

# **FACULTY AND STAFF HANDBOOK**

**2016-2017**

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## **Educational Philosophy & Education Competencies**

### **Educational Philosophy**

Sentara RMH School of Radiologic Technology prepares future healthcare professionals to improve client health outcomes. Our graduates meet the changing demands and critical human resource needs of the Sentara Healthcare Network and the greater communities it serves. Sentara RMH School of Radiologic Technology offers innovation and excellence in Radiologic Technology.

Sentara RMH School of Radiologic Technology seeks to engage in constructive self-reflection that creates a life-long learning mindset. Most important, students learn to synthesize the past, present, and future of what they are to be, become, and do. This requires a commitment to the highest standards of academic excellence and client care. Our faculty promotes excellence in academics through the intentional inquiry of information. Therefore, Sentara RMH School of Radiologic Technology expects educators to actively challenge succeeding generations to be competent in their skills and abilities, and to analyze their sense of identity in their field of expertise. This empowers educators to give guidance toward professional excellence by example, both personally and professionally.

The Sentara RMH School of Radiologic Technology educators are characterized by an attitude of lifelong learning in the healthcare profession. This requires faculty members to have the appropriate credentials in scholarship, commitment, community service, and teaching. Therefore, our educators are collegial, accountable, compassionate, proficient, and sensitive to the unforeseen crisis in the natural course of life. Faculty members are dedicated practitioners who promote the welfare and success of the individual student. This is accomplished through effective teaching, supportive service, involvement in community service, faculty committees, college activities, civic responsibilities, and applied scholarship.

### **General Education Competencies**

Sentara RMH School of Radiologic Technology prepares future healthcare professionals to improve client health outcomes. Our graduates meet the changing demands and critical human resource needs of the Sentara Healthcare Network and the greater communities it serves. Sentara RMH School of Radiologic Technology offers innovation and excellence in the delivery of radiologic science.

In the belief that all students who earn a certificate/diploma from Sentara RMH School of Radiologic Technology should exhibit both breadth and depth of knowledge, the School requires a General Education component.

## **Program Prerequisites**

Prerequisite for admission to the Sentara RMH School of Radiologic Technology is an Associate's (or more advanced) degree in any field.

The applicant must have completed or enrolled in the following prerequisites or equivalent with a "C" or higher before applying to the program:

- Anatomy and Physiology I (BIO 141) within the last 5 years
- English Composition (ENG 111 or higher)
- College level math (MTH 151 or higher)

The following program prerequisites or equivalent must be completed with a "C" or higher prior to entering the program:

- Human Anatomy & Physiology II (BIO 142) within the past 5 years
- Philosophy of Ethics (PHI 225)
- Information Literacy (ITE 119)
- Medical Terminology I (HLT 143).

An applicant must also have a cumulative 2.8 GPA or higher.

## **Office of Academic Affairs**

### **Program Directors**

These individuals develop, plan, and implement their respective educational programs through ongoing assessment and revision of the curriculum; providing instruction using the latest patient care and educational technology; coordinating clinical rotations for students in the program; documenting student progress; coordinating formative and summative assessment of students; and engagement in ongoing institutional effectiveness evaluation and evaluation of student learning outcomes activities. In addition, they are responsible for human resource management and the daily operations of their respective programs.

## Faculty By-Laws

### ARTICLE I: GENERAL POWERS OF THE FACULTY

**Section 1:** The members of the Faculty of Sentara RMH School of Radiologic Technology are dedicated to the continual improvement of the School and community through the pursuit of excellence in teaching, technology and service. The Faculty of the School are the official channel of faculty recommendation on all matters, which bear upon the academic and non-academic programs of the School.

**Section 2:** Consistent with the mission of Sentara RMH School of Radiologic Technology, the Faculty is empowered to develop, implement, and evaluate the academic and non-academic programs of the School.

**Section 3:** The School Faculty has the following functions:

- To seek continual improvement of academic standards, programs and achievements in the School.
- To take an active role in the planning and administration of the instructional, technology, and service activities of the School.
- To serve as an official channel for the expression of School faculty opinion.
- To consider and make recommendations concerning policies governing all matters of faculty welfare.

**Section 4:** Faculty has the responsibility to initiate proposals and make recommendations regarding:

- Curricula and academic standards for each program
- Policies regarding administration of School programs.
- Requirements for admission to the School.
- Requirements for certificate/diploma.

### ARTICLE II: FACULTY

#### **Faculty**

The Faculty of the School shall consist of the program director, coordinator, and instructors, who hold both full time and part time status. All have decision making privileges in School matters.

## **ARTICLE III: GENERAL PROVISIONS OF SCHOOL COMMITTEES**

### **General Functions**

The functions of the committees of the Schools are: 1) investigate, advise and make recommendations regarding their specific areas; 2) carry out all assigned duties; 3) communicate with the faculty and Imaging Director.

### **Procedures**

- A majority of faculty members must be present for major action to be taken.
- Minutes of meetings shall be prepared and be distributed to each committee member within two weeks of the meeting. A copy will be available to other School members.
- Recommendations regarding policy changes are taken to the individual School's Faculty organization for approval.

### **Advisory Committees**

The program has an advisory committee whose purpose is two-fold: 1) to receive information on the specific program as it relates to enrollment, curriculum, graduates, outcome metrics, and issues of concern; and 2) to provide input and feedback on the program, changes in practice, and graduate performance.

## **ARTICLE IV: FACULTY ORGANIZATION AND PROCEDURES**

### **Faculty Functions**

- Identify, plan, and organize course, course student learning outcomes, content, and learning experiences needed to meet the course student learning outcomes, program student learning outcomes, certification and registry guidelines, and accreditation standards, including:
  - Selecting instructional materials
  - Lecture topics
- Evaluate courses and review additions, deletions, placement, and integration of curriculum content.

- Assure that curriculum components are consistent with the program and School mission statement, philosophy, and values.
- Review and recommend approval of new courses.
- Review and recommend changes in course student learning outcomes, progression, and credit allocation.
- Review and recommend deletion of courses.
- Develop / revise, for faculty consideration and endorsement, curriculum policies consistent with the philosophy and goals of the program.

The committee will strive for consensus in all decisions.

### **Advisory Committee Responsibilities**

The program has an advisory committee and they are as follows: 1) Medical Advisor; 2) Imaging Directors of Clinical Sites; 3) Clinical Instructors; 4) Technologists; 5) Students. The advisory board's role is purely advisory. The board has no administrative, management, personnel, or budgetary authority or responsibility, and it is not a policy making body. The sole function is to provide support and advice for the program.

### **Vision, Mission, Values, and Goals**

Sentara RMH School of Radiologic Technology is owned and operated by Sentara RMH, which is owned and operated by Sentara Healthcare, a not-for-profit integrated healthcare system located in Norfolk, Virginia. Sentara facilities are located in the Hampton Roads region of Virginia, in central Virginia, in northern Virginia, and in northern North Carolina. The School is located in Harrisonburg, Virginia.

#### **Sentara Healthcare Mission Statement:**

"We improve health every day."

#### **Sentara Healthcare Vision Statement:**

"Be the healthcare choice of the communities we serve."

#### **Strategic Imperatives:**

1. Always improving
2. Caring for defined populations
3. Creating growth

## Sentara RMH School of Radiologic Technology Mission and Goals

### **Mission**

The mission of the Sentara RMH Radiography Program is to prepare students with the highest educational experiences to become successful entry-level radiographers demonstrating outstanding levels of professionalism, academic, and clinical competence in serving their patients, community and the profession.

### **The Goals of the School are:**

#### **Goal 1: Students will be clinically competent.**

Student Learning Outcomes:

- Students will position patients properly.
- Students will practice radiation protection.
- Students will select appropriate technical factors.

#### **Goal 2: Students will show professionalism.**

Student Learning Outcomes:

- Students will exhibit professional behaviors.
- Students will determine importance of professional development.

#### **Goal 3: Students will communicate effectively.**

Student Learning Outcomes:

- Students will use effective oral communication skills.
- Students will use written communication skills.

#### **Goal 4: Students will utilize critical thinking skills.**

Student Learning Outcomes:

- Students will manipulate technical factors for non-routine examinations.
- Students will be able to adjust to non-routine situations.



## **Acceptable Use of Information Resources**

**Policy Title:** Acceptable Use of Information Resources

### **Policy Statement**

This policy establishes the accountability of all Users of Information Resources. It addresses the confidentiality, integrity and availability of such Resources in support of the School's mission, codifies appropriate usage and establishes the need for Users to respect the rights of others to be in compliance with other School policies, policies of external networks and resources, and all applicable federal, state and local laws and regulations.

### **Purpose**

The School's Information Resources are provided to support the teaching, learning, clinical and research mission of the School and their supporting administrative functions. Inappropriate usage of these Information Resources threatens the atmosphere for the sharing of information, the free exchange of ideas and the security of an environment for creating and maintaining Information Resources.

This Policy applies to the access and use of the School's Information Resources, whether originating from School or non- School Information Resources, including personal computers, as well as the access and use of Information Resources provided by research sponsors to, or leased or hired by, School Users, as well as provide guidance for the appropriate access and use of School Information Resources, proper conduct when using those Information Resources and privacy expectations.

### **Definitions**

Information Resources (1) The data and information assets of an organization, department or unit. (2) Another name for the Information Systems (IS) or Information Technology (IT) department.

### **Procedures**

#### **1. Privacy Expectations**

The School respects the privacy of individuals and keeps User files, emails, and personal information on School Systems as private as possible. However, to protect the integrity of its Information Resources and the right of all Users, the School reserves the right to monitor Information Resources, communications on the School Network and use of Systems and data. For reasons relating to compliance, security or legal proceedings (e.g., subpoenas) or in an emergency or in exceptional circumstances, the School Official may authorize access in regards to the reading, copying, blocking or deleting of data to an authorized Information Technology staff member. In particular, in the context of litigation or an investigation, it may be necessary to access data with potentially relevant information. Access to Information Resources audited in an emergent fashion as described above to other

relevant individuals whose access privileges would not normally allow access, shall be limited to the reporting of the individual in said relevant case.

## **2. Prohibited Actions**

No User of Information Resources may take any of the following actions:

1. Use Information Resources in violation of Sentara Policies;
2. Violate any institutional policies or procedures or use Information Resources for unethical, illegal or criminal purposes;
3. Violate the privacy of faculty and staff, students, patients, alumni(ae);
4. Violate the rights of any person protected by copyright, trade secret, patent or other intellectual property or similar laws and regulations (i.e., installing or distributing pirated or other inappropriately licensed software);
5. Copy, distribute or transmit copyrighted materials unless authorized;
6. Obstruct School work by consuming excessive amounts of network bandwidth and other System resources or by deliberately degrading performance of a computer;
7. Intimidate, harass, threaten or otherwise do harm to other Users or internal or external Information Resources;
8. Transmit materials in violation of Sentara policies;
9. Make offers of products, items or services that are fraudulent;
10. Intentionally cause a security incident (e.g., log into an account or access data that the User is not authorized to access, etc.);
11. Intercept or monitor data not intended for the User unless specifically authorized by the Office of Information Technology;
12. Attempt to avoid the User authentication or security of systems or endpoints;
13. Allow any unauthorized person to use institutional computers for personal use;
14. Violate the policies of external networks and resources while using such external resources;
15. Create or intentionally release computer viruses or worms or otherwise compromise a computer;
16. Engage in frivolous, disruptive or inconsiderate conduct in computer labs or terminal areas; or
17. Use a Sentara network to gain unauthorized access to a system or data or escalate privileges on a System.

## **3. Required Actions**

Each User of Information Resources must take the following actions:

1. Ensure that his/her account or password is properly used and is not transferred to or used by another individual;

2. Log off from a system or endpoint after completing access at any location where such system or endpoint may potentially have multiple Users;
3. Ensure that sensitive data is protected with a password and encrypted while in transit or storage;
4. Report the loss or theft of any endpoint or system containing sensitive data
5. Use Sentara email systems only in compliance with the Sentara Email Usage Policy

## Academic Calendar 2016-2017

Spring Semester Begins	January 11
Martin Luther King Day (Students off)	January 18
Spring Break (Students off)	March 7-11
Easter Break (Students off)	March 25 & 28
Spring Semester Ends	May 6
Graduation	May 6
Summer Semester Begins	May 9
Memorial Day (Students off)	May 30
July 4 <sup>th</sup> (Students off)	July 1 & 4
Summer Semester Ends	August 5
Summer Break (Students off)	August 8 - 19
Fall Classes Begin	August 22
Labor Day (Students off)	September 2 & 5
Fall Break (Students off)	October 3 & 4
Thanksgiving Break (Students off)	November 23 – 25
Fall Classes End	December 9
Christmas Break (Students off)	December 12 – January 9, 2017

**ALL DATES ARE SUBJECT TO CHANGE**

## **School Safety and Security**

### **Policy Statement**

This policy is the framework for the provision of security at the School and is relevant for all students/prospects and all employees.

### **Purpose**

The purpose of this policy is to provide for the safety and security of everyone in the building at all times.

### **Definitions**

Clinical Facilities – Any area in which the student has clinical/skills lab/simulation experience.

### **Procedures**

The Sentara RMH Security Department has the ultimate responsibility for overseeing the security at the School. The Safety and Security Department is available 24/7 and can be reached at 540-689-1050.

In the event of an emergency, Harrisonburg police can be reached by calling 911.

At the clinical facilities, suspicious activities should be reported to the facility's security department or the administrative office.

## **Security Awareness and Crime Prevention**

The School has several activities that address awareness and prevention, such as:

- Fire drills during the academic year.
- Mandatory completion of job specific training such as: Personal Safety, Your Work Safety, Advance Care Planning, Domestic Violence and Elder and Child Abuse, Fall Prevention, Infection Prevention and Control, Medical Response Team, Preventing Workplace Violence, All hands On Deck.

## **Clinical Facility Requirements**

Facility mandated training for both Sentara and non-Sentara facilities is integrated into the student's program orientation and initial coursework. All students are required to obtain and maintain certification in AHA Basic Life Support (CPR).

Students are expected to comply with all safety, security, and infection control procedures at the clinical sites.

## **Reporting Crimes**

Any employee or student observing a crime in progress, who is the victim of a crime/assault/sexual assault or has fear for his/her life or the lives of others should try to get to a place of safety first, then call the police at 911. Also, if needed, obtain any necessary medical treatment. If notification is first made to the School or the student requests assistance in contacting the police, the School official will contact the police department. Tell the operator that the School is located at 3200 Peoples Drive, Harrisonburg, VA (lower level).

## **Security Alerts**

Administration will notify students and faculty of security and weather alerts via phone, text, and/or email. Students are responsible for verifying emergency contact information and keeping that information up-to-date.

## **Harassment**

Sentara Healthcare has a zero tolerance policy for harassment, including sexual harassment. All employees and students have a right to work and learn in an environment that is free from all unlawful discrimination and conduct, which can be intimidating, hostile, or offensive. Employees should report incidences of harassment according to the Sentara Human Resources Policy 404. Students should report incidences to the appropriate staff member.

## **Drugs and Alcohol**

All Sentara Facilities are "Drug Free Environments." Infractions related to drugs and alcohol are handled through the Code of Conduct policy, which is in the student handbook.

## **Tobacco Free Environment**

Tobacco use in any building owned or leased by Sentara and on the grounds and adjacent areas is prohibited. Use of tobacco, electronic cigarettes and smokeless tobacco products is not permitted anywhere on the property, including sidewalks and parking areas.

## **Building Security**

Students and employees are required to wear Sentara identification badges AT ALL TIMES while in the building and at all Sentara sites.

## Building Hours

Students are allowed in the building during regular business hours. The following individuals have access to the building at any time: Program Director, Clinical Coordinator, and Clinical Instructors.

## Routine Safety Measures

A safe and secure environment is of paramount importance to the School and is the responsibility of every employee and student. All individuals are encouraged to follow routine safety practices such as:

- Leave all valuables in locked car's – trunk or out of sight. Travel in twos when leaving the building after dark.
- Walk to car with keys in hand and a level of awareness of the surroundings.
- If in the building after the doors have been locked, never open the door for anyone without a Sentara badge.
- Clean up a spill observed on tile floors.
- Follow stated procedures in the event of a fire, bomb threat, or weather emergency.
- Follow all infection control practices.

## Fire Safety Plan

If fire is not in your area (or during a drill), general responsibilities are:

1. Close all doors and windows.
2. Leave lights on and **leave doors unlocked.**
3. Remove items from hallway/corridors.
4. Keep telephone lines open.
5. Evacuate to the outside grounds. Students/instructors are to stay with their class when evacuating the building to the nearest safe exit (students may not go to their cars). **If possible, the roster of class participants should be taken out of the building upon evacuation.**
6. For employees who are in their office, close the door, **leave door unlocked,** leave lights on and go to the nearest exit as stated above.
7. The Fire Department will give an ALL CLEAR when it is safe to return to the building.

## Bomb Threat

In case of a bomb threat within the School, the person receiving the call or notification must communicate this to the School Administration who will call 911. All persons will be evacuated through the front. No one will be allowed to return to the School until it has been cleared by the appropriate authority (Harrisonburg Police, Bomb Squad, etc.).

## **Electrical Safety Policy**

While on campus, faculty, staff, and students shall comply with all local and federal codes regarding the use of electrical devices.

### **Specific Safety and Security Issues**

#### **Accidents**

Employees & Students: All accidents are to be reported to Security. The School's responsibility in these cases is to determine if there is an actual or potential immediate hazard associated with the incident and to ensure corrective action is taken as dictated by the situation.

#### **Accidents - Vehicles**

All vehicle accidents occurring on the School grounds are to be reported to the School and to the Sentara RMH Security.

#### **Facility Maintenance**

Property managers are responsible for checking the building lighting, general overall building safety, and any other items that may impact facility safety.

#### **Lost and Found Items**

Reception is designated as the receiving area and has responsibility for all items (regardless of size, shape, condition, apparent value, etc.) found in the School. Found items will be returned to the owner, if ownership can be determined.

#### **Theft or Loss**

If the loss involves an employee or School property, the person who first becomes aware of the loss must notify SRMH Security and School Faculty.

## **SCHOOL'S HOURS OF OPERATION**

The program director and/or clinical instructors are available to the student daily Monday through Friday from 6:00AM to 4:30PM. General didactic hours are from 6:00AM – 3:00PM. Clinical hours are from 7:00AM – 4:00PM. Didactic and Clinical hours may vary due to semester and rotation. Trauma hours (second year students) are from 3:00PM – 10:00PM. Students have access to faculty home/cell/ work telephone and email. The School is a full-time program and does not offer part-time or evening classes.



## **Content of Faculty Records**

### **Policy Statement**

This policy addresses requirements related to the location and contents of all employee records.

### **Purpose**

The purpose of this policy is to ensure that employee records are consistent and complete and comply with all applicable standards and requirements.

### **Procedures**

1. Managers will maintain files on employees. These files will contain the following:
  - A. Counseling and/or recognition
  - B. Yearly Performance Appraisals (which include job and organizational competencies)
  
2. Employees will record all educational activities in Sentara Learning Management System.
  
3. Health and Hepatitis vaccination records are maintained by Occupational Health. The Sentara Employment Center retains original application records and initial hiring information.
  
4. Evidence of license, certification and BLS for part-time and full time employees are maintained electronically in the database managed by Sentara Healthcare.
  
5. Transcripts shall be official and sent to the school by U.S. Mail or by a secure electronic service. Transcripts shall be maintained with the faculty credential documents.

## **Data Classification Policy**

### **Purpose**

Any person who uses, stores or transmits data has a responsibility to maintain and safeguard such data. System and Data Owners are responsible for determining data classifications. The first step in establishing the safeguards that are required for particular types of data is to determine the level of sensitivity applicable to particular data. Data classification is a method of assigning such levels and thereby determining the extent to which the Data needs to be controlled and secured.

Data include, but are not limited to:

- Student education records that are directly related to prior, current and prospective students and maintained by SRMH School of Radiology or an entity acting on the School's behalf, but not including (a) "directory information", such as a student's name, address, degrees and awards, subject to certain requirements as specified in FERPA or (b) such records disclosed to school officials with legitimate educational interests or to organizations conducting certain studies on the School's behalf.
- Human resources information, such as salary and employee benefits information.
- Information received under grants and contracts subject to confidentiality requirements.
- Law enforcement or court records and confidential investigation records.
- Citizen or immigrations status.
- Information on facilities security systems.
- Applicant financial information

## **Dress Code Faculty**

### **Policy Statement**

Faculty and staff are to abide the dress code standards to ensure that personal appearance is professional and in alignment with the dress code for Sentara Healthcare.

### **Purpose**

The limits set forth are to ensure that personal appearance contributes to a favorable image of SRMH School of Radiology.

### **Procedures**

#### **GENERAL STANDARDS:**

##### **Clothing and Appearance:**

- Must be appropriate for professional work environment: clean, unstained, in good condition and well maintained.
- The following items are not considered professional:
  - Blouses with plunging necklines; exposed midriffs or backs
  - Undergarments that can be seen
  - Clothing with words, terms or pictures that are considered offensive.
  - Clothing bearing business logos other than Sentara.
  - Jeans (except for identified jeans days), tight stretch pants, sweatpants/sweatshirts, exercise attire, shorts, denim, capris (however Capri suits are acceptable)

##### **Women's Wear**

- Dresses, suits, skirts, jackets, blouses, vests, sweaters, scrubs, Sentara logo wear and slacks.
- Dresses and skirts should not be shorter than 3 inches above the knee.

##### **Men's Wear**

- Suits, sports jackets, collared shirts, vests, sweaters, scrubs, Sentara logo wear, and slacks.

##### **Shoes**

- Shoes are required at all times.
- No flip flops, rubber sandals or toe sandals.

## **Hair**

- Must be clean, neat and not interfere with the employee's ability to perform work functions and present a professional appearance.

## **Fingernails**

- Must be neat and clean and not interfere with the employee's ability to carry out job functions

## **Identification**

- Sentara identification badges are to be worn with picture visible at all times while on campus. The preferred location for the ID Badge is left upper chest.
- Badges need to be in good condition and unobstructed – no pins on badges.

## **Jewelry**

- Jewelry should not interfere with the employee's ability to carry out job functions and should present a professional appearance.

## **ACCOUNTABILITY AND FOLLOW UP**

- Each employee assumes responsibility for complying with the Dress Code Policy as a work ethic obligation to promote and foster a positive work environment and professional public image.
- Manager follow-up practice is to monitor compliance and to provide immediate feedback to the employee when variances are noted. Variance from the policy will result in the request of the employee to return home without compensation to comply with the policy. Variances noted by all Managers should be addressed with the employee and may result in further counseling or follow up. Counseling for non-compliance may result in progressive disciplinary action. See Sentara Code of Conduct, Human Resources Policy for additional information.
- Unusual conditions or emergencies may be evaluated by the manager for appropriate attire (e.g. moving offices, severe weather, or identified jeans day)

## **Email Usage**

### **Policy Statement**

The SRMH School of Radiology recognizes and has established email as an official means of communication.

### **Purpose**

Email systems used by the SRMH School of Radiology require adequate security measures to protect the data that is transmitted.

### **Procedures**

SRMH School of Radiology will follow the Sentara Healthcare Email usage policy.

## **Faculty Attendance**

### **Policy Statement**

SRMH School of Radiology realizes that unforeseen circumstances or emergencies sometimes prevent employees from reporting to work as scheduled. However, in an effort to provide adequate staffing to provide quality services, employees are expected to make every effort to report to work as scheduled.

### **Purpose**

Absences and tardiness seriously interfere with the smooth functioning of a department and cause extreme burden to co-workers.

### **Definitions**

Absenteeism is defined as failure to report to work at assigned area as scheduled.

Tardiness is defined as not being at assigned area ready to work at the start of the assigned shift; or failing to return to work area in the appropriate amount of time following breaks and/or meals.

### Weather Related Closings

There may be times where the college will be open for business but classes and clinical and activities (ie information sessions) are cancelled. Staff will be encouraged to come in if able.

SRMH School of Radiology will follow the HR Attendance Policy.

## **Faculty Selection**

### **Policy Statement**

Faculty and staff selection is based upon education and experience, as outlined in the job profiles. Orientation to SRMH School of Radiology is determined based on job description and must be completed by all new employees.

### **Purpose**

Accreditation guidelines require that faculty and staff be experienced and appropriately credentialed for their roles based on education and work experience. Sentara Healthcare requires that all new employees attend corporate orientation, and all new faculty are required to attend hospital orientation.

### **Procedures**

Selection of faculty and staff is based upon the education and experience requirements as outlined in job description or contract. Candidates must have the education and credentials required for the position and may be scheduled for an interview after Recruitment screening is complete. Employment for faculty will not be finalized until official transcripts are received.

Candidates should hold a philosophy which supports the mission of Sentara Healthcare and SRMH School of Radiology.

Full time and part time faculty will complete hospital orientation.

## **Inclement Weather**

### **Policy Statement**

Student and faculty safety shall be the first consideration in determining whether the school is open or closed during inclement weather.

### **Purpose**

The purpose of this policy is to outline the methods of notification and student obligations if the school closes for inclement weather.

### **Procedures**

The School will follow the BRCC Inclement weather policy. When the School is open during inclement weather, students are encouraged to use their own judgment related to attending class/clinical.

Faculty will notify students if any deadlines are extended. Program Officials will also determine the need for make-up days.

Students who do not attend classes when the School remains open will be subject to the attendance policy.

## **Information Security**

### **Policy Statement**

This policy is created to protect the confidentiality, integrity and availability of School Data.

### **Purpose**

In the course of carrying out its academic, and clinical missions, faculty, staff and students at The School collects many different types of information, including financial, academic, medical, human resources and other personal information. The School values the ability to communicate and share information appropriately. Such information is an important resource of the School and any person who uses information collected by the School has a responsibility to maintain and protect this resource. Federal and state laws and regulations, as well as industry standards, also impose obligations on the School to protect the confidentiality, integrity and availability of information relating to faculty, staff, and students. In addition, terms of certain contracts and School policy require appropriate safeguarding of information.

### **Definitions**

Confidentiality means that information is only accessible to authorized users.

\*The School will follow Sentara Healthcare's policy on confidentiality/Information security.

## **Non Discrimination Disclosure**

SRMH School of Radiology does not discriminate against employees, students, or applicants on the basis of race, color, gender, gender identity, sexual orientation, sex discrimination, disability, age, veteran status, ethnicity, national origin, religion, or political affiliation in accordance with the requirements of Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable rules and regulations.

## **Catalog and Policy/Rights Reserved**

The catalog for the term in which a student enters SRMH School of Radiology is the governing document for requirements for graduation. However, if the application of regulations in a later catalog would be to the student's advantage, such regulations may be applied at the discretion of the Program Director.

If a student leaves SRMH School of Radiology and is subsequently readmitted, the governing catalog for the student will be that for the term of re-enrollment. All School publications contain current pertinent information.

Information in this catalog is subject to change without notice and does not constitute a contract between SRMH School of Radiology and a student or applicant. While every effort is made to ensure the accuracy of published information, the School reserves the right to make necessary changes in any or all of the regulatory policies and procedures, requirements, personnel, curriculum offerings, general information, and tuition and fees contained herein, and to apply revisions to current and new students alike.

SRMH School of Radiology reserves the right to deny admission to any applicant when it is determined to be in the best interest of the School. Applicants and prospective applicants must demonstrate appropriate, responsible, respectful, and professional behavior/conduct throughout the entire admissions process and in all interactions and communications with the School. The School reserves the right to deny admission or rescind acceptance to anyone who does not conduct themselves in this manner.



## **Student Services, Resources and Facilities**

### **STUDENT SERVICES**

#### **Academic Advising**

This is a process that is managed by faculty who advises students throughout their time in program as needed.

#### **Book Store**

The SRMH School of Radiology uses BRCC as its bookstore. A booklist is given to the students prior to each semester.

#### **Library and Services**

Sentara RMH Library is located at the main campus in Harrisonburg. Patrons can receive assistance on how to search using the Internet or databases, using the Sentara Libraries tab on WaveNet (Sentara's intranet). The librarian or library tech are on site at designated hours each week. The students also have access to several local college and public libraries which are open to the public.

#### **Career Placement**

SRMH School of Radiology provides information to students during their program and graduates to various positions both inside and outside of Sentara and offers sessions with seniors on interviewing skills and how to write a resume. The faculty tracks students until they get hired and gathers specific information such as facility of hire, manager name, position hired, etc. The School does not guarantee students jobs.

### **RESOURCES AND FACILITIES**

#### **Classrooms**

The SRMH School of Radiology offers a classroom, conference areas, study areas and a lounge to meet educational needs. The classroom is equipped with audiovisual and teaching aids.

#### **Clinical**

As part of SRMH School of Radiology, students are assured broad and varied clinical experiences. Clinical activities for all Programs may include participating in clinical activities at Sentara RMH Medical Center, Augusta Health and Valley Health/Page Memorial Hospital.

In addition, the following facilities are utilized by the Programs:

#### **Meals/Breaks**

The student lounge has microwaves and refrigerators for storing food items. When in the clinical environment, meals may be purchased at Sentara Hospitals' cafeterias at a 20% discount for employees and students. ID badges must be worn to receive this discount.

### **Parking**

Students assume all responsibility for transportation to and from the SRMH School of Radiology and clinical sites. There is ample and free parking at all locations. Students will receive a parking pass that must be displayed at SRMH facilities.

### **Skills Labs**

The Program has specific skills lab space with equipment and supplies related to the Program. Skills labs are available at the school and at all clinical sites.

## **Travel, Seminars, and Workshops**

### **Policy Statement**

SRMH School of Radiology supports continuing education for faculty/staff. The School provides an opportunity for faculty to attend a yearly educational seminar.

### **Purpose**

The policy is designed to provide guidelines to faculty/staff regarding travel, seminar requests, and workshop requests, in alignment with the travel policy of Sentara Healthcare.

### **Procedures**

Sentara requires that all travel is pre-authorized. Reimbursement will be made according to Sentara policy. Receipts are necessary and must be submitted within the time frame required by Sentara after attending a program.

## **Academic Advising**

### **Policy Statement**

Academic advising is available for all students by faculty. Though the student has ultimate responsibility for the choices made in school, the advising process assists the student in making informed academic decisions. Faculty can help students understand all of their options and avoid needless mistakes, but only if they take the initiative to seek their advice. If the student keeps the faculty informed about concerns and decisions, the faculty can assist students in the decision making process in reaching their academic goals.

### **Purpose**

The purpose of Academic Advising is to ensure that the student meets the requirements in order to graduate from the program.

## **Definitions**

Academic advising is a joint relationship between the student and faculty. Faculty provide students with the information, counsel and support needed to assist students in achieving their educational goals. Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student. Ultimately, it is the responsibility of the student to make decisions about his/her life goals by creating a plan to reach those goals.

## **Faculty Responsibilities**

- Maintain regularly scheduled office hours for advising as needed throughout the semester;
- Use assessment information, academic transcripts and other student data as a means of identifying student's strengths, potential problem areas, etc.;
- Provide the student with information about alternatives, limitations and possible consequences of academic decisions;
- Monitor and accurately document student's progress toward meeting their goal;
- Discuss courses for upcoming semester;
- Document approved exceptions to the student's academic program;
- Monitor student's academic progress and initiate contact with students who are failing to progress satisfactorily;
- Maintain professional integrity, confidentiality, respect and sensitivity in advising.

## **Student Responsibilities**

- Be prepared for all scheduled advising sessions;
- Be knowledgeable about program requirements, academic regulations, calendar deadlines, schedule of classes and policies and procedures;
- Consult with the faculty whenever appropriate and in a timely manner;
- Maintain personal records of academic progress, including documentation of approved exceptions to stated program requirements;
- Schedule and attend regular appointments with the faculty and be an active participant in the advising process;
- Come prepared to each appointment with questions and appropriate materials;
- Accept responsibility for decisions;
- Observe academic deadlines;
- Understand academic performance standards, academic probation, academic dismissal and GPA requirements;
- Inform advisor immediately whenever a serious problem (medical, financial, personal) impacts the ability to attend classes or interferes with ability to focus on academics.

## **Academic Freedom**

### **Policy Statement**

Academic Freedom is fundamental for the protection of both the rights of the instructor in teaching and of the student in learning. Faculty is entitled to freedom in the classroom but should be careful not to introduce controversial matter that has no relation to the subject. Students are guaranteed the freedom to study and discuss in an open and accepting academic setting while conforming to the standards of conduct operating within the School.

Academic Freedom is also essential to protect the rights of the faculty to discuss freely and debate all ideas, however controversial or unpopular, with the School or before the broader community. These discussions and debates should also reflect respect of other's opinions. Faculty must present accurate information and indicate that they are not speaking for the school when they are speaking or writing as citizens. Although faculty members are guaranteed freedom from censorship, it is important that they realize that the public may judge them as representing their profession or SRMH School of Radiology and/or Sentara Healthcare.

Faculty will be evaluated on their performance without reference to religious, social or political views. Faculty must adhere to the Sentara Healthcare policies and School policies.

Only serious abuses of this policy – ones that rise to the level of professional misbehavior or professional incompetence – should lead to adverse consequences. Any such determinations shall be made in accordance with established, formal procedures involving judgment by relevant peers.

### **Purpose**

The purpose of Academic freedom is to ensure that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.

## **Academic Integrity**

### **Policy Statement**

All students are expected to comply with the college's honor code:

### **HONOR PLEDGE**

As a full time student in the Sentara RMH radiology Program, I affirm on my honor that I will not engage or participate in dishonesty in all academic and clinical work. I understand that if I suspect or are witness to any violations of the Honor Code, I have the responsibility to respond by taking appropriate action. I may report the suspected violation to school facility.

This is posted in the classroom and each student must sign this statement.

Enrollment in the School carries with it obligations in regards to conduct inside the classroom and clinical facility as well as at School functions. As members of the various health-related professions, students are expected to conduct themselves in such a manner as to be a credit to themselves, the School, and the community.

The essence of the honor system is that the student's word, as a member of the School, can be accepted without question as a truth and that any violation of a student's work is an offense against the entire student body.

### **Purpose**

The purpose of this policy is to define academic integrity, academic misconduct, and violations of academic integrity.

### **Definitions**

#### **Academic Integrity and Violations of Academic Integrity**

**Academic integrity** means understanding and respecting these basic truths, without which no school can exist. Academic misconduct -- "cheating" -- is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and teacher. Finally, it is unfair to students who earn their grades honestly.

**Academic misconduct** is *any* improper act that seriously deviates from accepted ethical standards in scholarship. Just as professionals are expected to know the rules of their profession, students have to know what counts as misconduct. Claiming ignorance of the rules is not a defense.

**Attempts:** Attempting to commit one of the foregoing infractions of the Honor Code will be regarded as commission of the infraction.

**Cheating and unauthorized use material on examinations or any type of individual or group assignment:** Unless otherwise specified, all examinations are to be completed by the student alone, without extraneous assistance of any kind. That means no help is to be given to or received from other persons during the test; no books, notes, calculators, or other materials (in any format) of any kind are to be consulted. If a calculator or other hand-held electronic device is permitted to be used for mathematical calculations, no other information may be programmed into or retrieved from the device. Whenever the teacher permits an exception to any part of these rules, the exception applies only as far as specified by the teacher. Such exceptions must be expressly permitted and cannot be presumed from prior exceptions on other tests.

**Failing to report a breach:** Awareness that an Honor Code offense may have been committed and failing to report that offense.

**HIPAA violation** includes the acquisition, access, use, or disclosure of protected health information in a manner that compromises the security or privacy of the protected health information

**Improper collaboration:** Collaboration means working together. Many classes emphasize working with a partner or in groups. Permission from the teacher to "work together" on a homework, project or paper is *not* permission to violate the rules of integrity by presenting another student's work as your own. Unless otherwise specified, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, etc. When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected, it is reasonable for the teacher to conclude that academic misconduct has occurred.

**Lying:** Presenting false information with the intent of deceiving, including false identification, falsification of records, reporting false information to a patient or healthcare provider, uttering a falsehood, or conveying a false image or impression for a fraudulent purpose.

**Plagiarism** is the process by which a student hands in written work that contains direct quotes, ideas or phrases that are not his or her own. This also includes group activities in which the student has not participated and an attempt has been made to use the work of others.

**Submitting the same assignment for two different classes:** Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless the second instructor expressly allows it, submitting an assignment already submitted for another class is a form of academic misconduct.

## **Honor Code Violation Process**

If faculty have reliable evidence of an honor code violation the faculty / course lead will conduct an investigation and the course lead will review all the facts with the program director.

Sanctions will be imposed by faculty, following consultation with the program director.

These sanctions may include but are not limited to:

1. No credit for the assignment (grade of "0")
2. Require the assignment to be completed again with a reduced grade
3. Probation or suspension for a time determined by the course lead and program director.
4. Dismissal, following consultation with Program Director and Faculty.

## **Academic Load and Credit Hour Definition**

### **Policy Statement**

This policy is pertinent for SRMH School of Radiology, as they use the credit hour as a basic unit of measure for school credit.

### **Purpose**

The purpose of this policy is to provide both prospective and enrolled students with an accurate assessment of workload for each credit hour of a course.

### **Definitions**

Credit hour –A credit hour is equivalent to no less than 50 minutes of classroom work.

Lab Course Formula - A lab credit hour is not less than 3 contact hours.

Clinical Course Formula - 5 contact hours equals 1 credit.

### **Procedures**

Faculty determine the number of credits for a course. The number of credit hours assigned to a course reflects the outcomes expected, the amount of time spent in class. When determining the credit hours, faculty use a conversion factor of 50 minutes per credit hour.

Resources are available at the school to help the student achieve academic goals, including help with time management, study techniques, tutoring, and counseling.

## **School Functions**

Program Director and Faculty members are expected to attend the following school functions:

- Graduation
- End of program functions
- SRMH School of Radiology standing meetings and departmental meetings
- Team meetings
- Advisory Committee meetings – as determined by the program or department
- Faculty Development Programs
- School/Student Social Functions – as determined by the program or department
- School Recruitment Activities

## **Competency and Continuing Education**

### **Policy Statement**

All licenses, certifications, annual mandatory requirements, and continuing education requirements must be maintained and renewed within required timeframes.

### **Purpose**

Annual mandatory inservices and continuing education are required for all faculty members.

### **Procedures**

Faculty are required to:

- Maintain all licenses and certifications required for the position.
- Maintain current CPR certification if involved in direct patient contact.
- Complete annual mandatory requirements assigned in the learning management system.
- Complete 24 hours of continuing education credit every 2 years as required by the American Registry of Radiologic Technologists (ARRT).
- Participate in ongoing continuing education activities in their specialty area. This can include formal education classes, workshops, in-service programs, self-learning packets, etc. that enhance the knowledge base and or clinical competency of the individual. Continuing education expectations may be met by:
  - Completing CE Direct courses
  - Attending workshops, lectures, seminars, video conferences, web based training or other structured programs
  - Reading articles
  - Hours earned from an accrediting agency



# Copyright Compliance

## Policy Statement

All employees and students shall comply with copyright requirements.

## Purpose

The purpose of the *Copyright Compliance Policy* is to provide a summary of U.S. Copyright Act (Title 17 of the United States Code) and the Higher Education Opportunity Act (HEOA) of 2008 as it relates to the unauthorized use of text-based copyright-protected works in the classroom and library; and the unauthorized distribution of copyrighted material such as songs, videos, games, textbooks, or other type of creative content, including through peer-to-peer file sharing at SRMH School of Radiology.

## Definitions

### Penalties

Penalties for copyright infringement include civil and criminal penalties. Anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can also assess costs and attorneys' fees. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For details, see Title 17, United States Code, Sections 504, 505.

Any student found guilty of engaging in illegal downloading or unauthorized distribution of copyrighted materials using Sentara owned computers and/or via the School network would also be subject to the SRMH School of Radiology Conduct Policy.

### What is copyright?

Copyright is a Federal law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

### What is protected by copyright?

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts,

photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years from date. For more information on copyright duration, visit <http://www.copyright.gov/circs/circ01.pdf>

### **Fair Use**

A provision for fair use is found in the [Copyright Act at Section 107](#). A reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. A determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

The law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may be used without obtaining permission. Fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

SRMH School of Radiology interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would be a one-time use in only one semester.
- Use in a parody of short portions of the work itself.

- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If the use does not meet the above criteria and the work is protected by copyright, you need to obtain permission to use the work from the copyright holder or its agent. An example of non-protected work would be the faculty or staff member who copies a magazine or journal article to share with colleagues or students.

## **TYPES OF USE**

### **Classroom Handouts**

If the handout is a new work for which it is not reasonable that permission be obtained in a timely manner and the decision to use the work was spontaneous, that work may be used without obtaining permission. If the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, copyright permission must be obtained to use the work.

### **Use of Student-Created Materials**

The use of student-created materials by the college or its faculty requires permission from the copyright holder—the student. Usage requiring consent includes the posting of student materials in a public location such as the Internet or the college. Public posting of this nature may also be subject to state and/or federal privacy laws, such as the Family Educational Rights and Privacy Act, FERPA, as well as the academic institution's own student-protection policies.

### **Course packs**

All articles, chapters and other individual works in any print or electronic course pack require copyright permission. Copyright permission for course packs is usually granted by the academic period. To reuse a course pack in subsequent academic periods, the publisher may require that permission be obtained again.

### **Reserves**

If the Sentara RMH library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission.

### **Photocopying In the library**

It is permissible to photocopy copyright-protected works in the Sentara RMH library without obtaining permission from the copyright owner, under the following circumstances:

- Title of the material
- Creator/author of the material
- Publisher of the material
- Description of material
- ISBN or ISSN, if applicable or web address
- Date of publication, if applicable

- Purpose for which the user wishes to reproduce the item (research, commercial, educational, etc.)
- How the material is to be reproduced (e.g., photocopied, digitized)
- Where the reproduced material will be used or will appear and for how long.

## **Course Resources Information**

### **Purpose**

Accrediting guidelines require that all syllabi contains information essential for students to be successful in the course. This information includes course title, course number, course description, prerequisites, instructional contact hours and credits, course objectives, instructional materials and references, instructional methods and resources, policies and student's expectations, assessment criteria and evaluation of students, and date the syllabus was last reviewed.

Syllabus is subject to change without notice.

## **Evaluation of Faculty**

### **Policy Statement**

All faculty are evaluated annually by their manager.

### **Purpose**

Faculty evaluation is essential to ensure quality education is being provided to the students.

### **Procedures**

Other evaluations that occur are as follows:

- Students complete class, clinical and course evaluations. These are reviewed by the Program Director.

## **Faculty Accessibility and Interaction**

### **Policy Statement**

This policy defines the expectations for faculty accessibility.

### **Purpose**

The purpose of this policy is to ensure that students are aware of methods and expectations related to communicating with faculty.

**Procedures**

Students are able to contact faculty by phone, text or email. All students are given Faculty's cell numbers so they can be contacted at any time. Faculty will respond to phone calls and texts. Office hours are given to students each semester.

It is the student's responsibility to initiate contact with faculty when a meeting is necessary.