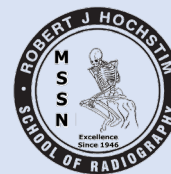


ROBERT J. HOCHSTIM SCHOOL OF RADIOGRAPHY CATALOG



<i>CONTENTS</i>	<i>PAGES</i>
<i>ACADEMIC CALENDAR</i>	<i>3</i>
<i>ACADEMIC COURSE POLICY</i>	<i>6</i>
<i>ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES</i>	<i>5</i>
<i>ACCREDITATION</i>	<i>3</i>
<i>ADVANCED PLACEMENT</i>	<i>6</i>
<i>APPLICATION FORM</i>	<i>10 – 11</i>
<i>APPLICATION REQUIREMENTS AND ADMISSION POLICY</i>	<i>4</i>
<i>ARTICULATION AGREEMENT</i>	<i>4</i>
<i>CHILD CARE</i>	<i>8</i>
<i>CLINICAL OBLIGATION</i>	<i>6</i>
<i>ENTRANCE EXAMINATION</i>	<i>4</i>
<i>ENTRANCE EXAMINATION RESERVATION FORM</i>	<i>12</i>
<i>FINANCIAL AID</i>	<i>5</i>
<i>GOALS OF THE SCHOOL OF RADIOGRAPHY & STUDENT LEARNING OUTCOMES</i>	<i>2</i>
<i>GRIEVANCE POLICY</i>	<i>8</i>
<i>HEALTH SERVICES</i>	<i>8 – 9</i>
<i>HOSPITAL SECURITY</i>	<i>9</i>
<i>HOUSING</i>	<i>8</i>
<i>INTRODUCTION</i>	<i>2</i>
<i>MISSION STATEMENT OF THE SCHOOL OF RADIOGRAPHY</i>	<i>2</i>
<i>MISSION STATEMENT OF THE SPONSORING INSTITUTION</i>	<i>3</i>
<i>MODIFICATIONS OF FEES, POLICIES AND CURRICULUM</i>	<i>5</i>
<i>NON-DISCRIMINATION POLICY</i>	<i>5</i>
<i>OBSERVED HOLIDAYS</i>	<i>3</i>
<i>PREGNANCY POLICY</i>	<i>7</i>
<i>PROGRAM CURRICULUM</i>	<i>6</i>
<i>PROGRAM TUITION AND FEES</i>	<i>5</i>
<i>PROGRAM STATISTICS</i>	<i>8</i>
<i>RADIATION SAFETY POLICY (ALARA)</i>	<i>7 – 8</i>
<i>RADIOGRAPHY AS A CAREER</i>	<i>2</i>
<i>REQUIREMENTS FOR GRADUATION</i>	<i>5</i>
<i>SPONSORSHIP</i>	<i>3</i>
<i>TECHNICAL STANDARDS</i>	<i>4</i>
<i>TEXTBOOK FEES</i>	<i>5</i>
<i>TRANSFER OF CREDITS</i>	<i>7</i>
<i>TUITION REFUND POLICY</i>	<i>5</i>
<i>UNIFORMS</i>	<i>5</i>
<i>VALUES OF THE SPONSORING INSTITUTION</i>	<i>3</i>
<i>VISION OF THE SPONSORING INSTITUTION</i>	<i>3</i>

■ **INTRODUCTION**

The Robert J. Hochstim School of Radiography appreciates your interest in our program. Our accredited program, founded in 1945, is the oldest in New York State. The Department of Radiology at Mount Sinai South Nassau takes pride in operating as one of the most modern and state of the art facilities in the New York area. Mount Sinai South Nassau has a sound commitment to provide and maintain all resources, both financially and administratively in order to meet the mission and goals of the Robert J. Hochstim School of Radiography. The program is a full-time, two-year (four 6-month semesters) commitment that awards a certificate in Medical Radiography upon graduation. Classes begin the first Tuesday in September. The curriculum is structured to follow the guidelines set forth by the American Society of Radiologic Technologists (ASRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT). Classroom instruction provides the student with knowledge of anatomy, physiology, patient care procedures, physics, image production and interpretation, technique, and other areas necessary for the performance of the radiography student. Classroom instruction is correlated and reinforced during the laboratory and clinical instruction. Students are assigned to the Department of Radiology located at Mount Sinai South Nassau for their clinical rotations. To proceed to the next level of their education, students must pass competency examinations in their didactic and clinical courses. During the first year, the curriculum covers basic radiographic techniques; the second year is designed to broaden the student's knowledge and application of basic technique and to teach theory and practice of specialty areas in radiography such as CT, MRI, Angiography, and Special Procedures.

■ **RADIOGRAPHY AS A CAREER**

Medical radiographers are on the front line of patient care as part of the allied healthcare team. Radiography is the art and science of using ionizing radiation to provide images of organs, bones, and vessels that comprise the human body. Radiologists are physicians that interpret these images. The radiographer is an essential member of the healthcare team who has critical responsibilities with the care and needs of the patient. These responsibilities include, patient interaction, accurately positioning the patient for different types of diagnostic procedures, ongoing patient assessment and utilization of proper technical factors and the production of quality radiographic images to be interpreted for diagnoses. Employment opportunities are numerous in the field of radiology. Graduates are needed in hospitals, doctors' offices, imaging centers, and clinics. Various shifts are also available for diverse lifestyles. Salaries for entry level radiographers are competitive with other health professionals with similar educational backgrounds. With experience and education in radiography, one can advance in various directions including: supervisory, management, education, research, technical representative, and other application specialty positions. There are also other imaging modalities, which a technologist can advance, i.e.: Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), Cardiac Interventional Radiography (CI), Bone Densitometry, Quality Management (QM), Vascular Interventional Radiography (VI), and Mammography (M).

■ **MISSION STATEMENT OF THE SCHOOL OF RADIOGRAPHY**

The mission of the Robert J. Hochstim School of Radiography is to provide the students with an education to be competent entry-level radiographers who will provide the highest quality of professionalism, academic, technical, and clinical competence with an awareness and acceptance of societal differences in delivering healthcare services to our community.

■ **GOALS OF THE SCHOOL OF RADIOGRAPHY & STUDENT LEARNING OUTCOMES**

Goal 1: Students will demonstrate clinical competence.

Student Learning Outcomes:

- ☑ Students will select appropriate technical factors for imaging studies.
- ☑ Students will apply appropriate positioning skills.
- ☑ Students will practice and apply appropriate radiation protection.

Goal 2: Students will exhibit professionalism.

Student Learning Outcomes:

- ☑ Students will utilize professional judgment.
- ☑ Student will understand the significance of being punctual and in adhering to proper attendance policies.

Goal 3: Students will develop effective communication skills.

Student Learning Outcomes:

- ☑ Students will demonstrate effective verbal communication skills with patients and with peers.
- ☑ Students will demonstrate effective written communication skills with patients and with peers.

Goal 4: Students will be able to critically think effectively, and problem solve in the performance of their duties.

Student Learning Outcomes:

- ☑ Students will demonstrate an organized approach to non-routine studies.
- ☑ Students will constructively evaluate radiographic images.

ACCREDITATION

The School of Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology {JRCERT- 20 North Wacker Drive, Suite 2850, Chicago, IL, 60606-3182, (312) 704-5300, www.jrcert.org}, and registered by the New York State Department of Health Bureau of Environmental Radiation Protection (NYSDOH-BERP), Corning Tower, Empire State Plaza, 12th Floor, Room 1221, Albany, NY., 12237, (518) 402-7580 (www.health.ny.gov). The program currently maintains an 8-year accreditation status with the JRCERT and currently in good standing with the NYSDOH. The current JRCERT Standards are provided below:

STANDARD ONE - ACCOUNTABILITY, FAIR PRACTICES AND PUBLIC INFORMATION: The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

STANDARD TWO - INSTITUTIONAL COMMITMENT AND RESOURCES: The sponsoring institution, demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal personnel and physical resources to achieve the program's mission.

STANDARD THREE - FACULTY AND STAFF: The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

STANDARD FOUR – CURRICULUM AND ACADEMIC PRACTICES: The program's curriculum and academic practices prepare students for professional practices.

STANDARD FIVE –HEALTH AND SAFETY: The sponsoring institution and program have policies and procedures that promote the health safety and optimal use of radiation for students, patients, and the public.

STANDARD SIX – PROGRAMMATIC EFFECTIVENESS AND ASSESSMENT: USING DATA FOR SUSTAINED IMPROVEMENT; - The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

SPONSORSHIP

Mount Sinai South Nassau has dedicated itself to provide quality healthcare services for residents of Long Island's south shores. As a progressive teaching hospital, Mount Sinai South Nassau offers varied comprehensive services to meet the health care needs of all stages of life. Many medical specialties are represented at the hospital and are supported by advanced diagnostic, therapeutic, and rehabilitative approaches. Mount Sinai South Nassau places significant emphasis on public education, clinical research, support groups, and counseling programs. The hospital has achieved its reputation "where quality matters" as a center for medical excellence by following the principles of caring, innovation, and commitment.

MISSION STATEMENT OF THE SPONSORING INSTITUTION

Mount Sinai South Nassau is committed to providing high quality, comprehensive and easily accessible health care services to all residents of the South Shore communities in a manner which reflects a culture of excellence, personalized culturally competent care, and innovation.

VISION OF THE SPONSORING INSTITUTION

To provide compassionate care, comprehensive services, and a commitment to excellence that results in the recognition by employees, physicians, patients and payers that Mount Sinai South Nassau is the best place to work; the best place to practice medicine; and the best place to receive care.

VALUES OF THE SPONSORING INSTITUTION

Community Priority: We pledge above all to provide for the healthcare needs of our communities

Accountability: We take responsibility for our actions

Resources: We believe that our employees and physicians are our most valued resources

Excellence & Ethics: We are committed to the highest standards of health care delivery and outcomes

We value honesty, consistency, and treating others, as we want to be treated.

ACADEMIC CALENDAR

The entry date to the program is the first Tuesday in September. The full time, 24-month program, separated into four semesters (six months each) begins each September and operates Monday through Friday, from 8:00 a.m. to 4:00 p.m. The program offers the following holidays and vacations:

OBSERVED HOLIDAYS	DATES	SCHEDULED VACATIONS
First Class Day	Tuesday, September 6, 2022	<u>JUNIOR VACATIONS:</u> Winter: December 19 – December 23, 2022 Spring: April 3 – April 7, 2023 Summer: July 17 – July 28, 2023
Columbus Day	Monday, October 10, 2022	
Thanksgiving Day+	Thursday, November 24, 2022	<u>SENIOR VACATIONS & GRADUATION:</u> Winter: December 27, 2022 – January 3, 2023 Spring: April 10 – April 14, 2023 Graduation: August 2, 2023 (tentative)
Friday After Thanksgiving	Friday, November 25, 2022	
Christmas	Monday, December 26, 2022	
New Year's Day	Monday, January 2, 2023	
Martin Luther King Day	Monday, January 16, 2023	
President's Day	Monday, February 20, 2023	
Memorial Day	Monday, May 29, 2023	
Independence Day	Tuesday, July 4, 2023	
Labor Day	Monday, September 4, 2023	

■ **APPLICATION REQUIREMENTS AND ADMISSION POLICY**

Admissions to the Robert J. Hochstim School of Radiography is highly competitive. Applicants must have the minimum requirements as listed below in order to be considered for admission to the program. The program accepts a maximum of 10 students for admission each year. For consideration into the program, it is required that all applications and associated documents be submitted prior to March 1st. Program applications are available each year beginning October 1st, through February 28th on the program's website.

APPLICATION AND ADMISSION REQUIREMENTS:

- ◆ Application fee (non-refundable) of \$100.00 by check or money order payable to Mount Sinai South Nassau
- ◆ Completed and signed application form (pages 10-11)
- ◆ Personal essay expressing how you became interested in the field of radiography
- ◆ **Official* college transcripts indicating a conferred Associates degree, or higher, by an accredited institution, with a minimum GPA of 2.5 (All foreign transcripts must be officially evaluated and provided by World Education Services (WES). No other translations will be accepted.)
- ◆ Entrance Examination with a minimum score of 60%
- ◆ Meeting the technical standards as stated below
- ◆ Interview with our admissions committee (once above is completed). Applicants living abroad may be permitted to schedule a telephone or virtual interview. The purpose of the interview is to get a better understanding of the applicant's personality, motivation, and interest in the health care field as well as to answer any questions relating to the profession, program, or institution.
- ◆ Clearance from the Human Resources Health Assessment Service (upon acceptance to the program)

Communications regarding the application and admissions process will be done via email, telephone, or mail.

The applicant will be notified after March 1 to resolve any incomplete or missing items from the submitted application. The applicant will be offered two weeks to submit any missing items. After two weeks, all incomplete applications will no longer be considered for admission that year.

■ **TECHNICAL STANDARDS**

All candidates accepted and retained in the program must have:

- ◆ normal functional vision with or without corrective eyewear, and the ability to observe both verbal and non-verbal communication.
- ◆ sufficient hearing for physical monitoring and assessment of patient needs which include hearing faint body sounds, faint voices, hearing situations when unable to see lips and hearing auditory alarms with or without supportive aids.
- ◆ sufficient nonverbal, verbal, and written skills in English to express needs promptly and effectively for all backgrounds and educational levels.
- ◆ sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 25 – 100 pounds to ensure patient safety; prolonged walking and standing throughout the day, bending, stooping or twisting repeatedly and reach a height of 6 feet to be able to operate equipment safely.
- ◆ the ability to wear a 10-pound lead apron for extend periods.
- ◆ the emotional stability in order to approach situations and apply critical thinking skills in a logical and professional manner in both the classroom and clinical setting. Candidates must be able to deal with the stresses encountered in the hospital and classroom environments, as well as family and life demands. They must be able to express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive constructive criticism.
- ◆ the ability to practice radiologic technology in an ethical manner by abiding by the professional practice standards of the ARRT (www.arrt.org) as well as the moral standards set forth by Mount Sinai South Nassau.

Being accepted and graduating successfully does not guarantee eligibility to take the ARRT certifying examination. The ARRT requires each candidate to be of good moral character, before, during and after their education and practice. Any infractions of these ethical standards will require your case to be put before the ARRT ethics committee to further evaluate your application for admission into the field of radiologic technology.

■ **ENTRANCE EXAMINATION**

The Entrance Examination is given in December, January, and February, and as deemed necessary. The reservation form for the entrance examination is provided at the end of this catalog (page 12).

■ **ARTICULATION AGREEMENT**

The Robert J. Hochstim School of Radiography does not have an articulation or affiliation agreement with any college, university, or any other clinical site.

■ **NON-DISCRIMINATION POLICY**

The program does not discriminate on the basis of age, gender, race, color, religion, creed, sexual orientation, disability, marital status, veteran status, or national and ethnic origin or any other factors prohibited by law, in administration of its educational and admission policies. This policy applies to both student admissions and faculty appointments.

■ **ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES**

In accordance with the Americans with Disabilities Act of 1990, the program will strive to make reasonable accommodations in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in the program and activities. Applicants must provide professional written documentation and request for accommodations at least four weeks prior to the first day of the program. The program reserves the right to reject requests for accommodations that would fundamentally alter the nature of the educational program, lower the academic standards, cause undue hardship on the program, or endanger the health and safety of a student with a disability, other students, patients or any member of the program’s community.

■ **FINANCIAL AID**

The program does not participate in any Title IV Financial Aid loan programs or New York State Tuition Assistance Program (TAP). Any student who has previously committed to a loan program is however responsible to the loan institution for the agreed payment. The program will however accept Veteran benefits.

■ **PROGRAM TUITION AND FEES** (All costs are always subject to change)

ITEM	COST	DUE
Application fee (nonrefundable)	\$100.00	Upon submission
Entrance Examination	\$75.00	Date of examination
Tuition: Acceptance deposit	\$ 500.00	Upon Acceptance
Junior tuition	\$8000.00	1 ST day of Junior year
Senior tuition	\$8000.00	1 ST day of Senior year
Textbooks (estimated)	\$900.00	Purchase of books
Uniforms (estimated)	\$250.00	Purchase of uniforms
CPR Course	\$ 65.00	Junior year
ARRT Examination Fee	\$200.00	May of Senior year
NYS DOH Licensing Application Fee	\$120.00	May of Senior year
Registry Review (estimated)	\$200.00	May of Senior year
ASRT membership (Seniors only)	\$35.00	September of Senior Year

■ **TUITION REFUND POLICY**

The following refund schedule will be granted if the student decides to withdraw from the program during the:

- First week of classes.....80% refund
- Second through fourth week.....25% refund
- After fourth week.....No refund

Note: The initial deposit in the amount of \$500.00 is nonrefundable. No refund will be granted after four weeks in the program should the student withdraw or be dismissed from the program.

■ **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 or modify its schedule of tuition and fees;
- to modify existing policies and create policies as necessary;
- to withdraw, cancel, reschedule, or modify any course, program of study or any requirement in connection with any of the foregoing.

Any changes to policies or procedures will be provided via paper, verbal, or electronic communication.

■ **REQUIREMENTS FOR GRADUATION**

- Completion of each course with a minimum grade of 80%
- Successful completion of each Clinical Performance Evaluation
- Successful completion of each Clinical Competency
- All financial responsibilities to the program satisfied

Once these are all successfully completed the student will be eligible to:

- Apply for the New York State License as a Radiologic Technologist (NYSDOH-BERP)- (\$120⁰⁰)
- Apply for the American Registry of Radiologic Technologists (ARRT)- (\$200⁰⁰)

■ **PROGRAM CURRICULUM**

During the two-year program, the student will receive 2710 total hours of educational training, which comprises 2210 hours of clinical training and 500 hours of didactic education. At no time shall the student exceed more than 40 hours in any given week. The program operates on a 50-minute clock hour for didactic courses and a 60-minute clock hour for clinical practice. The curriculum will cover, but is not limited to the following courses:

JUNIOR COURSES:

Clinical Experience I & II
Human Structure and Function I and II
Image Evaluation
Introduction to Radiography
Medical Ethics and Law
Medical Terminology
Methods of Patient Care
Principles of Radiographic Exposure
Radiation Physics
Radiation Protection
Radiographic Procedures I and II

SENIOR COURSES:

Clinical Experience III & IV
Human Structure and Function II
Introduction to Computer Literacy
Introduction to Cross Sectional Anatomy
Introduction to Quality Assurance
Imaging Equipment and Acquisition
Mammography
Principles of Radiation Biology
Radiographic Pathology
Radiographic Procedures III and IV

During the weekly clinical rotations, the student will have opportunities to experience all areas of the Radiology Department. This includes but is not limited to: Fluoroscopy, Emergency Room, Portable Radiography, Operating Suites, CT, MRI, Interventional Radiography, and Ultrasound.

■ **ACADEMIC COURSE POLICY**

The program follows a numerical grading system. Each student must achieve a minimum grade of 80% in each course. Anything below 80% results in a failing course grade. Each instructor establishes his or her own expectations for each course and arranges test and quiz schedules accordingly. Students are encouraged to discuss any issues related to a course with the course instructor. If a student fails a completed course, the student's record will be evaluated by the Program Director and faculty regarding his or her continuation in the program. The Program Director and faculty will evaluate the failing course grade achieved by the student along with the student's record to determine the pending status of the student in the program. This determination will be conducted as follows:

1. If the grade achieved in a course is below 80%, the student will be counselled and placed on "Academic Probation".
2. Each student placed on academic probation will be offered a comprehensive examination in the course in question, which will be completed within four weeks of the date of the academic probation counsel. Should the student decline the offer to take the comprehensive examination the grade will be recorded as a fail course and student will be academically dismissed from the program.
 - a. If a passing grade of 80% or higher is achieved on the comprehensive examination, the student will be granted a passing grade of 80% for the course.
 - b. The offer of a comprehensive examination may only be applied one time in the junior year and one time in the senior year.
 - c. If a student utilizes a comprehensive examination to achieve a passing grade in a course but subsequently fails an additional course in that academic year they will be dismissed from the program for academic deficiency and forfeit any refund of tuition.

Should the Program Director and/or the faculty believe that a student does not comprehend the concepts or material covered in any course, regardless of the earned course grade, the Program Director has the right, at his or her discretion to advise any additional course of action, including, but not limited to, retesting, supplementary presentations or repeating the entire course, when possible. The student is responsible for any missed coursework covered during his or her absence(s). Cheating is a cause for suspension and may be cause for suspension or dismissal from the program (see Honor Code). All students are expected to be prepared for class, behave respectfully, and conscientiously while in the classroom as well as on campus at all times. Any student who is found to be unprepared, disruptive, or disrespectful will be asked to leave and be disciplined accordingly including suspension or dismissal from the program. Any student who wishes to challenge a final course grade has 30 days after the completion of the course to appeal the grade. This request must be made in writing and presented to the Program Director prior to the 30-day deadline.

■ **CLINICAL OBLIGATION**

Since the Robert J. Hochstim School of Radiography has no other clinical site affiliations, accepted students will perform all clinical duties on the Mount Sinai South Nassau Campus. The student is rotated throughout the radiology department on a 10-week rotation.

■ **ADVANCED PLACEMENT**

The program does not accept advance placement students either from foreign or domestic schools.

■ **TRANSFER OF CREDITS**

The program does not accept educational credits from other institutions. All courses must be taken during the normal progression of the program for an incoming junior student.

■ **RADIATION SAFETY POLICY (ALARA)**

Ionizing radiation can be dangerous to the patient and the user. The program complies with the ALARA ("As Low As Reasonably Achievable") concept of administering radiation. The radiographer, through education, understands radiation and applies that knowledge safely in producing quality diagnostic examinations. In accordance with the ALARA concept this program has the following levels for exposure that should not exceed:

- ◆ 1.25 mSv/quarter (125 mRem/quarter) of deep whole-body radiation according to the radiation monitoring Report.
- ◆ 5 mSv/year (500 mRem/year) of deep whole-body radiation according to the radiation monitoring report.

At this level, students will be counseled regarding their exposure. Students will not exceed State and Federal guidelines for radiation exposure.

■ **PREGNANCY POLICY**

A female student may, at her own discretion and by her own decision, report a suspected or confirmed pregnancy to the Program Director. Should she voluntarily choose to declare this suspected or confirmed pregnancy, she must do so in writing and submit this document to the Program Director. Upon receiving this declaration, four options will be presented to the student:

Option 1:

She may voluntarily choose to continue in the program with full knowledge of the exposure risks associated to herself and the fetus without any modifications to her schedule or clinical rotations. She will be given the opportunity to have counsel with the Radiation Safety Officer (RSO) regarding ALARA limitations and reinforcement of protection practices. She will be issued a fetal monitor along with her bimonthly OSL dosimeter. A signed document from her obstetrician declaring her clearance to participate fully in the program without any limitations is necessary in this option. Maternity leave granted for a vaginal delivery will be four (4) weeks. Maternity leave granted for a Caesarean Section will be six (6) weeks. All program requirements are necessary for successful completion of the program, including making up additional time owed after established graduation date.

Option 2:

She may voluntarily choose to withdraw from all clinical rotations while continuing academic lecture courses for the duration of her pregnancy. A signed document from her obstetrician declaring her clearance to participate in only academic lecture requirements is necessary in this option. Maternity leave granted for a vaginal delivery will be four (4) weeks. Maternity leave granted for a Caesarean Section will be six (6) weeks. All program requirements along with incomplete and deficient clinical rotations, as determined by the Program Director, must be made up upon return from maternity leave up to and including after the established graduation date.

Option 3:

She may voluntarily choose to continue in the program with full knowledge of the exposure risks associated to herself and to the fetus with modifications to her clinical rotation schedule. Modifications are exclusion of any "live" ionizing radiation exposures, including but not limited to portable, fluoroscopic, and operating room rotations. She will be given the opportunity to have counsel with the RSO regarding ALARA limitations and reinforcement of protection practices. She will be issued a fetal monitor along with her bimonthly OSL dosimeter. A signed document from her obstetrician declaring her clearance to participate with these clinical modifications is necessary in this option. Maternity leave granted for a vaginal delivery will be four (4) weeks. Maternity leave granted for a Caesarean Section will be six (6) weeks. All program requirements, including deficiencies in the aforementioned clinical rotations are necessary for successful completion of the program including making up these additional clinical rotations after established graduation date.

Option 4:

She may voluntarily choose to withdraw or declare a leave of absence. A leave of absence may require starting the junior or senior year from the beginning depending upon the level of education at the time of declaration. This will be determined by the faculty and take into account the current academic grades and amount of course and or clinical completion. With a granted leave of absence, the program will guarantee a seat to the student up to one year after the baby's delivery date. After one year, the student is not guaranteed a seat and would need to reapply with other applicants for the impending September semester.

Note: The student, at any time, may voluntarily "declare" or "undeclare" her pregnancy. This must be in writing and submitted to the Program Director. Upon returning after maternity leave, all options require a signed document from her obstetrician declaring clearance for all academic and clinical duties without limitations.

Exposure limits during the pregnancy are based on recommendations appearing in NCRP Handbook 39, which states that exposure should not exceed 5 mSv (500 mRem) (to the fetus) during the entire gestational period (approximately 0.5 mSv/month) (50 mRem/month). The Radiation Safety Officer will review specific precautions with the student. A second radiation-monitoring device is provided to monitor fetal dose. This device is worn at waist level at all times beneath a lead apron. Proper radiation protection practices regardless of pregnancy are expected by all individuals working with ionizing radiation. Protective aprons and thyroid collar shields are provided for all students and all students are responsible for using them appropriately. All policies regarding radiation safety can be accessed on the South Nassau intranet website (SNCH.net)

■ **PROGRAM STATISTICS**

Over the past five years, 47 students have enrolled into the program and 44 have successfully graduated.

PROGRAM EFFECTIVENESS DATA 2016 – 2020		<i>Note:</i> <i>Complete program statistics or program effectiveness data can be accessed through the hospital's website</i> <i>(www.southnassau.org/schoolofradiography)</i> <i>and the JRCERT website (www.jrcert.org)</i>
Completion Rate	92%	
Attrition Rate	8%	
First Time ARRT Pass Rate	98%	
Job Placement Rate (within 12 months)	100%	
2020 Annual Completion Rate	100%	

■ **GRIEVANCE POLICY**

All students have the right to be heard and are encouraged to submit complaints, problems, and suggestions relating to their education or environment. These issues may come from the interpretation, application, or alleged breach of program or hospital rules and regulations and JRCERT Standards.

The following steps must be observed as part of the Grievance Policy:

- Any student with an issue must first discuss it with the Program Director or Clinical Coordinator. Issues can be best resolved at this stage and every effort should be made to move towards an agreeable solution. The student must bring the problem to the Program Director's attention within 5 school days. Failure to do so may cause an inability to resolve the issue satisfactorily. If the problem is not resolved to the mutual satisfaction of the student and/or Program Director, within 5 school days, the student may present the problem to the Radiology Administrative Director who will respond within 5 school days.
- If the student is not satisfied with the decision of the Radiology Administrative Director, the issue then must be referred to the Director of Human Resources within 5 school days. The problem at this point and all subsequent steps must be in writing with the signatures of the student, Program Director, and Manager. Action must be taken by the Director of Human Resources within 3 school days.
- If no solution is possible, the Director of Human Resources will arrange a conference with the President and CEO of the Hospital within 5 school days. The decision of the President and CEO (or his designee) will be final and binding.
- In the event the student's issue is with the Program Director he/she may present the issue to the Radiology Administrative Director within 5 school days. In the event the student's problem is with the Radiology Administrator, he/she may present the issue directly to the Director of Human Resources. (Within the initial 10 school day period)
- All grievance and resolution documentation are kept in the student file for the duration of the student's tenure in the Program and for a two-year period following their departure.

NOTE: *The entire Grievance Policy procedure should be resolved within a 25-school day period. Use of the Grievance Policy procedure will not adversely affect the position of the student in the program in any way.*

Students may also contact the JRCERT directly with any issue or concern they do not believe has been met with a satisfactory resolution or if they believe the program is not operating under the guidelines of the JRCERT Standards (See page 3 for contact information). Complaints may include, but are not limited to, allegations regarding non-compliance with JRCERT Standards and failure to resolve complaints within the institution to the satisfaction of the individual.

■ **HOUSING AND CHILD CARE**

Mount Sinai South Nassau does not provide housing or childcare services.

■ **HEALTH SERVICES**

A physical examination is required upon enrollment. It is provided by the hospital without cost to the student. Should an individual's Titer test negative for rubella or rubeola, the MMR vaccine is required by the New York State Department of Health. **No student will be permitted to start the program without proper immunizations as required by the sponsoring institution.** The hospital Personnel Health Services provides seasonal vaccinations to students at no charge. Should a student choose to decline the seasonal vaccinations, a letter of declination must be signed. Students are

encouraged to obtain their own health insurance while attending the program since Mount Sinai South Nassau does not offer health insurance to students. Students are responsible for all of their own personal medical expenses incurred.

■ **HOSPITAL SECURITY**

The hospital operates a Department of Safety and Security. Security is provided on 24 hour/7 days a week/365 day a year basis. Security patrols and monitors the internal and the external premises including parking areas.

*Thank you for your interest in our program.
Please feel free to contact the faculty of the
Robert J. Hochstim School of Radiography
should you have any questions regarding
the program or its policies.
(516) 632-4678.*

*The program will make any and all policies and
procedures available upon written request for
any individual seeking additional information
about the program.*

**THE APPLICATION AND ENTRANCE EXAM
RESERVATION FORMS ARE FOUND ON THE
FOLLOWING PAGES AND SHOULD BE PRINTED
AND MAILED DIRECTLY TO THE PROGRAM**



ROBERT J. HOCHSTIM SCHOOL OF RADIOGRAPHY

MOUNT SINAI SOUTH NASSAU
 ONE HEALTHY WAY, OCEANSIDE, NEW YORK 11572
 (516) 632 – 4678

APPLICATION FOR ADMISSION***PLEASE PRINT CLEARLY**

NAME			
STREET ADDRESS			
TOWN		STATE	ZIP CODE
PREFERRED TELEPHONE	()	<i>Official Use Only</i>	
SOCIAL SECURITY NUMBER			
EMAIL ADDRESS	(PRINT LEGIBLY – This is the primary communication method)		
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	Name:	Relationship:	
	Emergency Telephone Number:		
Have you ever been known by another name?	<input type="checkbox"/> NO	<input type="checkbox"/> YES... What name? →	
Are you legally eligible to attend school in the USA as per the Immigration Reform and Control Act?		<input type="checkbox"/> NO	<input type="checkbox"/> YES
Have you ever been convicted of a criminal offense? (felony/misdemeanor) *An affirmative response will not automatically exclude anyone from the program. If you have ever been convicted of a crime (other than a parking violation), involved in a crime of moral turpitude, convicted of driving while intoxicated, or a felony, you must check with the New York State Department of Health and American Registry of Radiologic Technologists (ARRT) to verify that you satisfy requirements for licensure and registration.		<input type="checkbox"/> NO	<input type="checkbox"/> YES
Our standards for acceptance require a minimum of a two-year college degree conferred. I attest that I have an accredited and conferred: <input type="checkbox"/> Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree			
Institution Highest Degree Conferred:	Highest Degree:		Year Conferred:
I attest that I am able to perform the duties of a student radiographer as stated in the Technical Standards on page 4 in the catalog.		<input type="checkbox"/> NO	<input type="checkbox"/> YES
Have you ever had any previous training in radiography?		<input type="checkbox"/> NO	<input type="checkbox"/> YES
Have you ever had any previous healthcare experience?		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<input type="checkbox"/>	<i>PERSONAL ESSAY: On a separate piece of paper, please tell us how you became interested in the field of radiography.</i>		
<input type="checkbox"/>	<i>TRANSCRIPTS: Please have your college(s) remit official transcripts to the Robert J. Hochstim School of Radiography.</i>		
<input type="checkbox"/>	<i>ENTRANCE EXAMINATION RESERVATION FORM: Please mail in your reservation form for the entrance examination as soon as you choose a date (see page 12). This form may be received prior to any other application requirement. Seats for each examination date are limited, so this reservation form, once confirmed by the program through email, will ensure your seat for the date of your choice.</i>		

PLEASE PROVIDE A LIST OF YOUR PREVIOUS EMPLOYERS, BEGINNING WITH THE MOST RECENT.

Most Recent or ↓ Current Employer ↓	Title Held	Years Employed From → To	Reason for Leaving
Name:			
Location:			
Second Most ↓ Recent Employer ↓	Title Held	Years Employed From → To	Reason for Leaving
Name:			
Location:			
Third Most ↓ Recent Employer ↓	Title Held	Years Employed From → To	Reason for Leaving
Name:			
Location:			
Fourth Most ↓ Recent Employer ↓	Title Held	Years Employed From → To	Reason for Leaving
Name:			
Location:			

Please provide three (3) professional references below (no relatives, or friends).

NAME	CONTACT INFORMATION (telephone or email)	PROFESSIONAL RELATIONSHIP
1-		
2-		
3-		

"I attest and swear that the information contained on this application is complete and true to the best of my knowledge. I understand and agree that the discovery of any misinterpretation or omission on this application may prevent me from being accepted to the Robert J. Hochstim School of Radiography and may also result in my immediate dismissal from the program at any time after acceptance. If I am accepted into eh Robert J. Hochstim School of Radiography, I agree to abide by the rules, policies and regulations set forth by the program and by Mount Sinai South Nassau. My signature below confirms my verification of such."

Signature → (required)			
Today's → Date	I have enclosed the non-refundable application fee of \$100 ⁰⁰ in a: <input type="checkbox"/> Personal Check <input type="checkbox"/> Money Order <input type="checkbox"/> Bank Check		

Official Use Only:

**ROBERT J. HOCHSTIM
SCHOOL OF RADIOGRAPHY
MOUNT SINAI SOUTH NASSAU
ONE HEALTHY WAY, OCEANSIDE, NEW YORK 11572
(516) 632-4678**



**RESERVATION FORM
ENTRANCE EXAMINATION**

An entrance examination is required to be considered for admission into the Robert J. Hochstim School of Radiography. Taking the examination is not considered an application for admission to the program. Applicants must also submit to the program, a completed application form along with all required materials (see catalog). The examination is offered in December, January, and February. To obtain the dates in which exam number 1 through 5 are given, please call the exam hotline in the directions below.

EXAM NUMBER	MONTH	EXAM NUMBER	MONTH
Exam # 1	December	Exam # 4	February
Exam # 2	January	Exam # 5	February
Exam # 3	January	Exam # 6	Possibly added after #5 (call program directly)

ALL EXAMS BEGIN AT 9:00 a.m. SHARP

1. Please call the **Entrance Examination HOTLINE at 516-632-4679** for all exam dates.
 2. Once you have chosen the applicable exam date, check the exam number on the form below;
 3. Mail the completed and signed form to the address provided;
Robert J. Hochstim School of Radiography
Mount Sinai South Nassau
One Healthy Way
Oceanside, New York 11572
 4. Once the signed and completed form is received by program officials, an emailed confirmation will be sent to you providing specific instructions for our chosen exam (please provide clearly printed, legible email address below);
 5. Please contact the program (516-632-4678) if you have not received a confirmation email within two weeks.
- Note: The examination is a timed exam that will take approximately 2.5 hours and will begin promptly at 9:00 a.m. on each scheduled exam day. An examination fee of \$75⁰⁰ in **CASH** is to be paid in person, the day of the test. A photo identification is also required in order to be admitted to the examination.

KEEP TOP PORTION FOR YOUR REFERENCE
MAIL BOTTOM PORTION TO PROGRAM

PLEASE PRINT LEGIBLY

RJH ENTRANCE EXAMINATION RESERVATION FORM			
Name			Today's Date
Street Address			Apt Number
Town	State	Zip Code	
Phone			
Email	<i>Please print carefully because this is the only communication method used to confirm your reservation</i>		
PLEASE CHECK THE EXAM BOX BELOW THAT YOU HAVE CHOSEN AND MAIL TO PROGRAM			
<input type="checkbox"/> ←	EXAM # 1 – DECEMBER	<input type="checkbox"/> ←	EXAM # 4 – FEBRUARY
<input type="checkbox"/> ←	EXAM # 2 – JANUARY	<input type="checkbox"/> ←	EXAM # 5- FEBRUARY
<input type="checkbox"/> ←	EXAM # 3 – JANUARY	<input type="checkbox"/> ←	Possibly added after #5 (call program directly)
Applicants Signature (required)			Office Use Only: <input type="checkbox"/> Emailed Confirmation Date: