supervision Policy).

Clinical Assignments

The SOMI/Sonography specialty has developed a Master Assignment Schedule which outlines all clinical assignments for the student’s two years in the program. This schedule will be given to students prior to each semester. While every attempt is made to assure that the Master Schedule is followed, it may be necessary to make changes to the schedule with notification to the student.

All students will be required to complete a rotation through sonography prior to enrolling into that specialty. All students should be aware that a patient has the right to refuse to let a student participate in their examination. If such were to occur, the student would still be responsible for the theoretical aspect of the clinical assignment objective.

Clinical Rotation Times

1. Sonography students are provided a clinical rotation schedule. Students may be required to rotate on weekends and evenings and will be equally divided. These assignments are essential in providing students experience with examinations that occur on all shifts. Students will follow the guidelines described in the Direct and Indirect Supervision Policy.

   Students will be assigned to weekend rotations 7:30-3:30 shift or 3:00-10:30.

   *Students will ONLY be assigned to the above possible shift rotations with a credentialed sonographer in the specialty area he/she is studying didactically.

Clinical Proficiency Assignments

Proficiency Assignments: Clinical proficiency assignments are given to each student at the beginning of each semester as a part of their Clinical Syllabus. The proficiencies correspond to the didactic and laboratory assignments given as a part of the course instruction at the Center for Education. They will be performed and evaluated under the direct supervision of a credentialed sonographer in the specialty area of the assigned proficiency.

Master Assignment Schedule Guidelines

Throughout the clinical rotation schedule, the master assignment schedule details each proficiency assignment including the level of participation for each assignment.

The levels are defined as:

observation
The student is to observe procedures that have not been covered didactically.
limited
The student must participate in entry-level studies according to the assigned proficiency in a limited way, under the direct supervision of a qualified sonographer.
intermediate
The student may participate in more advanced studies according to the assigned proficiency under the direct supervision of a qualified sonographer. The student may perform entry level studies under the
direct supervision of a qualified sonographer. This is the level students will want to perform competencies during this rotation.

The student may perform more advanced studies according to the assigned proficiency under the direct supervision of a qualified sonographer. The student may perform entry level studies with limited supervision of a qualified sonographer.

**This should detail the normal progression of each student unless the supervising sonographer deems the student to require additional supervision; therefore, the supervising sonographer may make alterations to the normal progression with the input of the Program Director.

***Students will successfully complete proficiencies in the scan laboratory prior to attempting the proficiency at the clinical affiliate.
**Time Clock Policy 3.1**

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<th>Section: Clinical Policy</th>
<th>Title: Time Clock Policy</th>
<th>Policy #: 3.1</th>
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<td>Department: Center for</td>
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<td>Committee</td>
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**PURPOSE:** Establish parameters for use of time cards in clinical rotations.

**Guidelines and Sanctions:**

1. All students must clock in when reporting to clinic and clock out when leaving the clinic. This includes clocking in and out for lunch. If time card is used (if online program is unavailable), cards must remain in the receptacle by the time clock. Students must notify the clinical instructor and clinical coordinator if the computer is unavailable.
2. Radiography students will clock in and out through the onlineradschool.com program.
3. Sonography students will use the Trajecys program. Students will be provided explicit information on how to access the programs by the respective director/clinical coordinators.
4. Failing to clock in and out will result in a 1 demerit deduction on the third occurrence. A one demerit deduction will occur for each subsequent offense during a semester.
5. Any student, who fraudulently clocks another student in or out or who arranges to have a student or other individual to fraudulently clock him or herself in or out, will be dismissed from the program. This action constitutes fraud.
6. Students must use approved IP addresses in order to clock in electronically. They may not use their phone or home computer or any other web based device unless specifically instructed to do so by the Program Chair or specific Program Director.
7. Any student who uses an unauthorized IP address to clock in or out will be dismissed from the program. IP addresses will be monitored.

Formed: 3/04
Reviewed: 7/10, 7/12, 5/13, 7/14, 7/15, 7/16
Revised: 7/08; 8/09, 8/12, 5/13, 7/15, 7/16, 8/17
**Overtime Policy 3.2**

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PURPOSE: Establish parameters exceeding scheduled clinical rotation times. While students are not encouraged to work overtime, the SOMI faculty recognizes that on occasion it may occur. Overtime is always voluntary on the part of the student. Students may be approved for compensatory time.

Overtime must be signed by the clinical instructor or supervisor on duty at that time and submitted to the SOMI Chair, Sonography Program Director or Radiography Clinical Coordinator for approval. If reasonably possible, all compensatory time off must be taken during the week in which the overtime was received in order to prevent the student from exceeding 40 hours per week. If not possible, the time off must be taken as soon as reasonably possible. Students are not permitted to accrue overtime to obtain additional time off beyond scheduled breaks.

Formed: 1/99
Reviewed: 7/10, 7/12, 5/13, 7/14, 7/15, 7/16
Revised: 5/99; 6/99; 6/01; 6/02; 3/04; 8/09; 8/12, 8/17
Clinical Conduct Policy 3.3

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PURPOSE: Establish parameters for conduct in the clinical areas. Students must follow these guidelines in governing their relations with others.

Patient and Personnel Relations
Relationships with other members of the imaging department or students must be kept professional at all times.
Students must be kind, courteous and compassionate to patients and visitors.
Students must observe all HIPPA regulations. Failure to do so will result in dismissal from the program.
Patients who cannot help themselves are to be neatly dressed and covered before leaving the department.
Always protect your patient’s privacy by properly gowning them and keeping doors closed during radiographic exams.
Avoid discussion in the presence of a patient unless the discussion is centered on the patient and their exam.
Always assist patients on and off tables.
Keep only a professional interest in your patients.
Identify patients by their last name first, followed by their first name. Always check the patient’s arm band for confirmation of correct patient. Two forms of identification are mandatory. Imaging the incorrect patient may be considered battery in a court of law.
Once your patient is correctly identified, refer to them as Mr., Mrs. or Miss. Do not use terms such as “sweetie”, “honey”, etc.

Clinical site Conduct Guidelines
Students must always govern their behavior while in the clinical setting according to the following guidelines:
Running or horseplay will not be tolerated (see safety regulations).
No gum chewing in the clinic. This may result in a demerit.
Do not sit on counter tops.
Do not congregate in the film assembly area unless you are there for a reason. If there are no patients, students should stay in their assigned area and practice imaging procedures or ask to assist elsewhere (always get approval from the clinical instructor before leaving your assigned area).
Students may bring to clinic their pocket positioning handbook.
Students must be in their assigned areas and on time each day.
Always answer the departmental phones by stating the department or area first, followed by your name. Students may not use cell phones while in the clinic. Leave 526-8224 as an emergency contact number and we will find you in the event of an emergency. Students using cell phones in clinic will receive a letter grade reduction in the clinical course. A second violation of this policy will result in dismissal from the program. All of our clinical sites prohibit employee or student use of personal cell phones within the clinical setting due to the possibility of HIPPA violations.
All clinical facilities are no smoking including their parking lots. If we receive a complaint about smoking related body odor, you will receive a written warning on the first offense. A subsequent offense will result in dismissal from the program.
Students are to be clean, odor free and neat in the clinic. Complaints will addressed with the student. Subsequent complaints will result in demerits or additional clinical sanctions.
Students will have their clinical notebook with them during clinical assignments.
Students will follow any specific guidelines established by a clinical site.
Formed: 1/99
Reviewed: 7/10, 7/12, 5/13, 7/14, 7/15, 7/16, 8/17
Revised: 5/99; 6/99; 6/01; 6/02; 6/03; 3/04; 8/09; 8/12, 5/13, 7/15, 7/16
Change in Clinical Assignment Policy 3.4

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<th>Section: Clinical Policy</th>
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PURPOSE: To assure that all student clinical assignments are educationally valid and appropriate for the student’s tenure in the SOMI and to assure that students will not be substituted for paid staff.

All requests to change or alter a student’s assigned clinical rotation must first be approved by the SOMI Director or Clinical Coordinator (radiography or sonography). However, if no procedures are being performed in the student’s assigned area, a clinical instructor may temporarily re-assign the student to another area.

Students must submit a clinical assignment change form if they wish to make up clinical time, request clinical time off, or substitute one clinical assignment for another (for example, request an additional rotation through a specified area).

Clinical assignment change forms are available from the Clinical Coordinator. Forms should be submitted to the Clinical Coordinator a minimum of three (3) business days in advance, otherwise the request may be denied.

Formed: 3/04
Reviewed: 7/10, 7/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 8/09; 8/12
**Clinical Demerit/Merit Policy 3.5**

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<th>Section: Clinical Policy</th>
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**PURPOSE:** Establish policy for demerits and/or merits.

Demerit Guidelines:
Students will be given clinical demerits for failure to follow clinical policy or procedures.
Demerits can be awarded by Clinical Instructors, Program Directors and faculty.
Demerits will result in deductions from the clinical grade.
Students who receive more than five demerits in one semester may be subject to further disciplinary measures, ranging from a written warning to suspension.
Violations of clinical policy for which a demerit may be awarded, including but are not limited to:
Marker Policy: 1 demerit per offense (students must have markers at all times in the clinical setting, including laboratory classes). Clinical instructors may request to see a student’s marker at any time.
Time Clock policy (failure to clock in or out): 1 demerit on the third offense; 1 demerit for each subsequent offense.
Uniform violations: 1 demerit for each offense, including improper uniform, shoes, film badge or name tag.

Merit Guidelines:
Students will be awarded merit points in instances of outstanding clinical performance.
Merits are the decision of the Clinical Coordinator, Clinical Instructors or Program Director.
Merit points will be subtracted from any clinical demerits.
In instances where there are no clinical demerits, students may accumulate merit points toward clinical time off: 1 merit point = 1 hour. Merit points may be used at any time, but must be scheduled with the clinical coordinator. They cannot be used as make up for clinical absenteeism.
Actions that may result in Merit Points include, but are not limited to:
letters of commendation from patients
letters of commendation from staff radiographers or departmental supervisors
outstanding performance in a clinical setting

Formed: 3/04
Reviewed: 7/10, 7/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 6/05; 8/09; 8/12, 5/13, 7/14
**Direct and Indirect Supervision Policy 3.6**

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**PURPOSE:** Ensure radiation safety to the public. Medical imaging procedures are performed under the direct supervision of a qualified practitioner until a radiography/sonography student achieves competency.

**DEFINITION:**
Direct supervision: a qualified imaging technologist must be physically present during the procedure. 
Indirect supervision: a qualified imaging technologist is immediately available to assist students. They cannot be available via the phone. Immediately available is interpreted as the presence of an imaging technologist adjacent to a room or location where an examination is taking place. 
Competency: the student has satisfactorily completed the clinical competency sequence for a particular imaging procedure, including classroom and laboratory instruction, practice exams, and final competency examination.

**Direct supervision**
A qualified staff imaging technologist reviews the request for examination in relation to the student’s level of achievement.
A qualified imaging technologist evaluates the condition of the patient in relation to the student’s knowledge.
A qualified imaging technologist is present in the imaging room during completion of the examination.
A qualified imaging technologist reviews and approves the medical images.
Required of any student who has not demonstrated competency for a particular procedure.
Required for all mobile or C-arm examinations.
Required if an image has to be repeated, or if a patient is pregnant regardless of level of competency.

**Indirect supervision**
After demonstrating competency for a given procedure, a student may perform that procedure under indirect supervision. Indirect supervision is defined as that supervision provided by a qualified imaging technologist immediately available to assist students regardless of the level of student achievement. Use of an electronic device or intercom does not constitute immediate availability.
All completed medical images are to be reviewed and approved by a qualified radiographer/sonographer or radiologist prior to the patient’s dismissal from the imaging department regardless of the student’s level of competency.

It is the responsibility of the student to assure that staff is informed of the level of supervision needed for a given situation. All first semester radiography students will perform imaging exams under direct supervision. Failure of a student to follow this policy may result in disciplinary action.

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**Formed:** 5/99
**Reviewed:** 7/10, 8/12/5/13, 7/14, 7/15, 7/16, 7/17
**Revised:** 6/03; 3/04; 8/09; 8/12, 5/13, 7/15, 7/16

- 164 -
Lunch Policy 3.7

PURPOSE: To provide equitable lunch breaks, regardless of clinical rotation.

Guidelines:
Radiography students on day shifts will go to lunch between 12:00 – 1:00 p.m. Sonography students will go to lunch when the manager of the shift instructs them is the best time (days and/or evenings). Lunch will be 30 minutes for sonography students.
Radiography Students on evening rotations will go to lunch between 5:00 – 6:00 p.m.
Students will clock in and out for lunch. Failure to clock in/out will result in a clinical demerit.
Students may not request to work through lunch in order to leave early unless extenuating circumstances apply. The student must receive permission from the Clinical Coordinator or Program Director.
Students assigned to portable/surgery at SMMC in the 5:30 a.m. slot may elect to leave at 12:30 p.m. rather than take lunch.
Students may delay lunch in the event they are in the middle of a procedure. Students should check with the Clinical Instructor, Clinical Coordinator, or Program Director for approval.

Formed: 3/04
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/16, 7/17
Revised: 8/09; 8/12, 7/15, 7/16
**Marker Policy 3.8a**

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<th>Section: Clinical Policy</th>
<th>Title: Marker Policy Radiography</th>
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PURPOSE: Radiographic films are valueless as legal evidence unless there is competent proof of their identity. Along with patient information, right and left markers must be permanently developed on the radiograph.

Guidelines:
Students will be issued one set of lead left and right markers free of charge during their orientation as first year students.
Each student is responsible for his/her own lead markers.
Lost markers must be reported immediately. Each student will be responsible for the purchase of a second set of markers at the current market price, including shipping/handling.
Students must bring their lead markers to all clinical rotations and clinical lab sessions. Failure to have lead markers will result in a demerit.
Students must never loan or allow their markers to be used by others unless the student is directly participating in the exam. Violation of this guideline will result in the issuance of a demerit.
Students who fraudulently use another student’s lead markers will be issued a demerit. Unauthorized use of another student’s markers is considered academic dishonesty.
Students are reminded that annotation of left of right on digital images is NOT legal marking. The marker must appear on the original image to be considered legal.

Formed: 2/01
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/15, 7/17
Revised: 6/03; 3/04; 8/09; 8/12
Initial Policy 3.8b

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<tr>
<th>Section: Clinical Policy</th>
<th>Title: Initial Policy Sonography</th>
<th>Policy #: 3.9</th>
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PURPOSE: Sonographic films are valueless as legal evidence unless there is competent proof of their identity. Along with patient information, student initials must be permanently developed on the images when performing studies.

Guidelines:
Each student is responsible for his/her own identification initials. Students must be prepared to enter their initials in the appropriate location on the ultrasound equipment for all clinical rotations and clinical lab sessions. Failure to be able to perform that function on the equipment will result in a demerit. Students must never place their initials on the examination they have not performed or participated in. Violation of this guideline will result in the issuance of a demerit. Students who fraudulently use another student’s initials will be issued a demerit. Unauthorized use of another student’s initials is considered academic dishonesty.

Formed: 5/13
Reviewed: 7/14, 7/16, 7/17
Revised:
**Potentially Pregnant Patients 3.9**

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PURPOSE: Radiographic procedures that may expose an embryo or fetus to radiation should not be undertaken without the full knowledge and consent of both the patient and the requesting physician. The guidelines below must be followed when imaging a potentially pregnant patient.

Policy is followed for all female patients within childbearing age.
All females within childbearing age must be questioned regarding potential pregnancy.
If the potential fetus will be exposed to the primary beam and no physician has determined if the patient is pregnant, then determine if the patient knows if she is pregnant or not.
If definitely no, then continue with the procedure.
If definitely yes, follow clinical department procedures regarding pregnant patients. For example, consult with patient’s physician or request a pregnancy confirmation test.
If the patient is unsure of her pregnancy, determine the date of the last menses, then:
if the menses was within the past two weeks, continue with the procedure.
if the menses was more than two weeks ago, consult with the physician prior to proceeding.
If in doubt, consult with the physician prior to continuing with the procedure.
If the potential fetus will be exposed to the primary beam, and if the requesting clinician has determined that the patient is in fact pregnant, continue with the procedure.
If the potential fetus will not be exposed to the primary beam, proceed with the procedure using gonadal shielding as indicated.
All pregnant radiography patients must be imaged with direct supervision regardless of level of competency.

Formed: 3/80
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 6/90; 5/93; 8/09; 8.12, 7/16
PURPOSE: Establish safe occupational practice regarding ionizing radiation.

Remain completely inside the control booth during the exposure.
Close the doors prior to an exposure.
Always face the x-ray source (the patient) during fluoroscopy.
Wear protective gloves if your hands are near the primary beam during fluoroscopy.
Always wear a lead apron when performing portable exams. Failure to do so will result in disciplinary actions.
All exposures must be made with the proper amount of collimation (never > than film size).
Patients in or below child-bearing years must be gonadal shielded if shielding will not compromise the exam.
Everyone that must be present in a radiographic room during an exposure must wear a lead apron. This includes family members as well as students.
Follow the three basic rules of radiation protection:
minimize the time in an exposed area
maximize the distance from the source
maximize the amount of shielding whenever possible
Radiation monitor badge readings are monitored regularly by the radiation safety officer (RSO), the Radiation Safety Committee, and the SOMI Program Director. Any student receiving >125 mREMs/quarter or >250 mREMs/year may not be permitted to attend clinical rotations until released to do so by the RSO.
Always wear your radiation monitor badge (except when undergoing a radiographic exam as a patient). Lost or damaged film badges must be reported immediately. Students will not be permitted to attend clinical rotations without a radiation monitor badge. Badges are to be worn at the collar and outside of lead aprons. It is the student’s responsibility to assure that badges are submitted monthly in a timely manner.
Students will have access to a copy of their radiation dose accumulations on a regular basis.
All students must turn 18 years of age prior to beginning the SOMI.
Students are not to hold patients during exams when an immobilization method is the appropriate standard of care. This especially applies to pediatric patients when a Pigg-O-Stat would be the appropriate standard of care. Even if the facility does not have a Pigg-O-Stat, students should still not hold the patient.
Students are never to hold image receptors during any radiographic procedure.
This policy will be reviewed during student orientation.

Formed: 1/01
Reviewed: 7/10, 8/12, 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 6/03; 7/09; 8/12, 7/16
PURPOSE: To ensure appropriate radiation safety practice for patients and public.

In support of professional responsibility for the provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student’s level of competency or regardless of the nature of the repeat.

It is the student’s responsibility to inform staff radiographers and/or clinical instructors if a radiograph needs to be repeated. Failure to follow the repeat radiograph policy will result in disciplinary action. All students must complete a repeat radiograph log which will be signed by the supervising radiographer. The log will be maintained in the clinical logbook. A hardcopy of the cumulative log will be submitted to the Program Director at the end of each term. All repeats must be recorded in the log regardless of the student’s competency level including practices or assistance with technologists. The student should note the reason for the repeat on the log.
Clinical Competency Policy 3.12a

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<tr>
<th>Section: Clinical Policy</th>
<th>Title: Clinical Competency Policy: Radiography</th>
<th>Policy #: 3.12</th>
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<tbody>
<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
<td>Date last reviewed/revvised: 7/17</td>
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1. The foundation of a student’s clinical progress is competency based clinical education. Competency based education is a systematic process of assuring that students are competent clinically through a defined sequence of content delivery, practice and evaluation. The ultimate goal of competency based education is to assure that students are prepared for entry level employment as a radiographer upon graduation without compromising patient care or safety or the integrity of the SOMI. The ARRT requires a minimum number of procedural competencies for both primary and post-primary certification. Refer to course syllabi or the ARRT [www.arrt.org](http://www.arrt.org) for specific listings. Sophomore and Junior students will focus on the primary certification requirements. Senior students will document selected post-primary competency requirements.

2. Competency Assessment: student competency can only be assessed by program faculty or staff technologists who have been trained to perform competency evaluations. To be eligible to perform competency evaluations on students, technologists must meet the minimal requirements that the JRCERT has established for clinical instructors, which is at least 2 years of full time clinical experience in radiography and be credentialed in good standing with the ARRT. Competency assessment training will consist of completion of an ASRT approved CE self-study activity, review of this policy and the competency process, and documented use of the competency tool in a simulated setting. Students may obtain the most updated list of competency-trained technologists from their respective clinical coordinators.

3. The competency based education sequence is as follows:

   Presentation of subject material: Subject material is presented during lecture and lab by the SOMI faculty.
   Practice and feedback: The student practices a given procedure under simulated conditions with volunteers or mannequins or on actual patients under real conditions with the direct supervision of a qualified radiographer.
   Testing under simulated conditions: The student must be able to perform a given exam under simulated conditions on a volunteer while being evaluated by laboratory instructors.
   Competency evaluation: The student must be able to perform a given procedure on actual patients under real conditions (or simulated if appropriate) independently while being evaluated by clinical instructors or selected technologists who have been trained to perform competency evaluations. Student progression to this level will vary; however, all primary certification competency requirements must be met by the spring term of the junior year in order to progress to the advanced (senior) level. Program faculty can revoke a previous “comped exam” if the student is unable to answer appropriate procedural questions regarding the procedure. Refer to clinical course syllabi and the competency evaluation form.
   Refinement of clinical skills: Once a student has proven competent on a given procedure, the student must refine his/her clinical skills on that procedure by performing the exam on actual patients under indirect supervision.
   Terminal) evaluation: Junior and Senior radiography students will be given a terminal evaluation under simulated conditions as a final assessment of the student’s skill level during the spring semester. Junior students will be assessed to determine areas of weakness prior to graduation. Given the fact most new hires are in diagnostic radiography, junior students who do not pass the terminal exam, may not be allowed to enter advanced certification tracks during the senior year and may be directed toward the advanced diagnostic radiography track instead. Senior students who do not pass the terminal exam will
be required to remediate during the summer intercession before they are considered graduates from the program

Formed: 8/12
Reviewed: 5/13, 7/14, 7/15, 7/16, 7/17
Revised: 5/13, 7/15, 7/16
Clinical Competency Policy 3.12b

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<tr>
<th>Section: Clinical Policy</th>
<th>Title: Clinical Competency Policy: Sonography</th>
<th>Policy #: 3.12</th>
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<tbody>
<tr>
<td>Department: Center for Education – SOMI</td>
<td>Approved by: Academic Committee</td>
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1. The foundation of a student’s clinical progress is competency based clinical education. Competency based education is a systematic process of assuring that students are competent clinically through a defined sequence of content delivery, practice and evaluation. The ultimate goal of competency based education is to assure that students are prepared for entry level employment as a sonography upon graduation without compromising patient care or safety or the integrity of the SOMI. The ARDMS requires a minimum number of procedural competencies for both normal and pathological competencies as well as advanced interventional competencies. Refer to course syllabi or the ARDMS www.ARDMS.org for specific listings. Senior students will document selected advanced competency requirements.

2. Competency Assessment: student competency can only be assessed by program faculty or staff sonographers who have been trained to perform competency evaluations. To be eligible to perform competency evaluations on students, technologists must meet the minimal requirements that the program curriculum has established for clinical instructors, which is at least 2 years of full time clinical experience in sonography and be credentialed in good standing with the ARDMS in the specialty area the proficiency is to be performed. The clinical instructors will receive training regarding the requirements of each proficiency from the clinical coordinator. Students may obtain the most updated list of competency-trained technologists from their respective clinical coordinators.

3. The competency based education sequence is as follows:

Presentation of subject material: Subject material is presented during lecture and lab by the SOMI faculty. Students will receive evaluation by the clinical coordinator during site visits to determine proficiencies in this area as well as the proficiency performed for a the clinical instructors.

Practice and feedback: The student practices a given procedure under simulated conditions with volunteers or mannequins or on actual patients under real conditions with the direct supervision of a qualified sonographer. The students will practice in the scan lab to meet mastery of skills prior to completion in the clinical setting.

Testing under simulated conditions: The student must be able to perform a given exam under simulated conditions on a volunteer while being evaluated by clinical coordinator. Once the simulated condition is completed with 100% accuracy the student may complete the assigned proficiency at the clinical affiliation with direct supervision of the qualified sonographer.

Competency evaluation: The student must be able to perform a given procedure on actual patients under real conditions (or simulated if appropriate) independently while being evaluated by clinical instructors or selected technologists who have been trained to perform competency evaluations. Student progression to this level will vary; however, all primary certification competency requirements must be met by the end of each semester to continue to the next semester. Program faculty can revoke a previous “comped exam” if the student is unable to answer appropriate procedural questions regarding the procedure. Refer to clinical course syllabi and the competency evaluation form.

Refinement of clinical skills: Once a student has proven competent on a given procedure, the student must refine his/her clinical skills on that procedure by performing the exam on actual patients under indirect supervision.
Final (Terminal) evaluation: Before graduation, each student must pass all assigned lab proficiencies as well as assigned clinical proficiencies and pass the final lab proficiency evaluation to be considered for graduation and entry level status.

Formed: 5/13
Reviewed: 7/14, 7/15, 7/16, 7/17
Revised:
Clinical Competency Policy 3.13

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<tr>
<th>Section: Clinical Policy</th>
<th>Title: Obstetric volunteers: Sonography</th>
<th>Policy #: 3.13</th>
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The OB segment of the program requires models to be scheduled once per week for the students to “practice” on in the school laboratory setting. The requirements for each model are:

Must have had a normal anatomical survey scan in the physician’s office prior to being scheduled at the CFE. Model must provide proof of the scan or have physician’s office call and verify.

Must be at least 18 weeks gestational age.

The model is required to sign a consent form which states the scan is for educational purposes only and there will not be a diagnosis sent to their physician. If an abnormality is documented during the scan, the credentialed sonographer which is always in the scan lab with the student while the scan is being performed will be required to notify the model’s physician regarding the finding so the patient can be notified by their physician’s office and have an official scan performed for documentation of the findings.

At no time is it appropriate for the educator/credentialed sonographer or student to disclose diagnostic findings to the model as there is not an interpreting physician present to confirm the findings.

Formed: 7/16
Reviewed 7/17