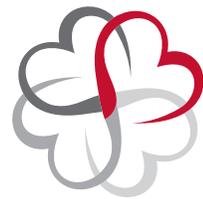




# 2022

## CT Practicum Handbook



**Mary Lanning**  
H E A L T H C A R E

School of  
Radiologic Technology

715 N. St. Joseph Avenue  
Hastings, NE 68901

## Table of Contents

Student Directory	3
Program Agreement	4
Mary Lanning Healthcare Administration	5
Mary Lanning Healthcare Mission/Vision/Values Statement	5
Mary Lanning Healthcare School of Radiologic Technology Mission Statement	6
Mary Lanning Healthcare School of Radiologic Technology Goals	6
Phone Numbers	7
School Calendar 2018	8
Policies and Procedures	9-16
Admission, Advanced Placement, Starting & Completion Dates, Practicum Completion Requirements, Health Insurance	9
Honor Code, Probation/Dismissal, Grading	10
Dress Code, Clinical Schedule, Clinical Travel, Attendance/Tardiness, Computer Use Policy	11
Phone Policy, Complaint Procedure, Pregnancy Policy	12
Tuition/Refund, Cancellation/Withdrawal/Leave of Absence, Transcripts, Parking	13
Social Media Policy, Family Educational Rights and Privacy Act, Employment	14
Placement, Radiation Protection, Drug and Alcohol Policy	15-16
Health Risks Associated with Alcohol Abuse/Illicit Drugs	16
Clinical Exclusions for Students	17
Campus Security, Personal Counseling Services	18
Notice of Cancellation/Withdrawal/Leave of Absence Form	19
Declaration of Pregnancy Form	21
Radiation Safety Incident Form	23



## Student Directory Information

---

NAME

---

PHONE

---

PRESENT ADDRESS

---

HOME ADDRESS

---

HOME PHONE

---

E-MAIL ADDRESS

## Emergency Contact Information

---

NAME

---

ADDRESS

---

DAYTIME PHONE

---

EVENING PHONE

Please list any other information that may be helpful to the Mary Lanning Healthcare School of Radiologic Technology staff (for example: names of children and spouses, school attending, babysitter's name, etc).



**Mary Lanning**  
HEALTHCARE

School of  
Radiologic Technology

## Program Agreement

I have read and agree to abide by the Policies and Procedures of the Mary Lanning Healthcare School of Radiologic Technology – CT Practicum.

I also understand that I am scheduled for class and clinical time so as not to exceed 40 hours a week. Any make-up time beyond 40 hours is on a volunteer basis and must be approved by the clinical instructor at the clinical site and/or the clinical coordinator to ensure a 1:1 student to technologist ratio is maintained.

I understand that changes or additions to these Policies and Procedures may be made by the Advisory Committee for the Program.

---

SIGNATURE

---

DATE



# Mary Lanning Healthcare Administration

## President & CEO

Eric Barber

## Board of Trustees

Jeff S. Anderson – Chairman

Mike Allen

Clarence “Gary” M. Anderson, Jr.

Michele M. Bever

Dr. Dan Harold

Janis Johnson

Anna Stehlik

## Department of Education

Sharon K. Hayek, MS, RN – Director of Organizational Development

Cristi Engel, MSRS, RT (R), (CV) – School of Radiologic Technology Program Director

Jonathan Hart, MD – School of Radiologic Technology Medical Advisor

## MISSION

Advancing our tradition of service, education and community involvement, Mary Lanning Healthcare is dedicated to excellence, offering hope, health and healing.

## VISION

Mary Lanning Healthcare – committed to a new standard of world-class engagement, one relationship at a time.

## VALUES

Integrity, Trust, Compassion, Enthusiasm, Courage, Perseverance, Safety



**Mary Lanning**  
HEALTHCARE

School of  
Radiologic Technology



## Mission Statement

The Computed Tomography (CT) Practicum offered by the Mary Lanning Healthcare School of Radiologic Technology, gives graduates of the Mary Lanning Radiography program the clinical experience related directly to CT. The practicum experience will provide knowledge and CT examination experience to prepare the student for the ARRT CT certification exam.

## Our Goals

To produce a student who demonstrates:

- The ability to competently perform ARRT required computed tomography examinations
- Effective communication skills
- Professionalism and personal responsibility
- Effective problem-solving and critical thinking skills

## Important Telephone Numbers

Mary Lanning Healthcare	402-463-4521
Program Director – Cristi Engel, MSRS, ARRT (R) (CV)	Extension: 5170 Direct Number: 402-461-5170
Clinical Coordinator – Laura Herz, MAEd, ARRT (R)	Extension: 5642 Direct Number: 402-460-5642
Mary Lanning Clinical Instructor – Makenzie Kohmetscher, BSRS, ARRT (R) (CT)	Extension: 5895 Direct Number: 402-460-5895
School of Radiologic Technology	Extension: 5177 Direct Number: 402-460-5177
Mary Lanning Healthcare Radiology Department	402-461-5191
CT Department	Extension: 5194 Direct Number: 402-461-5194
Good Samaritan Hospital	308-865-7100
Good Samaritan Radiology	308-865-7555
Hastings Medical Imaging	402-462-4070
Lexington Regional Health Center	308-324-8331

### Other Numbers:

## CT Practicum Calendar 2022

### June 2022

**1**  
MON Deadline to apply for CT Practicum

**30**  
TUE Students are notified of selection or decline

### July 2022

**18-22** Complete the ARRT Radiography Certification Exam

**25**  
MON CT clinical schedule begins

### August 2022

**15**  
MON Four-week clinical evaluation

### September 2022

**5**  
MON Labor Day – No clinical

**9**  
FRI All review assignments, evaluations and clinical time must be completed.



## Policies & Procedures

### Admissions

Candidates for admission should satisfy the following minimum requirements: graduate from the Mary Lanning Healthcare School of Radiologic Technology and pass the ARRT Radiography Certification exam. Students in their final months of study are eligible to apply. The deadline for applications is June 1.

Admission to the Mary Lanning Healthcare School of Radiologic Technology CT Practicum is competitive as enrollment is limited. Candidates chosen for the practicum, following the competitive application process, are required to complete an enrollment agreement and submit the full tuition payment. Candidates should know that GPA in the MLH School of Radiologic Technology program and any disciplinary actions in the students' file are considered in the selection process. Specifically, course grades and class participation in Imaging II and Cross Sectional Anatomy are considered.

### Advanced Placement

The CT Practicum experiences do not accept transfer students or offer advance placement to students with previous experience.

### Starting and Completion Dates

The CT Practicum begins one week after graduation from the Mary Lanning School of Radiologic Technology, in order to give the student time to complete the ARRT Radiography Certification exam. The student will meet with an assigned technologist at the clinical site to schedule their clinical time. All exams required by the ARRT should be completed during the assigned clinical time. The clinical time must be completed by the second Sunday in September.

### Practicum Completion Requirements

The following conditions must be met to obtain final verification of exam experiences and a certificate of completion in the CT Practicum.

- Completion of all scheduled clinical time (minimum of 280 hours) and sufficient clinical exam records in accordance with the ARRT CT Specific Procedural Requirements
- Payment of tuition and fees
- Completion of Practicum assessment evaluations
- Return of radiation personnel monitoring devices
- Return of Mary Lanning name badge (includes Good Samaritan badge)
- Return of any educational resources belonging to the program (unless other arrangements have been made)

### Health Insurance

The Mary Lanning Memorial Healthcare School of Radiologic Technology does not require students to carry health insurance as a condition of enrollment. However, the School of Radiologic Technology strongly encourages students to obtain their own health insurance. In the event of student injury at a clinical site, workman's compensation does not apply and therefore does not cover medical expenses incurred. These costs are the responsibility of the student; therefore, it is critically important for students to have health insurance.

## Honor Code

Health professions students are held to higher standards of integrity than the non-health professions students because of the unique and important relationship the health professions have with society. A student in radiologic technology is charged by society and guided by ethical principles and laws to safeguard the health of the public. In radiologic technology the standards are set by the American Society of Radiologic Technologists Code of Ethics. Violations of these standards include, but are not limited to, lying, cheating, plagiarism, fraud, or other act(s) punishable by law or ethical misconduct.

All students attending the Mary Lanning Healthcare School of Radiologic Technology CT and Mammography practicum experiences are expected to promote the highest standards of ethical conduct. Students are expected to demonstrate honesty and integrity in classroom, clinical and administrative matters. Each student is responsible for maintaining, upholding, and promoting honesty, trust, and respect.

Honor code violations include (but are not limited to) the following:

### Administrative

- Falsification of records or documents

### Academic

- Cheating on any assignment, quiz or test
- Referring to unauthorized materials during a test or other assignment
- Copying another student's work or allowing another student to copy your work
- Sharing questions and/or answers to tests
- Unethically obtaining tests or test questions
- Plagiarizing

### Clinical

- Falsifying any clinical records
- Falsifying communication about clinical care or clinical experiences
- Misusing confidential patient information or records
- Knowingly assisting another student in any of the above action

Consequences for violation of the honor code may result in a written warning or dismissal, depending on the severity of the case.

## Probation/Dismissal

1. The faculty reserves the right to dismiss a student for failure to meet minimum standards of academic and/or clinical expectations, as well as violation of the Code of Ethics for Radiologic Technologists which includes HIPAA violation.
2. Unsatisfactory academic and/or clinical performance will result in verbal or written warnings.
3. A written warning may be given for improper conduct, positioning or procedural errors, improper personal appearance, poor attitude, lack of initiative, disrespect for fellow students and department personnel, unsatisfactory progress, lack of cooperation or insufficient quantity of clinical examinations.
4. A student wishing to return to the practicum following dismissal must re-apply and be considered with all other applicants.

## Written warnings

- Written warning #1 – Maximum two-day suspension
- Written warning #2 – Dismissal from the practicum experience

All clinical time missed due to suspension is made up at the discretion of the Program Director.

## Grading

Students will be given an incomplete (I) or passing (P) grade in the CT practicum. Clinical performance and assignments are considered. A certificate will be awarded upon successful completion.

## Dress Code

Students are required to wear white or pewter-colored uniforms. White or pewter lab jackets may be worn with the uniform. Solid white, black or gray shirts may be worn under scrub tops. Shoes should be appropriate duty or athletic shoes (Crocs with holes are not permitted). Patches are to be affixed to the right sleeve of the uniform about 1-1½ inches below the top of the shoulder. Lab jackets require a school patch also. Additional patches may be purchased. The entire uniform should be clean and neat in appearance. The School of Radiologic Technology recognizes individuality and diversity in dress and ornamentation. However, the school abides by dress code, hygiene and ornamentation policies of each clinical facility. Extreme make-up, clothing, jewelry, hairstyles and ornamentation will not be acceptable. It is the right of the faculty and/or clinical staff to identify what constitutes inappropriate dress or ornamentation. Unsuitable appearance will result in the student being sent home with loss of clinical time. (Students can have a maximum of two earrings per ear, must keep fingernails short and wear no artificial nails).

All students are required to wear and display their identification badges in an appropriate, readable fashion while in the clinical setting. All identification badges must be returned at the completion of the program. Replacement of the identification badge due to normal wear and tear will be made at no charge. Badges that are lost or damaged due to misuse or abuse will be replaced at the expense of the student for a nominal charge.

## Clinical Schedule

1. The clinical schedules for the student are developed in cooperation with the CT staff and student. Schedules may be modified by the staff and/or faculty as appropriate for the site.
2. The schedule is set up so that the student to qualified technologist ratio for all shifts is adequate (1:1). If a change to the students' schedule is requested, a notification must be made to the CT department and the school.
3. When arriving at the assigned clinical site, report to the clinical area assigned immediately.

## Clinical Travel

The Mary Lanning Healthcare School of Radiologic Technology utilizes multiple clinical sites. Transportation to these clinical sites is the student's responsibility. Students enrolled in the CT practicum must attend scheduled rotations. Failure to adhere to this requirement could lead to a written warning, not participating in the required exams necessary for the ARRT certification exam, and/or dismissal.

## Attendance/Tardiness

Punctuality and regular attendance are essential for the proper operation of a radiology department. Each student needs to report to their assigned clinical area immediately upon arrival.

Habitual late arrivals or failure to follow the above policy will result in a warning.

Late is defined as delayed arrival in excess of 7 minutes or more, beyond scheduled time. A student will be allowed two late arrivals during the practicum experience before a written warning is issued.

If a student knows that they are going to arrive to clinical late or if the student is ill, notification must be made prior to the scheduled time of arrival. Students who are ill must report the nature of their illness. This information is for the purpose of infection control and will be reported to the institution's employment health nurse. If the illness results in an absence of over five days, the school must receive written permission from a physician before the student returns to school.

## Computer Use Policy

Personal computers: The school doesn't discourage the use of personal computers, however, the student should be courteous to classmates and instructors. Computer use should not cause any disruption of class flow. The computer should remain closed during testing time. Also, messaging, playing games, checking e-mail and looking at web sites not related to class should be done on the student's personal time away from school or during breaks from class.

Consequences for violation of the above policy will be at the instructor's discretion. If the student is causing a disruption in class, he/she may be asked to not use their computer during class time.

## Phone Policy

All students must have a phone and provide the school with the number.

Out of respect for patients, colleagues and instructors; and as a demonstration of professional behavior, all cell phones must be silenced while in class and clinical. Use of phones is permitted during approved breaks.

In the event that a student has an emergency and is expecting a call, he or she needs to ask permission of the classroom or clinical instructor to have the cell phone out and in view. The phone should be placed on vibrate and calls will be taken outside of the classroom or clinical area.

Individual clinical sites have the option to make phone use policies more stringent than that of the School of Radiologic Technology program.

## Complaint Procedure

Occasionally, students may have a complaint, problem or misunderstanding concerning school, department or hospital policies and supervision. In an effort to quickly resolve such problems, the school has set up the following procedure:

1. The complaint should be presented in writing to the Program Director within five working days. The Program Director will provide an answer within five working days. If no satisfactory solution is presented:
2. The student may refer the matter in writing to the Director of the Organizational Development Services within five working days of the Program Director's response. The Director of the Organizational Development Services will provide an answer within five working days. If this fails to provide a satisfactory solution:
3. The incident may be referred to the Hospital President & CEO in writing within five working days of the Director of the Organizational Development Services' response. The Hospital President & CEO will make a decision within 10 working days. The decision will be final.

The student also may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the complaint procedure identified above.

Any complaint a student may have of the program that is not of a serious matter to warrant the official complaint procedure explained above can be brought to the attention of any Mary Lanning School of Radiologic Technology faculty and/or the Program Director. Students are encouraged to contact faculty and set up a meeting when they have an issue or complaint to discuss. The complaint can be discussed and addressed right away through open dialogue or if necessary, the matter can be taken to an Advisory meeting to get feedback from the committee.

## Pregnancy Policy

Mary Lanning Healthcare School of Radiologic Technology maintains a "declared pregnant woman" policy with strict adherence to the State of Nebraska dose limits to the embryo / fetus of 5 mSv (.5 rem) over the entire gestation period. Every effort will be made to avoid substantial variation above a uniform exposure rate of 0.5 mSv (.05 rem) per month.

When a student voluntarily declares a pregnancy, in writing, an attempt will be made to determine the level of radiation to the embryo/fetus from the time of conception to the date of declaration. Radiation safety procedures will be discussed with the student.

The student may continue in the educational program without modification (Declaration of Pregnancy Form required).

A student who no longer chooses to disclose the pregnancy or is no longer pregnant may withdraw the declaration of pregnancy. A written statement must be given to the Program Director.

## Tuition/Refund

The tuition is comparable with programs throughout the state.

Resident/Non-Resident: \$550

Registration fee: \$150 (applied towards tuition)

Fees: \$250

\*Cost may be subject to change.

A \$150 registration fee is due upon admission into the practicum and full tuition is due on the first day of the scheduled practicum. Full tuition refund will be made for the practicum if the student withdraws or discontinues the practicum within one week after the start date. No refunds will be made for purchased books or supplies.

The Mary Lanning Healthcare Accounting Department will be responsible for billing and collection of tuition. Payment should be made in the form of check or money order. If a credit card is used, the student may make the payment in the Department of Education.

## Cancellation/Withdrawal/Leave of Absence

A student wishing to cancel prior to the beginning of classes must complete the cancellation portion of the Notice of Cancellation/Withdrawal/Leave of Absence Form. Once classes have started, the student must complete the appropriate withdrawal portion of the form.

Students may request a leave of absence from the program. The leave request must be written, signed and dated using the form provided in the handbook. The Advisory Committee will review the request and make final approval. The total number of days may not exceed 180 in any 12-month period. The committee will advise the student of the possible return date.

## Transcripts

A transcript is described as the permanent record of a student's performance in a program of study. The original transcript should remain in the student's file.

1. Records on every student who is accepted to a program should be permanently maintained in a safe, fireproof storage device.
2. Absolute data to identify the student should be included; e.g., name, name changes, address, date of birth, last four digits of the Social Security number and date entered program.
3. Course data included in the transcript should contain course title, and final grade.

Letter grades for the program will be based upon the following numerical grades:

A+	98-100	4.0	B+	87-89	3.5	C+	77-79	2.5	D+	67-69	1.5	F	Below 60	0.0
A	94-97	4.0	B	83-86	3.0	C	73-76	2.0	D	63-66	1.0	I	Incomplete	
A-	90-93	3.7	B-	80-82	2.7	C-	70-72	1.7	D-	60-62	0.7	P	Pass	

4. The termination of the student may be described simply as "graduation," "voluntary termination" or "non-voluntary termination."
5. Mary Lanning School of Radiologic Technology will release the transcript only on the expressed, written request of the student and only to whom the student designates. The request form is available on the Mary Lanning Healthcare web site. The school will release the transcript whenever a student makes a written request. A fee of \$5 is required for release.
6. Transcripts should be signed and bear the official seal of the institution and be sent directly to the institution designated by the student. It is general practice to release transcripts upon request to students, but these will not be signed or bear the institutional seal.

## Parking

Students should park in the designated areas for their clinical site and designated areas for class days. Students are not allowed to park in the physician lots or areas designated for patients or visitors. Failure to abide by institution's parking policies may result in a written warning and/or a ticket depending on clinical site.

## Social Media Policy

Examples of social media are Facebook, Twitter, and Instagram. Other forms of social media exist.

- Never discuss patients or confidential patient information.
- Never post pictures or videos of patients on social networking sites even if patients are only in the background of such pictures or videos.
- Never post diagnostic images of patients even if the patient is not identified.
- Do not post information about interactions with patients or staff from any clinical site.
- Do not post clinical site logos, taglines, or trademarks
- Always use your best judgment. Bear in mind that there may be consequences to what is posted. Consequences may range from oral or written warnings up to and including expulsion from the program.
- The school abides by the policies of each clinical facility.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Mary Lanning School of Radiologic Technology accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of the student except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The office of the Director of Education will coordinate the inspection and review procedures for student records which include admissions, personal, academic, financial files and academic records. Students wishing to review their education records must make written request to the Director of Education listing the item or items of interest. Only records covered by the Act will be made available. Students may have copies made of their records. Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents, confidential letters and honors to which they have waived their rights of inspection and review, or education records containing information about more than one student-in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights should discuss their problems informally with the Director of Education.

If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; they will then be informed of their right to due process.

## Employment

Students attending the Mary Lanning Healthcare School of Radiologic Technology may be employed while attending school. Work schedules must be arranged around the student's class and clinical schedules.

Mary Lanning Healthcare is not responsible for any student employed as a radiographer outside of Mary Lanning. Students are encouraged to inquire regarding liability coverage.

## Placement

Placement services are not available for current students or graduates. Job listings sent to the program are posted for student review.

## Radiation Protection

It is the student's responsibility to adhere to the following guidance for radiation protection:

1. Students must be acquainted with the uses of radiation and protection criteria and practice the principles of ALARA at all times. These principles are introduced in the Introduction to Radiologic Technology course prior to participation in clinical rotations.
2. The principles of decreased time and increased distance and shielding shall be employed when working with radiation.
3. Students should not hold patients during any CT procedure when an immobilization method is the appropriate standard of care.
4. Radiation exposure is measured by a personnel monitoring device. The device used for all students is an Optically Stimulated Luminescence (OSL) dosimeter. The OSL dosimeter assigned to the student must be worn at all times when in clinical. The dosimeter is to be worn at the collar level, outside of the lead apron.
5. If the assigned dosimeter is lost or left where it can be exposed unknowingly, the Program Director must be contacted immediately.
6. In accordance with the philosophy of keeping exposures ALARA (As Low As Reasonably Achievable) the Mary Lanning Healthcare School of Radiologic Technology has established levels at which the Program Director, RSO or Medical Advisor will provide immediate notification of a higher than normal reading. These are the investigation levels set by the State of Nebraska Department of Health and Human Services in the Radiation Control Act – ALARA Program.

### Investigational Levels (mRem) per Quarter

	Level I	Level II	Annual Limit
1. Whole Body (DDE)	125	375	5,000
2. Lens of the Eye (LDE)	150	450	15,000
3. Skin (SDE-WB)	500	2,000	50,000
4. Declared Pregnant Woman	40	50	500 per gestation

Any doses above the ALARA Investigation Levels require that an investigation of the circumstances pertaining to this dose be completed and determine if additional actions need to be taken. An investigation requires that the appropriate personnel investigate the cause of the dose and steps that may be required to prevent this dose level in the future.

If there is an incident where the student does not comply with #3 or #4, a Radiation Incident Form must be completed by the student and turned in to the Clinical Coordinator or Program Director.

## Drug and Alcohol Policy

Mary Lanning Healthcare is committed to providing the highest quality healthcare available. Since the use of drugs and alcohol is detrimental to employees' and students' ability to perform at their highest level; and patients and the general public expect employees and students to be drug- and alcohol-free, the school has established the following policy.

Upon entering the Mary Lanning Healthcare School of Radiologic Technology, a drug-screening test will be performed. If a positive result is returned, the student's position in the program will be rescinded and entrance to the program must be made by reapplication.

No student shall have any odor of alcoholic beverages on his/her breath or person at anytime while on the Mary Lanning Healthcare campus or any scheduled clinical site. No student shall have any drug in his or her possession or have taken any drug at any time while attending school.

**continued »**

In the event that a student has the odor of alcohol on his/her breath or person and remains on the premises, the student may be subject to dismissal from the program and would be required to follow their clinical site's Reasonable Cause Drug and Alcohol Testing policy. If the test results indicate that the student has no alcohol in his/her blood or breath, the student will be cleared of the allegations.

In the event that a student's supervisor or staff technologist has reasonable suspicion that a student is using, taking or under the influence of illicit drugs, the student will require Reasonable Cause Drug and Alcohol Testing. The student may not return to school until he or she passes a drug test. The presence of drugs or failure to comply will result in immediate dismissal.

A student admitting to drug addiction and seeking help from the institution may take a leave of absence from the program and complete a substance abuse treatment program. Passing a drug test will be required to return to the program and random drug testing will be performed throughout the student's enrollment in the program.

## Health Risks of Alcohol Abuse

### Alcohol effects

- **Behavior** - Loss of inhibition, self-destructive or impulsive urges, mood changes, psychological disorders
- **Central nervous system** - Poor vision, loss of coordination, memory loss, loss of sensation, mental/physical disturbances, brain damage
- **Liver** - Chemical imbalance, inflammation, cirrhosis
- **Digestive tract** - Cancer of oral cavity, irritation of esophagus, stomach damage, inflammation of pancreas, digestive problems, nausea
- **Heart** - Heart disease, irregular heartbeat, other heart ailments (high blood pressure, heart pain, and heart attack)
- **Other** - Malnutrition, cancer, psychological problems, gynecological and sexual problems
- **An unborn baby** - Alcohol reaches the fetus through the placenta — may result in birth defects
- **Alcohol with other drugs** - Combinations are very dangerous. Alcohol can intensify or neutralize a drug's effects. The following effects are possible: affect vital processes, lead to accidents, interfere with treatment
- **Alcohol with tobacco** - The combination poses increased risk of serious diseases, including cancer of the oral cavity.

## Health Risks of Illicit Drugs

### Types of drugs

- **Cocaine:** (coke, rock, crack, base, blow, bump, C, candy, Charlie, flake, snow, toot) Addiction, heart attack, seizures, lung damage, severe depression, paranoia (see "stimulants")
- **Marijuana:** (pot, dope, grass, weed, herb, hash, joint, ganja, Mary Jane, reefer, skunk) Panic reaction, impaired short-term memory, addiction
- **Hallucinogens:** (acid, LSD, PCP, MDMA, Ecstasy, psilocybin mushrooms, peyote, angel dust, boat, hog, love boat, peace pill, shrooms, XTC, Adam) Unpredictable behavior, emotional instability, violent behavior (with PCP)
- **Inhalants:** (gas, aerosols, glue, nitrites, Rush, White-out) Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death
- **Narcotics:** (Heroin (junk, dope, Black tar, China white) Demoral, Dilaudid (D's) Morphine, Codeine, Smack, H, skag, Miss Emma, Captain Cody, Big O, block, gum, hop) Addiction, lethargy, weight loss, contamination from unsterile needles (hepatitis, AIDS, accidental overdose)
- **Stimulants:** (speed, upper, crank, Bam, black beauties, crystal, dexies, caffeine, nicotine, cocaine, amphetamines) Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucinations
- **Depressants:** Barbiturates, sedatives, tranquilizers (downers, tranks, ludes, reds, Valium, yellow jackets, alcohol, Rohypnol, roach, roofies, roap, scoop, Mexican Valium, R2, GBH, Grievous bodily harm, Ketamine, Special K, jet, Cat Valium, Super C) Possible overdose, especially in combination with alcohol, muscle rigidity, addiction, withdrawal and overdose requiring medical treatment

## Clinical Exclusions for Students

Health Condition	Mode of Transmission/ Incubation	Clinical Exclusions	Clinical Return Restrictions/Notes
Chicken Pox (Varicella Zoster)	Direct contact, droplet contact, airborne/ 2-3 weeks	Yes	Until lesions are crusted. Isolate non-immune, exposed workers from patient care from days 10-21 after exposure.
Conjunctivitis (Acute, Bacterial)	Direct contact/24-72 hours	No	No direct patient contact until discharge is gone.
Diarrhea	Direct contact with feces	Yes	When symptoms resolve and salmonella has been ruled out.
Draining Wounds/ Lesions	Direct contact	Yes	When no longer draining.
Hepatitis A	Direct and indirect contact with feces and contaminated food/ 15-50 days	Yes	Seven days after onset of jaundice.
Shingles (Herpes Zoster)	Direct contact with lesions	No	Lesions must be covered and individual should not care for non-immune/immunosuppressed patients.
HIV/Human Immunodeficiency Virus	Direct and indirect contact with semen or blood/2 months to 10 years	No	Use universal precautions. Institutional policy may prohibit invasive procedures.
Herpes Simplex (Type 1)	Direct contact with saliva/2-12 days	No	Should not care for newborns, children with eczema or burns or immunosuppressed patients.
Influenza	Direct, droplet, airborne/1-5 days	Yes	3-5 days from onset of symptoms.
Lice/Scabies	Direct contact/2-6 weeks	Yes	Until treated.
Measles (Rubella)	Airborne and droplet contact/1-3 weeks	Yes	From 5-21 days after exposure seven days after rash appears.
Mononucleosis	Saliva and blood/4-6 weeks	Yes	Varies by individual. Health provider assessment needed.
Mumps	Direct contact/15-25 days	Yes	From 12-26 days after exposure or until nine days after onset of parotitis
Pertussis	Direct contact with saliva and respiratory secretions, droplet contact/1-2 weeks	Yes	From 12-26 days after exposure or until nine days after onset of parotitis.
Rubella	Direct, droplet, airborne/16-18 days	Yes	At least four days after rash onset.
Staphylococcus aureus (skin lesions)	Direct contact	Yes	Until lesions are resolved.
Streptococcal throat group A beta-hemolytic	Direct contact, rarely indirect/1-3 days	Yes	After 24-48 hours of antibiotics use.
Tuberculosis (active)	Droplet contact and airborne/4-12 weeks	Yes	When three consecutive sputum smears are negative along with clinical response to treatment.
Acute illness	Direct contact, droplet, airborne	Yes	Usually 48 hours after fever and symptoms subside.

## Campus Security

Mary Lanning Healthcare Security Officers (cell phone number 402-984-4950) provide full-time security for the hospital and all Mary Lanning sites.

Security Officers are responsible for the following:

1. Building and ground patrol.
2. Investigation of disturbances and suspicious activities.
3. Facility access, including locking, unlocking and restricting traffic at various times.
4. Staff assistance with patient restraint and intervention in disruptions by patients, visitors or staff.
5. Safety responsibilities, including disaster, fire, and hazard surveillance.
6. Record keeping and incident reports.
7. Provide escorts for all Mary Lanning Healthcare staff and students at any time for any reason with no questions asked.

All emergencies and crimes should be reported to the security department. Security may then notify the proper authorities.

For protection, ancillary doors are locked at 6:00 p.m. The front door to the hospital is locked at 8:00 p.m. The emergency room entrance is the only door available after 8:00 p.m. without a hospital identification badge. The front door to the Medical Services Building is locked at 10:00 p.m. After hour access to the Medical Services building may be made through the north door using the identification badge. The link between the hospital and the medical services building can also be accessed by use of the identification badge.

All areas not providing 24-hour coverage are locked upon closing. Reference checks are conducted on all personnel with access to internal keys.

Mary Lanning Healthcare prohibits the unlawful manufacturing, dispensing, distributing, possessing or using of controlled substances on the hospitals premise or while on hospital business.

No employee or student shall have any drug in his/her body system at any time while on the job or attending school. The term drug is defined by Nebraska Statute Section 48-1901 to 48-1910 also known as LB 582, Section 2. Mary Lanning Healthcare reserves the right to exercise disciplinary action including dismissal.

Information on crime prevention and security may be provided through in-services and/or biweekly newsletters.

## Personal Counseling Services

Personal counseling services are provided by:

The Lanning Center for Behavioral Services  
835 South Burlington Ave, Suite 108  
Hastings, NE 68901  
Phone: 402-463-7711

Other providers are listed in the yellow pages of the phone book under Counselors or Mental Health Services.



**Mary Lanning**  
HEALTHCARE

School of  
Radiologic Technology

## Notice of Cancellation/ Withdrawal/Leave of Absence

NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

### Cancellation

A cancellation of enrollment indicates the student did not attend classes for the term indicated. No grades or records for the term will be maintained.

Reason for Cancellation:

\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

### Withdrawal

A withdrawal from classes indicates the student attended, but is withdrawing from all classes. He/she may be entitled to a partial refund of the charges for the term according to the School of Radiologic Technology published refund schedule. Grades for the term will be listed as "W." Federal regulations require that we document the last date of attendance and the date the student notified Mary Lanning Healthcare School of Radiologic Technology of his/her intent to withdraw from the term.

LAST DATE OF ATTENDANCE \_\_\_\_\_ DATE STUDENT NOTIFIED MARY LANNING OF WITHDRAWAL \_\_\_\_\_

Reason for Withdrawal:

\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

### Leave of Absence

EFFECTIVE DATE \_\_\_\_\_ EXPECTED RETURN DATE \_\_\_\_\_ FINANCIALLY CLEAR? \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_

Withdrawal Official:  Unauthorized:





**Mary Lanning**  
HEALTHCARE

School of  
Radiologic Technology

## Declaration of Pregnancy

I have read and agree to abide by the Policies and Procedures of the Mary Lanning Healthcare School of Radiologic Technology.

I understand that changes or additions to these Policies and Procedures may be made by the Advisory Committee for the Program.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
XXX-XX-\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE OF CONCEPTION (MONTH/YEAR)

By providing this information to the Mary Lanning Healthcare School of Radiologic Technology in writing, I am declaring myself to be pregnant as of the data shown above. Under the provisions of State Regulatory Guide 004.13 dose to an embryo / fetus, I understand that my exposure will not be allowed to exceed 5 mSv (0.5 rem) during my entire pregnancy from occupational exposure to radiation. I understand that this limit includes exposure I have already received. If my estimate exposure, since the above date of conception, has already exceeded 5 mSv (0.5 rem), I understand that I will be limited to no more than 0.5 mSv (0.05 rem), for the remainder of my pregnancy. If I should find out that I am not pregnant, or if my pregnancy is terminated, I will inform my supervisor as soon as practical.

I informed Mary Lanning Healthcare School of Radiologic Technology on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ that I am pregnant.

\_\_\_\_\_  
SIGNATURE OF INDIVIDUAL

\_\_\_\_\_  
DATE SIGNED

### Receipt of Declaration of Pregnancy

I have received notification from the above named student that she is pregnant. I have explained to her the potential risks from exposure to radiation as provided in the Nuclear Regulatory Guide 8.13, Revision 2. I have evaluated her prior exposure and established appropriate limits to control the dose to the developing embryo / fetus in accordance with limits in 10 CFR Part 20.1208. I have explained to her options for reducing her exposure to as low as reasonably achievable. (ALARA).

\_\_\_\_\_  
PROGRAM OFFICIAL

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
R.S.O. SIGNATURE





Mary Lanning  
HEALTHCARE

School of  
Radiologic Technology

# Radiation Safety Incident Form

STUDENT'S NAME

DATE

CLINICAL SITE

TECHNOLOGIST INVOLVED

PATIENT ID NUMBER AND EXAM

Nature of the Incident:

Held a image receptor:

Held/immobilized a patient:

Description of incident:

Radiologic Technologist's comments:

Actions taken by the Clinical Coordinator:

Program Director's comments:

STUDENT'S SIGNATURE

DATE

TECHNOLOGIST'S SIGNATURE

DATE

CLINICAL COORDINATOR'S SIGNATURE

DATE

PROGRAM DIRECTOR'S SIGNATURE

DATE

\* A SIGNATURE ACKNOWLEDGES THAT THE INCIDENT WAS DISCUSSED WITH THE STUDENT AND IS IN NO WAY TO BE CONSTRUED AS AN ADMISSION OF DENIAL OR GUILT.







Mary Lanning  
HEALTHCARE

---

School of  
Radiologic Technology