MERCY MEDICAL CENTER
SCHOOL OF RADIOGRAPHY
Brochure/Catalog

A Two – Year Program
Accredited by the Joint Review Committee
on Education in Radiologic Technology
(312-704-5300)
and The New York State Department of Health
(518-402-7580)
Introduction
Mercy Medical Center School of Radiography appreciates your interest in our Program. Our school was founded in 1961 by the late Dr. John J. Magovern and Sr. Mary Constance, CIJ. Due to the untiring efforts and dedication of Dr. Magovern and Sister Mary Constance, Mercy Medical Center School of Radiography has achieved a leading role in educating radiologic technologists in the Long Island area. Today that dedication to further education lives on as a part of their memory.

The Field of Radiography
Radiographers are an integral part of the allied health care team. Radiography is the art and science using ionizing radiation to provide images of the human body’s organs, bones and vessels. The physicians who interpret these images are called Radiologists. As radiographers, we are essential members of the health care team who have the responsibility of obtaining the best images while promoting the care and well being of our patients. These responsibilities include but are not limited to: patient interaction; accurate positioning, ongoing assessment of the patient and utilization of proper technical factors for the production of quality images.

There are currently many employment opportunities in the field of Radiology. Graduates have found employment in hospitals, clinics, imaging centers and private offices. Various shifts are also available. Imaging modalities in the Radiology field include: general diagnostic, CT, MR, interventional radiography, cardiovascular technology and mammography.

Mission Statement of the School of Radiography
The Mercy Medical Center School of Radiography Program will prepare students for entering the profession by offering a curriculum that enables them to demonstrate the required competencies in the art and science of radiography in a hospital(s) which is committed to achieving excellence in all aspects of patient care.

It is the responsibility of the radiography program to provide a comprehensive curriculum and clinical experience so that graduates can successfully demonstrate the didactic and clinical competencies of a skilled and professional entry-level technologist.
Program Goals & Student Learning Outcomes

The Goals of the Mercy Medical Center School of Radiography evolve from the Standards of Education set forth by the Joint Review Committee on Education of Radiologic Technology (JRCERT) and the American Society of Radiologic Technologists (ASRT)

They are:

Goal 1: Students will be clinically competent.
- Student will demonstrate proper radiation protection.
- Students will demonstrate quality patient care skills.
- Students will demonstrate equipment manipulation.

Goal 2: The students will demonstrate both the values & ethics, and professionalism of a radiographer
- The student will understand ethical decision making.
- Student/graduates will demonstrate professionalism.
- The student understands the importance of professional organizations.

Goal 3: The student will be able to communicate effectively.
- Student will effectively communicate with patients.
- Student will demonstrate affective presentation skills.
- Student will be able to communicate effectively in writing.

Goal 4: The student will be able to critically think effectively in the clinical setting.
- The student will perform non-routine procedures.
- Students will appropriately evaluate images.

Program Effectiveness

The program will graduate a sufficient number of certified entry-level technologists to meet the needs of the community.
- Students will pass the ARRT exam.
- Students will obtain employment in radiography.
- Students will complete the program.
- Students will indicate overall satisfaction with the program.
- Employers will indicate overall satisfaction with the graduates’ performance.

Mission Statement of Mercy Medical Center and CHSLI

Catholic Health Services of Long Island, as a ministry of the Catholic Church, continues Christ’s healing mission, promotes excellence in care, and commits itself to those in need. CHSLI affirms the sanctity of life, advocates for the poor and underserved, and serves the common good. It conducts its healthcare practice, business, education and innovation with justice, integrity and respect for the dignity of each person.
Sponsorship
For more than 50 years, Mercy Medical Center has sponsored the Mercy Medical Center School of Radiography. Today, the school has expanded to include clinical rotation with our sister hospitals within the Catholic Health Services.

Accreditation
The School of Radiography is accredited by the Joint Review Committee on Education of Radiologic Technology (JRCERT- 20 North Wacker Drive, Suite 2850, Chicago, IL, 60606-3182 (312); 704-5300; mail@jrcert.org), and the New York Department of Health Bureau of Environmental Protection (NYSDOH-BERP), Flanigan Square, Rm 530, 547 River Street, Troy, NY, 12180-2216, (518)402-7580.

Academic Calendar
The full time (40 hours/week), 24 continuous month program begins each September and operates Monday-Friday, from 8:00am- 4:00pm. The course of study consists of two components: a formal classroom program and clinical application of radiologic procedures.

Admissions
The program accepts up to 17 students for admission. For consideration into the program, it is recommended that all applications and required documents be submitted on a timely basis. Program applications are available from October through February.

Requirements for admission
The following are the MINIMUM Program requirements:
- Application fee (non-refundable)
- Completed and signed application form
- Personal essay
- Official high school transcript or GED transcript signed by a school official.
- An Associate Degree granted, or higher, by an accredited institution with a cumulative GPA 2.5 or higher
- Satisfactory score on entrance exam (70 or higher).
- Ability to meet technical requirements listed below.
- Good Health as determined by your personal physician.
- Passing a drug screening examination.
- Clinical observation time & written essay after the observation.
- Interview

*Please note that meeting the above minimum requirements does not guarantee acceptance into the program.*
Application Procedure

♦ Please complete, sign and return your application along with a check for $100.00 made payable to MMC School of Radiography prior to February 28, 2014.

♦ Have your High School AND College/University send official copies of your transcript to MMC School of Radiography –PO Box 9024  1000 N. Village Avenue, Rockville Centre, NY  11571-9024

Once we have received your:

❖ Completed and signed application
❖ An application fee of $100.00.
❖ **Official copies of both your high school/GED AND college transcripts(s) indicating degree awarded,

- You will be notified of the next available scheduled date for the entrance exam.
  The entrance examination is a general knowledge test that consists of three portions: verbal, science, & math. The entrance examination may be taken only once per application year.
  Please note that there is an additional fee of $60.00 for the entrance exam –

- If you obtain a 70 or better on the entrance exam, you will be contacted to set up “observation time” here at Mercy with the Clinical Coordinator. At the end of your observation time, you will be required to write a short essay about your observation experience. This essay will be graded on a scale of 1-12 and this score will be used as part of the admissions scoring process.

- After your observation time is complete, you will be granted an interview with the admissions committee.

Passing the exam, doing observation time and being granted an interview is NOT a guarantee of admission. Due to limited capacity, only a select number of students can be accepted.

Technical Requirements

The applicant accepted and enrolled in the program must be able to:

1. Communicate clearly to patients and staff.
2. Move immobile patients from a stretcher to the x-ray table with assistance from department personnel.
3. Push a wheelchair from the patient’s waiting area to the x-ray room.
4. Reach up to six feet off the floor.
5. Lift twenty-five pounds of weight.
6. Visually monitor patients in the x-ray room from the control booth.
7. Audibly monitor patients and equipment.
8. Satisfactory intellectual and emotional functions to exercise independent judgment, critical thinking and discretion in the performance of medical imaging procedures.
Requirements for Graduation
Students must successfully complete each course with a minimum grade of 75% and have satisfactorily completed each Clinical Competency Evaluation to be eligible to graduate from the program. At this time they will be eligible to:

- Apply for the New York State License as a Radiologic Technologist (NYSDOH-BERP)
- Apply for the American Registry of Radiologic Technologist (ARRT) examination.

Advanced Placement
MMC School of radiography does not grant advanced placement.

Non – Discrimination Policy
The program chooses candidates for admissions on the basis of ability and qualifications without regard to race, color, creed, religion, sex, age, national origin, marital status, citizenship, sexual orientation, disability or veteran status, in compliance with federal, state and municipal laws and requires that the applicant meet qualifications as set forth by the Joint Review Committee on Education in Radiologic Technology.

Radiation Safety Policy
Due to the nature of ionizing radiation and its potential for harm, the program complies with ALARA (As Low as Reasonably Achievable) policy of administering radiation. The radiographer, through education, understands radiation and applies that knowledge safely in producing quality diagnostic examinations.

Pregnancy Policy
Pregnancy is not a barrier to admission or continuation in the program. (The School of Radiography pregnancy policy is available upon request.)

Academic Policy
Each instructor establishes expectations for the students and arranges test and quiz schedules. The instructor will follow the grading scale established by the program as outlined below. Students are encouraged to discuss any issues related to the course with the course instructor.

The following numerical grading system is followed. All students must achieve a minimum grade of 75% in each course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
<td>4.0</td>
<td>Superior Achievement</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.7</td>
<td>Above Average Achievement</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.3</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
<td>3.0</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.7</td>
<td>Average Achievement</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.3</td>
<td>Below Average Achievement</td>
</tr>
<tr>
<td>C</td>
<td>75 – 76</td>
<td>2.0</td>
<td>Below Average Achievement</td>
</tr>
<tr>
<td>F</td>
<td>below 75</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>
Failure in any course will result in individual evaluation of that student by the program faculty to determine the status of the student’s enrollment in the program.

- **Program Curriculum**
  During the two-year program, the students will receive more than 2500 hours of clinical training and more than 800 hours of didactic education. The curriculum will cover, but is not limited to the following courses:

<table>
<thead>
<tr>
<th>Junior year</th>
<th>Senior year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Radiography</td>
<td>Principles of Exposure – (PRE) II</td>
</tr>
<tr>
<td>Medical Ethics &amp; Law</td>
<td>Cross Sectional Anatomy</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>Interventional Procedures</td>
</tr>
<tr>
<td>Radiographic Procedures –I</td>
<td>Radiographic Procedures -II</td>
</tr>
<tr>
<td>Principles of Exposure (PRE)</td>
<td>Mammography</td>
</tr>
<tr>
<td>Image Analysis/Evaluation</td>
<td>Image Analysis/Evaluation</td>
</tr>
<tr>
<td>Medical terminology</td>
<td>Radiation Protection</td>
</tr>
<tr>
<td>Methods of Patient Care</td>
<td>Radiation Biology</td>
</tr>
<tr>
<td>Radiation Physics</td>
<td>Quality Assurance</td>
</tr>
<tr>
<td>Image Processing</td>
<td>Computerized Imaging</td>
</tr>
<tr>
<td>Pediatrics</td>
<td></td>
</tr>
</tbody>
</table>

- **Program Statistics**
  Over the past five years, [2008-2012] 75 students have enrolled in our program. Of those, 67 have successfully graduated. Our attrition rate during this time is 10.7%. During this time frame 87.6% of our graduates obtained employment within 6 months of graduation. In addition, we have a 97% pass rate on the ARRT examination.

- **Accommodations For People With Disabilities**
  In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the program strives to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in the program and activities.

- **Financial Aid**
  The program **does not** participate in any financial aid offerings, which including Title IV Federal Programs and NYS Tuition Assistance Program (TAP). We do however accept VESID and USDVA payment.
Program Fees

Application fee- non-refundable $100.00 due with application
Entrance Examination fee $60.00 due at time of examination-non refundable
Tuition $15,000.00 total

Tuition breakdown:
$1500.00 due on acceptance –non-refundable
$7500.00 due by 1st day of junior year^ 
$6000.00 due by 1st day of senior year^^

^Payment Schedule – to avoid any service fees---$7,500.00 in full payable to MMC School of Radiography 1st day of junior year - Check or credit card
5 monthly installments of $1,500.00 + service fee see chart below

<table>
<thead>
<tr>
<th>Date</th>
<th>Minimum amount</th>
<th>Service fee</th>
<th>Amount due</th>
<th>Balance pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/3/14</td>
<td>$1500.00</td>
<td>$100.00</td>
<td>$1,600.00</td>
<td>*$6000.00</td>
</tr>
<tr>
<td>9/3/14</td>
<td>$1500.00</td>
<td>$65.00</td>
<td>$1,565.00</td>
<td>*4500.00</td>
</tr>
<tr>
<td>10/3/14</td>
<td>$1500.00</td>
<td>$55.00</td>
<td>$1,555.00</td>
<td>*3000.00</td>
</tr>
<tr>
<td>11/3/14</td>
<td>$1500.00</td>
<td>$45.00</td>
<td>$1,545.00</td>
<td>*1500.00</td>
</tr>
<tr>
<td>12/3/14</td>
<td>$1500.00</td>
<td>$35.00</td>
<td>$1,535.00</td>
<td>Pd in full</td>
</tr>
</tbody>
</table>

* prior to service fee
Payment received more than 2 weeks late are subject to an addition late fee of $50.00

^^to avoid any service fees---$6,000.00 in full payable to MMC School of Radiography 1st day of senior year - Check or credit card
5 monthly installments of $1,200.00 + service fee see chart below

<table>
<thead>
<tr>
<th>Date</th>
<th>Minimum amount</th>
<th>Service fee</th>
<th>Amount due</th>
<th>Balance pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/7/15</td>
<td>$1200.00</td>
<td>$100.00</td>
<td>$1,300.00</td>
<td>*$4800.00</td>
</tr>
<tr>
<td>9/7/15</td>
<td>$1200.00</td>
<td>$65.00</td>
<td>$1,265.00</td>
<td>*3600.00</td>
</tr>
<tr>
<td>10/7/15</td>
<td>$1200.00</td>
<td>$55.00</td>
<td>$1,255.00</td>
<td>*2400.00</td>
</tr>
<tr>
<td>11/7/15</td>
<td>$1200.00</td>
<td>$45.00</td>
<td>$1,245.00</td>
<td>*1200.00</td>
</tr>
<tr>
<td>12/7/15</td>
<td>$1200.00</td>
<td>$35.00</td>
<td>$1,235.00</td>
<td>Pd in full</td>
</tr>
</tbody>
</table>

* prior to service fee
Payment received more than 2 weeks late are subject to an addition late fee of $50.00 to avoid any service fee

Program Fees – cont.

Text books approx. $1300.00 -buy through distributor or on own
Uniforms approx. $500.00
CPR course $60.00
Society Memberships $30.00
Miscellaneous School fees $200.00

*Please note that program fees are always subject to change
**Please note that total amount due junior year is $9000.00 and senior year is $6000.00.

Mercy does not participate in any student loans.
Refund Policy*
The $100.00 application fee is not refundable.
The $ 60.00 entrance examination fee is not refundable.
The $1500.00 acceptance fee is not refundable

Should the student withdraw from the program, the following is the refund policy:
1. During -up to 10 school days of attendance 80% refund (excluding acceptance fee)
2. During -up to 30 school days of attendance 40% refund (excluding acceptance fee)
3. During -up to 40 school days of attendance 20% refund (excluding acceptance fee)

If at any time following the probationary period (first 40 school days), the student should decide to withdraw or is dismissed, all fees are forfeited.

*there is a small administrative processing fee associated with refund.

Modification of Fees, Policies, and Curriculum
Apart from anything contained in this catalog, the program administration expressly reserves the right, where it deems advisable to change, modify or withdraw its schedule of tuition and fees; policies, program of study or requirement in connection with any of the foregoing.

Professional Liability Insurance
While enrolled in the MMC School of Radiography all students are covered for professional liability by Mercy’s insurance policy as long as they are operating within their scope of practice.

Hospital Security
The hospital operates a Department of Security and Safety that is continual 24 hours/7 days per week.

Health Services
All students must have a physical evaluation performed by their private physician and return to us the completed health assessment form. Copies of this form will be maintained in the student’s school folder. The MMR vaccine is required by New York State Department of Health. No student will be permitted to start the program without proof of proper immunization as required by law. All students entering the program are encouraged to have the Hepatitis B vaccination and the seasonal influenza vaccination from their own personal physician.

Students must maintain their own health insurance while attending the program at MMC. Mercy Medical Center does not offer health insurance to students. Students are responsible for their own personal medical expenses. Students should present a valid health insurance card at the start of each school year.
- **Housing and Child Care**
The MMC School of Radiography does not provide housing or childcare services.

- **Disclaimer for All Candidates**
Certificates awarded January 1, 2011, and beyond are time-limited to 10 years. To renew registration of such certificates after 10 years have lapsed, individuals will be subject to Continuing Qualifications Requirements (CQR) as well as Continuing Education requirements.
Starting in January 2015, the ARRT will impose an education requirement that only those persons who possess an Associate degree or higher degree, may sit for the primary ARRT examination.

Thank you for your interest in our program. Please feel free to contact the faculty of Mercy Medical Center School of Radiography if you have any questions regarding the program or its policies at 516-705-2272.

The following information is available upon request:
- Required courses and descriptions
- Standards of conduct and performance
- All school policies and procedures
- Name and education of faculty
- Standards for an Accredited Educational Program in Radiologic Sciences

Revised September 2013