



Student Handbook

Mayo Clinic School of Health Sciences

2028 Radiography Program – Jacksonville, Florida

This handbook is the primary resource for the policies and procedures that govern the program.

Please Note

POLICIES

Policies are subject to change. Students will be notified in writing of updates or changes to the policies in this manual should they occur.

In addition to policies in this manual, students in the Radiography Program must comply with the [Mayo Clinic College of Medicine and Science](#) and the policies found in the [Mayo Clinic Allied Health Staff Policy Manual](#).

Students appointed to the Radiography Program meet minimal institutional academic standards and adhere to institutional equal opportunity and affirmative action policies.

ACCREDITATION

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Mayo Clinic Radiography Program. Their contact information is:

Accredited by the Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182

Phone: 312-704-5300

Fax: 312-704-5304

Website: www.jrcert.org

LICENSING

The FDOE Commission for Independent Education licenses the Mayo Clinic Radiography Program. Their contact information is:

Licensed (#3014) by the:

Commission for Independent Education Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: Toll-Free 888-224-6684

Welcome

Welcome to the Mayo Clinic Florida Radiography Program! You have made two excellent choices by choosing radiography as a career and trusting Mayo Clinic to guide your education. Radiography is an exciting, fast-paced career that combines art and science to produce high quality medical images. At Mayo Clinic, our passion is our patients, and the radiography program strives to match Mayo's high standards by providing students with the best education possible.

Becoming a competent radiologic technologist is a challenging endeavor. It will take hard work, dedication, and a significant investment of your time, energy, and focus. But you are not on this journey by yourself, in addition to program faculty and MCSHS staff there is a team of radiologic technologists at Mayo Clinic that want you to succeed and will be there to support you.

Mayo Clinic is an institution with worldwide recognition and respect. This respect is earned and has been carefully cultivated for more than 100 years. At Mayo Clinic the needs of the patient come first. This value is at the core of everything we do. You will see this value in action, feel it, and embrace it as a professional requirement for all who provide healthcare. We hold ourselves to high standards, and we will hold you to them as well. Ultimately, the work you put into your education ensures quality outcomes for the patients who place their trust in us.

This handbook outlines our expectations and the procedures we follow. It is not a random assortment of rules and regulations, it is a guide to promote professionalism, ensure fairness and consistency, and most of all provide for the safety of our patients during the learning process. We are committed to facilitating your growth and development as a professional Radiographer who delivers the Mayo Clinic standard of excellence.

Don't hesitate to reach out to me at any time throughout this program. I am excited that you have joined our tradition of excellence here at Mayo Clinic!

Myke Kudlas, M.Ed., R.T. (R)(QM), CIIP, PMP, CAE
Program Director

“It is often almost, but it never really is tomorrow. It is always only today. We have only today in which to work, to pray, to dream, to plan and to help build a better world.”

– Sister Mary Brigh Cassidy Administrator of Saint Mary's Hospital from 1949 to 1971

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Program Information

MISSION STATEMENT

The mission of the Mayo Clinic Radiography Program is to provide a premier curriculum to develop patient-centered technologists who deliver the highest quality imaging and procedural services.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent.

SLO 1.1—Students will apply positioning skills. SLO 1.2—Students will select technical factors.

SLO 1.3—Students will utilize radiation protection.

Goal 2: Students will demonstrate effective communication skills.

SLO 2.1—Students will demonstrate written communication skills.

SLO 2.2—Students will demonstrate oral communication skills.

Goal 3: Students will develop critical thinking skills.

SLO 3.1—Students will adapt standard procedures for non-routine patients.

SLO 3.2—Students will critique images to determine diagnostic quality.

SLO 3.3—Students will interpret and analyze peer-reviewed journal articles.

PROGRAM EFFECTIVENESS MEASURES

PEM 1—Students will complete the program.

PEM 2—Students will pass the national certification examination on the first attempt for examinations taken within six months of graduation.

PEM 3—Students will be employed in the radiologic sciences within twelve months of graduation.

PEM 4—Graduates will express overall satisfaction with their radiography education.

PEM 5—The employers of our graduates will express overall satisfaction with their knowledge and job performance.

Program effectiveness data including the program's five-year average credentialing examination pass rate, five-year average job placement rate, and annual program completion rate are available from the Joint Review Committee on Education in Radiologic Technology website at www.jrcert.org

Program effectiveness data can also be found on the [Program's Website](#).

OPERATIONAL POLICY STATEMENT

This program's primary goal is to provide academic and clinical educational opportunities for capable individuals to gain and develop the knowledge, skill, and attitudes necessary for radiography's ethical and professionally competent practice. There are specific policies approved by the program, and this document serves to communicate these policies.

The program's responsibility is to provide a learning environment that will encourage and assist the student in achieving the goal above. It is also the program's responsibility to identify those students who, by their attitudes, lack of knowledge, or lack of professional skill, do not reach a competent performance level. If this occurs, it is the program's responsibility to assist them in correcting any deficiencies, and if the problem cannot be resolved, dismiss them from the program.

It is the student's responsibility to make diligent use of their time and energy by taking optimal advantage of the available resources in the classroom, laboratories, library, hospital, and clinical facilities. Becoming a radiographer will not be easy, nor is it an instant process. One factor should be kept in mind: *it is the student's responsibility to become professionally qualified as a radiographer. This is paralleled by the faculty's desire to help each student achieve this goal.*

PROBATION AND DISMISSAL

The Mayo Clinic College of Medicine and Science policy provides guidelines for due process when an appointee's performance is unsatisfactory. Please refer to the [Warning, Probation, Dismissal, and Appeal Policy](#) for additional information. Academic or non-academic deficiency could result in a formal warning, probation, or dismissal. There may be situations where an appointee may be dismissed without progression through the steps outlined in the policy.

PROGRAM – STUDENT HOURS

The Radiography Program is 20-months in length and is composed of five semesters. The Program includes 512 contact hours for didactic instruction and 1,856 contact hours for clinical instruction. A new cohort starts in January of every year, and the Program may admit up to twenty (20) students each year. The expected graduation is in August.

The program limits required clinical and academic activities for students to forty (40) hours or less per week and ten (10) hours or less per day. Keep in mind that you are serving a patient population when you are in the clinical areas, and in rare instances, in the interest of patient comfort or safety, you may be required to spend extra time to finish your exam. At NO TIME will you be required to spend more than forty (40) hours per week or more than ten (10) hours per day in scheduled program classes or activities.

Non-regular Hours

Students are *required to attend non-regular clinical rotations*. Non-regular hours are defined as evening, overnight, and weekend hours. Non-regular hours will occur during semesters 2, 3, 4, and 5. During non-regular shifts, students will never be scheduled in class, lab, and clinical more than forty (40) hours per week or ten (10) hours per day.

PROGRAM – COURSE DESCRIPTIONS

Course Numbering Description:

The Radiography Program has adopted the following numbering convention:

1000 Level:

Entry-level undergraduate courses

2000 Level:

Second-year undergraduate courses

Introductory Course:

RAD 1101 (2 credits)

Introduction to Radiography and Patient Care

This course provides a brief history and introduction to the field of Radiography, including an overview of equipment, exams, terminology, facilities, practices, and patient care. It prepares students to provide basic patient care, including vital signs, pharmacology, phlebotomy, and aseptic technique. It also provides principles of medical ethics in the radiographer's contact with patients, co-workers, physicians, and others in the medical institution.

Prerequisites: Medical Terminology, English Composition, Social Science Elective, Humanities Elective

Procedures Courses:

RAD 1701 (3 credits)

Radiographic Positioning and Anatomy I

This course presents the anatomy, positioning instructions, and procedural steps for radiographic exams involving the chest, abdomen, upper limb, and shoulder.

Prerequisites: Anatomy and Physiology 1, Anatomy and Physiology 2, Medical Terminology

RAD 1703 (3 credits)

Radiographic Positioning and Anatomy II

This course presents the anatomy, positioning instructions, and procedural steps for radiographic exams involving the lower limb, pelvic girdle, spine, and bony thorax.

Prerequisite: RAD 1701

RAD 2705 (3 credits)

Radiographic Positioning and Anatomy III

This course presents the anatomy, positioning instructions, and procedural steps for radiographic exams involving the skull, biliary tract, gastrointestinal system, urinary system, venipuncture, trauma imaging, surgical imaging, pediatric imaging, and special radiographic procedures.

Prerequisite: RAD 1702

RAD 1702-L (1 credit)

Radiographic Positioning and Anatomy I – Lab

This course requires students to apply new knowledge of anatomy, positioning instructions, and procedural steps for radiographic exams involving the chest, abdomen, upper limb, and shoulder in the energized radiography suite.

Prerequisites: Anatomy and Physiology 1, Anatomy and Physiology 2, Medical Terminology

RAD 1704-L (1 credit)

Radiographic Positioning and Anatomy II – Lab

This course requires students to apply new knowledge of anatomy, positioning instructions, and procedural steps for radiographic exams involving the lower limb, pelvic girdle, spine, and bony thorax in the energized radiography suite.

Prerequisite: RAD 1702-L

RAD 2706-L (1 credit)

Radiographic Positioning and Anatomy III – Lab

This course requires students to apply new knowledge of anatomy, positioning instructions, and procedural steps for radiographic exams involving the skull, biliary tract, gastrointestinal system, urinary system, venipuncture, trauma imaging, surgical imaging, pediatric imaging, and special radiographic procedures in the energized radiography suite.

Prerequisite: RAD 1704-L

Core Science Courses:

RAD 1401 (3 credits)

Radiologic Sciences I

This course gives the basics of radiologic physics, x-ray machine design and function, and the production of x-ray photons. The principles of math, physics, and chemistry are given, including the structure of matter, electrostatics, magnetism, rectification, and X-ray production.

Prerequisites: Physics for Liberal Arts w/ Lab, College Algebra, Medical Terminology

RAD 2402 (3 credits)

Radiologic Sciences II

This course presents Radiographic Image Production, including the primary interactions of x-rays with matter. Each variable in Radiographic Image Production is covered, including their effects on the image resolution.

Prerequisite: RAD 1401

RAD 2403 (3 credits)

Radiologic Sciences III

This course presents Digital Radiography, including the design and function of digital image receptors, histogram analysis, image processing, post-processing, and their effect on image resolution. This course also presents digital radiography storage, transmission, communication, and viewing.

Prerequisites: RAD 2402, Introduction to Information Technology

RAD 2404 (2 credits)

QC, Radiobiology, and Radiation Protection

This course presents quality control concepts, tests, results, corrective actions and radiation types, sources, interactions with matter, effects of doses, patient, and personnel protection.

Prerequisites: RAD 2402; Physics for Liberal Arts w/ Lab

Advanced Imaging Courses:

RAD 2501 (1 credit)

Sectional Imaging

This course presents an overview of anatomy with a focus on cross-sectional imaging. Basic procedures performed in the CT and MR departments as well as patient safety considerations and physics are introduced.

Prerequisites: RAD 2402, RAD 2403

RAD 2502 (1 credit)

Introduction to Advanced Modalities

This course presents an overview of the equipment used and procedures performed in Interventional Radiology, Cardiac Cath-Lab, MRI, Nuclear Medicine, Radiation Therapy, Bone Densitometry, Sonography, and Breast Imaging. Patient considerations of safety and physics will be presented.

Prerequisite: RAD 2403

RAD 2503 (4 credits)

Radiography Capstone

This course includes a review and student presentation of a final portfolio of assignments, radiographs, and projects completed throughout the program. This course also includes instructor-led content reviews, ARRT Exam preparation, and mock registry exams.

Prerequisites: RAD 1401, RAD 2402, RAD 2403, RAD 2404, RAD 1701, RAD 1703, RAD 2705

Clinical Courses:

RAD 1601-C (3 credits) Clinical I (12 weeks)

Students rotate through various clinical rotations in the Mayo Clinic Jacksonville and Mayo Clinic Hospital Departments of Radiology. This section of clinical radiography introduces students to the clinical area.

Prerequisites: Medical Terminology, Anatomy and Physiology 1, and Anatomy and Physiology 2

RAD 1602-C (6 credits)

Clinical II

Students rotate through various clinical rotations in the Mayo Clinic Jacksonville and Mayo Clinic Hospital Departments of Radiology. This section of clinical radiography requires students to begin completing competencies in the clinical area based on positioning courses that they have completed to date.

Prerequisite: RAD 1601-C

RAD 2603-C (6 credits)

Clinical III

Students rotate through various clinical rotations in the Mayo Clinic Jacksonville and Mayo Clinic Hospital Departments of Radiology. This section of clinical radiography requires students to continue completing competencies in the clinical area based on positioning courses that they have completed to date. This section includes clinical rotations on non-regular hours.

Prerequisite: RAD 1602-C

RAD 2604-C (6 credits)
Clinical IV

Students rotate through various clinical rotations in the Mayo Clinic Jacksonville and Mayo Clinic Hospital Departments of Radiology. This section of clinical radiography requires students to continue completing competencies in the clinical area. This section includes clinical rotations on non-regular hours.

Prerequisite: RAD 2603-C

RAD 2605-C (6 credits)
Clinical V

Students rotate through various clinical rotations in the Mayo Clinic Jacksonville and Mayo Clinic Hospital Departments of Radiology, including Advanced Modalities. This section includes clinical rotations on non-regular hours. This section of clinical radiography requires students to complete all ARRT required competencies.

Prerequisite: RAD 2604-C

PROGRAM – FACULTY

Program Director

Myke Kudlas, M.Ed., R.T.(R)(QM), CIIP, PMP, CAE

E: kudlas.michael@mayo.edu

P: 3-8839

T: 904-953-2921

Education:

M.Ed. University of North Florida (2005)

B.S. Minnesota State University (1987)

B.A. Minnesota State University (1987)

A.S. Rochester Community College (1995)

A.A. Rochester Community College (1984)

Credentials:

- *American Registry of Radiologic Technologists*
- *American Board of Imaging Informatics*
- *Project Management International*
- *Certified Association Executive Commission*

Clinical Coordinator

Tony Hofmann, B.A.S., R.T. (R)(CT)

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Education:

B.A.S. Florida State College at Jacksonville

Credentials:

American Registry of Radiologic Technologists

Academic Coordinator

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Education:

B.S.R.T University of Louisiana Monroe

Credentials:

American Registry of Radiologic Technologists

Medical Director

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Education:

M.D. University of Tennessee Health Science Center, College of Medicine (2009)

Residency, University of Tennessee (2013)

Fellowship, Mallinckrodt Institute of Radiology (2019)

Faculty – Subject Matter Expert

Adam S. Rubin, R.T. (R)(VI)

Adjunct Quality Control Instructor

Bachelor of Science Grand Canyon University

Clinical Preceptors

Alicia Lowe, R.T.(R)

Bonnie Eggers, R.T. (R)

Bethany Honstead, R.T.(R)

Jill Gardner, R.T.(R)

Colby Anderson, R.T.(R)

Rielly Case-Icenhour, R.T.(R)

Cassidy Cardenas, R.T.(R)

PROGRAM – CURRICULUM SEQUENCE

NUMBER	COURSE	CREDITS	INSTRUCTOR
SEMESTER 1: SPRING			
RAD 1101	Introduction to Radiography and Patient Care	2	Arnold
RAD 1701	Radiographic Positioning and Anatomy I	3	Hofmann
RAD 1702-L	Radiographic Positioning and Anatomy I - Lab	1	Hofmann
RAD 1401	Radiologic Sciences I	3	Kudlas
RAD 1601-C	Clinical I (12 Weeks)	3	Hofmann
SEMESTER 2: SUMMER			
RAD 1703	Radiographic Positioning and Anatomy II	3	Hofmann
RAD 1704-L	Radiographic Positioning and Anatomy II- Lab	1	Hofmann
RAD 1602-C	Clinical II	6	Hofmann
SEMESTER 3: FALL			
RAD 2402	Radiologic Sciences II	3	Kudlas
RAD 2705	Radiographic Positioning and Anatomy III	3	Hofmann
RAD 2706-L	Radiographic Positioning and Anatomy III - Lab	1	Hofmann
RAD 2603-C	Clinical III	6	Hofmann
SEMESTER 4: SPRING			
RAD 2403	Radiologic Sciences III	3	Kudlas
RAD 2404	QC, Radiobiology and Radiation Protection	2	Kudlas
RAD 2501	Sectional Imaging	1	Hofmann
RAD 2604-C	Clinical IV	6	Hofmann
SEMESTER 5: SUMMER			
RAD 2502	Introduction to Advanced Modalities	1	Arnold
RAD 2503	Radiography Capstone	4	Kudlas
RAD 2605-C	Clinical V	6	Hofmann
TOTAL CREDITS		58	

PROGRAM – UNITS OF CREDIT

The Mayo Clinic School of Health Sciences credit is given in semester hours. Semester hours are determined as follows:

1 Didactic Credit

1 hour per week x 15 weeks =
15 classroom hours

1 Laboratory Credit

2 hours per week x 15 weeks =
30 laboratory hours

1 Clinical Credit

4 hours per week x 15 weeks =
60 clinical hours

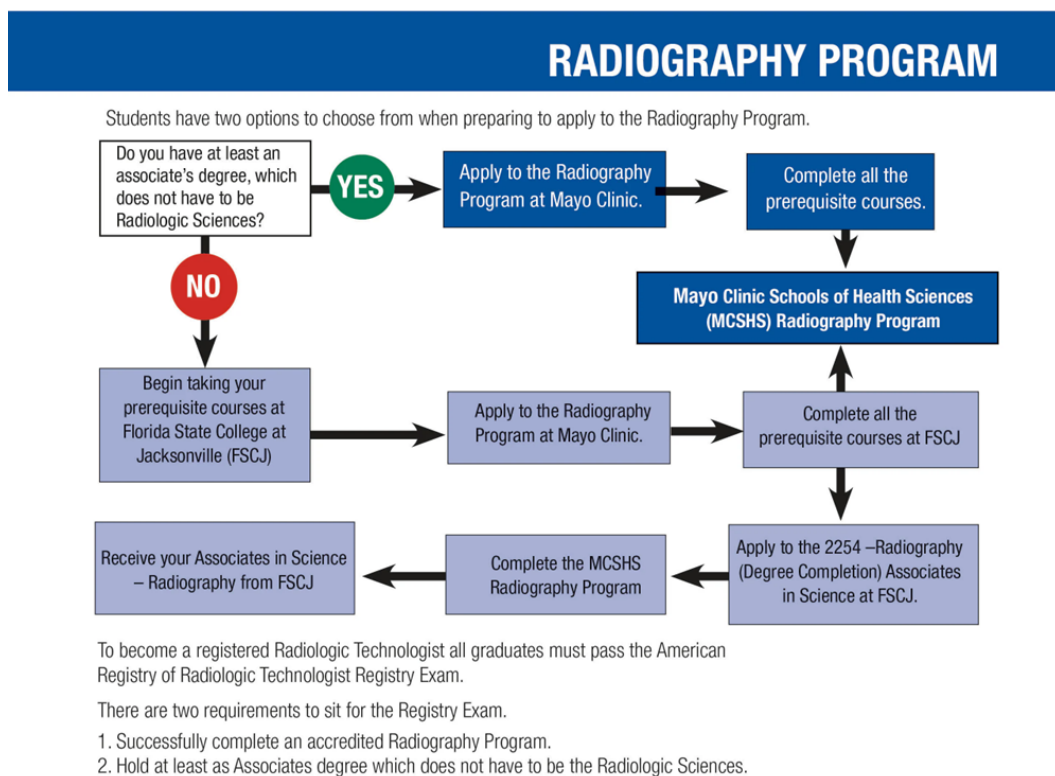
PROGRAM – EDUCATIONAL TRACKS

Students have two options to choose from when preparing to apply to the Radiography Program.

To become a registered Radiologic Technologist all graduates must pass the American Registry of Radiologic Technologist Exam.

There are two requirements to sit for the Registry Exam:

- 1 Successfully complete an accredited Radiography Program.
- 2 Hold at least an associate degree which does not have to be the Radiologic Sciences.



PROGRAM – VACATION DAYS

The Radiography Program 20-month academic calendar ensures a generous number of days off for holidays and vacations. The vacation schedule cannot be altered for an individual student.

Schedule for 2027

Martin Luther King, Jr., Holiday (January 18)

Presidents' Day Holiday (February 15)

Spring Break (March 15-21)

Memorial Day Holiday (May 31)

Independence Day (July 5)

Summer Break (August 30—September 3)

Labor Day (September 6)

Veterans' Day (November 11)

Thanksgiving (November 25-26)

Winter Break (December 17-January 3)

Administrative Policies

AFFILIATED INSTITUTION

For degree-seeking students, the curriculum for the Mayo Clinic School of Health Sciences Radiography Program is taught in affiliation with [Florida State College at Jacksonville](#). Degree-seeking students must be enrolled in the *FSCJ Program 2254 – Radiography (Degree Completion)*. The program requires full-time attendance. Degree-seeking students must attend prerequisite classes at Florida State College at Jacksonville. At least 19 credits must be completed at FSCJ in order to receive the degree. Any prerequisite course that is not complete before the appointment must be completed before the program begins in January. Upon completion of the Mayo Clinic Radiography Program, FSCJ will award an Associate of Science in Radiography degree.

The prerequisites include courses related to radiography as well as general education courses in other subjects. These courses give students a well-rounded educational foundation. Florida State College at Jacksonville may accept previous college coursework.

ALCOHOL, DRUG, AND CHEMICAL ABUSE

The program follows the Mayo Clinic Allied Health Policy on alcohol, drug, and chemical abuse. To ensure safe patient care and a safe working environment, free from substance abuse, the substance abuse, and drug/ alcohol testing policy establishes the rules. It sets expectations relating to workplace substance abuse and alcohol and drug testing. We believe that substance abuse in the workplace can compromise safe patient care and therefore establish strict rules to minimize the risk.

To comply with U.S. DOT drug and alcohol rules and comparable state laws with respect to certain applicants and employees and implement this Policy based on its authority independent of those rules.

The complete [Drug Free Workplace Policy](#) is available online.

ALLEGATIONS OF NON-COMPLIANCE WITH JRCERT ACCREDITATION STANDARDS

The MCSHS Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). It maintains compliance with the Standards for an Accredited Educational Program in Radiologic Sciences. The Program is required to make all students aware of the JRCERT Standards and ensure that all allegations of non-compliance will be given prompt, fair, and continued consideration until resolved.

If a student feels that the program is not in compliance with the Standards, they should notify the Program Director in writing and request a reply to their complaint of non-compliance. The Program Director will contact the JRCERT and render a written response to the student within ten school days. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to the JRCERT. The Program Director can assist the student in contacting the JRCERT at:

20 N. Wacker Drive Suite 2850
Chicago, IL 60606-2901
312-704-5300
website: www.jrcert.org
email: mail@jrcert.org

The program director will maintain a record of all allegations of non-compliance with the JRCERT Accreditation Standards and their resolution.

BACKGROUND CHECKS

Background checks are required of all individuals offered an appointment at the Mayo Clinic School of Health Sciences to provide for patients' and employees' safety. Background checks are conducted to identify criminal history, determine if sanctioned by the relevant federal agency, and ensure the individual meets the appointment's qualifications. Background checks will include a criminal history search, including county, state, and national criminal database search.

CATASTROPHIC EVENT – CONTINGENCY PLAN

If extenuating catastrophic circumstances (i.e., mass casualty event, pandemic, natural disaster, etc.) impact Mayo Clinic operations, Mayo Clinic College of Medicine operations, or student access to clinical environments at Mayo Clinic sites, the Radiography Program may utilize the following steps to ensure the safety of program students and faculty. The Radiography Program will ensure that all graduates meet graduation requirements, including ARRT required competencies and successful completion of all coursework with a "C" or better.

Clinical modifications with appropriate notification, including:

- Assigned clinical site changes
- Assigned clinical schedule (date and time) changes
- Modifications to student participation expectations (i.e., limited involvement with Isolation Patients)
- Extension of clinical course requirements beyond the expected completion date

Didactic modifications with appropriate notification, including:

- Class meeting location changes
- Class meeting schedule (date and time) changes
- Temporary utilization of distance learning tools (i.e., Blackboard Collaborate) for class meetings typically delivered face-to-face.
- Extension of course requirements beyond the expected completion date

As a learner at Mayo Clinic, your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuating catastrophic circumstances may extend the program requirements beyond the expected graduation date.

What you can expect from Program Leadership:

- Timely communication via Mayo Clinic email
- Prioritization of student and faculty safety
- Commitment to student professional development
- Assurance that all program graduates meet graduation requirements.

CHANGE OF NAME, ADDRESS, OR OTHER CONTACT INFORMATION

If you have a change of your name, address, or other contact information, you are required to notify the Radiography Program director promptly. He will direct you to the appropriate form to complete your request for the change.

For a change of name, please refer to the HR Connect tab on the Mayo Clinic Intranet home page to update or call HR Connect at 507-266-0440.

CRIMINAL CONVICTIONS – FELONY OR MISDEMEANORS

Applicants should recognize that either a felony or misdemeanor criminal convictions may disqualify them from sitting for the American Registry of Radiologic Technologist's (ARRT) certifying examination upon completing the program. Speeding and parking violations are the only offenses that do not need to be reported to the ARRT. Individuals who are concerned about their ability to sit for the certification exam upon program completion should contact the Program Director for further information.

If a student has charges pending, has been charged with, has been indicted, or found guilty of a crime including alcohol or drug offenses, excluding minor traffic violations (e.g., parking, speeding), the student must notify the Program Director **within five days of the event and/or before returning to school**, whichever occurs first.

COMMUNITY SERVICE

Students are encouraged to participate in service to our community. Documented community service outside the student's scheduled hours in the program will be considered for added hours to the student's STO bank at a rate of one (1) hour of community service per one (1) hour of STO earned. Up to 10 hours total of STO may be earned for community service/blood donation per semester. Voluntarily participating in program sponsored events outside the student's scheduled hours in the program will earn students one (1) hour of STO per one (1) hour of volunteer participation. Community service must be pre-approved by the Clinical Coordinator or Program Director. Donation of blood or plasma at the Mayo Clinic One-Blood center will earn two (2) hours of STO per donation if done outside of scheduled clinical time. Donation by a family member in the student's name will earn one (1) hour of STO per donation.

COURSE EVALUATIONS

Students are encouraged to complete evaluations for all clinical and didactic courses on the Mayo Campus.

DISABILITIES ACCOMMODATIONS

The Mayo Clinic College of Medicine and Science will make reasonable efforts to accommodate students with disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All enrolled students, with or without reasonable accommodation, must meet the academic and technical standards of the individual schools and programs.

The [Student Disability Accommodations Policy](#) is available online.

DISCOUNTS

Mayo Clinic School of Health Sciences students can receive discounts for services, activities, and products. Please visit the [Mayo Clinic Employee Discount Program](#) webpage for more information and current discounts.

DRUG DIVERSION REPORTING AND RESPONSE POLICY

The program follows the Mayo Clinic Allied Health policy on drug diversion reporting and response. The policy provides clear expectations and consequences related to identifying, reporting, and investigating suspected drug diversion by Mayo employees, patients, and visitors.

The [Drug Diversion Reporting and Response Policy](#) is available online.

EDUCATIONAL FACILITIES

The Radiography Program Classroom is located on the Jacksonville, Florida Mayo Clinic campus on the 8th floor of the Vincent Stabile North Building. The room number is 890N. The classroom is available for didactic teaching and meetings. The Simulation Center, also on the 8th floor of the Stabile Building, contains an energized lab that students can use with direct supervision.

The lab is also located on the 8th floor of the Vincent Stabile North Building. The room number is 826N. The lab can only be energized when a faculty member is physically present in the room. Audio/visual equipment is available to instructors and students for classroom presentations. The classroom has access to patient medical images through EPIC, Visage, and QREADS (a web-based system). The classrooms have wireless internet available for faculty and students. Two desktop computers are available in the classroom.

Students are issued a program laptop to use on and off-campus while in the program. The laptop must be returned to the program before graduation.

E-MAIL POLICY

As a student, you are provided with an e-mail account that is accessible on and off the Mayo Clinic campus. This service is provided to you so that the program staff may contact you with any necessary communications.

You may also use this account to contact persons throughout the Mayo system. This account is NOT intended for personal e-mail messages. Furthermore, the following excerpt from the institution's e-mail policy describes prohibited messages:

Prohibited Messages

Providing unauthorized access to the Mayo network or using the Mayo electronic messaging services in illegal activities is strictly prohibited. In addition, the following types of E-mail activity are prohibited:

- Use of profanity in messages.
- Sending threatening messages, racially or sexually harassing messages.
- Sending, soliciting, or agreeing to receive sexually explicit messages.
- Sending messages that do not contain your true name and valid E-mail address.
- Participation in chain letters or betting pools.
- Messages of an intimate nature.
- Download or upload software or databases from external sources.

Individuals found to have engaged in prohibited activities may be subject to disciplinary action, which may include a warning, reprimand, access restrictions, and other administrative actions up to and including dismissal.

EMPLOYMENT

Employment is a personal decision that is acceptable as long as the Program schedule takes priority. The clinical, didactic, or lab schedule will not be modified to accommodate work schedules.

FOOD AND BEVERAGES

Consumption of food or drink in examination rooms or energized lab is prohibited. Check with the supervisors of particular clinical departments regarding their food and beverage policy. Gum chewing is not permitted in clinical areas or energized lab.

Food and drinks are allowed in the classroom. Students are required to keep the classroom clean, wipe down the desks, vacuum the floor, and empty the trashcan regularly.

GRADING SYSTEM

All courses taught by Mayo Clinic faculty are graded according to methods developed by the Radiography Program:

A = 92.50-100%
B = 84.50-92.49%
C = 77.50-84.49%
F = below-77.49%

Grade points of A = 4.0, B = 3.0, C = 2.0, and F = 0 for each credit hour earned will be assigned on the Mayo Radiography Program transcripts.

Failure in a Course

A grade of less than 77.49% in a course will result in a student's dismissal from the program. The student may choose to re-apply to the program for the subsequent year. All circumstances of the student's dismissal would be reviewed by faculty, and remedial work may be required as a contingency for re-entry into the program should re-entry be granted. Readmission and re-entry are contingent on the availability of program space at the time of re-entry.

GRADUATION REQUIREMENTS

Certificate-seeking Student

To qualify for graduation and a certificate of completion from Mayo Clinic's Radiography Program, the certificate only seeking students must:

- Satisfactorily complete all requirements of the didactic and clinical curriculum.
- Earn 58 credits from Mayo Clinic School of Health Sciences by completing all courses listed in the program curriculum with a grade of "C" or above.
- Complete all prerequisite courses with a "C" or above.
- Fulfill all financial obligations to the program.

FSCJ Degree-seeking Student

FSCJ Degree-seeking students must complete the above requirements plus:

By the end of the program, FSCJ degree-seeking students must complete all the requirements to receive an Associate of Science – Radiography from Florida State College at Jacksonville (FSCJ). (Program 2254: Associate in Science (A.S.) in Radiography (Degree Completion)). A minimum of 19 prerequisite course credits must be completed at FSCJ. Failure to obtain at least an associate degree by the end of the program will prohibit eligibility to sit for the ARRT Exam. Passing the ARRT Exam is required to work as a professional radiographer.

It is the students' responsibility to work with FSCJ to ensure all requirements are met for the degree. Please contact the FSCJ advisor to confirm that you meet all requirements:

MaryBeth Williams
mary.williams@fscj.edu
904-766-6567

HEALTH INSURANCE

Student wellness is proven to have a profound effect on degree attainment and learning outcomes. Mayo Clinic School of Health Sciences requires all enrolled students to be covered by a medical insurance plan throughout their education program at Mayo Clinic. Students are required to show proof of coverage.

HOUSING

Students are responsible for providing their housing.

INFECTION CONTROL POLICY

The safety of our patients, students, and staff is paramount. The following Infection Control guidelines are strictly enforced to maximize infection control and increase safety for everyone at Mayo Clinic. These guidelines include COVID-19.

All Settings:

- If you are feeling sick, DO NOT come to campus.
- Wipe down surfaces with SaniCloths before and after each use.
 - There are SaniCloths and disposable gloves in the classroom.
 - Wipe all tables, door handles, and other frequently touched surfaces.
 - Please designate a person/process to ensure the room is wiped down thoroughly each day before and after activities.
- Practice cautious personal hygiene
 - Use hand sanitizer often.
 - Refrain from touching your face.
 - Refrain from touching surfaces and objects as much as possible.
 -

Energized Lab

In addition to all the above:

- Use hand sanitizer before and after palpating/practicing.
- Wipe down all equipment with SaniCloths between and after use.

Clinical Environments

All clinical restrictions follow the [Work Restrictions Related to Communicable Disease Guideline](#). Additional policies related to COVID-19 can be found in the [COVID-19 Healthcare Personnel Screening, Quarantine, and Isolation Policy](#).

IMMUNIZATIONS/VACCINATIONS

Students appointed to the Radiography Program are required to show proof of up- to-date immunizations before starting the program. Students will be responsible for the cost of any immunization(s) needed to be compliant with this policy.

While in the program, students are required to participate in the flu vaccination program at Mayo Clinic. The flu vaccination program requires that a flu vaccine is received at Mayo Clinic, outside Mayo Clinic, or a flu vaccination declination process is completed. Students are encouraged to get a flu vaccine to protect our patients. However, they are NOT required to receive a flu vaccine. Students who decline vaccination ARE required to comply with the declination process through Employee Health.

LECTURE / LAB RECORDING

Recording of lectures, labs, clinical instruction, or any program-related activity is prohibited without prior permission from the instructor and/or Program Director. Unauthorized recording is considered unprofessional and may result in disciplinary action.

Rationale:

- Confidentiality - Class discussions may involve patient care examples or sensitive content that cannot be recorded or shared.
- Privacy - Recordings may capture the voices and interactions of students and faculty without their consent.
- Intellectual property - Faculty lectures and instructional materials are the property of the instructor and the program.

Students who have approved accommodations may be granted recording privileges. These must be arranged with the instructor in advance. Approved recordings are for personal study only and may not be shared, published, or distributed in any format.

LETTERS OF RECOMMENDATION/ REFERENCES

The Family Educational Rights and Privacy Act (FERPA) Policy prohibits the Program from releasing confidential information about a student's education status without the student's written permission. This policy encompasses educational letters of recommendation written by the program staff.

If you would like one or more of the program staff members to provide you with a recommendation for employment/education/ scholarship, you need to complete the following two-step process:

Step 1

Fill out a [FERPA Confidential Information Release form](#) located on the MCSHS website and submit it to the program office. A copy of the completed form will be placed in your file.

- The form asks which specific institutions or organizations (including the city & state) with whom you are giving the program staff permission to share your information.
- The form gives all program staff members permission to release information about your education status to the institutions/ organizations you list unless you indicate otherwise.
- The form does not give the department radiographers/supervisors permission to release information about your student status; only program staff members and College of Medicine and Science officials have the authority to release educational information under FERPA Policy.
- Radiographers/supervisors may provide you a personal reference as defined in the employee policy manual's [Employment Record, Information, and References Policy](#). A personal reference must discuss non- work experiences and should be written on personal stationery without reference to Mayo Clinic. The personal reference should be written, so Mayo Clinic's support of the information is not implied.
- Program staff members completing recommendations are responsible for making sure the Recommendation Request/ Release form is on file before confidential information is released.
- MCSHS has a standardized student reference form. A copy of the reference is to be kept in the students' academic file.

Program staff will not release information unless you also complete step 2 below.

Step 2

You must contact each of the program staff members individually and ask if they will provide a recommendation for you if requested by the institution/organization.

- Please be sure to give each program staff member that agrees to provide a recommendation for you the following information:
- The names of the institutions/organizations who may be contacting them.
- Assurance that you have turned in a release of information form with the names and locations of the institutions/organizations you are applying to listed on the form.
- The program staff will verify that the release form is on file before sending any recommendation or confidential information.

If you wish to share information with additional institutions/organizations, you must:

- Complete another release of information form.
- Deliver a signed form to the Program Director.
- Contact the program staff members again to ask if they are willing to provide additional recommendations.

LIBRARY

The Winn Dixie Foundation Medical Library is located in the Stabile North Building, 7th floor, room 784N. The library is staffed Monday – Friday from 7:30 am to 5:00 pm. It can be accessed 24-hours a day by students. They offer many services, including document delivery, literature searches, research request, tailored educational opportunities, current event awareness, and book borrowing. Students are urged to utilize this resource.

More information can be found on the [Florida Library](#) website.

MRI SCREENING AND ROTATIONS

The Mayo Clinic Radiography program is dedicated to providing safe clinical experiences for students. Before students begin rotating through Magnetic Resonance Imaging (MRI), a registered MR technologist delivers a presentation to the students about MR safety.

The lecture includes:

- Identification of zones related to MR suite
- Importance of screening all personnel

- Visual safety label and how it applies to objects and devices entering MR suite
- Different types of MR emergencies

At the end of the presentation, each student must complete an MRI screening form; the same screening form patients are required to complete. The MR technologist reviews this form privately with each student. Students identified with contraindications to entering MR Zones III and IV will be advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting. The completed forms are kept in the student's program file. If a student has a potential MR contradiction, the MR technologist will engage a Radiologist to determine the proper protocol for that student. When students begin MR rotations, they will also repeat the MR screening process with their MR preceptor in case something changes since their initial screening.

Students are **mandated** to notify the program should their status change at any time while in the program.

Students will also complete an MRI Safety Level 1 Training Module prior to rotating through MRI. The objectives of this module are:

- State when the MR magnet is on
- Explain the difference between MR Zones I, II, III, and IV
- Describe the differences between Level 1 and Level 2 MR personnel
- State the primary responsibility of Level 1 personnel in the event of an MR emergency
- Describe the required conditions for safe use indicated by standardized MR equipment labels

Pregnant students should not volunteer as a patient for MR studies.

ORIENTATION

A comprehensive orientation to the program will be conducted over the first four weeks of the program. Clinical rotations do not begin until the fifth week of the program. In addition to attending each day of the comprehensive orientation, students are required to complete online modules in My Learning. Many of these courses must be repeated annually. Students must check their My Learning portal periodically and complete assigned courses.

PARKING

Vehicles must be registered with the Security Office and have a valid parking decal. Students are permitted to park in any Employee parking lot. Security will notify the Program Director of the first violation of the parking policy. Security will notify the Operation Manager of Radiology for the second violation of the parking policy. Security will notify the CEO of Mayo Clinic, Florida, of the third violation of the parking policy. Failure to comply with Mayo Clinic's parking policy may lead to a formal warning, probation, and dismissal.

PERSONAL ITEMS

Due to limited space only one personal item or study resource should be brought to the clinical areas. Please keep book bags and other articles in the trunk of your locked car when you are not in the classroom.

PERSONAL MAIL

Personal mail may not be sent to the clinic, hospital, or program.

PROFESSIONAL CONDUCT

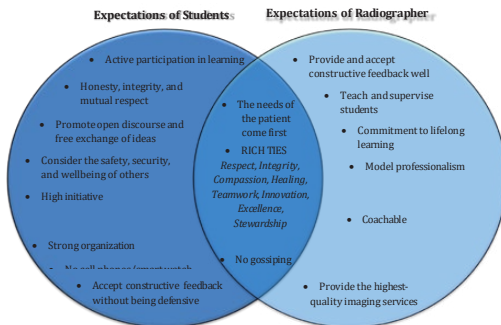
Professional conduct in how we treat patients, staff and other students is very important and reflects the institution and ourselves. Patients judge this institution based on how they are treated. Students are not only ambassadors of the Radiology Program but also the Radiology Department and Mayo Clinic. The students are expected to demonstrate Mayo Clinic's RICH TIES value statements.

Value Statements

The first letter of each value spells out the acronym of RICH TIES.

- | | | | |
|---|------------|---|-------------|
| 1 | Respect | 5 | Teamwork |
| 2 | Integrity | 6 | Innovation |
| 3 | Compassion | 7 | Excellence |
| 4 | Healing | 8 | Stewardship |

Attributes of a Successful Radiography Student and Radiographer



ARRT STANDARD OF ETHICS

Students are required to abide by the ARRT Code of Ethics. (Appendix A)

MCSHS LEARNER PROFESSIONAL CONDUCT POLICY

Students must honor the following standards in all their actions:

- Maintain professional standards of honesty, integrity, and mutual respect
- Promote open discourse and the free exchange of ideas
- Consider the safety, security, and well-being of others

The complete [Learner Professional Conduct Policy](#) is located online.

STUDENT HONOR CODE

Students are expected to honor the following commitments in all their actions:

- Display the highest standards of honesty and personal integrity both inside and outside the classroom.
- Display a commitment to treat others respectfully.
- Display active participation in learning and promote open discourse and the free exchange of ideas.
- Display an active concern for the safety, security, and well-being of others.

Behavior judged by the administration or faculty to be illegal, unethical, non-compliant with Mayo policy, or so objectionable as to be inconsistent with the assumption of a healthcare professional's role may be cause for a formal warning, probationary status, or dismissal.

PLAGIARISM

Cases of plagiarism that result in a failing grade for an assignment and initiate the Warning, Probation, Dismissal Policy, Plagiarism can take several forms, including but not limited to: Using the exact words of another writer in part of a paper without both citation and quotation marks (or block indentation in the case of longer quotations)

- Cutting and pasting material from Internet or other electronic resources without proper citation of sources
- Including the paraphrased or summarized idea of another writer without acknowledging its source
- Accepting excessive assistance from another person in writing a paper without informing readers of the nature and extent of that collaboration

- Submitting for credit a complete paper or portion of a paper written by another person or AI, no matter whether the paper was purchased, shared freely, stolen, found or acquired by other means.
-

GENERATIVE AI

Students may not utilize generative artificial intelligence technologies, such as ChatGPT, to answer or to assist in answering exam or quiz questions, unless authorized by faculty. Answers to exam or quiz questions and prompts must originate from the student and comply with exam or quiz expectations.

All sources must be appropriately cited, giving credit to authors and contributors. Artificial intelligence technologies will not be considered a legitimate source if included in citations.

Students wishing to use generative AI should be aware that information returned is not always accurate. Students are responsible for the accuracy of work submitted and sources cited.

REMEDIATION POLICY

Didactic Examination Remediation

Students are expected to pass all exams and tests during the program. Failure to achieve a score of >77.49% on an exam or test will result in the remediation of the examination. Remediating an examination will not improve the score that the student receives on that exam. However, it will demonstrate to the instructor that the student has mastered the subject matter on that particular exam.

Students who fail more than two exams/ tests in a given course may be placed on warning, probation, or dismissed from the program.

Didactic Remediation process

Students who score ≤77.49% must contact the Program Director or course instructor.

- The student will be given one week (7 days) to complete the remediation.
- If remediation is not turned in by the assigned deadline, the student will lose 5% of their examination grade for each day late. Students must submit a typed remediation document with thorough explanations to the instructor of the course by the assigned deadline.
- For every question answered incorrectly, the student must identify the correct answer, describe why that answer is correct, and explain why the other answers are incorrect. For each question remediated, the student must also document what program provided textbook or academic source they used to determine the correct answer including textbook page number or PowerPoint slide number.

If the remediation document clearly demonstrates to the instructor that the student has mastered concepts answered incorrectly on the exam, the student will be notified via email that their remediation is complete. If the instructor is not certain that the student has mastered the concepts upon reviewing the remediation document, they will request to meet with the student to further assess the student's understanding of the concepts and may request additional drafts of the remediation before documenting the remediation as complete.

If the remediation is deemed unacceptable, the instructor, the Program Director, and the student will discuss the remediation expectations. The student will have to remediate the examination until the instructor deems the student has mastered the subject.

Lab Practical Remediation

Students are expected to pass all lab practical exams. Failure to achieve a score of >78% will result in the remediation of the practical. Students are required to schedule remediation with the Clinical Coordinator. Remediation will be scheduled outside of normally scheduled program activities. Program faculty will assist the student in preparing for the remediation on request. Students will remediate the Lab Practical according to the lab course syllabus. Successfully remediating a lab practical will not change the score that the student

receives on that lab practical. However, it will demonstrate to faculty that the student has mastered the exams covered and is qualified to proceed with the comping process in the clinical environment.

Lab Remediation Process

Students who score $\leq 78\%$ must contact the Clinical Coordinator or course instructor.

- Students have one attempt to remediate the lab practical.
- The student will be given one week (7 days) to complete the practical remediation.
- If remediation is not completed by the assigned deadline, the student will lose 5% of their practical grade for each day late.
- Extenuating circumstances (ex. end of the semester, lab availability) may impact time frames and will be communicated with the student.
- Students will re-attempt a lab practical extensively covering the same content in the Simulation Center.

Successful remediation will not change the practical grade. However, the student will be able to proceed with comping the exam in the clinical environment.

Students who fail the remediation may be placed on a warning or probation. Warning or probation would include an action plan for successful remediation of the failed lab practical.

SCHOOL-RELATED INJURY OR NEEDLE-STICK EXPOSURE OR INCIDENT

Please contact the Program Director or Clinical Coordinator as soon as possible after a school-related injury, needle-stick exposure, or incident. Please note that a student's health insurance provider may be billed for medical treatments if needed.

School-Related Injury

1) For injuries requiring emergency medical care, go directly to the Emergency Department (ED) or call 911. Your healthcare insurance will be used for this visit.

2) For non-emergent injuries, consult your physician. Same-day appointments are generally available to students through the Employee Express Care Clinic. Please call to make this appointment and identify yourself as a MCSHS student. In person appointments are conducted on Cannaday 3 (Check in at Family Medicine). Your healthcare insurance will be used for these visits.

3) Report to Occupational (Employee) Health Services for first aid if needed (band-aid, ice pack, gauze, etc.). All blood and body fluid exposures must be reported to Occupational Health Services. Business hours are Monday-Friday, 6:30 am-3:00pm. 904-953-2431.

Needle-stick Exposure or Incident

Provide immediate care, following the procedures as detailed on the Safety website's [Blood and Body Fluid Exposure](#) guidelines.

Occupational Exposures

General Responsibilities:

- First aid
- Thoroughly wash the area with soap and water as soon as possible post-exposure
- If exposure to mucous membranes, thoroughly rinse with water.
- If exposure to the eye, perform eyewash for 10-20 minutes.
- Complete the Student Incident Form

SEQUENCING - COURSES

Courses must be taken in the sequence established by the program; no exceptions will be made.

SEXUAL AND OTHER HARASSMENT POLICY

The program follows the Mayo Clinic Allied Health policy on sexual and other harassment policy and Federal Title IX Sexual Misconduct Policy. Please refer to the following policies:

- [The Sexual and Other Harassment Prevention Policy](#)
- [The Title IX Sexual Harassment Policy](#)

SMOKING, VAPING, AND TOBACCO PRODUCTS

Smoking/vaping/chewing is prohibited in all Mayo Clinic facilities, including Mayo buildings, hospitals, grounds, parking lots, vehicles, and leased space. Students smoking/vaping or using tobacco products on the Mayo Clinic campus is a violation of the [Smoking, Vaping, and use of Tobacco Products policy](#). Violation of the policy may result in a formal warning, probation, or dismissal from the program.

STUDENT DISCIPLINARY ACTIONS

When students in the MCSHS Radiography Program have significant academic or non-academic deficiencies that warrant disciplinary action, the Program Director will follow the procedures and policies established by MCSHS and the College of Medicine and Science to implement a formal written warning, probationary status, or the dismissal of a student.

The [Mayo Clinic College of Medicine and Science Probation and Dismissal Policy](#), which addresses both academic and non-academic performance deficiencies, is available online.

STUDENT GRIEVANCE PROCEDURE

All students have the right to appeal administrative decisions made by the faculty and staff of the Mayo Clinic Radiography Program.

1. Before the [grievance procedure](#) may be initiated, the student is required to meet with the other individual(s) in an attempt to rectify the situation. If the perceived grievance is not rectified through a meeting, the student should proceed to step 2.
2. Written statement delivered to the Radiography Program Director within five (5) days of the incident. The statement must fully describe the circumstances giving rise to the perceived grievance and a description of the efforts made to resolve the grievance. A decision regarding this appeal will be made and delivered to the student within five (5) business days of receiving the appeal, exclusive of weekends, scheduled absences, or sick days.
 - a. In instances where an individual is uncomfortable taking a complaint to the Program Director, the student should contact one of the following who will consider the situation and act to address the concern: Operations Manager, Ombudsperson, Administrator, or Associate Dean.
3. If the student desires to appeal the decision made at step two, the student must present the perceived grievance within five (5) working days of the decision to the Operations Manager (OM) of Mayo Clinic School of Health Sciences (MCSHS) who oversees the Radiography Program. The OM will bring forth the grievance to the Dean of MCSHS. Within ten (10) business days, the Dean (or designee) will judge the merits of this appeal, or in certain situations at Dean's discretion, form a panel to consider the submitted information, and respond to the learner in writing. The Dean (or designee) may request additional information or appearance before the Dean and/or panel. The decision of the Dean or panel will be final, without further appeal.

This program is licensed by the Commission for Independent Education in the state of Florida. A student may contact them for assistance with grievances.

Address:
325 W Gaines St
Tallahassee, FL 32399

Phone:
850-245-3200

Website:
<http://www.fldoe.org/policy/cie>

STUDENT SUPPORT SERVICES

Mayo Clinic School of Health Sciences coordinates with several Mayo Clinic employee and patient service providers to cover a full spectrum of personal and academic services for students, including:

- Academic Success
- Crisis Intervention
- Health and Wellness Education and Services
- Ombudsperson
- Personal Counseling
- Disability Services
- Study strategy
- Exam preparation
- Time management
- Disability services and accommodations
- Interviewing tips and resume preparation
- Referral to many other services and resources

Please refer to [Mayo Clinic School of Health Sciences Student Service Services](#) page for more information.

TELEPHONE USE

Local telephone service is provided within the Mayo Clinic campus. Personal incoming phone calls are not permitted. The only phone numbers that may be given out are the Program Director and the Clinical Coordinator's. Messages for students will be sent by email. In an emergency, the student will be located through their assigned clinical site. Long-distance phone calls are not to be made from school or clinical telephone extensions.

TELEPHONE NUMBERS TO KNOW

The telephone number of the main switchboard of the Mayo Clinic is 904-953-2000. When placing a Mayo Clinic phone call to another number within Mayo Clinic, use only the last five numbers. When placing a call from a Mayo Clinic phone to a local number, press nine, and then the number. Extensions at Mayo Clinic which you need to know:

FOR YOUR REFERENCE

Program	904-953-2921
Student Wellness and Success	(78) 6-3210
Employee Assistance Program (EAP)	800-383-1908
Security	(95) 3-2323
Program Director Myke Kudas	(95) 3 -8839
Clinical Coordinator Tony Hofmann	(95) 3- 8177
Academic Coordinator Blair Arnold	(95) 3-8357

TITLE IX

Mayo Clinic College of Medical Sciences (MCCMS) is committed to providing equal education and employment opportunities to all persons, free from discrimination on the basis of race, sex, age, religion, national origin, marital status, color, creed, sexual orientation, gender identity or expression, disability (physical or mental), genetic information, veteran status, or status with regard to public assistance or other protected characteristics in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administrated programs.

MCCMS encourages individuals to report Sexual Misconduct promptly to campus officials and/or law enforcement authorities, where appropriate.

All members of the MCCMS community are strongly encouraged to report information of any incident of discrimination, harassment, Sexual Misconduct, and stalking. Please refer to the [Title IX Resource Card – Florida](#) for more information.

The [Title IX Sexual Harassment Policy](#) is available online.

TRANSFER STUDENTS

The Mayo Clinic School of Health Sciences Radiologic Technology Program does not accept transfer students from other Radiography Programs. Pre-requisite coursework may be transferable from affiliated institutions.

TRANSCRIPTS

Forms for requesting both official and unofficial transcripts can be requested through the [Student Portal](#). Upon completion of a transcript request form, official transcripts will be mailed from the Registrar's office directly to the organization or institution that requires the transcript.

TRANSPORTATION

Students are responsible for their transportation to and from all clinical rotations, including rotations through Mayo Clinic off-sites.

TUITION

Mayo tuition will be billed before the credits earned in each semester; the MCSHS registrar will determine billing dates. Payment will be due within thirty (30) days. Tuition will be billed from the MCSHS registrar's office in Rochester, and all payments will be sent to them. Please make appropriate financial arrangements to ensure that payment is made on time. Students must pay their semester tuition in full by the indicated due date. Students not in compliance will not be allowed to attend classes or clinical until the bill is paid.

Associated Expenses

ITEM	COST
Tuition — 58 credits at \$105/credit	\$6,090
Books	\$800
Uniforms	\$250
10 Panel Drug Screen	\$38
Total estimated cost of attendance*	\$7,178

Students will be billed at the rate of \$105.00 per credit per semester. Tuition billing dates will occur in January, May, and September.

Tuition Refund

If a student leaves the program for any reason, the MCSHS tuition refund policy will be followed. If a student withdraws from the program during the first 7 days a full tuition refund is provided. If a student withdraws after the 7th day but before the 60% a prorated refund will be refunded. If the student withdraws after completing 60% of a course they will not receive a refund. Please see the [Withdrawal, Tuition Refund and Return of Title IV Funds](#) policy for more information.

WEATHER

We will cancel class, clinical, and lab if the Mayo Clinic School of Health Sciences is closed. Any other weather-related cancellations are at the discretion of the Program Director. If you decide that you need to leave early, arrive late, or miss the day entirely due to difficulties associated with severe weather, we understand and support your decision. However, we do require you to notify us of your absence, and the Program Director will determine if the absence is excused or unexcused. At the discretion of the Program Director or the Clinical Coordinator, clinical rotations off the main campus may be rescheduled due to the road or other weather-related conditions.

Admissions Policies

ADMISSION REQUIREMENTS

Up to twenty candidates are accepted on a competitive basis each year for the Radiography Program at Mayo Clinic's campus in Jacksonville, Florida. The program is open to all candidates who have completed the prerequisite coursework listed below. Preference is given to applicants who already hold an associate's degree (or higher) or who will complete an associate's degree by the end of the program's first semester.

Academic Prerequisites

- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
- College Algebra
- Physics for Liberal Arts with Laboratory
- Medical Terminology
- Introduction to Information Technology
- English Composition I
- Social Sciences Elective
- Humanities Elective

Students will be most competitive if they have:

- an associate's degree (or higher), or will complete an associate's degree by the end of the program's first semester.
- performed well in all the program prerequisites.
- at least a 3.0 GPA.
- completed at least 19 prerequisite courses at FSCJ.

TECHNICAL STANDARDS

Candidates must meet the technical standards (with or without reasonable accommodation) necessary to acquire or demonstrate competence in health professions as outlined in the Radiologic Technology Program technical standards document.

A summary of the required abilities includes:

- Ability to acquire a defined level of the required information as presented through demonstrations and experiences in the basic and clinical sciences.
- Hearing abilities adequate to provide safe and efficient patient care and to effectively communicate with healthcare personnel.
- Sufficient motor functions such that they can execute movements required to provide general care and treatment to clients in all healthcare settings within a specified amount of time.
- Ability to communicate clearly and effectively with a degree of sensitivity and cultural appropriateness with patients, parents and/or guardians; establish a good rapport, convey or exchange information at a level allowing the development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. Communication includes oral and written modes.
- Possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients, faculty, staff, and students.
- The ability to measure, calculate, reason, analyze, integrate, and synthesize information.

Applicants must be able to perform the essential functions of the profession and meet the standards of the curriculum. To seek exceptions to these standards or reasonable accommodations, students accepted for

admission must initiate a request with the program director or Student Services at least six weeks before the program begins.

APPLICATION PROCESS

Online application Complete the online [Application for Admission](#). You do not need to complete the standardized testing and licensing and registration sections.

Complete the following steps to apply:

- Create an account to begin the online [Application for Admission](#)
- Select – Mayo Clinic School of Health Sciences
- Select – Radiography Program (FLA)
- Complete each section of the application and submit
- After submission, view the required Supplemental Items and Documents
- Upload each required item in the Supplemental Items section
- Complete the Recommendation Request section

Additional required items:

- Unofficial transcripts from all educational institutions, including all college and university credits and grades from your most recent quarter or semester, may be uploaded in the Supplemental Items area for application purposes. If admitted, official copies of all transcripts will be required before the start of the program and must be directly sent from the institution to:
MCSHS - Radiography Program
Vincent A. Stabile Building, Room 831N 4500 San Pablo Road
Jacksonville, FL 32224
- Essay/personal statement
- CV/resume: Upload your resume in the application system. Your resume is a chance to highlight your experiences and skills.
- One letter of recommendation is required and must be completed in the Recommendation Request section. The recommender will receive an email with a link to complete a rating form and upload a letter. You may choose between:
 - Academic: Choose a person familiar with your educational qualifications and your potential for success in the field of radiography. References may include current or former teachers or professors.
 - Professional: Choose a person familiar with your professional qualifications and your potential for success in the field of radiography. References may include employers, teachers, or supervisors.

Interview Process

Applicants considered for acceptance are invited to an interview with the program's interview panel. Admissions decisions are primarily based on the applicant's performance in the prerequisite courses and the interview.

U.S. citizenship or permanent immigrant status is required for admission to this program.

Fluency in written and spoken English is essential for success in the program and to ensure patient safety. Applicants must demonstrate objective competency in English through the admission interview and may be required to submit results from the Test of English as a Foreign Language (TOEFL) examination or equivalent examination.

Acceptance

Your acceptance to the program is contingent upon successful completion of all prerequisites, the employee health requirements, a drug screen, and a background check.

Enrolled students are required to be covered in a medical insurance plan throughout their educational program at Mayo Clinic. Students who do not have health care coverage should purchase a policy from an

agency or company of their choice. Mayo Clinic School of Health Sciences does not endorse any particular plan or provider.

Degree Seeking Students

Apply to Florida State College at Jacksonville. If you are accepted into the Radiography Program, you must also apply for admission to program 2254 – Radiography (Degree Completion) at Florida State College at Jacksonville.

AMERICAN REGISTRY FOR RADIOLOGIC TECHNOLOGIST (ARRT) EXAM ELIGIBILITY

Passing the ARRT Registry Exam is required to obtain a license to practice Radiography in the state of Florida. To be eligible for the ARRT Exam you:

- Must have completed an ARRT-recognized educational program in that discipline.
- Must have earned an associate (or more advanced) degree from an institution accredited by an agency recognized by ARRT.

The degree does not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program.

AFFILIATED INSTITUTION – FLORIDA STATE COLLEGE AT JACKSONVILLE

Mayo Clinic School of Health Sciences Radiography Program works in affiliation with FSCJ to award program graduates an [Associate of Science in Radiography](#). To be awarded the degree a student must:

- Apply and be accepted to FSCJ – 2254 Radiography (Degree Completion).
- Have completed all prerequisites with a “C” or better.
- Have completed all program courses with a “C” or better.
- Have taken at least 19 credits in residence at FSCJ.

EQUAL OPPORTUNITY

Mayo Clinic School of Health Sciences upholds all federal and state laws that preclude discrimination on the basis of race, sex, age, religion, national origin, marital status, sexual orientation, disabilities, or veteran status. For more information, visit the Office for Diversity.

“I would admonish you, above all other considerations, to be honest. I mean honesty in every conception of the word: Let it enter into all the details of your work.”

– William J. Mayo, M.D. (1861-1939)

Attendance and Absence Policies

ATTENDANCE

- The program's Attendance Policy is adopted from the [MCSHS Attendance Policy](#).
- Attendance at all classes, laboratories, and clinical rotations, is mandatory.

EXCUSED ABSENCE

- An STO request must be submitted by 1:00 pm on the Thursday before the week of the absence for the absence to be considered excused.

UNSCHEDULED ABSENCE

- Any absence not requested by 1:00 pm on the Thursday before the week of the absence is considered unscheduled.
- Unscheduled absences must be reported to the program immediately.
- Unscheduled absences for significant extenuating personal circumstances, such as unexpected illness or personal/family emergency may be considered excused.
- If an unscheduled absence exceeds 3 or more days or is associated with an unapproved absence, the program may request supporting documentation.

UNEXCUSED ABSENCE

- Failure to report to a scheduled activity without prior notification is considered an unexcused absence and is a violation of the Mayo Clinic College of Medicine and Science (MCCMS) Learner Professional Conduct Policy, which will be addressed according to the Warning, Probation, Dismissal and Appeal Policy and Procedure.
- Any unscheduled, unapproved absence in which supporting documentation was not provided at program's request will be considered an unexcused absence.

FUNERAL/MEMORIAL SERVICE LEAVE

The funeral leave policy for students is adopted from the [Mayo Allied Health Bereavement Absence Policy](#). When a death occurs in a person's family, the amount of time off to attend the funeral is allotted according to the relationship to the deceased person and is excused, but the clinical time required to meet rotation objectives must be met, and academic requirements must be made up. Additional time may be approved; please contact the Program Director.

Time off is allowed for scheduled shifts occurring over a maximum of five consecutive calendar days including weekends and holidays, one of which includes the funeral, for any of the following relatives or others fulfilling these roles: parent (natural, adoptive, or step), child (natural, adoptive, step or child of same-gender domestic partner), spouse (to whom married at time of death).

Time off is allowed for scheduled shifts occurring over a maximum of three consecutive calendar days including weekends and holidays, one of which includes the funeral, for any of the following relatives or others fulfilling these roles: sibling (natural, adoptive, half or step), mother/father-in-law, sister/brother-in-law, grandparent (natural, adoptive, or step), grandparent-in-law, daughter/son-in-law, grandchild (natural, adoptive or step), or legal ward/guardian.

Time off for attendance at the funeral or memorial services for persons other than those listed in this policy (e.g., aunt, uncle, great-grandparent, great-grandchild, step-in-law, and coworker) must be arranged with the Program Director to be excused.

JURY DUTY/SUBPOENA COURT APPEARANCES

The program follows the Mayo Clinic School of Health Sciences [Jury Duty / Court Appearances](#) Policy.

LEAVE OF ABSENCE

Leave of absence may be granted to students when significant extenuating personal circumstances are present, for military duty, or jury duty. This policy establishes guidelines that allow students an extended absence from their educational program without terminating their appointment. Program Directors have the discretion to approve or deny requests with input from their Advisory Committee and/or Medical Director.

The Program Director must evaluate the individual merits of each request and consider the ability of the program to deliver the full content of the curriculum while meeting the individual student's needs. The Program will follow the Mayo Clinic School of Health Sciences [Leave of Absence](#) Policy.

The following options will be explored if a student is requesting a leave of absence:

1. The student will return from their leave of absence to their scheduled clinical and classroom assignments. They will extend their time in the program to allow for the completion of all clinical and didactic requirements for graduation. Time made up will equal the missed time.
2. The student will withdraw from the program with the option of returning without reapplying to join the next available class. They will repeat any uncompleted semester coursework and complete all clinical and didactic requirements for graduation. The student will be responsible for any additional tuition, book, and educational material expenses incurred.

MILITARY LEAVE

The program follows the Mayo Clinic College of Medicine and Science [Military Leave](#) policy.

STUDENT TIME-OFF (STO)

Each student is awarded 24 hours of STO per semester. When used, these hours, including earned STO from volunteer work, count toward your clinical hour requirement. If an unscheduled absence causes a student's STO bank to fall below 0, the student must contact the Clinical Coordinator to make up the clinical hours to avoid any reduction to the clinical grade. An [STO request form](#) must be submitted by 1:00 pm on the Thursday before the week of the absence. The STO Request form is located on the program's intranet site.

Ten (10) of the 24 STO hours granted per semester will roll over to the next semester. A maximum of 10 STO hours earned from volunteer work will roll over to the next semester.

METHOD FOR REPORTING UNSCHEDULED ABSENCES

For each unscheduled absence, the student must email the Program Director and Clinical Coordinator to report the absence. The student must email BEFORE the start of their clinical shift. DO NOT CONTACT THE CLINICAL DEPARTMENT SUPERVISOR DIRECTLY.

Emails must include:

- The student's full name.
- The clinical area the student is assigned to that day.
- The reason the student will be absent.
- Anticipated return date and time (if known).

STUDENTS WHO ARE ABSENT DUE TO ILLNESS MAY NOT COME IN LATER IN THE DAY TO ATTEND CLINICAL OR CLASS WITHOUT PERMISSION FROM THE PROGRAM DIRECTOR. (If the student's illness might be contagious, the student will not be allowed to return that day).

If the student is absent for more than two consecutive days, they must contact the program director. The student may need to contact the Employee Health Service before returning.

The Program will:

- Note the absence.
- Contact the appropriate clinical supervisor to notify them of the absence.
- Contact the appropriate instructor(s) to notify them of the absence.

DIDACTIC ABSENCE

Although we discourage students from missing class, we recognize that you may need to be absent due to illnesses or personal commitments.

- Any quizzes or exams missed due to planned absences from class must be scheduled with the Program.
- If you schedule a day off, you are responsible for scheduling and completing any exams or quizzes that will be missed before the scheduled absence. The score will not be reported until after the entire group has taken the exam or quiz.
- If the absence is unplanned and you miss an exam or quiz, you must contact the Program Director on your first day back to schedule a time for testing.
- You will be expected to take any quizzes and/or exams missed on your first day back if you missed only one day.
- Tests and quizzes not completed within the above timeframe may result in a drop of one full letter grade for each additional day.

CLINICAL ABSENCE

- Students cannot schedule absences for more than two days per week.
- Students may not schedule an absence during non-regular hours. (ex. nights, weekends).

TARDINESS

Tardiness is defined as not being ready to begin at the scheduled start of the class, lab, or clinical assignment.

A student, who knows they are going to be late, is expected to email program staff to notify the program of the tardy. If a student is not able to email before their scheduled time, they must inform the program as soon they arrive in their area. If the student informs the program of the tardy more than thirty minutes past the scheduled start time, it will be documented as a failure to report.

UNSCHEDULED ABSENCE AND TARDINESS OCCURRENCE POLICY

An occurrence is defined as an unscheduled absence or tardy from any portion of a scheduled class, lab, or clinical assignment. Occurrences are tracked over a rolling twelve-month period. Occurrences will be tracked and monitored by the program in the student's record.

- Tardiness of less than one hour will be considered half (0.5) an occurrence.
- Tardiness of one hour or more will be considered one (1) occurrence.

When a student reaches five (5) occurrences over a rolling twelve-month period, corrective action will begin.

FOR YOUR REFERENCE

NUMBER OF OCCURRENCES	CORRECTIVE ACTION
5	Informal coaching by Program Director
6	Formal Warning by MCSHS
8	Probation by MCSHS
10	Possible Dismissal

Clinical Policies

The student must be aware that failure to achieve the program's clinical requirements may result in probation or dismissal from the program. All such instances will be handled according to the policies of the program and the Mayo Clinic School of Health Sciences.

CLINICAL INSTRUCTION

Each student is responsible for reviewing the clinical syllabus in advance of the clinical rotation and for making sure that all objectives and checklists are completed by the end of the rotation.

CLINICAL COMPETENCY

The student must complete all ARRT mandatory competencies and the required number of elective competencies before graduation. Students cannot comp an exam in clinical until they have passed the associated didactic exam and laboratory practical. If a student is not able to complete a mandatory or elective competency to fulfill the graduation requirement, the student may be allowed to simulate up to eight (8) competencies before graduation at the program's discretion. Students who have more than eight (8) competencies to complete to meet the graduation requirements will need to extend the length of the program until they have achieved all mandatory and elective competencies as outlined by the Radiography Program.

Not achieving the total required number of competencies by the end of the semester will impact the Clinical semester grade.

CLINICAL GRADES

The grading schema for clinical is included in the syllabi for each Clinical course. Clinical grades will be monitored in the online portion of the course. The student's clinical grade will be calculated online. Students should contact the Clinical Coordinator for questions about grade calculation for the Clinical courses.

ELECTRONIC DEVICES

Electronic devices (i.e., cell phones, wearable devices, iPads, laptop computers, etc.) are NOT permitted in the clinical area. Electronic devices should be kept in the student's locker and may be accessed during breaks and lunch breaks. Using

the Mayo Clinic network to stream videos, music, TV shows, etc. is not permitted per Mayo Clinic Allied Health Policy Manual; please review the [Computer, Internet, and Electronic Communications](#) policy and the [Electronic Usage Guide](#) for the Department of Radiology.

REPEAT RADIOGRAPHS

The standards of our accrediting agency, JRCERT, state: "The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure." The student can repeat a radiograph under the following guidelines:

1. A qualified radiographer must be in the room with the student.
2. A qualified radiographer must directly supervise regardless of a student's competency level.
3. The student must ensure the initials of the technologist supervising the repeat radiograph are documented in EPIC before submitting to image control.

If a student repeats a radiograph without direct supervision, they will receive a formal warning. Continued failure to comply with this policy will result in probation or dismissal from the program.

STUDENT SUPERVISION IN CLINICAL AREAS

Until a student achieves and documents competency on a radiographic procedure, the procedure shall be carried out under the direct supervision of a qualified radiographer. After a demonstration of competency, students may be permitted to perform certain procedures with indirect supervision; please see definitions of direct and indirect supervision below.

Portable exams, OR exams, and examinations in certain exam rooms (where a technologist is not immediately available) must be performed with the direct supervision of a qualified radiographer throughout the entire program, regardless of competency level.

Direct Supervision

The parameters of direct supervision are:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is physically present throughout the entire examination.
- A qualified radiographer reviews and approves the radiographs.

Indirect Supervision

The parameters of indirect supervision are:

- The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. A qualified radiographer is in the immediate area and is easily accessed by the student. To be considered immediately accessible, the radiographer needs to have a physical presence adjacent to the room or location where the radiographic procedure is being performed.
- A qualified radiographer reviews and approves the radiographs.

TRAJECSYS REPORTING SYSTEM

The Mayo Radiography Program uses Trajecsyst for many of the activities in the clinical area, including clocking in/out, technologist and clinical instructor evaluations, clinical site evaluations, competency evaluation forms, schedules, attendance, and procedures. The official record of a student's competencies will be maintained through the Trajecsyst system.

Students are required to log in to Trajecsyst daily to clock in and out from a clinical area. Students are required to clock in and out of Trajecsyst from a Mayo Clinic desktop computer. Clocking in and out from a cell phone or other portable electronic device is not allowed. Failure to clock in or clock out (i.e., time exception) will be managed by Mayo Clinic College of Medicine and Science through warning, probation & dismissal.

Dress and Decorum

Appointed students in the Mayo Clinic School of Health Sciences also accept the responsibilities of upholding the image, tradition, and dignity associated with this institution. As an individual or as a group, our outward appearance does contribute greatly to the impression that others form of us. Students in the Radiologic Technology Program are expected to follow dress and decorum guidelines as established by the institution and the program. Students must observe the dress code at all times while on campus or representing Mayo Clinic in the community. Students who are out of compliance will be sent home to change. The student will receive the appropriate occurrence as a result of the unscheduled absence or tardy.

It is the student's responsibility to maintain a professional appearance at all times and to project an image of a competent patient-care provider. Wearing attire that fits properly, is clean, and maintained well, is required to meet the program's expectations as well as meeting commonly accepted professional dress guidelines.

GENERAL DRESS STATEMENTS

Mayo Clinic Access Identification Cards

Whenever the student is on the Mayo campus in their student role, a Mayo Clinic issued access identification card that indicates that the student is a MCSHS student must be worn on the **upper torso** with the photograph side of the card visible between the neck and waistline. Access identification cards furnished to Mayo employees, who are also students, cannot be worn by those individuals when they are on campus in a student role. To protect the access identification card, it should be kept in the plastic holder. Nothing else should be kept in the holder with the card (i.e., money, bus passes, etc.). Name badge retractors, if used, must be professional in appearance and non-promotional (i.e., college, vendor names, etc.).

A replacement fee of \$10 will be charged for access cards that have been lost or damaged.

The Fit of Clothing

Clothing should fit well and allow for appropriate and comfortable movement throughout all required work activities without compromising safety or professional image. Excessively baggy or tight attire is not considered acceptable in a professional work environment, regardless of fashion trends. Shirt length is required to ensure coverage of the torso (bare-skin midriff or backside exposure is not acceptable). Necklines should be appropriate for the workplace setting.

Grooming/Cosmetic/Fragrances

A well-groomed image requires clothes to be neat, clean, wrinkle-free, and in good repair. Faded and/or frayed clothing is not considered professional in appearance, regardless of fashion trends. Hair, including facial hair, must be neatly styled. Infection control principles should guide decisions about hair length and style. Extreme hair colors and styles are not permitted. The use of cosmetics, including nail polish and fragrances, should also be conservative in nature. It is unacceptable for students to smell of cigarette smoke or other strong perfumes or odors while at school. Students who arrive to class, lab, or clinical with the smell of cigarette smoke or other strong smells on their clothing will be required to change. This policy aligns with Mayo Clinic Allied Health Policy. Because radiography students have direct patient contact, infection control policies prohibit fingernails longer than 1/4 inch or artificial fingernails of any type.

Jewelry/Accessories

Students must be conservative in their use of jewelry/accessories, including the amount, size, and styles. Mayo anniversary/recognition pins and professional certification pins related to the job are considered acceptable. U.S. flag pins are acceptable if discreet, tasteful, and non-promotional. Non-Mayo pins/badges/stickers are generally not acceptable.

Tattoos and other Body Art

Visible tattoos, clothing, and accessories should not contain words or images that convey violence, discrimination, profanity, sexually explicit content, or political endorsement.

Mayo Clinic reserves the right to judge the appearance of visible tattoos. Please talk to the Clinical Coordinator or Program Director for further information.

MAYO CLINIC ATTIRE STATEMENTS

Students who elect to wear street clothes in the classroom setting must adhere to general standards and make choices on clothing, grooming, and accessories that are consistent with a patient care setting. **Students not adhering to the policy will be asked to return home to change clothing.**

Jeans, sweatpants, sweatshirts, work-out type clothing, and t-shirts (except as undershirts) are not permitted.

CLINICAL DRESS AND DECORUM

All uniform pieces must be solid Royal Blue, with closed-toe, athletic style shoes with no mesh and black or white socks.

V-neck Traditional Scrub Top

Royal Blue traditional scrub style tops may be worn:

- An all-white, black, or royal blue, good quality, crew, or visible V-neck T-shirt or long-sleeved knit shirt may be worn underneath.
- The hem of the undershirt is not visible beyond the hem of the top.
- The sleeves of a short-sleeved T-shirt are not visible beyond the sleeves of the top.

Pants

Any Royal blue uniform pants with the following restrictions:

- Not too long, they cannot drag on the ground.
- Must be straight legged (not gathered or banded at the ankles).

Jackets and Vests

These types of jackets may be worn over the scrub top:

- A royal blue scrub jacket
- A black jacket made of fleece or nylon which displays the Mayo Clinic logo

No logos may appear on the jacket other than an approved Mayo Clinic or MCSHS logo.

Radiation Safety

It is the policy of the Mayo Radiography Program to comply with all institutional, state, and federal radiation safety guidelines and policies. Student radiographers will be operating radiation-producing equipment only as part of their education program under the supervision of a qualified general radiographer during regularly scheduled clinical rotation hours. No individual shall be exposed to ionizing radiation except for those procedures authorized by a physician. Exposure of any individual to ionizing radiation solely for educational purposes will NOT be permitted and will result in immediate dismissal from the program for unsafe radiation practices.

RADIATION MONITORING DEVICES

The institution provides quarterly radiation monitoring devices (dosimeters) that students are required to wear whenever they are in an area where ionizing radiation is being used. The radiation monitoring device is worn at collar level outside of the protective apron. Radiation Safety maintains the student exposure records and posts quarterly individual occupational radiation exposure reports on the institutional website. Through a password protected log- on, each student has private access to their individual exposure data. Data reports for students are also [available online](#).

Student issued badges may only be worn when in the role of a student. In the event that radiation monitoring is required for part-time employment, a separate badge must be issued.

The annual limit for radiation workers is 50 mSv whole body. The Radiation Safety office has monthly investigations of dose reports. A student exceeding 5 mSv/year will be reviewed by the Radiation Safety Office. A student exceeding 15 mSv/year will be contacted by the Radiation Safety Office to determine potential causes. If the student continues to receive over 30 mSv/year, removal from the clinical area may occur.

ENERGIZED LABORATORY

1. Student use of the energized lab must be under the supervision of a qualified radiographer who is available should students need assistance.
2. Students must wear their dosimeters when making an exposure in the lab.
3. To maintain a clean and safe environment, please enjoy all food and beverages outside of the lab.
4. For safety and organization, store backpacks and personal belongings in the classroom, faculty office, or on the counter near the window.
5. To protect equipment and ensure readiness for use, please keep the detector in the table bucky when not actively in use. Use an older CR cassette for decubitus and cross-table exams.
6. To preserve workspace cleanliness and professionalism, please avoid sitting on the counter near the window.
7. Handle all equipment with care and report any concerns or malfunctions to faculty so they can be addressed quickly.
8. At the end of each session, please return the lab to a ready-to-use state by cleaning surfaces and properly storing equipment.

Failure to have proper supervision will result in corrective action and potential dismissal from the program.

GENERAL RADIATION SAFETY

Mayo Clinic is committed to providing a safe environment for all students and employees who work with radiation. Radiation Safety is staffed to provide comprehensive support for the Radiology Department and its employees and students.

For reproductive age females, a pregnancy questionnaire is not required for general radiography procedures because the risks to the conceptus are inconsequential for radiation doses below 10mGy, assessment of pregnancy status is required for only those exams or procedures where the conceptus dose is likely to exceed 10mGy. Consistent with the American College of Radiology's Practice Guidelines, the effort expended to identify unsuspected pregnancy should be commensurate with the risk of not detecting a pregnancy.

Pregnancy screening is required for all female patients age 10 - 55 undergoing examinations or procedures where the fetal dose is likely to exceed 10mGy, unless there is insufficient time to do so secondary to the patient's medical condition.

When working outside of Mayo Clinic, it may be the technologist's responsibility to properly screen a patient for potential pregnancy prior to commencing the exam. Students are instructed on the proper way to screen a reproductive age female for a potential pregnancy.

In order to minimize radiation exposure to personnel and the public, the following guidelines shall be observed:

- Only authorized individuals may enter x-ray areas.
- All individuals who remain within an x-ray room during exposure activation must be in a protected position behind the control booth barrier or be protected by a protective apron or whole-body protective barrier of not less than 0.35-mm lead equivalence. Thyroid shields and leaded goggles will be used as appropriate.
- Doors, which are part of a radiation protection barrier, must be closed during exposure activation.
- The operator should observe all room entrances and terminate exposure activation if unshielded individuals enter.
- No individual shall be exposed to the primary x-ray beam solely for the purpose of instruction or demonstration.
- Dosimeters to measure radiation exposure shall be provided as required by JRECERT Accreditation guidelines.
- Personal Protective Equipment used with ionizing radiation emitting devices, i.e., protective aprons, thyroid shields, and gloves, will be checked annually for defects.
- Any PPE that passes the examination will be visibly marked and documented.
- Any PPE that does not pass the examination will be removed from service.
- All new PPE should be checked prior to use.
- When performing portable examinations, students will stand at minimum 6' away from the primary beam and will wear PPE of at least 0.35 mm lead equivalence if making the exposure.

HOLDING PATIENTS OR IMAGE RECEPTORS PROCEDURE

At times it may be required that a technologist or student hold or help position a patient during exposure. This practice should be infrequent and should only occur if a mechanical device is not available or able to be utilized. The technologist/student must wear a protective apron, thyroid collar and ensure that their dosimeter is protective apron worn appropriately.

- Whenever possible, mechanical devices are used to restrain/position the patient or hold the x-ray cassette.
- When mechanical devices are inappropriate, non-radiology personnel, e.g., a family member should be asked to assist.
- If a staff member must hold or help position a patient during a procedure, staff must be rotated for additional holding to reduce dose to an individual staff/student member.
- The x-ray beam must be collimated appropriately to minimize exposure to both the patient and those assisting.

- Those assisting the patient must not be exposed directly to the primary x-ray beam.
- Students will not hold image receptors during any radiographic procedure.

PATIENT GONADAL SHIELDING GUIDELINE

1. Testicular and ovarian shielding is done for genetic reasons, and therefore, the following discussion applies to patients under the age of 50.
2. The best protection for patients is a well- collimated x-ray beam that includes only those areas of interest in the diagnostic search. If the area that overlies the gonads is not of interest, the area should not have to be included in the x-ray study. In general, it is very difficult or impossible to shield the gonads without obscuring areas of interest; and therefore, in most cases, no shielding will be used.
3. Exceptions where shielding may be used:
 - a. An exception may be made for any study where it is explicitly written that shielding should be used as part of the protocol.
 - b. An exception may be made if it is possible to attain a diagnostic quality scan with shielding and either
 - i. Shielding is specifically requested by the referring Physician or;
 - ii. Shielding is requested by the patient and refusal would result in the patient declining the scan or would cause undue emotional distress.
 - c. An exception to this practice is the situation where the patient is positioned for an extremity x-ray with the imaged body part above the patient's abdomen. In this case, shielding should be placed between the image receptor and patient to avoid possible primary beam exposure to the abdomen.
4. If the gonads must be included in the x-ray beam, and gonad shielding is used, the following guidelines should be followed:
 - a. Males: Testicular shielding will be used when the testes are in the primary beam or within 5 cm of the primary beam.
 - b. Females: Ovarian shielding will be used if the ovaries are in the primary beam or within 5 cm of the primary beam.
 - c. Nursery films ordered ABD (UAC-shield): The females should be shielded from the iliac crest down. Testicular shielding should be used on males.

RADIATION EXPOSURE OF PREGNANT STUDENTS

Policy Statement

State safety regulations require occupational exposure to the fetus of a declared pregnant individual be limited to 5 mSv during the gestation period. To accomplish this, the following procedures are mandated:

Guidelines

- Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure," shall be read by each female student during orientation to the program and reviewed annually. Radiation Safety will be available to answer relevant questions and to advise those students of these procedures.
- Disclosure of pregnancy at the earliest time possible in confidence to the Radiography Program Director or Radiation Safety is strongly suggested. However, the disclosure of the pregnancy by the student is purely voluntary. The student is not required to declare her pregnancy. All disclosures are made in writing by completing the [Pregnancy Declaration Form](#).

The following choices are available to a student who becomes pregnant while in the program:

1. The student may continue the educational program without modification even though she voluntarily discloses her pregnancy status.
2. The student may choose to not disclose the pregnancy and continue throughout the program without modification.
3. A student who chooses to voluntarily disclose pregnancy may choose to voluntarily withdraw a declaration of pregnancy at any time, withdrawal of declaration must be in **writing**.

4. The student may voluntarily disclose the pregnancy and slightly modify her educational program, in cooperation with the program director, to minimize radiation exposure.
5. The student may voluntarily withdraw from the program and rejoin the next available class.
6. The student may voluntarily withdraw from the program and reapply at a later date.
7. The student may make up clinical time allotment within 12 months of graduation.

The declared pregnant student will be counseled by the Program Director or the Radiation Safety Office regarding methods to reduce exposure from ionizing radiation, and she will be directed to re-read [Regulatory Guide 8.13](#) published by the NRC.

1. The declared pregnant student will be assigned a fetal dosimeter which must be worn at all times when working in or around sources of ionizing radiation. The fetal dosimeter should be worn at waist level, under the protective apron when an apron is worn, and must not leave Mayo property at any time. Readings shall be obtained and recorded on a monthly basis. A permanent record of such data shall be maintained by Radiation Safety, and the student shall be kept informed of these results.
2. If it appears the cumulative exposure may exceed the maximum permissible limit to the embryo/fetus 5 mSv, an exposure evaluation will be initiated by Radiation Safety.
3. Under no circumstances will a declared pregnant student hold or assist in holding a patient during a radiographic exposure.

Appendix

ARRT CODE OF ETHICS

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

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