



2026-27

Student 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
402-461-5177
www.marylanning.org

Table of Contents

Student Directory Information	3
Program Agreement	4
Mary Lanning Healthcare Administration	5
Mary Lanning Healthcare Mission, Vision & Values Statements	5
Mary Lanning Healthcare School of Radiologic Technology Mission Statement, Goals & Classroom Locations	6
Important Telephone Numbers	7
School Calendar 2026-2027	8
School Calendar 2027-2028	9
Policies and Procedures	10-20
Admission Requirements, Advanced Placement, Starting and Graduation Dates, Graduation Requirements, Health	10
Health Insurance, Honor Code	11
Written Warnings & Dismissal, Grading, Classroom Behavior, Testing, Classroom Attendance	12
Adverse Weather, Phone Policy, Computer Use Policy, Class Representative, Complaint Procedure	13
Pregnancy Policy, Tuition/Refund	14
Cancellation/Withdrawal/Leave of Absence, Absence without Notice, Transcripts	15
Employment, Placement, Parking, Fundraising	16
Family Educational Rights and Privacy Act, Drug & Alcohol Policy	17
Tobacco-Free Policy, Veterans Benefits and Transition Act of 2018/Military Leave of Absence	18
Health Risks of Alcohol Abuse/Illicit Drugs	19
Campus Security, Personal Counseling Services	20
Contingency Plan	21
Didactic Program, Course Sequence	22
Courses, Course Credit Hours	23
Clinical Policies and Procedures	24-28
Clinical Education	24
Honor Code, Written Warnings & Dismissal, Grading, Dress Code	25
Clinical Schedule, Clinical Travel, Clinical Attendance/Tardiness	26
Absence without Notice (No Call/No Show), Adverse Weather, Computer Use Policy, Phone Policy,	27
Social Media Policy, Parking, Radiation Protection, Investigational Levels (mRem) per Quarter	28
MRI Safety, Student Performance Evaluations, Clinical Logs, Competency Requirements	29
Clinical Exclusions for Students	30
Objectives for Clinical Sites	31-32
Clinical Competency	33
Monthly Exam Form	34
Notice of Cancellation/Withdrawal/Leave of Absence Form	35
Declaration of Pregnancy Form	37
Consent for Photographing, Videotaping and/or Audiotaping Form	39
Radiation Safety Incident Form	41
Financial Planning Sheet	43



Student Directory Information

NAME

CELL PHONE

PRESENT ADDRESS

HOME ADDRESS

MAIN 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: name of spouse and children, school attending, babysitter's name, etc.).



Program Agreement

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

I 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 also 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

Interim CEO

David Zechman, MPA LFACHE

Board of Trustees

Jeff S. Anderson – Chairman

Mike Allen

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Michele M. Bever

Dan Herold, MD

Janis Johnson

Anna Stehlik

Department of Education

Becky Sullivan, MS – Director of Wellbeing, Education & Engagement

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

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, Safety, Quality, Enthusiasm, Courage, Perseverance



Mary Lanning
HEALTHCARE

School of
Radiologic Technology



Mission Statement

The Mary Lanning Healthcare School of Radiologic Technology is a hospital-based program established to equip students with the skills necessary to enter the field of radiography. The full-time, 24-month program of didactic and competency-based clinical instruction is committed to providing education in both the theoretical and practical aspects of radiography, utilizing state-of-the-art technology. The program will provide inspiration for graduates to achieve a high level of technical expertise while possessing the moral and ethical qualities consistent with the professional standards established by the American Registry of Radiologic Technologists (ARRT).

Our Goals

To produce a student who demonstrates:

- The ability to competently perform entry-level radiographic skills
- Effective communication skills
- Professionalism and personal responsibility
- Effective problem-solving and critical thinking skills

Classroom Locations

All students accepted into the Mary Lanning Healthcare School of Radiologic Technology are assigned and scheduled to clinical sites in the Hastings or Kearney geographical area. The clinical sites can be found on page 31-32 of the Handbook. Regardless of where a student attends clinical, they may attend class at either of the two classrooms. Class is conducted using live synchronous two-way interactive video with instructors teaching from either classroom location. Classroom locations are:

Mary Lanning Healthcare Medical Office Building

Ground Floor - Classroom B

715 N. Kansas Avenue
Hastings, NE 68901

University of Nebraska at Kearney

Communications Building - Classroom 250

1910 University Drive
Kearney, NE 68849

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 Liason – Makenzie Kohmetscher, BSRS ARRT (R) (CT)	Extension: 5895 Direct Number: 402-460-5895
Mary Lanning School of Radiologic Technology	Extension: 5177 Direct Number: 402-460-5177
Mary Lanning Healthcare Radiology Department	402-461-5191
Mary Lanning Healthcare Department of Education	402-461-5128
Mary Lanning Healthcare – Midwest Imaging - Grand Island	308-398-1344
Good Samaritan Hospital - Kearney	308-865-7100
Good Samaritan Radiology - Kearney	308-865-7555
Nebraska Medicine - Internal Medical Associates – Grand Island	308-389-7670
CHI Health Clinic - Kearney	308-698-1277
Medical Park Diagnostic Center - Hastings	402-462-2911
Hastings Imaging Center	402-462-4070
Lexington Regional Health Center	308-324-8331
Phelps Memorial Health Center – Holdrege	308-995-2890
Hastings Orthopaedics	402-462-2139
Central Nebraska Orthopedics	308-384-5400
New West Sports Medicine and Orthopaedic Surgery - Kearney	308-455-1221
UNK Distance Education Center - Kearney	308-865-8800
Kearney County Health Services - Minden	308-832-3400
Kearney Regional Medical Center	308-455-3600
Fillmore County Hospital – Geneva	402-759-3167
Grand Island Regional Medical Center	308-675-5000
St. Francis Medical Center - Grand Island	308-398-5673
Merrick Medical Center - Central City	308-624-6831

Other Numbers:

School Calendar 2026-27

August 2026

24
MON **Classes Begin**
(Beginning of term one for first-year students and term two for second-year students)

September 2026

7
MON **Labor Day**

October 2026

19-20 **Fall Break**

November 2026

26-29 **Thanksgiving Break**

Dec. 2026 / Jan. 2027

7
MON **3-Month Evaluation**
(First-year students)

DEC 24 - JAN 1 **Winter Vacation**

JAN 18
MON **MLK Day - No School**

March 2027

1
MON **6-Month Evaluation**
(First-year students)
18-Month Evaluation
(Second-year students)

March 2027 (continued)

7-13 **Spring Break**
(Second-year students)

14-20 **Spring Break**
(First-year students)

28
SUN **Easter**

May 2027

31
MON **Memorial Day**

June 2027

12-18 **Summer Vacation**
(First-year students)

15
TUE **Deadline for UNK Summer Graduation**

26
SAT **Graduation**

July 2027

5
MON **Observance of Independence Day**

August 2027

16
MON **12-Month Evaluation**
(First-year students)

School Calendar 2027-28

August 2027 23 MON Classes Begin (Beginning of term one for first-year students and term two for second-year students)	September 2027 6 MON Labor Day	October 2027 18-19 Fall Break
November 2027 25-28 Thanksgiving Break	Dec. 2027 / Jan. 2028 13-17 3-Month Evaluation (First-year students) DEC 23 - JAN 2 Winter Vacation JAN 17 MON MLK Day - No School	March 2028 6 MON 6-Month Evaluation (First-year students) 13 MON 18-Month Evaluation (Second-year students)
March 2028 (continued) 4-10 Spring Break (Second-year students) 11-17 Spring Break (First-year students)	April 2028 16 SUN Easter	May 2028 29 MON Memorial Day
June 2028 10-16 Summer Vacation (First-year students) 15 THUR Deadline for UNK Summer Graduation	July 2028 1 MON Graduation for second-year students 4 TUE Observance of Independence Day	August 2028 14 MON 12-Month Evaluation (First-year students)



Program Policies & Procedures

Admission Requirements

Candidates for admission should satisfy the following minimum requirements: 30 college credits including English Composition (3 credits), Oral Communication (3 credits), College Algebra or a comparable math course (3 credits), Human Anatomy/Physiology (8 credits), Psychology or Sociology (3 credits) and Medical Terminology (1 credit). Courses in Physics, Chemistry and Biology are strongly recommended. Anatomy and Physiology courses, College Algebra and any other math course must have been completed within the last 10 years.

Admission to the Mary Lanning Healthcare School of Radiologic Technology is selective. Candidates chosen for the program following the competitive application process are required to complete an enrollment agreement and submit a \$150 registration fee that will apply toward tuition.

Chosen candidates will be subject to a criminal background check. A clear report is necessary prior to the first day of class. Students will be required to have a negative drug screen prior to the first day of class and complete an Essential Requirements test for a Radiologic Technologist position. These tests are conducted by Mary Lanning Healthcare. The cost is included in the students' registration fee.

Advanced Placement

The program does not accept transfer students from other radiography programs or offer advanced placement to students with previous radiologic experience.

Starting and Graduation Dates

The program begins in August. Graduation takes place in July of the second year. Applicants are notified of the exact dates upon final acceptance in the handbook. A student must successfully complete the entire 24-month program to be eligible for graduation.

Graduation Requirements

The following conditions must be met to graduate from the Mary Lanning Healthcare School of Radiologic Technology:

- Successful completion of all didactic courses (75% or higher)
- Completion of all scheduled clinical time and sufficient clinical exam records, both in accordance with JRCERT Objective 4.4
- Successful completion of all clinical competencies (90% or higher; mandatory completed by June 1 and elective by June 15)
- Completion of financial aid exit interview (only applies to those receiving federal aid)
- Payment of outstanding tuition, fees, fines and late charges
- Completion of program assessment evaluations
- Return of radiation personnel monitoring devices
- Return of identification badges
- Return of any educational resources belonging to the program (unless other arrangements have been made)
- Students must meet ARRT requirements to graduate and be eligible to take the certification exam.

Health

Applicants must submit evidence of good health and completion of required vaccinations, including a recent TB test and the Hepatitis B vaccine series. A medical examination by a physician, physician's assistant or nurse practitioner must be completed prior to entrance to the school. The student must pay for the exam.

The influenza vaccine will be required for all students prior or during influenza season, normally October through February. There are only three acceptable reasons to not receive the influenza vaccine according to the CDC, the Joint Commission and CMS. These are:

1. An allergy to a component of the vaccine in the past.
2. History of Guillain-Barre syndrome.
3. The vaccine was received elsewhere with the completed IFC-905 form.

The school follows the policy of each clinical site, therefore if a student does not receive a required vaccine (ie. Influenza vaccine), he/she may be required to wear a surgical mask during a clinical rotation or forfeit portions of clinical rotations dependent upon the clinical site policy.

Health Insurance

The Mary Lanning Healthcare School of Radiologic Technology does not require students to carry health insurance as a condition of enrollment. However, the school 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 profession students are held to higher standards of integrity than non-health profession students because of the unique and important relationship 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 American Society of Radiologic Technologists Code of Ethics sets the standards. Violations include, but are not limited to, ethical misconduct, lying, cheating, plagiarism, fraud or other act(s) punishable by law.

All students attending the Mary Lanning Healthcare School of Radiologic Technology 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
- Turning in another student's work as your own
- Unethically obtaining tests or test questions
- Plagiarizing
- Knowingly assisting another student in any of the above actions

Consequences for violation of the honor code may include a written warning and/or dismissal, depending upon the severity of the offense.

Written Warnings & 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. A written warning may be given for improper conduct, repeated positioning or procedural errors, improper personal appearance, poor attitude, lack of initiative, disrespect for fellow students and department personnel, unsatisfactory progress, lack of cooperation, insufficient quantity of clinical examinations or absence from clinicals without notice.
 3. All clinical competencies, class work, clinical exam records and evaluations must be satisfactorily completed to qualify for graduation.
 4. A student wishing to return to the program following dismissal must re-apply and be considered with all other applicants.
- **Written warning #1** – Maximum two-day suspension
 - **Written warning #2** – Maximum five-day suspension
 - **Written warning #3** – Dismissal from the program

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

Grading

Students will be given grades in each of the educational courses as well as the clinical aspect of the program. Class work of less than 75% is considered unsatisfactory. Final course work of less than 75% would be reason for dismissal.

Clinical work of less than 90% overall is considered unsatisfactory. Instructors will provide a student with an academic notice if the course average is less than 80%.

Classroom Behavior

If a student demonstrates disruptive behavior during class time, faculty may ask the student to leave the classroom. Disruptive behavior includes, but is not limited to, sleeping, texting and improper computer and cell phone use. Repeated disruptive behavior may result in a written warning.

Testing

Students anticipating missing an exam must take the exam in advance. Students missing the examination will take a 5% decrease in their exam score for each day after the scheduled exam time.

- During examinations, students are to clear their desk space and close all notebooks, textbooks and laptops.
- Microphones may be muted only when all students have completed the examination at a site.
- Calculators for testing will be provided.
- As space allows, students are to sit a seat apart.
- No excessive or concealing apparel (visors, ball caps, blankets, etc.).
- Faculty have the right to question a student, move a student, or stop an examination at any time.
- Completed tests will be placed in the locked test box in the front of the classroom.
- There will be no discussion in the classroom until all students have completed the exam. Students will be encouraged to leave the room upon completion.

Classroom Attendance

Attendance and promptness at class is expected of all students. Students are expected to prepare for all didactic and practicum (practical) experiences. Notification must be made to the School of Radiologic Technology office in the event of absence. **Attendance, as well as participation, is factored into final grades for each course.**

Adverse Weather

If Hastings or Kearney public schools close or the UNK campus closes due to weather, all scheduled classes will be postponed.

When public schools are not in session and class cancellation occurs due to weather, the students will be notified by text or email no later than 7 a.m.

If multiple snow days result in postponed class days, faculty has the authority to change class schedules in order to make up missed lectures, tests and/or class assignments.

Phone Policy

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

Out of respect for classmates and instructors and as a demonstration of professional behavior, all cell phones must be silenced while in class.

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

Computer Use Policy

Classroom computer: Use of the computer in the classroom is a privilege and should not be abused in any way. Downloading of any programs or changing the configuration of the computer is not allowed. Be courteous to other students.

Consequences for violation of the above policy will result in the loss of the privilege to use the classroom computer.

Personal electronic devices: The school does not discourage the use of personal electronic devices, however, the student should be courteous to classmates and instructors. Device use should not cause any disruption of class flow. The device should be turned off 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 personal electronic device during class time.

Class Representative

Students will select one representative from their class to serve on the school Advisory Committee. The student will represent the class in discussions with the faculty, encourage enforcement of school policies and report to the class about meetings. An additional student (non-voting) from the opposite clinical location placement will be selected to attend all Advisory Committee meetings.

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.

Complaint Procedure (continued)

If a student believes the program is in non-compliance with the JRCERT accreditation standards, he/she may report the allegations. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegation of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-3180
312-704-5300
mail@jrcert.org
www.jrcert.org

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 will be assigned a fetal dosimeter to be worn at waist level.

The student may continue in the educational program without modification, however, if needed, a leave of absence will be granted by the Program Director. The amount of time allowed will depend upon individual needs. Time taken during the leave must be made up prior to graduation (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. An academic term is equal to one year. The 24 month program is two terms. Full tuition refunds will be made for the term if the student withdraws or discontinues the program within two weeks after the beginning of the academic term. No refunds will be made for purchased books or supplies. Students who withdraw from the program during the tuition refund period may have to repay all, or a portion of, any outside financial aid received. Students who receive Title IV funds will be subject to the Higher Education Reauthorization Act of 1998. Details are available through the University of Nebraska financial aid office.

If cancellation occurs after 72 hours of signing the enrollment agreement through the second week of beginning the academic term, the student will be charged the \$150 registration fee. Students who withdraw from the program after two weeks in the academic term are not excluded from the payment of tuition balance due.

The Mary Lanning Healthcare Accounting Department will be responsible for billing and collection of tuition. Bills will be sent out twice each term, in September and January. The beginning date of each term can be found on the School Calendar. Billing is scheduled to match the distribution of financial aid for students that are receiving financial aid.

Tuition/Refund (continued)

Students will have 60 days to make the payment. A late fee of \$50 will be added each month for any outstanding balance. Payment should be made in the form of check or money order. If a credit card is used, the student may make the payment at the cashier on the first floor of the hospital.

- Resident/Non-Resident: \$14,505 (\$7,252.50 per term)*
- Registration fee: \$150 (applied toward total tuition & fees)
- Fees: \$425/year \$850 total
- Books, tools, equipment: \$1,700*
- Hepatitis B Vaccine with Antibody Check \$270

***Cost may be subject to change.**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

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. There will be no additional charges to the student (for students receiving federal financial aid and failing to return from an approved leave of absence, the lender will be notified that the withdrawal date is the date that the leave started).

Financial responsibilities are defined in the refund policy.

Absence without Notice (No Call/No Show)

Upon three consecutive scheduled days absence without notice, a student is presumed to have voluntarily withdrawn or quit the program.

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.

- Records on every student who is accepted to a program should be permanently maintained in a safe, fireproof storage device.
- 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.
- 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:
- The termination of the student may be described simply as "graduation" or "withdrew."
- 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.
- 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.

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			
A-	90-93	3.7	B-	80-82	2.7	C-	70-72	1.7	D-	60-62	0.7			

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.

Senior students may obtain a temporary medical radiography license from the State of Nebraska Department of Health and Human Services.

The Mary Lanning Healthcare School of Radiologic Technology is not responsible for any student employed as a radiographer. Students are encouraged to inquire regarding liability coverage of their own or check with the employer about coverage.

Placement

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

Parking

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

Fundraising

All fundraising projects must be for the good of the program and must be approved by Administration prior to scheduling the event.

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.

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, UNK campus or any clinical site. No student shall have any drug in his or her possession or have taken any drug at any time while attending school.

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

Drug and Alcohol Policy (Continued)

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.

Tobacco-Free Policy

The Mary Lanning Healthcare campus, the University of Nebraska –Kearney (UNK) campus, and all clinical site campuses utilized by the Mary Lanning School of Radiologic Technology are a tobacco-free environment. For the purpose of this policy, "tobacco products" include, but are not limited to, cigarettes, cigars, cigarette paper, cigarillos, chewing tobacco, pipes, vapor products, electronic cigarettes, alternative nicotine products, tobacco look-alikes, and products intended to replicate tobacco products either by appearance or effect or any similar product or device that can be used to ingest tobacco.

The tobacco-free policy on all campuses is designed to promote a healthy campus environment in which to learn, work and provide optimal patient care. While the policy is an important step in promoting a healthy campus environment, equally important is the availability of enhanced cessation programming and resources. These resources are available on the UNK campus and through the Mary Lanning Healthcare Wellness Department.

Violation of this policy may result in a written warning with suspension or immediate dismissal from the program.

Veterans Benefits and Transition Act of 2018

Mary Lanning Healthcare is an approved educational institution through the Nebraska State Approving Agency (SAA). Upon acceptance into the program, any covered individual can attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

The covered individual will not be charged any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

Military Leave of Absence

The Mary Lanning Healthcare School of Radiologic Technology (the School) recognizes and appreciates the important contributions in service to our country. In support of these students, the School has developed procedures to provide the student with flexibility in the event the student is called to active duty. The School will accommodate short absences for services to the Armed Forces also.

When an enrolled student is required to meet obligations to the Armed Forces, they must present a copy of the official order or request to the Program Director. The student will have the following options:

1. If the student is being temporarily activated for duty, including annual and/or monthly training:
 - a. The student may take a leave of absence from the program and complete the leave of absence form in the Student Handbook.
 - b. Inform all instructors and make arrangements for missed clinical time and coursework.
 - c. Student will not be penalized for missed time, but is responsible for and must complete any coursework, exams and clinical time that was missed during their absence.
 2. If the student is being mobilized or deployed for an extended period or is being reassigned or transferred permanently, the student may withdraw from the program immediately.
- Student will be eligible for readmission to the school after completion of their active duty.

Health Risks of Alcohol Abuse

Alcohol effects

- **Behavior** – Loss of inhibition, self-destructive or impulsive urges, mood changes, psychological disorders
- **Breast** – Alcohol has been shown to be a cause of breast cancer.
- **Central nervous system** – Poor vision, loss of coordination, memory loss, loss of sensation, mental/physical disturbances, brain damage
- **Colorectal** – Alcohol has been shown to be a cause of colorectal cancer.
- **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

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 7:00 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 Office Building is locked at 7:00 p.m. Monday-Thursday. On Fridays, they is locked at 6:00 p.m. On Saturdays, the doors are locked at 1:00 p.m. After-hour access to the Medical Office Building may be made through the north door using an identification badge. The link between the hospital and the Medical Office Building can also be accessed through use of an 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 hospital premises or while on hospital business.

No employee or student shall have any drug in his/her body or 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 Avenue, 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.

Contingency Plan

Introduction

The Mary Lanning Healthcare School of Radiologic Technology (herein after referred to as the School) Contingency Plan (CP), documents the strategies, personnel, procedures and resources required to respond to any short- or long-term interruption to the didactic and clinical schedule.

Scope

During any natural weather occurrence or disasters, as well as issues of Public Health concern, the School may take precautions as required or recommended by Federal (including the CDC and CMS), State and Local agencies and departments to help protect the health, safety and well being of the community and our students. This includes but is not limited to orders of social distancing, shelters in place, lockdowns, quarantine-type precautions, evacuations, vaccinations, required PPE and infection testing (herein after referred to as Precautions). These Precautions may include the limitation of visitors including students at the School's clinical sites. In addition, the School may have limited availability or no access to the classrooms on the UNK campus.

Plan of Action

In order to continue with the least amount of disruption to the didactic and clinical schedules as possible, the following are possible adjustments that may occur in response to a natural disaster or precautions set in motion due to a public health concern:

- **Didactic schedule** – Students will be allowed to attend class from home and access the distance learning platform used by the School for distance learning.
 - Upon returning to the classroom, any recommended policies made by the campus or Health Department will be followed for the safety of students and instructors.
- **Clinical schedule** – Students will remain in clinical as long as the site can safely allow and will follow all policies in place.
 - Examples of policies at clinical sites include wearing the PPE that is provided for students, following screening procedures, and abiding the COVID specific policies when imaging suspected and known positive patients. Each clinical site may have a different policy allowing or not allowing students to participate in COVID imaging exams.
 - If the site no longer allows students, modifications to the schedule will be made to remain equitable for all students. Students still need to meet the ARRT competency requirements in order to graduate.
- Students will be required to regularly login to the UNK LMS and to access class material and check their email regularly for any updates. The library on the School's campus does allow the environment to meet set Precautions while offering computers, printers, and wifi.

Personnel

- The Program Director will activate the CP and remain in contact with School and hospital officials.
- The Program Director will communicate with UNK staff at the Communications building.
- The Program Director will communicate information to students for access to support services, student funding/aid and any emergency websites or hotline information.
- The Clinical Coordinator will communicate with clinical sites and make modifications to the clinical schedule as needed.
- The Clinical Coordinator will communicate with the Program Director the need for PPE for students at each Mary Lanning site, and communicate if PPE needs to be ordered for all other school clinical sites. If PPE needs ordered for all other School clinical sites with the Program Director.
- When the CP is activated, all faculty will teach their course material to students via the distance learning platform and make course documents and testing available on the UNK LMS.
- The Program Director will communicate any changes to the CP, and when didactic and clinical schedules will return to normal.

Sponsoring Institution

- Will provide faculty support for resources not typically utilized by the program.
- Will have support services available for faculty and students such as counseling, access to employee health services and wellness activities.

Didactic Program

Subject	Instructors	Textbooks
Introduction to Radiologic Technology, Ethics and Law	C. Engel	Introduction to Radiologic Science and Patient Care – Adler/Carlton
Methods of Patient Care • General care • Contrast media • Pharmacology • Venipuncture	M. Kohmetscher	Introduction to Radiologic Science and Patient Care – Adler/Carlton
CPR		American Heart Association – Healthcare Providers Manual
Radiographic Imaging I and Processing	C. Engel	Principles of Radiographic Imaging, an Art and a Science – Carlton & Adler
Anatomy and Physiology	L. Herz	Structure & Function of the Body – Patton
Basic Radiographic Positioning and Procedures	M. Kohmetscher	Merrill's Atlas of Radiographic Positions and Radiologic Procedures – Ballinger
Medical Terminology	C. Engel	The Language of Medicine – Chabner
Radiographic Pathology	C. Engel	Comprehensive Radiographic Pathology – Eisenberg
Radiographic Quality	L. Herz	Principles of Radiographic Imaging, an Art and a Science – Carlton & Adler
Imaging II and Computer Science	C. Engel	Principles of Radiographic Imaging, an Art and a Science – Carlton & Adler
Radiologic Physics	L. Herz	Principles of Radiographic Imaging, an Art and a Science – Carlton & Adler
Radiation Protection and Biology	M. Kohmetscher & L. Herz	Radiation Protection in Medical Radiography – Text & Workbook – Statkiewicz
Cross-sectional Anatomy	M. Kohmetscher	The Sectional Anatomy Learning System – Applications & Concepts
Special Radiographic Procedures	C. Engel	Merrill's Atlas of Radiographic Positions and Radiologic Procedures – Ballinger
Special Radiographic Positioning	M. Kohmetscher	Merrill's Atlas of Radiographic Positions and Radiologic Procedures – Ballinger
Radiographic Image Evaluation	M. Kohmetscher	Radiographic Critique – Text & Workbook – McQuillen-Martinsen
Quality Assurance	C. Engel	Principles of Radiographic Imaging, an Art and a Science – Carlton & Adler
Registry Review	L. Herz	All textbooks Monthly Registry Review Examinations

Course Sequence

First Year

- Introduction to Radiologic Technology, Ethics and Law
- Medical Terminology
- Methods of Patient Care
- Radiographic Imaging I and Processing
- Anatomy and Physiology
- Basic Radiographic Positioning and Procedures
- Radiographic Quality
- Radiographic Pathology
- Radiographic Image Evaluation
- Clinical Education I

Second Year

- Radiologic Physics
- Quality Assurance
- Registry Review
- Imaging II and Computer Science
- Radiation Protection and Biology
- Cross-sectional Anatomy
- Special Radiographic Procedures
- Special Radiographic Positioning
- Radiographic Image Evaluation
- Clinical Education II

Courses

RAD 201	Introduction to Radiologic Technology, Ethics and Law	2 credits
RAD 210	Methods of Patient Care	3 credits
RAD 215	Medical Terminology	2 credits
RAD 221	Imaging I – Digital and Film Screen Image Acquisition, Basic X-ray Production and Processing	3 credits
RAD 225	Basic Radiographic Positioning and Procedures	6 credits
RAD 230	Anatomy and Physiology	6 credits
RAD 235	Radiographic Quality	3 credits
RAD 241	Radiographic Image Evaluation	2 credits
RAD 245	Radiographic Pathology	3 credits
RAD 301	Radiologic Physics	3 credits
RAD 320	Imaging II and Computer Science	2 credits
RAD 326	Special Radiographic Procedures	1 credit
RAD 341	Radiation Protection & Biology	2 credits
RAD 346	Cross-Sectional Anatomy	1 credit
RAD 351	Special Radiographic Positioning	2 credits
RAD 360	Quality Assurance	1 credit
RAD 365	Registry Review	2 credits
RAD 410	Clinical Education I	12.25 credits
RAD 411	Clinical Education II	12.25 credits
TOTAL		68.5 credits

Course Credit Hours

The Mary Lanning Healthcare School of Radiologic Technology measures all didactic and clinical courses in credit hours. A system of 17 clock hours per credit hour is awarded for all didactic courses and 95 clock hours per credit hour awarded for clinical education. These amounts were determined after research of other Radiography programs.

Clinical Policies and Procedures

Clinical Education

Students at the Mary Lanning Healthcare School of Radiologic Technology have an opportunity to observe and participate in the activities of the hospitals' Radiology Departments of Mary Lanning Healthcare, Grand Island Regional Medical Center, Good Samaritan Hospital, St. Francis Medical Center and Kearney Regional Medical Center following classroom preparation. All students' clinical rotations include digital radiography diagnostic rooms, multipurpose/fluoroscopy, CT, Surgery, Emergency Room and mobile exams.

The Mary Lanning Hastings clinical students rotate to outside facilities including the Hastings Orthopaedics, Hastings Imaging Center, Hastings Medical Park Diagnostic Center, Kearney County Health Services, Fillmore County Hospital, Central Nebraska Orthopedics and Merric Medical Center.

The Mary Lanning Kearney clinical students rotate to other facilities including the Nebraska Medicine - Internal Medical Associates, CHI Health Clinic, New West Sports Medicine and Orthopaedic Surgery, Lexington Regional Health Center and Phelps Memorial Hospital.

All students also rotate for observation through MRI, Nuclear Medicine, Ultrasound, Radiation Therapy and Special Procedures.

Months 1-13: Student clinical rotations include Digital Fluoroscopy, CR, DR, Portables and ER. Students rotate to surgery where their focus is primarily patient care, maintaining a sterile environment, intradepartmental relations and radiation protection practices.

- **August - November:** During this time, the students are in a passive role, providing limited assistance to the technologist. This time is necessary for the student to concentrate on patient care, medical ethics, radiation protection, routine workflow, routine radiographic positioning, anatomy, terminology and image processing skills. The level of supervision would be direct. **
- **December - May:** The students are still concentrating on the same areas but are beginning to become a little more active and can directly assist the technologist on a few exams. Students begin competencies on selected exams. The level of supervision would be direct unless competency evaluation has been successful. **
- **June - August:** The students take a more active role in routine radiographic examinations. Students receive instruction in surgical procedures and radiographic exposures. The students continue competencies of selected exams. The level of supervision would be direct, unless competency evaluation has been completed. **

Months 14-24: Student clinical rotations continue with the addition of Ultrasound, Nuclear Medicine, Radiation Therapy, MRI, and Special Procedures.

- **September - February:** The students continue to work for proficiency in routine examinations and completion of additional competencies. They are gaining experience and knowledge of other modalities by their added clinical rotations.
- **March - July:** The students continue with their competencies and are encouraged to have them completed by the end of the 23rd month. With added experience and a more active role in the clinical setting the students are gaining proficiency in special procedures, surgical procedures and CT examinations.** The level of supervision would be direct, unless competency evaluation has been completed.

Students must always be directly supervised during surgical and all mobile, including fluoroscopy mobile, procedures, regardless of level of competency.

**The Joint Review Committee on Education in Radiologic Technology requires that all unsatisfactory radiographs be repeated under the direct supervision of a qualified radiographer.

Direct Supervision: A qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the conduct of the procedure, reviews and approves the procedure and is present with the student for repeat of any unsatisfactory radiograph.

Indirect Supervision: Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

Honor Code

Just as outlined in the Program Policies, students in the health profession are held to higher standards of integrity than non-health profession students. In addition to the honor code violations mentioned in the Program Policies, the following are considered clinical honor code violations:

- Having another student perform your assignment without clinical preceptor permission.
- 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 actions.
- HIPAA violation.

Consequences for violation of the honor code may include a written warning and/or dismissal, depending upon the severity of the offense.

Written Warnings & 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 violations.
2. Unsatisfactory academic and/or clinical performance will result in verbal or written warnings. A written warning may be given for improper conduct, repeated positioning or procedural errors, improper personal appearance, poor attitude, lack of initiative, disrespect for fellow students and department personnel, unsatisfactory progress, lack of cooperation, insufficient quantity of clinical examinations, failure to abide by supervision policies or absence from clinical without notice.
3. All clinical competencies, class work, clinical exam records and evaluations must be satisfactorily completed to qualify for graduation.
4. A student wishing to return to the program following dismissal must re-apply and be considered with all other applicants.

Written Warning #1 - Maximum two-day suspension.

Written Warning #2 - Maximum five-day suspension.

Written Warning #3 - Dismissal from the program.

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

Grading

A student's clinical grade is determined by averaging all clinical competency evaluations, mid-term examination, special interest rotation, professionalism activity points and the clinical rubric for each clinical term. Clinical work of less than 90% overall is considered unsatisfactory. Instructors will provide a student with an academic notice if the course average is less than 80%.

Dress Code

In order to nurture a culture of professionalism, standards of grooming and following the school dress code are essential in the promotion of a positive image. It is important that everyone is aware that the perception of the public includes appearance and behavior of all staff, including students.

Students are required to wear white or pewter-colored scrub uniforms. White or pewter lab jackets may be worn over the students' scrubs. Solid white, black or gray long-sleeve shirts may be worn under the scrub tops.

White or pewter quarter-zip pullovers, full-zip jackets, t-shirts and crew neck sweatshirts are available to order in the Mary Lanning Healthcare Auxiliary office with the school logo embroidered on the upper left-chest area. These can be worn instead of a lab jacket or scrub top. Prices range from \$45-\$65 depending on the style chosen by the student. These items are not required as part of the dress code, they are just additional options. Many students choose to purchase them due to the Radiology Department being cooler in temperature.

Dress Code (continued)

Shoes should be appropriate duty or athletic shoes. All shoes worn for clinical must be clean and in good condition, free from holes, tears and stains. "Crocs" footwear with holes are not permitted.

School patches are to be affixed to the right sleeve of scrub tops and lab jackets at about 1-1 ½ inches below the top of the shoulder. Apparel purchased from the Auxiliary office that have the school information embroidered on them do not require a school patch. Additional patches can be purchased from the School of Radiologic Technology.

All garments worn to clinical must be clean and neat in appearance. The School of Radiologic Technology recognizes individuality and diversity in dress and ornamentation. However, the school abides by the dress code, hygiene and ornamentation policies of each clinical facility. Extreme make-up, hairstyles and ornamentation will not be acceptable. Some examples of unacceptable choices include (this list is not exhaustive):

- Artificial nails or other fingernail enhancement products (ie. Tips, gel polish, decorations or glitter). Nail polish and shellac are acceptable types of nail coverage as long as it is well maintained. Appropriate length of fingernails are barely showing over the end of fingertips when the palm is held up and facing towards the body.
- Tattoos, rings, earrings, necklaces, pins, badge reels, markers and bracelets may not display symbols or pictures of political parties, anti-government slogans, sexual innuendo, graphic language or symbols of gang-related activity. No facial or visible neck tattoos.
- Eyebrow or tongue piercings, hoops in the nose, or ear gauges.
- Untrimmed facial hair, extreme hair colors or designs shaved onto the scalp.
- It is the right of the faculty or clinical staff to identify what constitutes inappropriate dress or ornamentation per their clinical site policy. Unsuitable appearance will result in the student being sent home to correct the issue with loss of clinical time.

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 by the Clinical Coordinator and are provided to the student. Schedules may be modified by clinical preceptors as appropriate for the site.
2. The schedule is set up so that the student-to-qualified-technologists ratio for all shifts is adequate (1:1). If a change in the clinical time scheduled is necessary, it must be among classmates, and notification made to the clinical preceptor.
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 many clinical sites. Transportation to these sites is the student's responsibility. Students must attend scheduled rotations. Failure to adhere to this requirement could lead to a written warning and/or suspension.

Clinical Attendance/Tardiness

Punctuality and regular attendance are essential for the proper operation of a Radiology Department. Each student needs to clock in immediately upon arrival to a clinical area and clock out at the end of the clinical shift. Any changes to clinical time schedule should be brought to the attention of the clinical preceptor by email (this includes leaving clinical site early, taking a long lunch, switching shifts with another student, etc.). Failure to clock in or out may result in the student repeating the entire clinical assignment.

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

*** Tardy: defined as delayed arrival in excess of seven minutes or more.**

A student will be allowed a total of three times tardy in six months. Anything beyond this will result in a warning.

Clinical Attendance/Tardiness (continued)

There will be no rewards for exceeding attendance expectations by early arrival. The earliest a student may clock in is seven minutes prior to the start of the shift. Notification shall be made by phone to the clinical site in case of illness or absence, this call being 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 health nurse. If the illness results in an absence of over three days, the school must receive written or verbal permission from a physician before the student returns to school. If a student is needing or wanting to make up missed clinical time due to illness or personal reasons, the student should not go over 40 total hours of class and clinical time per week. Weeks run from Saturday to Friday when figuring the 40 hours of time. Students are also not allowed to get clinical hours on a holiday that is recognized by Mary Lanning Healthcare (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day).

A student who is absent on a scheduled weekend rotation must reschedule the assigned clinical time to another weekend. The Friday off that accompanies the weekend rotation missed will also be rescheduled.

Absence Without Notice (No Call/No Show)

Upon three consecutive scheduled days absence without notice, a student is presumed to have voluntarily withdrawn or quit the program.

Adverse Weather

If Hastings or Kearney public schools close or the UNK campus closes due to weather, all scheduled clinical rotations will be canceled.

When public schools are not in session and clinical cancellation occurs due to weather, the students will be notified by text or email no later than 7 a.m.

Computer Use Policy

Clinical computers are not for personal use. Access and use is limited to relevant clinical needs. Students will use the clinical site's computer to access Replicon to clock in or out. If the clinical site's computer is not used to clock in or out, the student can use the Replicon app on a personal cell phone. Please know that a picture is required when using the app to verify the student's location, but no patients or patient information can be in the picture.

A student's personal computer can be used for school purposes only during clinical rotations.

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 clinical. Use of phones is permitted during approved breaks.

If a student has an emergency and is expecting a call, he or she needs to ask permission of the clinical preceptor to have the cell phone out and in view. The phone should be placed on vibrate and calls will be taken outside of the clinical area. Cell phones and electronic devices will not be used for social media, playing games, listening to music or watching movies during clinical assignments.

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

Social Media Policy

Examples of social media are Facebook, X 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, or patient information, 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 verbal or written warnings, including dismissal from the program.
- The school abides by the policies of each clinical facility.

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 an institution's parking policies may result in a written warning and/or a ticket depending on the site.

Radiation Protection

It is the student's responsibility to adhere to the following guidelines 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 must not hold image receptors during any radiographic procedure.
4. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
5. Radiation exposure is measured by a personal 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.
6. Students are expected to check their monthly dosimeter report when it is made available in each classroom. Students must initial and date next to their dosimeter reading within 30 days of receipt.
7. If the assigned dosimeter is lost or left where it can be exposed unknowingly, the Program Director must be contacted immediately.
8. 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.

	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

Investigational Levels (mRem) per Quarter

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.

MRI Safety

All new students will complete the Mary Lanning Healthcare MRI screening form on the first day of classes. Please be aware that answering yes to question #2 on the MRI screening form does not qualify for a declaration of pregnancy. In the case of a pregnancy, the student must complete a declaration of pregnancy form (see Pregnancy Policy pg 14).

After review of each form, any student with a possible issue will have an individual meeting with the Program Director and clinical faculty to discuss what precautions the individual must adhere to. A note of the discussion is placed in the student's school file and a copy of the screening form is saved on the student's school USB drive to have available upon a clinical site's request. All students should notify program faculty of any change in status that affect their MRI safety so that a new form can be completed.

In addition, during the General Hospital Orientation prior to the official program start – all new students are required to watch the MRI safety video and complete a quiz in Workday.

Student Performance Evaluations

Students are evaluated on their clinical progress and performance at 3, 6, 12 and 18 months of the program. The Program Director, Clinical Coordinator, and/or the clinical preceptor will meet with the students individually to discuss the results of the evaluations. During this time, the student will be given feedback on their performance, and ways to improve their clinical performance, participation and experience and questions will be answered, if needed.

Clinical Logs

Students are required to keep a clinical log of all exams that they participate in. The exam log sheets are located on Canvas for the student to print. Each month, the exam log sheets for that month need to be tallied onto a monthly count sheet. The monthly count sheets are also located on Canvas. The count sheet and exam log sheets need to be turned in by the last day of the following month. Clinical exam log sheets and monthly count sheets are considered a part of the clinical grade (see Clinical Education Grading Rubric).

Competency Requirements

The Mary Lanning Healthcare School of Radiologic Technology is a competency-based program. Students will be required to complete a competency on all exams taught in their Basic Radiographic Positioning course, as well as five patient care competencies. A competency is defined as "an evaluation of a student performing an imaging examination on a patient in the clinical setting by a qualified Radiologic Technologist."

Eligibility to apply for the American Registry of Radiologic Technologists (ARRT) certification exam requires meeting core competency requirements. For an updated list of the current requirements, visit www.arrt.org, click on "Earn ARRT Credentials", select "Radiography" and select "Didactic and Clinical Competency Requirements".

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.
COVID-19	Airborne & Droplet / 5 days	Yes	Must stay home 5 days, can return if no symptoms after day 5 and must wear a mask until day 10.
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 and must be fever free for 24 hours.
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.

Objectives for Clinical Sites

Central Nebraska Orthopedics

Grand Island, NE

Student will gain experience:

- Functioning in an environment where the physician present is an orthopaedic surgeon
- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic examinations
- Observing outpatient MRI

CHI Health Clinic

Kearney, NE

Student will gain experience:

- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic examinations
- Observing DEXA
- Working with and providing imaging for pediatric patients

Fillmore County Hospital

Geneva, NE

Student will gain experience:

- In the transmission of images among facilities
- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols, routines and equipment
- Assisting technologist with routine diagnostic examinations
- Observing sonography, CT and DEXA

Mary Lanning Healthcare - Hastings Orthopaedics

Hastings, NE

Student will gain experience:

- Functioning in an environment where the physician present is an orthopaedic surgeon
- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic examinations
- Assisting technologist or staff with other appropriate patient care duties

Kearney County Health Services

Minden, NE

Student will gain experience:

- In the transmission of images among facilities
- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols, routines and equipment
- Assisting technologist with routine diagnostic examinations
- Observing sonography, CT and mammography (optional)

Lexington Regional Health Center

Lexington, NE

Student will gain experience:

- In the transmission of images among facilities
- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols, routines and equipment
- Assisting technologist with routine diagnostic examinations
- Observing MRI, CT and sonography procedures

Mary Lanning Healthcare - Hastings Imaging Center

Hastings, NE

Student will gain experience:

- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic exams
- Observing mammography (optional)
- Observing outpatient exams including DEXA, MRI, CT and Sonography

Mary Lanning Healthcare - Hastings Medical Park Diagnostic Center

Hastings, NE

Student will gain experience:

- Providing patient care
- Adapting to various protocols and routines
- Functioning in a department without a radiologist present for assistance
- Working with and providing imaging for pediatric patients

Continued on next page »

OBJECTIVES FOR CLINICAL SITES (CONTINUED)**Merrick Medical Center****Central City, NE**

Student will gain experience:

- In the transmission of images among facilities
- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols, routines and equipment
- Assisting technologist with routine diagnostic examinations
- Observing sonography, CT and mammography (optional)

Nebraska Medicine - Internal Medical Associates**Grand Island, NE**

Student will gain experience:

- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic examinations
- Observing and/or assisting a technologist who functions in a dual role as a phlebotomist
- Observing DEXA

New West Sports Medicine & Orthopaedic Surgery**Kearney, NE**

Student will gain experience:

- Functioning in an environment where the physician present is an orthopaedic surgeon
- Providing patient care
- Adapting to various protocols and routines
- Assisting technologist with routine diagnostic examinations
- Observing outpatient MRI

Phelps Memorial Health Center**Holdrege, NE**

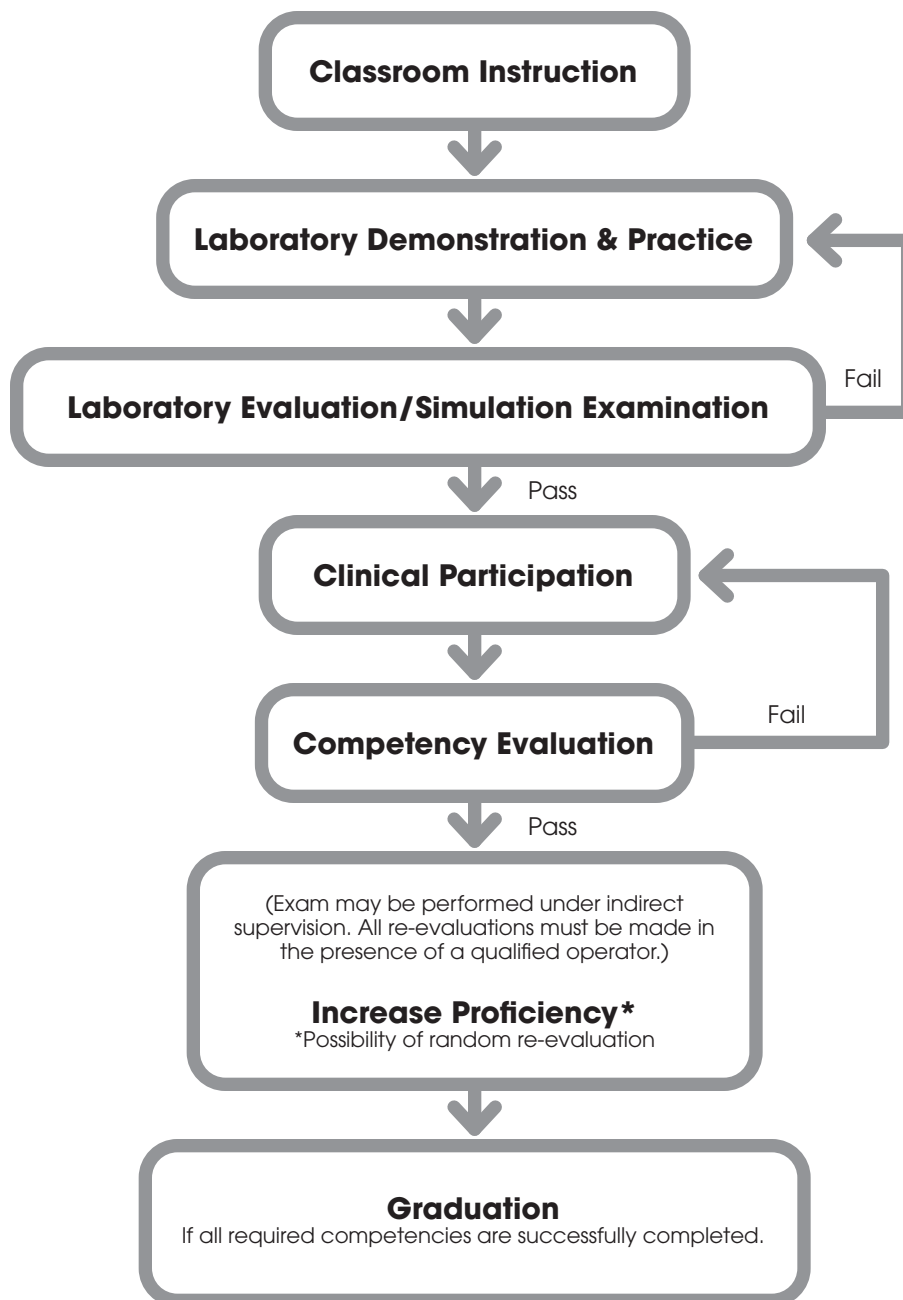
Student will gain experience:

- In the transmission of images among facilities
- Functioning in a department without a radiologist present for assistance
- Providing patient care
- Adapting to various protocols, routines and equipment
- Assisting technologist with routine diagnostic examinations
- Observing mammography (optional), MRI, CT, nuclear medicine and sonography procedures

Clinical Competency

The clinical competency process begins with classroom instruction and laboratory demonstration (in the Radiology Department). Following the laboratory demonstration, a period of time is allowed for laboratory practice before a simulation examination (practical) is scheduled. Upon passing the simulation, a period of clinical participation is allowed before competency is demonstrated. The student must remain under direct supervision until competency is achieved.

Once competency is achieved, clinical participation continues to increase proficiency. All competencies must be completed for program completion.



Monthly Exam Form

Name _____ Month _____

[illegible]

*Technologist signature confirms the level of supervision was **direct** for any repeat radiographs being performed.



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 Mary Lanning Healthcare 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 HEALTHCARE OF WITHDRAWAL

Reason for Withdrawal:

AUTHORIZED BY

DATE

Leave of Absence

EFFECTIVE DATE

EXPECTED RETURN DATE

FINANCIALLY CLEAR? (YES/NO)

AUTHORIZED BY

DATE

Withdrawal Official: ☐

Unauthorized: ☐



Mary Lanning
HEALTHCARE

School of
Radiologic Technology

Declaration of Pregnancy

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 date 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
HEALTH CARE

School of
Radiologic Technology

Consent for Photographing, Videotaping and/or Audiotaping

NAME OF INDIVIDUAL/PATIENT OR EMPLOYEE _____

DATE _____

1. I/We, the undersigned consenting party/parties, authorize _____
to photograph, videotape and/or audiotape: (Check one)

☐

the undersigned

☐

the child of the undersigned _____

☐

the child of the undersigned and the undersigned _____

1. I/We understand that the photographs, videotapes and/or audiotapes are to be used for the following purposes:
(Check all that apply)

☐

A. The above person's name or photograph in connection with any publication including, but not limited to, newspapers, television and/or radio broadcasts, books, brochures, magazines and motion pictures in such manner and at such times and in such places as the administration of this hospital, without restriction on its sole discretion, shall determine.

☐

B. Use any quotation and comment made verbally or tape-recorded by the above-named person and/or concerning the above-named patients and such patient's medical case.

☐

C. Take and reproduce pictures and slides of the above-named person in connection with the diagnosis, care and treatment (including surgical procedures), or departmental functions at the above-named hospital.

☐

D. Use such photographs, videotapes and slides for scientific and educational purposes.

The above-checked items constitute an irrevocable release.

Note:

- Patients have the right to request cessation of recording or filming.
- Patients have the right to rescind consent for use up until a reasonable time before the recording or film is to be used.
- This Consent Form is to be maintained in the patient's medical record.

SIGNATURE OF CONSENTING PARTY _____

DATE _____

TIME _____

AM / PM

WITNESS _____

Instructions:

This Consent Form should be signed by the individual/patient if a legal adult (18 years and older), by a parent or court-appointed guardian if the individual/patient is a minor, or by a court-appointed guardian if the individual/patient has been declared legally incompetent.



School of
Radiologic Technology

Radiation Safety Incident Form

STUDENT 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.



School of
Radiologic Technology

Financial Planning Sheet

STUDENT NAME _____

Total Cost of Attendance 2026-2027

Tuition & fees (each term/year)	\$7,677.50
Housing & meals	\$11,718
Books & supplies	\$1,000
Transportation	\$5,500
Total cost of attendance	\$25,895.50

Expected Family Contribution

Based on FAFSA \$ _____ /year

As calculated by the information reported on FAFSA to UNK*

Scholarships & Grants

Merit/school scholarships	Federal Pell grants
Community scholarships	State grants
Other scholarships	Other forms of grant aid
Total scholarships \$ <u>0</u> /year	Total grants \$ _____ /year

VA Educational Benefits

VA Educational Benefits \$ 11,907 /year

NET PRICE (College costs you will be required to pay)

NET cost to you \$ _____ /year

Total cost of attendance minus total grants, scholarships and VA Benefits.

Loan options**

Federal direct subsidized loan
(Interest rate _____%)
(Original fee _____%)

Federal direct unsubsidized loan
(Interest rate _____%)
(Original fee _____%)

\$ _____ /year

Work options**

Part-time job
Hours per week
(estimated _____) \$ _____ /year

Other options: Employer-
paid tuition, PARENT PLUS
loans, nonfederal loan lender \$ _____ /year

* All financial aid is processed by UNK.

Federal student loans and origination fees are deducted from loan proceeds.

** All loans must be repaid plus interest and fees.



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

School of
Radiologic Technology