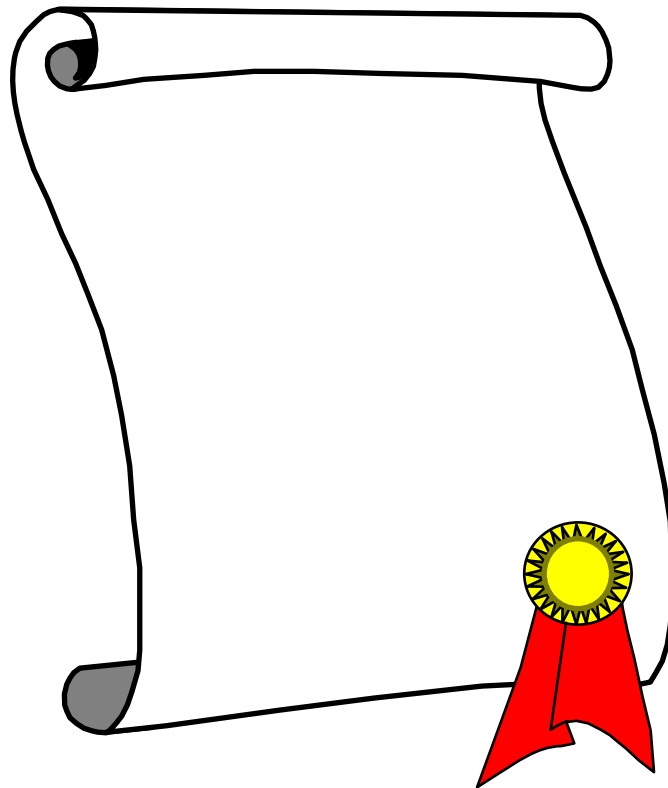


ALBERT EINSTEIN MEDICAL CENTER

**SCHOOL
OF
RADIOLOGIC TECHNOLOGY**



GENERAL INFORMATION

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OVERVIEW OF ALBERT EINSTEIN MEDICAL CENTER'S SCHOOL OF RADIOLOGIC TECHNOLOGY

The Albert Einstein Medical Center's School of Radiologic Technology or otherwise known as "the Program" has been in existence since 1946, graduating its first class in 1948. The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Students in the Program gain a wealth of knowledge in the Albert Einstein Medical Center ("AEMC"), Department of Radiology and in the various satellite facilities. A wealth of training materials are available from the over 296,000 diagnostic examinations performed annually. Aside from the many routine diagnostic rooms, specialized facilities are available in angiography; fluoroscopy, neuroradiography and ultrasound, as well as head and whole-body spiral computed tomography, magnetic resonance imaging and PACS. The Department is fully digital in producing patient examinations. An entire section of the Department is devoted to the performance of mammography procedures. Students also gain valuable outpatient clinical experience at some of AEMC's satellite facilities in the Philadelphia area.

The Program is twenty-four (24) months. Upon successful completion of all the Program's academic and clinical requirements, a student will be awarded a Certificate in Radiologic Technology. The Program has a September starting date with orientation for all first year students commencing the Thursday after Labor Day. Classes and clinical education are scheduled Monday through Friday 8 AM to 4PM and do not exceed a total of 40 hours weekly.

The Albert Einstein Medical Center School of Radiologic Technology considers all candidates for admission without regard to age, race, color, national or ethnic origin, religion, sex, or disability.

MISSION OF THE PROGRAM

The mission of the Albert Einstein Medical Center, School of Radiologic Technology is to graduate students who will possess the knowledge, practical skills and problem solving abilities to provide care to the community.

PROGRAM ACCREDITATION

Albert Einstein Medical Center School of Radiologic Technology is accredited by the –

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312-704-5300
email: mail@jrcert.org

To be an approved and accredited program in radiologic technology, Albert Einstein Medical Center, and the School of Radiologic Technology, must meet the “*JRCERT Standards*”.

The “Standards” present the minimum accreditation standards for an educational program and includes all the requirements for which the program is held accountable.

Should an enrolled student in the Program feel that the Program has not met the minimum standard of education or an issue has gone unresolved; the student should contact the JRCERT to submit an allegation. Every effort will be taken to resolve student issues. No retaliation actions will be taken by the Program.

Go to: www.jrcert.org

- Accreditation Process
- Forms and Checklists
- Other Forms
- Allegations Reporting form

MASTER PLAN

The Albert Einstein Medical Center (“AEMC”), School of Radiologic Technology is an outcomes-based program. It is designed to provide the community with diagnostic imaging professionals who have not only achieved clinical competency but proficiency in Radiologic Technology. Proficiency is “performing in a given art, skill, or branch of learning with expert correctness and facility.”¹ It is believed that graduates of the AEMC’s Program will be of the highest caliber. They will contribute to the diagnosis and treatment of disease by providing radiologists with the highest quality images obtainable.

In order to achieve proficiency, the students must master a wide variety of academic and clinical objectives. The students’ cognitive, psychomotor and affective skills are simultaneously developed throughout the 24-month program. Students must progress through the structured system of classroom, laboratory and clinical experience to achieve competency. Once the baseline of competency has been achieved, the students remain on the clinical floor/units performing numerous additional examinations until proficiency is established.

The Program’s clinical education component, in which the students must maintain an overall course grade of 85%, is a well structured and supervised system that reinforces and supplements the information presented in the didactic courses. It allows for the gradual development and eventual mastery of the students’ skills. The mastery of these skills occurs over the 24-month program.

After students have demonstrated successful retention of the didactic subject matter, they are given a laboratory demonstration by the Program faculty and ample time to practice performing the examination. After sufficient practice, the students are tested via the Simulation (Sim) Form. Students who receive an 85% or better on the Sim Form are then permitted to perform the examination on patients under the **direct supervision** of the staff technologist. Direct supervision is supervision by a qualified radiographer who: reviews the procedure in relation to student achievement; evaluates the condition of the patient in relation to student knowledge; is present during the conduct of the procedure; and approves the procedure. Once the students’ feel they are competent in performing a particular examination under direct supervision, they may request to be tested by a clinical advisor via a Clinical Competency Evaluation (CCE) Form. Students who achieve 85% or better on the CCE Form are then able to perform the examination **with indirect supervision** in the future. Indirect supervision is supervision by a qualified radiographer immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or area the procedure is performed. Students are later retested on the various body parts via the Proficiency Form (“Prof Form”). In order to pass the Prof Form, a grade of 85% or better is required.

At the end of the 24-month curriculum, students must demonstrate competency in all 36 mandatory Radiological Procedures as set forth by the American Registry of Radiologic Technicians (“ARRT”). At least 28 of the 36 Radiological Procedures must be demonstrated on patients (CCE). Students must also demonstrate competency in at least 15 of the 30 elective procedures. Electives may be on patients (CCE), phantoms or as simulations. In addition, the General Patient Care competencies are mandatory, which may be simulated. Students who have not achieved proficiency in all examinations by graduation may be required to remain in the Program. School of Radiologic Technology Certificates will not be granted until all such requirements are met.

Students must attain an overall course grade of 75% or better in the following didactic courses: Medical Terminology, Patient Care Standards, Physics, Radiographic Anatomy and Positioning, Radiographic Technique, Ethics and Modern Health Issues, Physiology, Quality Assurance and Computer Concepts, Radiation Biology, Radiation Protection, Advanced Imaging Modalities, Pathology, Basics of Computed Tomography and Cross Sectional Anatomy.

¹ As defined by the American Heritage Dictionary

OVERVIEW OF THE ALBERT EINSTEIN HEALTHCARE NETWORK

AEMC is part of the Albert Einstein Healthcare Network, a private, not-for-profit healthcare system that includes many entities and programs or divisions important to the healthcare needs of people in our surrounding communities.

Einstein was originally founded at the end of the Civil War in 1866, as Philadelphia's Jewish Hospital – with a mission to care for the disenfranchised beyond the Jewish community, including former and freed slaves. As such our values and fundamental strengths were developed from our Jewish roots. “Being community” is at the core of Jewish responsibility, and it is defined by the fundamental beliefs of empathy, stewardship, justice and obligation. Being community goes beyond being ‘part’ of a community, and embraces the practice of individuals coming together for a common purpose and aligning around similar ideals and interests.

For more than 140 years, Einstein physicians and staff have been leaders in the art and science of healing. Since the founding of the Jewish Hospital, we have remained at the forefront of medical science. Our physicians pioneered and perfected many of today's widely practiced medical techniques. We continue to develop new strategies to meet the challenges facing healthcare today and tomorrow.

The facilities included in the Network are:

- **Albert Einstein Medical Center:** A tertiary-care, teaching hospital, offering a full range of advanced healthcare services for kidney, pancreas and liver disease and transplantation, cardiovascular disease, women's health, cancer care, orthopedics and geriatric care. The medical center also includes a Level I Regional Resource Trauma Center, a Level III Neonatal Intensive Care Unit, and community practice centers.
- **Belmont Center for Comprehensive Treatment:** The Belmont Center provides the full continuum of psychiatric care, providing emergency, triage and evaluation, outpatient, intensive outpatient, partial hospital, inpatient, residential and outpatient services. The Belmont Center is part of the Network's Belmont Behavioral Health service line, which is the largest, most comprehensive behavioral health system in the Philadelphia region, providing a wide range of services for children, adolescents, and adults of all ages. Services span the full continuum of care, including crisis intervention and inpatient and outpatient care. Specialized services are offered for eating disorders, substance abuse, anxiety, depression and other mood disorders, as well as for people with both a mental illness and a substance abuse problem. Behavioral health services are also provided at the AEMC.
- **Einstein at Elkins Park:** is a 60-bed general acute care hospital located on a 30-acre suburban campus in Montgomery County. The hospital offers a full range of services, including a 24-hour Emergency Department staffed by board-certified emergency medicine physicians, highly skilled emergency nurses and key specialists on-call. The Elkins Park location also provides a broad spectrum of inpatient and outpatient surgical services, diagnostic imaging services and general nuclear medicine and cardiology services.
- **Germantown Community Health Services:** Part of Albert Einstein Healthcare Network since 1997, Germantown Community Health Services is a medical

- **MossRehab**: Located at Elkins Park and on Einstein's main campus, MossRehab has been repeatedly recognized by U.S. News & World Report as one of the nation's best medical rehabilitation providers. Special programs include the Drucker Brain Injury Center, Stroke Center (one of the first in the nation to receive accreditation by CARF as a stroke specialty program), Amputee Center, and the MossRehab Driving School. MossRehab is also a federally designated Model System of Care for traumatic brain injury.
- **Willowcrest**: A restorative care facility located on Einstein's main campus, providing physician-directed, skilled nursing care and rehabilitation to help patients return to independence following hospitalization.
- **Willow Terrace**: A nursing home dedicated to excellent care in a homelike environment that is located on the Germantown Community Health Services campus.

THE PROFESSION OF RADIOLOGIC TECHNOLOGY

Radiologic technologists, or Radiographers, are integral parts of the health care team. They use their knowledge of anatomy, physiology, positioning and radiation technique to obtain high quality diagnostic images of the human body. They employ the dexterity developed during training to complete examinations safely and quickly. They work with some of the most sophisticated technologically advanced equipment presently available and, at the same time, they enjoy the rewards of close patient contact. Radiographers are certified through the American Registry of Radiologic Technologists.

Radiologic Technology is a personally rewarding, well-respected profession with great potential for growth. Hospitals and clinics employ the majority of radiographers, but there are many other settings in which they work. Radiographers may pursue higher education and gain employment in teaching, research or sales, or they may cross-train into the hi-tech areas such as special procedures, computerized tomography or magnetic resonance imaging.

EXAMINATION IN DIAGNOSTIC RADIOGRAPHY

Applicants must be of good moral character. Generally, the conviction of any offense, misdemeanor or felony, indicates a lack of good moral character for certification purposes. Those who have been convicted of a crime may be eligible for certification if they have served their entire sentence, including probation and parole, and have their civil rights restored. This determination is made by the American Registry of Radiologic Technologists.

After successful completion of the AEMC Program, graduates are awarded a Certificate in Radiologic Technology. Graduates of the Program are then eligible to take the national examination in radiography, which is administered by the American Registry of Radiologic Technologists (ARRT). Pearson VUE, the electronic testing business of Pearson Education, administers ARRT examinations. Graduates who successfully pass the examination are credentialed by the American Registry of Radiologic Technologists, which enables them to use the

title “Registered Technologist” or RT(R). Most employers require radiologic technologists be registered by the ARRT.

It is the responsibility of the student/graduate to obtain, complete and submit the application for the American Registry of Radiologic Technologists.

GOALS OF THE PROGRAM

Fulfillment of the Program's mission is assessed by the degree to which the Program achieves the following goals:

- 1.0 Graduates will be clinically competent.
- 2.0 Graduates will be able to problem solve and effectively use critical thinking skills.
- 3.0 Graduates will be competent radiographers with effective communication skills.
- 4.0 Graduates will demonstrate professional and ethical behavior.
- 5.0 Graduates will fulfill the needs of the healthcare community.
- 6.0 Graduates will integrate lifelong learning in their professional/personal goals.

**Past ARRT results: 1995 – 100%, 1996 – 92%, 1997 – 88%,
1998 – 100%, 1999-100%, 2000 - 100%
2001- 100%, 2002 - 44%, 2003 - 92%
2004 - 91%, 2005 – 100%, 2006 – 100%
2007 – 100%, 2008 – 100%**

ADMISSION TO THE SCHOOL OF RADIOLOGIC TECHNOLOGY

The Program's Admissions Committee, representing the faculty of the School of Radiologic Technology, selects the applicants who satisfy the admission criteria and demonstrate the capability of completing the Program and becoming registered technologists. All applicants are considered for admission without regard to age, race, creed, color, religion, sex, disability, or national origin.

Minimum Requirements for Admission:

A. High School Diploma or Equivalent

B. Transcript(s)

1. An official high school transcript or its equivalent must be submitted.
2. Official transcripts from institutions of higher education must be submitted. For interested international applicants, the official transcript and a detailed U.S. equivalency course evaluation must be submitted detailing the completion and final grades of the minimum program prerequisites. Foreign grades must be converted by one of the following recognized services:

Educational Credential Evaluators, Inc. (414)289-3400
Global Education Group, Inc. (305)534-8745

C. Courses

1. Required - Post secondary general education, 15 credit hours of general education course work
 - a. Mathematical/Logical Reasoning (3 credits required)
 - b. Written/Oral Communication (3 credits required)
 - c. Arts and Humanities (recommended)
 - d. Information Systems (recommended)
 - e. Social/Behavioral Sciences (recommended)
 - f. Natural Sciences (recommended)

D. Three Letters of Recommendation

Letters of Recommendation should come from individuals familiar with the applicant , and can include the following:

1. School instructors, school counselors, members of the clergy, or employers can complete the recommendation forms.
2. Personal references by family members are **NOT** acceptable.

E. Personal Interview

Applicants who meet the minimum requirements and pass the pre-entrance test may be called in for interviews. Interviews are only granted to those applicants who are at the top of the applicant pool.

F. Pre-entrance Testing

All potential applicants will be required to take a pre-entrance test.

G. Health Form

A pre-entrance medical examination must be obtained in order to protect patients and other AEHN personnel. Acceptance into the Program is contingent upon this examination.

H. Background Check

In accordance with the Network's policies, a pre-entrance background check must be obtained. Candidates must be of good moral character to sit for the ARRT examination. Those who have been convicted of a crime may be eligible for certification if they have served their entire sentence, including probation and parole, and have their civil rights restored. This determination is made by the ARRT.

I. Physical Demand Analysis for a student

Applicants and enrolled students to the Program must be able to perform the following skills in order to perform the clinical requirements of the school and the technical aspects of a diagnostic radiologic technologist in the work force. Corrective devices are permitted to meet the following minimal requirements.

The applicant and/or student must be able to:

- Communicate in English in order to converse with and instruct patients to relieve their anxiety and to gain their cooperation during procedures.

- Hear a patient talk in a normal tone from a distance of 20 feet.
- Observe the patient in order to assess his/her condition from a distance of 20 feet.
- Read a patient's medical chart.
- Evaluate radiographs using a viewbox to make sure that all films are of diagnostic value and are properly identified.
- Render services and/or assistance to all patients depending upon their individual needs. These needs may involve movement of a patient in and out of a wheelchair, on or off a radiographic table or stretcher, and through a variety of positions in order to obtain images.
- Push, pull and lift up to 40 pounds.
- Manipulate a portable x-ray machine around corners, onto elevators and within patient rooms.
- Maneuver the x-ray tube at standard and non-standard heights at up to 7 feet.
- Draw up sterile contrast media and other solutions without contaminating the needle, syringe or injecting device.
- Select and set the necessary exposure factors using knobs, buttons, dials and switches.
- Place x-ray cassettes in bucky trays and spot film devices.
- Manipulate all locking devices on the radiographic unit.
- Stand for periods of time up to 2 hours while wearing a lead apron.
- Walk a distance of up to 2 miles during a normal workday.

The Program is committed to compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act to provide equal enrollment opportunities for qualified student applicants. The Program is also committed to ensuring that enrollment decisions are made without discrimination, including but not limited to, decisions concerning admission, clinical assignments, training, evaluations, working conditions and opportunities for employment.

The Program expresses intent to provide reasonable accommodation, as necessary, for "known" disabilities of qualified applicants or students. It is the responsibility of the individual applicant or student to identify him or herself as an individual with a disability when seeking an accommodation. It is also the responsibility of qualified applicants and students to cooperate in request for medical documentation from an appropriately licensed professional of their disability and how the disability limits their ability to complete their essential job functions. Medical documentation will be kept confidential.

It is the policy of the Program not to discriminate against qualified persons with disabilities in admission or access to any of its Programs, services and activities.

TUITION AND FEES

(ALL PRICES ARE SUBJECT TO CHANGE AT ANY TIME)

- 1. Application \$75.00**

To be submitted along with the application in order for the application to be processed.
- 2. Deposit \$100.00**

To reserve the student's place in the Program and to be applied toward tuition.
- 3. Tuition \$4,532.00/year**

To pay the student's didactic and clinical education and malpractice insurance. Tuition assistance is the responsibility of the student applicant. Financial aid is not available from AEMC at this time.
- 4. Books \$600.00 (approximately)**

These books must be purchased directly through Rittenhouse Book Distributors.
- 5. Parking \$80.00 (per month)**

To obtain a parking spot in the hospital garage or surface lot.
- 6. ARRT fee \$ 200.00**

To register for the American Registry of Radiologic Technology Certification Exam.
- 7. Markers \$10.00 (set) approximately**

These left and right markers are used to identify pertinent patient information and, if lost, must be replaced by the student.
- 8. Uniforms \$100.00 (approximately)**

The designated school uniform is a navy blue scrub outfit with white shoes and hospital ID badge.
- 9. CPR \$ 50.00 (approximately)**

If already certified, your card must be presented to the school office and copied to be placed in your student file.
- 10. Background Checks \$ 10.00 (approximately)**

A pre-entrance background check must be obtained. Candidates must be of good moral character to sit for the ARRT examination. Those who have been convicted of a crime may be eligible for certification if they have served their entire sentence, including probation and parole, and have their civil rights restored. This determination is made by the ARRT.
- 11. Society Fees \$30.00 (per year)**
- 12. Graduation fee \$100.00**

TUITION POLICY

The Albert Einstein Medical Center, School of Radiologic Technology does *not* accept financial aid.

In an effort to ease the financial strain on the students, the Program permits students to pay their tuition in installments over the course of the academic year. However, students must pay in advance for each semester of education as follows:

- 1/3 of the yearly tuition is due prior to the start of the Fall semester.
- 1/3 of the yearly tuition is due prior to the start of the Spring semester.
- 1/3 (final payment) of the yearly tuition is due prior to the start of the Summer semester.

Students who have not paid for an upcoming semester will not be permitted to attend classes and clinical until the tuition payment is made. Students who miss class or clinical due to unpaid tuition are responsible for making up all missed time and assignments.

TUITION REFUND POLICY

Any student who wishes to withdrawal from the Program is required to given written notice to the Program Director on an official withdrawal form. Any tuition refund due to the student will be calculated from the date that the notice of withdrawal is received in the office. Students who voluntarily leave the Program prior to completion or are dismissed from the Program (hereinafter for this policy considered an "Exit"), and have timely paid the tuition are entitled to a refund according to the following schedule:

If tuition is paid in full (per year):

- Exit prior to the end of the first semester – 2/3 tuition refund
- Exit prior to the end of the second semester – 1/3 tuition refund

If tuition is paid in installments (per semester):

- Exit prior to the end of the first four weeks of class – 2/3 tuition refund
- Exit prior to the end of the eighth week of class – 1/3 tuition refund

The refund applies to tuition payments only and does not include any other miscellaneous costs paid upon entering the program. Ignorance of this policy does not relieve the student of any financial obligation.

WITHDRAWAL POLICY

Any student who wishes to withdrawal from the Program must submit a completed Withdrawal Form to the Program Director. The date the Program Director receives the Withdrawal Form will be recorded as the official date of withdrawal.

TRANSFER STUDENT POLICY

The AEMC Program does not transfer radiography credits into the Program. Any post-radiography student wishing to attend the AEMC Program must follow all admission policies and criteria and will be evaluated by the AEMC Program faculty. No preference will be given to radiography transfer students.

PREGNANCY POLICY

The Albert Einstein Medical Center School of Radiologic Technology allows a female student the option of whether or not to inform program officials of her pregnancy. If a student chooses to voluntarily inform officials of her pregnancy, it must be in writing to the Program Director and Radiation Safety Office, as per AEHN Policy No. A0091.1 (Pregnancy Policy for Occupational Radiation Workers). A sample "Declaration of Pregnancy" form is attached to the aforementioned policy. Upon the student's declaration of pregnancy, arrangements will be made for her to speak with a member of the Radiation Safety Staff regarding the potential for fetal radiation exposure, any concerns, and provisions for additional radiation monitoring. The pregnant student must be allowed to make an informed decision based on her individual needs and preferences. In the absence of this voluntary, written disclosure, a student can not be considered pregnant with respect to the regulations pertaining to occupational radiation exposure.

Once pregnancy has been confirmed, the student has the right to choose from the following options in regard to her education:

1. She may withdraw immediately from the program in good standing with readmission after the pregnancy.
2. She may continue in the program following consultation with the Radiation Safety office. Modifications will only be made to clinical assignments with the written recommendations of the student's physician and/or Radiation Safety department.

The School of Radiologic Technology and the Albert Einstein Medical Center assume no responsibility for any untoward pregnancy outcomes as a result of the student's participation in the Program.

This policy is subject to change at the discretion of the School of Radiologic Technology and/or the AEHN Radiation Safety Department.

CURRICULUM

Semester I

RT101- Medical Terminology I
RT102- Patient Care Standards I
RT103- Physics I
RT104- Radiographic Anatomy and Positioning I
RT105- Radiographic Technique I
RT106- Clinical Education I

Semester II

RT201- Medical Terminology II
RT202- Patient Care Standards II
RT203- Physics II
RT204- Radiographic Anatomy and Positioning II
RT205- Radiographic Technique II
RT206- Clinical Education II

Semester III

RT303- Physics III
RT304- Radiographic Anatomy and Positioning III
RT305- Radiographic Technique III
RT306- Clinical Education III
RT313- Radiographic Processing
RT607- Ethics and Modern Health Issues
*** Junior Comprehensive Examination**

Semester IV

RT403- Radiation Biology
RT406- Clinical Education IV
RT408- Physiology
RT409- Advanced Imaging Modalities

Semester V

RT503- Radiation Protection
RT506- Clinical Education V
RT510- Quality Assurance and Computer Concepts
RT511- Pathology

Semester VI

RT604- Cross Sectional Anatomy
RT606- Clinical Education VI
RT609- Basics of Computed Tomography
RT612- Certification Examination Review
*** Senior Comprehensive Examination**