The School of Radiography at Greater Baltimore Medical Center, is a 23 month certificate program. The School is accredited by The Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr. Suite 900, Chicago, IL. 60606-2901, (312) 704-5300. The School of Radiography is also approved by the Maryland Higher Education Commission (MHEC). Any student and prospective student may contact MHEC to obtain information about the school’s performance at 839 Bestgate Road Suite 400, Annapolis, Md. 21401-1781 or (410) 260-4500.

The mission, vision and values of GBMC Healthcare are

MISSION
The mission of GBMC is to provide medical care and service of the highest quality to each patient leading to health, healing and hope.

VISION
To every patient, every time, we will provide the care that we would want for our loved ones.

GREATER VALUES
The values of GBMC are our GREATER Values of Respect, Excellence, Accountability, Teamwork, Ethical Behavior and Results.

The mission of the Department of Radiology

We are committed to excellence in Imaging Services, exercising compassion and respect to all, and maximizing every opportunity to enhance the quality of care at the Greater Baltimore Medical Center.

In support of this mission, the Greater Baltimore Medical Center sponsors a School of Radiography.

The mission of the School of Radiography is to provide quality instruction, both academic and clinical, in order to graduate competent entry-level radiographers able to function within the healthcare community.
The goals of the program are:

1. The program will provide the healthcare community with competent graduates.
   
   Student Learning Outcomes:
   - Graduates will pass the ARRT certification examination.
   - Graduates will indicate satisfaction with the program.
   - Employers will indicate satisfaction with graduate’s skills.

2. The program will graduate students who have successfully completed the program.
   
   Student Learning Outcomes:
   - Students will successfully complete all academic courses with 80% or higher.
   - Students will successfully complete all clinical components of the program with 90% or higher.

3. Graduates will be clinically competent.
   
   Student Learning Outcomes:
   - Students will exhibit courteous behavior in alignment with GBMC’s Greater Behaviors.
   - Students will be able to position correctly for all radiographic procedures performed.
   - Students will provide effective radiation protection.
   - Students will be able to select appropriate technical factors.
   - Students will be able to provide appropriate patient care skills.

4. Students will demonstrate ethical behaviors, and sound professional judgment.
   
   Student Learning Outcomes:
   - Students will demonstrate effective critical thinking skills.
   - Students will exhibit ethical behaviors.
   - Students will follow all hospital and program policies and procedures.

5. Students will demonstrate effective written and oral communication skills in the academic setting and in clinical practice.
   
   Student Learning Outcomes:
   - Students will communicate effectively with all patients, professional staff and members of the community.
   - Students will document pertinent patient information and data in the correct location and in the proper manner.
   - Students will successfully complete the Senior Technical Essay.
• Students will successfully complete the Specials course essay and presentation.

* All data based on the last 5 years, additional specific quantitative data can be obtained by contacting the Program Director at 443 – 849 – 2463.

GOVERNING BODY AND SCHOOL OFFICIALS:
H. Alexander Munitz, M.D. -- Chairman, Department of Radiology & Medical Advisor
Brenda Schuette, M.S., R.T. (R)(M)(QM)-- Program Director
Timothy Perzan, R. T. (R) -- Clinical Instructor

INSTRUCTIONAL FACULTY:
FULL TIME:
Brenda Schuette, M.S., R.T. (R)(M)(QM) – Orientation, Anatomy & Physiology, Medical Ethics, Osteology, Imaging Procedures, Professional Development, Image Production & Evaluation, Quality Assurance, Senior Essay, Radiographic Pathology, Processing, Patient Care
Timothy Perzan, R.T. (R) – Orientation, Positioning, Special Procedures, Film Evaluation, Clinical Competency

PART TIME:
Barbara Bodyk, B.S., R.T. (R)(CT) – Imaging Procedures & Equipment
Judy Holden, R.T. (R) – Medical Terminology
Melissa Copp, R.T. (R)(CT) – Imaging Procedures & Equipment, Anatomy & Physiology
Sandra Moore, M.A., R.T.(R) – Radiation Biology & Protection
Lisa Mossa, R.T. (R) – Operating Room Procedures
Tracy Pinson, R.T. (R) – Interventional Radiology
Richard Roys, R.T.(R) – Interventional Radiology
D’Anne Wilhelm, CNMT - Imaging Procedures & Equipment
Holly Grothe, R.D.M.S., R.V.T. – Imaging Procedures & Equipment
Courtney Cronin, R.T. (R) – Interventional Radiology
Teresa Birchen, R.T. (R) – Interventional Radiology
Bryan Newman, CNMT, ARRT (N) – Imaging Procedures & Equipment
Pat Wolfe, B.A., R.T. (R) – Radiation Physics
ADVISORY COMMITTEE:
H. Alexander Munitz, M.D.
Brenda Schuette, M.S., R.T. (R) (M)(QM)
Timothy Perzan, R.T. (R)
Philip Komenda, MBA, R.T. (R)
Lisa Mossa, R.T. (R)
Denessa Fruhling, R.T. (R)
Jane Beech, R.T. (R)
Darlene Ridgeway, R.T. (R), Advanced Radiology
Barbara Bodyk, B.S., R.T. (R)(CT)
President of Student Association

SCHOOL CALENDAR

HOLIDAYS:
The following Holidays are observed by the School:
1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Day after Thanksgiving
8. Christmas Eve & Christmas Day

VACATION PERIODS:
Vacations are normally granted during the months of July and August. Requested dates of vacation must be submitted in writing, in advance, and must be approved by a School Faculty member.

PROGRAM STRUCTURE:
The program structure of the School of Radiography is based on a year–to-year semester. The semester begins on the date of entry in the Junior Year and ends July 30th. The senior year semester begins August 1st and ends at Graduation.

ENROLLMENT DATE:
Enrollment date is the second Monday in August each year. It is advisable to submit an application to the School ten (10) months prior to enrollment.
**ENTRANCE REQUIREMENTS:**

1. An applicant must be at least 18 years of age within 6 months of entering the program. Federal Law and Maryland State Law prohibits those under the age of 18 to be in areas of ionizing radiation other than for medical examinations.
2. A United States High School Diploma or equivalent is required.
3. Pre-requisites include:
   a. Human Anatomy & Physiology I & II (to include a lab)
   b. College Algebra
   c. English Composition or Public Speaking
   d. Introduction to Computers
   e. All courses must be college credit bearing courses. All courses must have been successfully completed with a “C” average or higher.
4. Transcripts of all college records must be submitted with the application or sent directly to the School of Radiography by the college.
5. Personal statement, 250 words or less, in which you state your career goals in radiography and why you have chosen a career in health care.
6. A minimum of three recommendations is required. One recommendation from your current employer, one from a professor or instructor of a prerequisite course and the final recommendation from an individual who has known you for three years or more.
7. Evidence of good health must be established.
8. A personal interview.
9. It is the policy of the School of Radiography to afford equal educational opportunities to qualified persons regardless of gender, race, religion, sex, age or national origin.
10. **Criminal convictions may affect a student’s ability to sit for the certification examination and/or be licensed by the state.**

**ENROLLMENT PROCESS**

Applications and transcripts are reviewed to determine that minimum requirements are met. If the applicant has not met the minimum requirements, the school will send a letter informing the applicant of their deficiencies. If the applicant has met the minimum requirements, he/she will be scheduled for a personal interview with school faculty. After all interviews are held, the Admission Committee will select the most qualified applicants to begin the program. All applicants will receive a letter from the school informing them of the Admissions Committee decision. Applications will be accepted and processed beginning in October preceding the August enrollment.

**LEAVE POLICY:**

An official leave of absence is defined as a maximum of one leave from the school in any 12-month period which is requested in writing by the student, documented in the student’s file, and granted by the school in accordance with Maryland regulations for a maximum period of 12 weeks at the discretion of school faculty and/or the Advisory Committee. A leave of absence may be granted for a specific reason not covered by either vacation or sick time. Loss of time from an authorized leave of absence must be made up at a time designated by the school officials so that all requirements are completed for graduation from the program.
If a student does not return from an approved leave of absence, a refund, if applicable, will be calculated from the student's withdrawal or termination and paid within 60 days of the scheduled last date of attendance. For example, the school and student agree on a 30 day leave of absence, so that the student leaves school on June 1st and is scheduled to return on July 1st, but the student fails to return. The scheduled last day of the student's leave of absence is June 30th. Therefore, any applicable refund will be paid within 60 days of June 30th.

PREGNANCY POLICY
It is the student’s decision to voluntarily declare her pregnancy. The student is encouraged to notify school faculty as soon as the pregnancy is confirmed. Once the pregnancy is declared the following procedure will be followed.

1. After declaring her pregnancy, the student may continue in the program ONLY ON THE ADVICE AND WRITTEN APPROVAL OF THE STUDENT'S PHYSICIAN.
2. The Program Director will schedule a meeting for the student with the Radiation Safety Officer (RSO). The RSO will explain all hospital policies concerning the declared pregnant worker. The RSO will also emphasize the need for safe practices and answer any questions/concerns that the student may have. The RSO will document this meeting.
3. The dose limit to the unborn child is 0.5 rem for the entire gestation period, therefore all radiation safety standards will be reviewed.
4. The declared pregnant student has the following options:
   a. remain in the program without modification,
   b. remain in the program with minor modifications such as adjustments in the clinical assignments. For example, removal from the fluoroscopy and portable assignments at the student’s request. These assignments must be completed prior to receiving the graduation certificate.
   c. withdraw from the program and re-enter into the next available class after termination of pregnancy.
5. Maternity leave is granted and is considered an authorized leave of absence and time so lost or classes not completed shall be made up which may extend the time in the program beyond normal graduation.
   (See Authorized leave of absence,)

The goal of the pregnancy policy is to help the student successfully complete the program so that the student can reach their goal of becoming a radiographer.
ATTENDANCE-ABSENCE POLICY:
All students are given 15 days of time off at the beginning of each school year. Any time off for illness, vacation and/or personal reasons will be deducted from this time. Any time in excess of 15 days per year must be made up prior to receiving the graduation certificate. All students will be allowed absences for the following reasons.
1. Personal illness
2. Death of an immediate family member
3. Required appearance in court
4. Other reasons considered valid by the School Faculty
A student is considered to have resigned and will be dismissed from the program if he/she is absent for three (3) consecutive days without notifying school officials. A student may be reinstated into the program if a valid and justifiable reason can be established for the absence. All time so lost must be made up after graduation.

CLASS ATTENDANCE:
CLASS ATTENDANCE IS MANDATORY! Cuts from classes and tardiness is not permitted nor will it be tolerated. Disciplinary action will take place should such an incidence occur. Academic work and clinical competency testing required of the student must be satisfactorily completed to receive a graduation certificate.

STUDENT CONDUCT POLICY:
Students are required to adhere to all School Regulations and Policies as outlined and distributed to each student in the orientation process. Students are required to act in a manner that will reflect credit on themselves, the School of Radiography, the hospital and the profession itself. Failure to comply with school regulations and policies may result in probation or immediate dismissal from the program.

STANDARDS OF PROGRESS/GRADING SYSTEM:
Progress reports and evaluations are kept on each student. Records of grades are kept permanently on each student in the Program Director's office and may be obtained upon request. The program faculty will meet with each student on a periodic basis to discuss his/her progress. At this time, the student’s academic and clinical performance, as well as attendance will be recorded on the student’s permanent record. Each student will receive a written progress report. Progress reports may be sent to the student's home if requested in writing.
If a student is failing, the faculty of the school will counsel the student and take any necessary action to prevent a failure, however, the student must assist in the remedial process.
GRADING STANDARDS:
The minimum passing grade for any academic course in this program is 80%.
Numerical grades will be recorded for each course on the student’s transcript.
Students must maintain a minimum average of 80% in each academic course in order to remain in the educational program. A student who is failing any course in the program is subject to dismissal.
The positioning course is integrated into a Clinical Competency Based Program. **Students must maintain an 85% average in all clinical education courses to remain in the program.**
A failing student will be placed on probation. If the student's grades do not improve by the end of the probationary period, that student will be dismissed from the program.

SCHEDULE OF HOURS:
**First Year Students:**

Daytime Schedule: 7:00 a.m. to 3:30 p.m., Monday through Friday

**Second Year Students (Beginning August 1st)**

Daytime Schedule: 7:00 a.m. to 3:30 p.m., Monday through Friday unless scheduled for the evening rotation.

Evening Rotation Schedule: 1:30p.m. to 9:30p.m., Monday through Friday. All hours are based on 40 hours per week. Evening shift hours are subject to change based on class schedule.

Students are not scheduled for weekend and/or holiday assignments.

TUITION AND FEES:

Fees listed are approximate and are subject to change at any time.

**APPLICATION FEES ARE NON-REFUNDABLE.**

Application Fee……………………..$25.00 (submitted with application, non-refundable)
Tuition……………………………….$3000.00 Per year (Payable August 1st of each year)
Textbooks……………………………..$850.00 Purchased independently (non-refundable)
Uniforms, shoes……………………...$300.00 Purchased independently (non-refundable)
Developmental Testing………………$60.00 (Price varies based on number of students & is non-refundable.)
Graduation Fee………………………$ 50.00 paid 2 weeks before graduation
Miscellaneous Expenses……………….$50.00 Per year
Registry application fee………………$200.00
Maryland State certification…………..$150.00

It is mandatory that all students have a laptop computer to be used during all lecture sessions.
TUITION REFUND POLICY:
A. A student withdrawing from the School must submit a letter of intent to the administrative faculty before he/she is entitled to a refund.
B. Refunds, if applicable will be paid within 60 days of the student's last date of attendance in the program.
C. If the school closes or discontinues, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
D. All tuition fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from the school within 7 calendar days after signing a contract.
E. If the student chooses not to enroll after the 7 day cancellation period but before the first day of instruction, the school will retain the application fee.
F. In case of an official leave of absence, if a student fails to return to the program by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
G. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the program and shall include all fees except the application fee and charges for materials, supplies, books or uniforms which have been purchased by, and are the property of the student.
H. The minimum refund that a school shall pay the student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<table>
<thead>
<tr>
<th>Rate of Refund</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of class the refund is 100%</td>
<td></td>
</tr>
<tr>
<td>Less than 10%..........................................................90%</td>
<td></td>
</tr>
<tr>
<td>10% up to but not including 20%.................................80%</td>
<td></td>
</tr>
<tr>
<td>20% up to but not including 30%.................................60%</td>
<td></td>
</tr>
<tr>
<td>30% up to but not including 40% .................................40%</td>
<td></td>
</tr>
<tr>
<td>40% up to 50%............................................................20%</td>
<td></td>
</tr>
<tr>
<td>More than 50%............................................................No refund</td>
<td></td>
</tr>
</tbody>
</table>

ENROLLMENT CONTRACT:
A copy of the Enrollment Contract will be given to each student after obtaining all signatures on the contract.

CANCELLATION OF THE ENROLLMENT CONTRACT:
A student who wishes to cancel the enrollment contract should do so in writing.

SPACE-- FACILITIES--EQUIPMENT:
The School of Radiography is located within the sponsoring institution, i.e., Greater Baltimore Medical Center. The school classroom is located on the 1st level adjacent to the Special Imaging Department and contains an up-to-date library that is available to the students. Audio-visual
tutorial aids are also available. The school offices are located on the 3rd level within the Department of Radiology. The Joint Review Committee on Education in Radiologic Technology (JRCERT) has identified student capacity as 12 per first clinical term. The school Advisory Committee determines the number of students accepted each year, but never exceeds the student capacity determined by the J.R.C.E.R.T. The final amount selected each year is based on facilities and volumes of procedures performed.

**GRANTING CREDIT FOR PREVIOUS EDUCATION:**
Credit for previous experience is granted from a Radiography Program outside the Baltimore Metropolitan area on the basis of transfer of records from the prior school as well as academic merits and clinical competency standing. For review of the complete policy, please contact the Program Director.

In the event of an accepted transfer, tuition for that period of the course that the student is transferring will be adjusted by pro-rating tuition for the advancement allowed. A permanent record is maintained in the student folder documenting this information.
It is not the general policy of this School to accept transfer students from other schools within the metropolitan area. An exception is the transfer of students from a school that is closing its program in order to assist those students wishing to complete their education in Radiologic Technology. For more information on the transfer policy, please contact the Program Director.

**POLICY FOR GRANTING A CERTIFICATE OR DIPLOMA:**
Upon satisfactory completion of the 23-month program, the student will be awarded a "Certificate of Completion". The prospective graduate must have fulfilled attendance, academic and clinical competency requirements. Students must not have any financial obligations to the hospital to receive their certificate. Certificates are presented at graduation, which is held the second Thursday in July of the senior year. Students who are unable to attend graduation will have their certificates mailed to them the day after graduation.

The School of Radiography does not guarantee job placement to students or graduates.

**ENROLLMENT LIMITATIONS:**

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Student/Technologist Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior or First Year</td>
<td>12</td>
</tr>
<tr>
<td>Senior or Second Year</td>
<td>12</td>
</tr>
</tbody>
</table>

**REINSTATEMENT POLICY:**
Students who have been dismissed from the School of Radiography for academic reasons, personal conduct or disciplinary action, may request to be reinstated. The request must be submitted in writing and presented to the School Faculty. The request and records of the student will be reviewed by the Advisory Committee. The decision of this committee will be final. The student will be advised in writing as to the decision of the Advisory Committee.
STUDENTS’ RIGHTS, PRIVILEGES, AND RESPONSIBILITIES:
It is the policy of the GBMC School of Radiography to provide students with a formal method by which they can voice their dissatisfaction when they feel they have been treated unfairly and informal methods to resolve their complaints have not been to their satisfaction.

Grievance Procedure

Step 1
1. A student with a formal complaint must submit a written explanation of the grievance to the Director / Coordinator within three (3) school days of the occurrence.
2. The grievance will be investigated by the Director / Coordinator and respond to the student’s complaint in writing within five (5) school days. If the student is dissatisfied with the decision, the student may proceed to Step 2.

Step 2
1. The grievance will be submitted to the Administrative Director of Radiology.
2. The Administrative Director will investigate the grievance and respond in writing to the student within three (3) school days. If the student is dissatisfied with the decision, the student may proceed to Step 3.

Step 3
1. The grievance will be submitted to the Advisory Board.
2. The Advisory Board will investigate the grievance and respond to the student’s complaint in writing within five (5) school days of being notified. If the student is dissatisfied with the decision, the student may proceed to Step 4.

Step 4
1. The grievance will be submitted to the Vice-President of Human Resources. He/she can be contacted at 443 – 849 - 2033.
2. He/she will investigate the grievance and respond to the student’s complaint in writing within five (5) school days of being notified.

The decision of the Vice-President will be final.

Prompt and equitable resolution of student complaints are the objective of this due process procedure. Therefore, the following guidelines will apply.
1. Any response to the student in Steps 1, 2, & 3, shall be considered as final and binding if the student does not advance his/her complaint to the next step within three (3) school days after receiving the written response.
2. Failure to respond to a student’s written complaint within the above set time frames shall automatically advance the grievance to the next step of the procedures.
3. The established time frames in the above procedures may be modified by mutual agreement of both parties.
ANY STUDENT HAS THE RIGHT TO APPEAL THE DECISION TO THE SECRETARY OF HIGHER EDUCATION AT THE MARYLAND HIGHER EDUCATION COMMISSION.

Students have the right to contact the JRCERT directly if he/she feels that the program is not following the JRCERT STANDARDS. Contact information can be found on page two of the catalog of information

**APPROXIMATE PROGRAM TIME COMMITMENT**

<table>
<thead>
<tr>
<th></th>
<th>HRS./WK.</th>
<th>HRS./YEAR</th>
<th>TOTAL HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class...</td>
<td></td>
<td>544 hrs.</td>
<td></td>
</tr>
<tr>
<td>Labs....</td>
<td></td>
<td>200 hrs.</td>
<td></td>
</tr>
<tr>
<td>Clinic...</td>
<td></td>
<td>1106 hrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1880 hours</td>
</tr>
<tr>
<td><strong>Second year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class....</td>
<td></td>
<td>211 hrs.</td>
<td></td>
</tr>
<tr>
<td>Labs.....</td>
<td></td>
<td>0 hrs.</td>
<td></td>
</tr>
<tr>
<td>Clinic...</td>
<td></td>
<td>1679 hrs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1880 hours</td>
</tr>
</tbody>
</table>

Total Class Hours----------------------755 hours
Total Lab Hours------------------------200 hours
Total Clinical Hours------------------2805 hours
Total Program Hours-------------------3760 hours
SCHOOL OF RADIOGRAPHY
CATALOG OF INFORMATION
Curriculum follows the American Society of Radiologic Technologists
Radiography Curriculum

** COURSE NUMBERS AND COURSE CLOCK THEORY HOURS**

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Hrs. per week</th>
<th>Course length</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST YEAR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 -Orientation</td>
<td>5</td>
<td>4 weeks</td>
<td>20</td>
</tr>
<tr>
<td>101- Medical Ethics &amp; Law</td>
<td>2</td>
<td>5 weeks</td>
<td>10</td>
</tr>
<tr>
<td>102- Radiographic Positioning</td>
<td>5</td>
<td>34 weeks</td>
<td>170</td>
</tr>
<tr>
<td>104-Anatomy &amp; Physiology</td>
<td>2</td>
<td>28 weeks</td>
<td>56</td>
</tr>
<tr>
<td>106- Osteology</td>
<td>2</td>
<td>20 weeks</td>
<td>40</td>
</tr>
<tr>
<td>107- Image Production &amp; Evaluation</td>
<td>2</td>
<td>35 weeks</td>
<td>70</td>
</tr>
<tr>
<td>109- Special Procedures</td>
<td>2</td>
<td>32 weeks</td>
<td>64</td>
</tr>
<tr>
<td>110- Patient Care</td>
<td>2</td>
<td>22 weeks</td>
<td>44</td>
</tr>
<tr>
<td>112- Rad. Film Processing</td>
<td>2</td>
<td>15 weeks</td>
<td>30</td>
</tr>
<tr>
<td>113- Medical Terminology</td>
<td>2</td>
<td>20 weeks</td>
<td>40</td>
</tr>
<tr>
<td>SECOND YEAR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>201- Radiographic Positioning II</td>
<td>1</td>
<td>10 weeks</td>
<td>10</td>
</tr>
<tr>
<td>202 - Radiation Physics</td>
<td>2</td>
<td>30 weeks</td>
<td>60</td>
</tr>
<tr>
<td>203- Radiographic Film Evaluation</td>
<td>1</td>
<td>15 weeks</td>
<td>15</td>
</tr>
<tr>
<td>204- Radiographic Pathology</td>
<td>2</td>
<td>10 weeks</td>
<td>20</td>
</tr>
<tr>
<td>206- Imaging &amp; Equipment</td>
<td>2</td>
<td>15 weeks</td>
<td>30</td>
</tr>
<tr>
<td>208- Interventional Radiology</td>
<td>2</td>
<td>5 weeks</td>
<td>10</td>
</tr>
<tr>
<td>209- Radiation Biology/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation Protection</td>
<td>2</td>
<td>15 weeks</td>
<td>30</td>
</tr>
<tr>
<td>211- Quality Assurance</td>
<td>2</td>
<td>10 weeks</td>
<td>20</td>
</tr>
<tr>
<td>212- Professional Development</td>
<td>2</td>
<td>3 weeks</td>
<td>6</td>
</tr>
<tr>
<td>213- Senior Technical Essay</td>
<td>1</td>
<td>10 weeks</td>
<td>10</td>
</tr>
</tbody>
</table>

- approximate hours of classroom instruction: 755

Total Class Hours............755
Total Lab Hours..............200
Total Clinical Hours.........2805
Total Program Hours.........3760
GENERAL ORIENTATION 100
This 20 hour course is a non-graded course introducing the student to the medical profession and a hospital environment. The School of Radiography's program policies and procedures are discussed in detail.

Each student is required to attend the Hospital Orientation scheduled during this time period.

Organization and function of the Radiology Department; role of the Radiographer as a member of the Health Care Team also will be discussed. The student will learn basic principles of radiation protection.

MEDICAL ETHICS: 101
This 10 hour course focuses on development of professional relationships. Application of ethical principles in the practice of Radiologic Technology. Legal aspects such as common legal terms, informed consents, confidentiality, and patient’s rights will also be discussed.

RADIOGRAPHIC POSITIONING I: 102 (MAJOR COURSE)
This 170 hour course will provide lectures, discussions and demonstrations of the radiographic methods for skeletal and cranial Positioning. This course also provides a correlation between normal human skeletal anatomy and the image as seen on a radiograph. Identifying various structures radiographically will be required.

ANATOMY AND PHYSIOLOGY: 104 (MAJOR COURSE)
This 56 hour course gives a survey of human anatomy with special emphasis on the organization and structures of the human body. Also provided is a detailed study of the physiology of the various systems of the body, and how they are applied to Radiologic Technology.

OSTEEOLOGY: 106
This 40 hour course provides a detailed study of the bones of the human skeleton, identifying components, articulations and landmarks.

IMAGE PRODUCTION AND EVALUATION: 107 RADIOGRAPHIC EXPOSURE (MAJOR COURSE)
This 70 hour course provides a comprehensive study of radiographic exposure techniques. The methods of arriving at desired quality exposure factors in regard to density, contrast and detail as they are affected by varying body parts as well as pathological conditions. The ability to determine correct exposure techniques results in high quality radiographs necessary for patient diagnosis.
SPECIAL PROCEDURES: MAJOR COURSE 109
This 64 hour course provides a comprehensive study of fluoroscopic procedures, urology, cholangiography, sialography, myelography, mammography, portable radiography and operating room radiography.

PATIENT CARE: MAJOR COURSE 110
This 44 hour course provides nursing techniques as applied to Radiologic Technology. Methods in physical patient maneuvering, vital signs, principle of isolation, aseptic techniques are included. The physical and emotional needs of the patient are emphasized. This course provides basic instruction in the types of contrast media available. This course will also provide detailed instruction on the radiographer's role in dealing with contrast media reactions. Pharmacology of drugs and contrast media is discussed. Venipuncture is also included in this course.

RADIOGRAPHIC PROCESSING: 112
This 30 hour course provides instruction on techniques of film processing as applied to automatic processing. Care and maintenance of equipment, structure and types of cassettes, intensifying screens and film, chemistry and function of processing solutions, darkroom layouts and facilities are included.

MEDICAL TERMINOLOGY: 113
This 40 hour course allows for developing the ability to understand and interpret the language of medical terms, abbreviations, and symbols. Learning, spelling, and analyzing medical words of the various systems of the human body are included.

SENIOR COURSES

RADIOGRAPHIC POSITIONING II: 201
This 10 hour course provides discussion and demonstration of the radiographic methods for performing special or additional non-routine views of the skeletal system.

RADIATION PHYSICS: MAJOR COURSE 202
This 60 hour course presents a general survey of mathematical concepts, fundamental principles of electricity and magnetism. Also included are structural characteristics of matter; energy, atomic theory, origin and properties of X-ray tubes and circuits; production and characteristics of radiation.

RADIOGRAPHIC FILM EVALUATION II: 203
This 15 hour course is designed to place responsibility on the student in advanced critique through individual projects and presentations.
RADIOGRAPHIC PATHOLOGY: 204
This 20 hour course is designed to introduce theories of pathological processes. Discussions will take place regarding disease causation, pathophysiological responses, and clinical manifestations.

IMAGING PROCEDURES & EQUIPMENT 206
This 30 hour course includes several components with focus on operation of radiographic installations and mobile units; components and function of image intensified fluoroscopy; purpose, components and applications of recording media; image noise; and additional imaging modalities. The following subjects are included in this course.

- **Tomography:** Definition of tomography, discussion of purpose and physics of tomography; types of tomography; technical factors utilized advantages and disadvantages; tomographic motion.
- **Ultrasound:** Fundamentals of ultrasound, methods and types of examinations. Demonstration and types of equipment.
- **Computed Axial Tomography:** Fundamental principles as applied to CAT scanning of various sections of the human body. Essential elements of a tomographic system; variables that affect the tomographic image.
- **Nuclear Medicine:** This lecture is to inform the student of the principles and methods used in the diagnosis of diseases through radioisotope scanning of various structures of the human body.
- **Computer Applications in Radiology:** Computer concepts, terminology and applications in Radiology will be discussed.
- **Radiation Oncology:** This lecture informs the student of the principles and methods used to treat certain disease processes with radiation.
- **PET:** This lecture informs students of the concept of using Nuclear Medicine technology and CT technology to create a diagnostic image.
- **MRI:** This lecture covers the principles behind using magnetic fields to obtain diagnostic images of the body.

INTERVENTIONAL RADIOGRAPHY: 208
This 10 hour course provides a comprehensive study of special procedures including angiography, neuroradiography, venography, lymphangiography and cardiac catheterization. Also sterile techniques as applied to these procedures and the technologist’s role and responsibilities.

RADIATION PROTECTION / PRINCIPLES OF RADIATION BIOLOGY: 209 (MAJOR COURSE)
This 30 hour course begins during orientation and provides the principles and practices of maintaining adequate radiation protection to the Radiographer, co-workers, and the patient. Methods of reducing radiation exposure, biological effects of radiation, and different monitoring systems will be discussed. This course explains the biological effects of radiation on the human body; intracellular responses; effects on tissues and organs and the developing embryo.
QUALITY ASSURANCE: 211 (MAJOR COURSE)
This 20 hour course provides the standards for quality radiography; quality assurance programs; and tests for quality control.

PROFESSIONAL DEVELOPMENT: 212
This 6 hour course allows each student to prepare a resume and an application letter. Interviewing techniques are discussed in detail. Discussions take place around professionalism, leadership and continuing education requirements. The national certification application and requirements and the state licensing application are reviewed in detail.

SENIOR ESSAY PRESENTATION: 213
This 10 hour course requires each student to prepare and present via powerpoint presentation an essay on a relevant radiology topic.

MAJOR COURSES ARE COUNTED TWICE AS HEAVILY (2:1) AS MINOR COURSES IN THE ACADEMIC GRADE COMPUTATION.
GREATER BALTIMORE MEDICAL CENTER  
SCHOOL OF RADIOGRAPHY  
SCHOOL SCHEDULE  
2011 – 2012

August 8, 2011         Class of 2013 enters  
September 5, 2011     School Closed, Labor Day Holiday  
November 11, 2011     3 month progress reviews Class of 2013  
November 11, 2011     15 month progress reviews Class of 2012  
November 24, 2011     School closed, Thanksgiving Holiday  
November 25, 2011     School closed  
December 19–January 2, 2012 Classroom break- Clinical continues  
December 26, 2011     School closed, Christmas Holiday  
January 2, 2012       School closed, New Year’s holiday  
January 3, 2012       Classroom resumes  
February 10, 2012     6 month progress reviews Class of 2013  
February 10, 2012     18 month progress reviews Class of 2012  
April 6, 2012         School closed, Good Friday holiday  
May 11, 2012          9 month progress reviews Class of 2013  
May 11, 2012          21 month progress reviews Class of 2012  
May 28, 2012          School closed, Memorial Day holiday  
June 29, 2012         Last day of dedicated classes  
                        Clinical continues / Vacation period begins  
July 4, 2012          School closed, Holiday  
July 12, 2012         Graduation Class of 2012

THE SCHOOL OF RADIOGRAPHY FOLLOWS THE TOWSON STATE UNIVERSITY SNOW CLOSING POLICY ONLY WHEN THE COLLEGE IS CLOSED FOR THE ENTIRE DAY. IT DOES NOT FOLLOW THE COLLEGE POLICY WHEN DELAYED OPENING OR EARLY CLOSURE IS FOLLOWED.