

Mercyhealth's Javon Bea Hospital

School of Radiography

Providing Education
in the Imaging Sciences



Mercyhealth®

A passion for
making lives better.



Radiology

In 1895, Wilhelm Conrad Roentgen discovered a “new kind of ray” which he called x-rays. Since then, x-rays have been one of our most valuable medical tools in diagnosing diseases, broken bones, suspected tumors and other serious physical conditions difficult to identify and treat without “seeing them”.

A Career in Radiography

The people who operate radiographic equipment are called radiographers. They are not to be confused with radiologists, which are physicians who specialize in the interpretation of radiographs. Most radiographers operate equipment that is used for diagnostic imaging, including x-ray machines, fluoroscopes, computed tomography (CT) scanners, and magnetic resonance imaging (MRI). In addition to the duties of preparing patients and operating equipment, radiographers may have administrative tasks. They may prepare work schedules, evaluate equipment, and often determine optimum radiographic quality. A radiographer must be able to recognize emergency situations and begin life-saving first aid on a patient when necessary.

Radiographers generally work a 40-hour week that may include evening, weekend, holiday or on-call hours. Many radiographers also work part-time. Radiography jobs are available within hospitals, physician offices, clinics and laboratories. While job prospects are expected to be good overall, some areas offer better opportunities than others.

A starting salary for a radiographer averages about \$45,000 a year. Experienced radiographers average between \$55,000 and \$65,000 annually. Radiography technologists with specialized skills in ultrasound, nuclear medicine and radiation therapy earn more.

Mercyhealth's Javon Bea Hospital School of Radiography

Mercyhealth's Javon Bea Hospital School of Radiography provides a solid basis for an exciting and rewarding health care career. Our program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of our program are eligible to apply for admission to the American Registry of Radiologic Technologists (ARRT) certification exam.

Throughout the program, students spend 40 hours per week in a clinical setting. Our program consists of lectures, demonstrations, and supervised experience. When not in class, students spend time in clinical settings working with Mercyhealth radiographers and radiologists performing radiologic procedures. The day-to-day schedule of students varies to include weekend, evening, and night experience. All students are full-time. Studying and preparation beyond hours spent in the classroom is necessary.

This program can be used as a stepping stone to various other specializations such as radiation therapy, nuclear medicine, and ultrasound. These specialties require at least an additional year of schooling.

Mission Statement

Javon Bea Hospital School of Radiography is dedicated to meeting the needs of students and the community it serves. By providing an education for individuals from diverse ethnic and cultural backgrounds, our program will enable students to acquire a high level of skill and professionalism that is necessary to become effective Registered Radiologic Technologists.

Program Goals

1. Students will be clinically competent.

Learning outcomes:

- Students will demonstrate appropriate positioning skills
- Students will choose appropriate technical factors
- Students will employ radiation protection for the patient, themselves, and others

2. Students will effectively communicate with patients and health care workers.

Learning outcomes:

- Students will instruct patients correctly using oral communication
- Students will interpret and relay requisition information in PACS using written communication

3. Students will display professional judgement and values.

Learning outcomes:

- Students will ensure patient privacy and modesty
- Students will participate in the community
- Students will be aware of the value of life-long learning

4. Students will be able to demonstrate critical thinking and problem-solving skills.

Learning outcomes:

- Students will modify routine procedures for non-routine patients
- Students will critique images to determine if corrective action is required
- Under direct supervision, students will apply corrective action(s) to necessary images

Clinical Education

Students participate in different types of imaging by rotating through the appropriate areas in our radiology department. Clinical education may also include rotations through some of the following areas: radiation therapy, nuclear medicine, ultrasound, mammography, magnetic resonance imaging (MRI), catheterization lab, and computerized tomography (CT).

These departments and services are equipped with a variety of the newest imaging technology available and are staffed by registered technologists and radiologists who provide students with excellent educational supervision.

Program Length

Javon Bea Hospital School of Radiography is a full-time, 24-month program. The program begins every July and consists of four semesters, each 6 months in length. The maximum program length is 30 months.

First semester:	The third Monday in July to December 31
Second semester:	January 1 to July 30
Third semester:	July 1 to December 31
Fourth semester:	January 1 to Graduation (third Friday in July)

Admission

A student radiographer must be a mature, dependable person, who is “people-oriented” and genuinely interested in helping the sick and disabled. The program selects students who indicate the greatest potential for professional and personal development.

Admission Standards and Requirements

Individuals are considered for admission based on established admission standards. Applications are evaluated on the same, non-discriminatory basis regardless of age, gender, race, religion, national origin, marital status or handicap.

1. Applicants must obtain an Associate Degree from an accredited institution
2. Applicants must complete all pre-requisite classes before beginning the program (listed below)
3. A minimum GPA of 2.5 in pre-requisite courses is required
4. Applicants should review ARRT eligibility by viewing the Rules of Ethics located on their website: arrt.org
Applicants who have a felony or misdemeanor, or have pleaded, "no lo contendere" to specific charges, may want to review the ARRT policy to determine if a pre-application is warranted prior to the start of the program.

Transfer Policy

Mercyhealth's Javon Bea Hospital School of Radiography does not accept transfer students from other radiography schools.

Advanced Placement Policy

Mercyhealth's Javon Bea Hospital School of Radiography does not accept advanced placement students who may have a limited permit from a radiography program.

Pre-Requisite Courses

The following courses can be taken at Rock Valley College (or a similarly accredited college that offers courses that answer the same course description as those listed below).

Applicants can apply to the Javon Bea Hospital School of Radiography before these courses are complete, provided they are completed with a 'C' or better, and grades are submitted to us before May 25 (prior to the program start date). College Level Examination Program Courses courses are accepted.

- Biology 185 – Human Anatomy and Physiology (or Biology 281 and 282)
- Computers 102 – Introduction to Computers and Information Systems
- English 101 – Composition
- Health Sciences 110 – Medical Terminology
- Math (level 100 or higher)
- Psychology 170 – General Psychology

Application Timeline

Applications are accepted year-round.

March 31	Applications due for the program beginning in July
April 30	Aptitude test and job observation must be completed for the program beginning in July
May 20	Interviews must be completed for the program beginning in July
June	Orientation for new students

How to Apply

Applications can be downloaded from our website, mercyhealthsystem.org/service/school-of-radiography, or you can request to have one mailed to you by calling (814) 971-5480.

After all sections of the application are completed, mail the application and the following items to the address below:

1. \$30 non-refundable application fee in the form of a check (payable to Javon Bea Hospital School of Radiography)
2. Two letters of reference
3. Official college transcripts

Javon Bea Hospital–Rockton
School of Radiography
2400 N. Rockton Ave.
Rockford, IL 61103

Incomplete, unsigned, or applications without a fee will not be accepted.

Eligibility and Selection Process

1. Applicants will receive a letter acknowledging the status of their application.
2. The top 20 applicants (based on pre-requisite GPA) will be scheduled for an aptitude test. (There is a \$60 non-refundable fee for this exam that must be paid at the time of the test)

3. A minimum score of 30 percentile or above on both the academic aptitude and reading comprehensive sections of the test must be obtained to continue on.
4. Applicants can retake the exam one time to better their score (for an additional \$60 fee).
5. Applicants that pass the aptitude test are scheduled for an interview and observation period in the radiology department.
6. After the interviews and observations are completed, all applicants are ranked based on the following criteria:
 - GPA in pre-requisite courses
 - Aptitude test score
 - Interview Score
 - +1 point for qualified previous application within the last year
 - +1 point for recent experience in and acute care hospital
 - Must include patient care within the last 5 years (CNA, MA, LVN, phlebotomist, RT transporter/aid).
 - Receptionist, clerical work, and environmental service positions do not qualify.
 - A document signed by a supervisor is required for verification.
 - +1 point for military service with honorable discharge
 - Military service documentation must be submitted with the application
 - Acceptable documentation includes a Certificate of Release of discharge from active duty, or a Proof of Service letter from the Department of Veteran Affairs
 - The top eight (up to a maximum of 10) applicants are chosen. The remaining applicants will be selected as alternates based on decreasing point value up to eight places.
 - If a selected applicant does not begin the program, the first alternate will be notified and so on until the position is filled.
 - Alternates will not be selected if a student drops out of the program after the program has begun.
 - Applicants not selected must reapply in following years (following current guidelines).

Acceptance Procedures

Once an applicant has been notified of their acceptance, an email must be sent to the program director AND a signed form must be returned via mail that clearly indicates whether the student is accepting or declining their position in the radiography program.

Accepted students are then required to undergo a health screening physical, drug panel, TB test, and criminal background check. Directions regarding this requirement will be mailed to each accepted applicant. Applicants are responsible for obtaining the required tests and submitting the results by the deadline. Students are also required to pass a Basic Life Support CPR course through the American Heart Association.

Students who were enrolled in pre-requisite courses at the time of application must submit official proof of completion grades by June 15.

Instructions regarding all of this material will be included in the acceptance letter.

Financial Information

Tuition

Tuition is \$3,500 annually (\$7,000 total). Fees are paid directly to the radiography program. Payment must be made on a monthly basis with a minimum payment of one quarter of the tuition (\$1,750) being made by the end of each semester. Tuition must be paid in full before graduation.

Financial Aid

Javon Bea Hospital School of Radiography does not offer financial aid, but the website, fastweb.com may have information on other financial aid options available.

Textbooks

Textbooks are required and will be provided to students on the first day of class.

Refund Policy

If a student withdraws or is dismissed from the program, the student is entitled to a refund according to the schedule below:

During the first five days of the semester:	75% refund
Six to ten days into the semester:	50% refund
11-15 days into the semester:	25% refund
After 16 days into the semester:	No refund

Academic Calendar

The academic calendar is subject to change to insure program integrity.

First Year, First Semester

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
9 am	Patient Care	Radiographic Physics I	Radiographic Anatomy I	Radiographic Positioning I	First month only Policy review
10 am	↓	↓	↓	↓	Tours/CPR
11 am	↓	↓	↓	↓	Orientations
12 pm					
12:30 pm	Lab for Pt. Care			Lab for Positioning	
2:30 pm	↓			↓	
3:30 pm	↓			↓	

First Year, Second Semester

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
9 am	Radiographic Physics II	Radiobiology Protection	Radiographic Anatomy II	Radiographic Positioning II	No Classes
10 am	↓	↓	↓	↓	
11 am	↓	↓	↓	↓	
12 pm					
12:30 pm	Lab for Physics			Lab for Positioning	
2:30 pm	↓			↓	
3:30 pm	↓			↓	

Second Year, First Semester

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
9 am	Pathology	Radiographic Physics III	Radiographic Anatomy III	Radiographic Positioning III	No Classes
10 am	↓	↓	↓	↓	
11 am	↓	↓	↓	↓	
12 pm					
12:30 pm				Lab for Positioning	
2:30 pm				↓	
3:30 pm				↓	

Second Year, Second Semester

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
9 am	Related Imaging/ Special Procedures	Related Imaging/ Special Procedures	Registry Review	Registry Review	No Classes
10 am	↓	↓	↓	↓	
11 am	↓	↓	↓	↓	
12 pm					
12:30 pm					
2:30 pm					
3:30 pm					

Curriculum

Clinical Rotations

Clinical rotations take place during the day with the exception of two or three one-week clinical rotations from 2:30-11 pm and a one-week clinical rotation from 10:30 pm-7 am. Students have approximately eight to ten Saturday clinical experiences per year. Rotations are held at Javon Bea Hospital–Riverside, Javon Bea Hospital–Rockton, and Mercyhealth Perryville.

Course Descriptions

Courses are listed in alphabetical order, not the order in which they are taught.

Clinical Education I

During Clinical Education I the student will be familiarizing themselves with the computer system, PACS system, the department/room equipment. They will also be demonstrating knowledge of the department work flow and the positions and projections taught in the first semester.

Clinical Education II

During Clinical Education II the student will be further familiarizing themselves with the computer system, PACS system, the department/room equipment. They will also be demonstrating knowledge of the department work flow and the positions and projections taught in the second semester as well as maintaining knowledge from the previous semester.

Clinical Education III

During the Clinical Education III the student will be further familiarizing themselves with the computer system, PACS system, the department/room equipment. They will also be demonstrating knowledge of the department work flow and the positions and projections taught in the third semester as well as maintaining knowledge from the previous 2 semesters.

Clinical Education IV

During Clinical Education IV the student will be further familiarizing themselves with the computer system, PACS system, the department/room equipment. They will also be demonstrating knowledge of the department work flow and the positions and projections taught in the third semester as well as maintaining knowledge from the previous 3 semesters.

Image Analysis

The content of this course is designed to provide a basis for analyzing radiographic images. Included are the minimum imaging standards, discussion of problem-solving techniques for image evaluation and the factors that can affect image quality. Each section of the body will have its own individual image analysis. During the final semester each area discussed will have an additional image analysis assignment and 4 units consisting of image analysis of all the differing body areas will be completed.

Pathology

A basic study of the process of disease on various systems of the body is presented. The nature, cause, development and consequences will be discussed. Radiographic demonstration of the various processes will be reviewed for technique, quality and demonstration of the pathology.

Patient Care

This course introduces students to the occupation of radiography and the health care team. The history of radiography, professional organizations, career opportunities, organization and management are presented to the student. Other topics include radiation protection, medical ethics and the law, cultural awareness, and patient care measures in radiography.

Radiobiology and Radiation Protection

The study of the effects of cells, tissues, organs and systems of the human body is studied. The rationale behind radiation protection methods and government regulations are covered. The student will learn the specific methods for protecting patients and operators from unnecessary exposure to ionizing radiation.

Radiographic Anatomy I

A comprehensive discussion of the anatomy and physiology of the chest, abdomen, upper and lower extremities is presented. Students will identify anatomy from radiographic images.

Radiographic Anatomy II

A comprehensive discussion of the anatomy and physiology of the spine and bony thorax as well as Gastrointestinal and Urinary systems is presented. Students will identify anatomy from radiographic images.

Radiographic Anatomy III

A comprehensive discussion of the anatomy of the skull is presented. Students will identify anatomy from radiographic images

Radiographic Physics I

This is the beginning study of radiographic production and equipment. The production and properties of ionizing radiation are studied. Units of measurement, concept of energy, structure of matter and the x-ray tube will be covered. Beginning concepts of technical factors are covered.

Radiographic Physics II

During the second semester of physics, the student will learn the circuitry of the x-ray system to include generators and motors. Technique is now studied in depth and image and radiographic quality are covered.

Radiographic Physics III

A study of all phases of digital radiography and fluoroscopy systems is taught in this last course of radiographic physics. Detailed description of all equipment and how images are produced. Digital will be compared to computer radiography. Quality assurance is introduced to describe testing devices and procedures used to assure consistency in quality images. State and Federal impacts are discussed.

Radiographic Positioning I

This course relates to Radiographic Anatomy I. The positions of the patient and placement of the radiographic tube necessary to demonstrate the anatomy of the chest, abdomen and upper and lower extremities will be studied. Adaptations will be presented for abnormal situations. Students will return demonstrate these positions in a lab period.

Radiographic Positioning II

This course relates to Radiographic Anatomy II. The positions of the patient and placement of the radiographic tube necessary to demonstrate the anatomy of the spine and bony thorax as well as the Gastrointestinal and Urinary systems will be studied. Adaptations will be presented for abnormal situations. Students will return demonstrate these positions in a lab period.

Radiographic Positioning III

This course relates to Radiographic Anatomy III. The positions of the patient and placement of the radiographic tube necessary to demonstrate the anatomy of the skull will be studied. Adaptations will be presented for abnormal situations. Students will return demonstrate these positions in a lab period

Registry Review

During the final semester of the program, the senior student will spend concentrated classes reviewing each area of the ARRT examination. A comprehensive review of each category with related testing is presented. The final week, the students will be tested as if a registry setting.

Related Imaging and Special Procedures

A brief discussion of the basic principles of CT, Nuclear Medicine, Radiation Therapy, Ultrasound and other modalities as compared to diagnostic radiography. Other areas of study include studies that utilize contrast media and sterile technique.

Venipuncture and Pharmacology

The theory and practice of the basic techniques of venipuncture and the administration of contrast media and IV medication is taught. The different types of contrast media are studied and indications as well as contraindications are discussed. Students will learn the symptoms of side effects, adverse reactions and the radiographer response to these emergencies. Also provided to the student is a basic understanding of drugs, drug classifications, and other areas describing drugs and their actions on the body.

Student Radiographer Description

The student radiographer is a member of a health team dedicated to the diagnosing and healing of disease. Under the supervision of qualified radiologists and registered radiographers, the student receives clinical preparation in the art and science of medical radiography. The educational process is designed to offer information and experience, which will enable the competent student to provide the communities of interest with high quality images for diagnosis.

Students will be rotated through the following areas to gain experience:

1. General Diagnostic Radiography
2. Interventional Radiography
3. Radiation Oncology
4. Nuclear Medicine
5. Ultrasound
6. Computerized Tomography
7. Magnetic Resonance Imaging
8. Surgical Radiography
9. Emergency Radiography
10. Quality Control

All students report to:

Bethany Preiss, B.S., R.T. - Program Director
Katelyn Maples, A.S., R.T. – Clinical Coordinator
Robin Rausch RTR., R.T. – Radiology Manager
Carey Smith, B.S., R.T. - Radiology Director

Students are responsible to:

1. Contribute in such a way as to promote effectiveness in patient care.
2. Obtain proficiency in all areas of academic and clinical education.
3. Demonstrate personal conduct indicative of a mature, professional technologist.

Specific responsibilities include:

1. Being on time for all classes and clinical training each day
2. Using clinical and academic time in a positive and constructive manner
3. Maintaining a high quality of knowledge in all areas of the educational process
4. Treating all persons with care and respect
5. Assuring that self, staff and patients are not jeopardized by using improper technique or other forms of oversight

6. Providing radiation protection to all patients with the exception when that protection will interfere with the anatomy of interest and diagnostic quality of the image
7. Treating all equipment with care and respect for the cost of maintenance. Abiding by ethical standards, oral and written communication, radiation safety and patient care
8. Utilizing all opportunities to improve as a student radiologic technologist in both clinical and didactic area
9. Following the procedures of didactic instruction, clinical instruction, supervised competency and finally performance of procedures with indirect supervision only after competency has been achieved. Failure to comply with the repeat policy will lead to corrective action and possible dismissal.

Grading System

Didactic grading is based on the following scale:

A	100%-94%
B	93%-87%
C	86%-80%

A student's academic and clinical performance will be evaluated at the end of each semester. Evaluation in both the classroom and clinical setting is ongoing for the entire length of the program. To remain in good standing, all academic and clinical grades must be 80% or better on a 100% scale.

Clinical grades are based on the following:

- The clinical competency testing average and the practical examination average added together for one percentage
- The affective domain and the semester clinical evaluation average added together for one percentage
- The final percentage is the clinical evaluation average (performed by the clinical instructor)

These three percentages are added together and averaged to achieve a semester clinical grade.

Academic Standards

1. Student's academic and clinical performance will be evaluated at the end of each semester at a scheduled appointment. Evaluation in both the classroom and clinical setting is ongoing for the entire length of the program.
2. To remain in good standing; all academic and clinical grades must be 80% better on a 100% scale.
3. If a student fails to achieve an 80% in either academic or clinical performances, the following will be instituted:
 - Probation for three months during which time each of the student's grades must be raised to an 80% in both clinical and academic areas.
 - During the probationary period, the student will be given additional instruction
 - If the student falls below 80% in any additional course (including Clinical I-IV) during the probationary period, the student will be dismissed.
 - If the student is unable to bring the grade up to 80%, but has made significant improvement, the course instructor, with the program director, may extend the probation for another 3 months. New timelines will be set up with objectives that must be met.
 - If the student fails to raise all course grades to the required 80% by the end of the probation period, (either first or second as warranted) the student will be dismissed from the program.
 - All outstanding tuition must be paid for any further consideration or access to personal records.
4. Students who fail courses at Mercyhealth JBH may be readmitted to repeat the courses at the discretion of the program director and faculty when the class is being offered.
5. Upon readmission, a prorated tuition charge must be paid in full.

Student Health Requirements

Each applicant's admission is conditional upon submitting to a background check and satisfactorily completing a pre-school admission drug screen and physical examination. Applicants must present evidence of good health and be currently able to meet the

physical requirements of the program, i.e. lifting and manipulation of radiographic equipment.

Technical Standards

Mercyhealth's Javon Bea Hospital School of Radiography has defined specific non-academic standards to which all applicants must comply in order to be able to participate and complete our program.

The student must be able to:

1. Stand for 8 hours on a tiled or carpeted surface
2. Possess no lifting or mobility restrictions
 - Move equipment weighing a minimum of 50 pounds
 - Push a 350-pound patient in a wheelchair or on a gurney
 - Lift a weight of 40 points to shoulder height with both arms
3. Maintain your balance in awkward position (i.e. while transferring patients)
4. Bend, stoop, or crouch to reach a lower object several times per hour
5. Twist your spine from side to side
6. Hear (i.e. patient assessment and/or questions, physician questions and/or directions)
7. Visual acuity/Reading abilities (i.e. control panels, positioning patients, patient identification, viewing radiographic images, etc.)
8. Communicate effectively in English (i.e. speaking to give instructions to patient, patient identification, emergency situations, etc.)

*If a student radiographer develops a health problem that will prevent them from adhering to the Health Standards policy, he/she must notify the Program Director. A student may continue in the program with written permission from their Physician, and as long as he/she can fulfill the responsibilities and objectives of the program.

Graduation Requirements

1. Students must pass all offered courses with a grade of 80% or better. Grades will be based on both clinical and academic performance.
2. The program must be successfully completed within 30 months of beginning the program.
3. Students will not graduate until all outstanding bills are paid to the institution, (i.e. tuition).
4. The graduate will exhibit the learning outcomes as specified in the program goals

Complaint Policy

Students are encouraged to bring their issues forward about school related situations to the attention of their Program Director or Clinical Instructor and resolve them on an informal basis.

If the informal basis is not the platform for the complaint, the student will establish it as a formal complaint by filling out the complaint form. This complaint should be rendered within 7 days of the occurrence of the incident, or recognition of the problem.

The program official that receives the complaint will make a response to the student within 7 days of the formal complaint. This response will include a procedure for resolution of the complaint. If the student does not feel that the complaint is rectified, the student should then utilize the grievance procedure.

Grievance Policy

Mercyhealth's Javon Bea Hospital School of Radiography acknowledges that conflicts, problems, challenges, and disagreements related to the application of policies, procedures, practices, or corrective action may arise. This policy provides guidelines which will lead to fair, prompt and consistent resolution to student concerns.

Students are encouraged to bring their issues forward about school related situations to the Program Director or Clinical Instructor and resolve them on an informal basis. Students will be provided with an opportunity to present their issues and appeal decisions through a formal resolution procedure.

Students are assured that retaliation in any manner by any person will not be tolerated and will be dealt with accordingly.

Definition of an issue: An issue may be defined as a student's expressed feeling of dissatisfaction concerning conditions in the program, treatment by the educational staff, department or hospital staff, and fellow students. Actions that may be an issue include, but are not limited to:

- Policy interpretation or application
- Disciplinary/corrective action or scheduling
- Alleged discrimination because of race, color, national origin, gender/sexual orientation, marital status, religion, disability, age, or ancestry
- Status upon discharge from military service or any other status protected by federal and state laws
- Sexual harassment or other prohibited harassment
- Drug screening or criminal back ground check results

Procedures

Before beginning the formal process listed below, the student should make a good faith effort to resolve the issue with the individual in the simplest, most direct manner at the lowest level. If this is not an appropriate avenue for the student the following steps should be taken.

Step 1

The student shall present the issue in writing to the program director in a timely fashion. If the student is uncomfortable dealing directly with the program director, they may choose to work with another faculty member to bring forth the issue. The written complaint must include:

- The specific issue to be reviewed;
- The policy, practice, procedure that was allegedly improperly applied;
- How the policy, practice, procedure was allegedly misapplied;
- How the student was allegedly adversely affected by the application;

Once the director has been made known of the issue, a decision will be reached and communicated in writing within a reasonable period of time.

Step 2

If the student is not satisfied with the decision reached in the first step, he/she may request a review of the program director's decision by the next level of management over the program. A decision shall be reached and communicated in writing within a reasonable period of time.

Step 3

If the issue is not resolved at the second step the appealing student shall request in writing a case review by the Human Resource Generalist. A student may wish to receive the services of Human Resources in preparing for the case review. The student must present:

- A copy of the complaint
- Any supporting documents
- A copy of the decision in previous steps;
- A list of witnesses (not more than 3)

The HR Generalist shall schedule the case review with the appealing student. An attorney may not be present to represent the appealing student or program director.

The HR Generalist will hear the issue, review the appeal and the responses, and render a recommendation to all parties involved. All decisions of the Human Resources Generalist are final and binding.

JRCERT Standards Policy

All students should be aware of the JRCERT Standards and know that all allegations of non-compliance of these standards will be given prompt, fair and continued consideration until resolved.

In the event a student feels that the program is not in compliance with a standard the following procedure should be followed:

The student will notify the Program Director in writing and request a reply to the complaint of non-compliance. The Program Director will contact the JRCERT and render a written response to the student within three school days, if the decision is not satisfactory to the student, the student will be referred to the JRCERT.

The contact information for JRCERT is:

Address: 20 N. Wacker Drive Suite 2850, Chicago, Illinois 60606

Phone: (312)704-5300

Email: mail@jrcert.org

1. The Program Director will keep a record of such complaints and their resolutions.
2. Students can be assured that there will be no retaliation tolerated because of a complaint for non-compliance.

Student Benefits and Services

Counseling

Counseling services are available for students needing them. The Employee Assistance Program will refer or suggest a suitable counselor in the immediate vicinity of the hospital. Students are responsible for all expenses incurred as a result of the referral.

Vacation and Holidays

Mercyhealth observes the following 6 holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Dates are dependent on Mercyhealth's holiday schedule. Each student is also scheduled for six weeks of vacation during the 24-month program: 1 week in the spring for Easter and 2 weeks in the winter for Christmas.

A school calendar is available at: mercyhealthsystem.org/program/school-of-radiography/

Pregnancy Policy

A student may voluntarily inform the Program Director of her pregnancy. The notice must be in writing, indicating the expected delivery date. Without written disclosure, a student cannot be considered pregnant.

If the student chooses, after voluntarily informing the Program Director in writing of her pregnancy, she may voluntarily withdraw that declaration in writing. With this written withdrawal of declaration, the student will NOT be considered pregnant.

Once the student has disclosed her pregnancy, she has the following options:

- Continue the program without modification or interruption
- Modification of clinical assignments (areas to be made up after delivery)
- Leave of absence from clinical assignments
- Leave of absence from the program

Any injury or illness associated with the pregnancy at any time during the pregnancy will be accepted at the student's own risk. The student may not return to school post-delivery without written approval from her physician.

Any clinical and classroom assignments missed prior to and post-delivery must be made up. The student must wear a fetal dose radiation monitor in addition to her occupational monitor.

Records and Release of Information

1. The release of information to and about students is in conformance with the Family Educational Rights and Privacy Act, (FERPA) as amended in 1974.
2. Records of each student's grades are maintained in their file. At each semester evaluation, the student is shown his/her records to date and given a personal copy. At the completion of the program, each student will be issued one transcript of his/her academic and clinical performance.
3. Any information concerning a student's academic or clinical performance is confidential. Authorization for release of any information must be made in writing by the student or graduate to the Program Director.

Accreditation

Mercyhealth's Javon Bea Hospital School of Radiography is accredited by:
Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182

(312) 704-5300

jrcert.org

mail@jrcert.org

Program Effectiveness Data

The following is the most current program effectiveness data for the School of Radiography at Javon Bea Hospital. Our accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information.

Credentialing Examination Rate	Number passed on 1st attempted divided by number attempted within 6 months of graduation
Year	Results
Year 1 (2016)	8 of 8 (100%)
Year 2 (2017)	8 of 8 (100%)
Year 3 (2018)	7 of 7 (100%)
Year 4 (2019)	5 of 5 (100%)
Year 5 (2020)	6 of 8 (75%)
Program 5-Year Average	34/36 (94%)

Job Placement Rate	Number of employed divided by number of actively seeking employment within 12 months of graduation
Year	Results
Year 1 (2016)	7 of 7 (100%)
Year 2 (2017)	8 of 8 (100%)
Year 3 (2018)	7 of 7 (100%)
Year 4 (2019)	5 of 5 (100%)
Year 5 (2020)	7 of 7 (100%)
Program 5-Year Average	34/34 (100%)

Program Completion Rate	Number graduated divided by number started the program
Year	Results
Year 1 (2020)	8 of 8 (100%)
Annual Completion Rate	(100%)

Faculty

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Please contact the Program Director or Clinical Coordinator if you have additional questions or would like to obtain an application.



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