



Center for Allied Health Education

One Cooper Plaza • Camden, NJ 08103 • www.cooperhealth.org

**School of
Cardiovascular Perfusion
856-342-3277**

**School of
Diagnostic Imaging
856-342-2397**

**School of
Radiation Therapy
856-342-2734**

Policies and Procedures Handbook

Academic Year 2011-2012

Revised: August, 2011

Table of Contents

Academic Calendars	4
About the Center for Allied Health Education	
Mission and Objectives	6
The History of Cooper	6
Accreditation	7
Center for Allied Health Education Clinical Affiliates	9
General School/Hospital Policies	
Located on the Hospital Intranet	12
Hazardous Material other than Chemicals	
Assigned Parking Exceptions	
Smoking Policy	
Affirmative Action Statement	
Student Immunization Policy Requirement	
Parking	
Drug and Alcohol Testing Policy	
Handling an Impaired student	
Computers, Electronic Mail, Internet usage	
Conflict of Care/Staff Rights	
Dress Code	
Drug Free Workplace	
Code of Ethical Conduct	
Identification badges	
Legal Representation	
Workplace Harassment Policy	
Health System Rules	
Library Services	12
Pregnancy Policy	13
Repeated Course Policy	13
School Closings	13
Security/Escort	13
Blood Exposure Policy	13
Time Off Policy	14
Admission/Registration	
Admission Eligibility	14
Campus Tours	14
Health Insurance Requirements	14
Students with Disabilities	14
Transfer Students	14
Tuition Fees/Financial Aid	
Payment	15
Financial Aid	15
Financial Aid Entrance and Exit Counseling	16

Table of Contents (Continued)

Academic Policies

Academic Progress and Probation	18
Appeals: General Academic	18
Attendance	18
Cancellation of Classes (Single Meetings)	18
Cheating and Plagiarism	18
Course Withdrawal Procedure	18
Grading System.....	19
Graduation Awards	19
Graduation Eligibility	19
Student Records Policy	20
Transcript Requests.....	20

Programs of Study

School of Cardiovascular Perfusion.....	21
School of Diagnostic Imaging/Medical Radiography.....	22
School of Diagnostic Imaging/Computed Tomography (CT) Program	25
School of Diagnostic Imaging/Magnetic Resonance Imaging (MRI) Program	25
School of Radiation Therapy	26

Directory	28
------------------------	----

Student Life

Cultural Activities.....	28
--------------------------	----

Appendix One	29
---------------------------	----

Handbook Receipt/Signature Form.....	33
--------------------------------------	----

2011-2012 Academic Year

SCHOOL OF CARDIOVASCULAR PERFUSION

Fall Semester, 2011

Labor Day	Monday, September 5
Center for Allied Health Education Orientation	Tuesday, September 6
School Orientation	Thursday, September 8
Fall Semester (classes begin)	Monday, September 12
Thanksgiving	Thursday, November 24
Final Exams	December 12 – 16
Winter Break (no classes)	December 19 through January 2, 2012
(Clinical responsibilities continue during Winter Break. This includes call.)	
Christmas	Friday, December 23

Spring Semester, 2012

Spring Semester begins	Monday, January 2, 2012
Spring Break (no classes)	February 27 - March 3
(Clinical responsibilities continue during Spring Break. This includes call.)	
Freshman Final Exams	April 9-13
Semester Ends	Friday, April 13
Senior Final Exams	Friday, May 4 (tentative)
School of Perfusion Graduation	Thursday, May 17 (tentative)
Memorial Day	Monday, May 28
Clinical Rotations begin	Monday, June 4
Independence Day	Wednesday, July 4

**SCHOOL OF DIAGNOSTIC IMAGING/
MEDICAL RADIOGRAPHY**

Fall Semester, 2011

Labor DayMonday, September 5
Allied Health Orientation.....Tuesday, September 6
Program/Clinical Orientation Wed. & Thurs, September 7-8
Fall Semester (classes begin).....Monday, September 12
Thanksgiving Break..... Thurs. & Fri., November 24-25
Winter Break..... December 19 – 30

Spring Semester, 2012

Spring Semester begins.....Monday, January 2
Spring Break.....March 12-16
Semester Ends.....Friday, April 27

Summer Semester, 2012

Summer Semester I begins..... Monday, April 30
Memorial Day Monday, May 28
Summer Session I ends..... Friday, June 8
1st Yr Summer Session II begins..... Monday, June 11
Center for Allied Health
Education Graduation Thursday, June 21 (tentative)
Independence Day Wednesday July 4
Summer Vacation Break (1st Yr's)July 16-20
Summer Session II ends Friday, August 31
Dates and Times subject to change

**SCHOOL OF DIAGNOSTIC IMAGING/
ADVANCED IMAGING PROGRAMS – MRI FELLOWSHIP**

Fall Semester, 2011

Labor DayMonday, September 5
Allied Health Orientation.....Tuesday, September 6
Fall Semester (classes begin).....Thursday September 9
No classWednesday Nov. 23
Thanksgiving Break..... Thurs. & Fri., November 24-25
Winter Break December 19 to 30

Spring Semester, 2012

Spring Semester begins.....Monday, January 2
Spring Break.....March 12 – 16
Semester Ends.....Friday, June 1
CAHE Graduation (Tentative)Thursday, June 21

SCHOOL OF RADIATION THERAPY

Fall Semester, 2011

Labor Day.....Monday, September 5
Center for Allied Health
Education Orientation..... Tuesday September 6
School of Radiation Therapy OrientationWednesday, September 7
Fall Semester (classes begin).....Wednesday, September 7
Thanksgiving Break.....November 23-25
Fall Semester ends.....Friday, December 23
Winter Break (No classes).....December 24 through January 1

Winter/Spring, Semester, 2012

Spring Semester begins.....Monday, January 2
Spring Break.....April 6-9
Spring Semester Ends.....Friday April 27

Summer Semester, 2012

Summer Semester beginsMonday, April 30
Memorial Day break.....Monday, May 28
Summer Vacation Break July 4-6
Summer Session ends..... Friday August 31, 2012
Date of Graduation and ARRT eligibility.....Friday August 31, 2012

About the Center for Allied Health Education

MISSION STATEMENT

The mission of the Center for Allied Health Education at Cooper University Hospital is to offer approved and accredited programs that meet or exceed state and national accrediting agency requirements and to develop educated, competent, qualified and dedicated patient care providers.

To this end, the Center for Allied Health Education Programs:

- Teach current methodology and clinical practice
- Create an environment conducive to learning the skills of each program
- Provide continuing education for its faculty

Schools that comprise the Center for Allied Health Education at Cooper University Hospital include the following:

- School of Cardiovascular Perfusion
- School of Diagnostic Imaging
 - Medical Radiography Program
 - Magnetic Resonance Imaging Fellowship
 - Computed Tomography Fellowship
 - Computed Tomography P-T Program (CT)
 - Magnetic Resonance Imaging P-T Program (MRI)
- School of Radiation Therapy

THE HISTORY OF COOPER UNIVERSITY HOSPITAL

COOPER HISTORY...over 110 years of service

- 1887 Hospital Opened
- 1920's Community Hospital
- 1970's Academic Medical Center
- 1990's Cooper University Hospital
- 2000 Regional Tertiary Referral Center

Cooper University Hospital is a not-for-profit teaching institution that provides tertiary services throughout the Southern New Jersey region. As the clinical campus for the University of Medicine and Dentistry of New Jersey, Robert Wood Johnson Medical School at Camden, Cooper University Hospital is committed to meeting patient care needs while providing a quality clinical setting. The hospital offers training programs for medical students, residents, and fellows in a variety of health care specialties.

As a major health care provider, Cooper University Hospital provides a wide range of diagnostic

and therapeutic services, and has received special designation as a regional referral center for tertiary care. These regional services include: the Southern New Jersey Regional Trauma Center, Southern New Jersey Regional Children's Hospital, Neonatal Intensive Care Unit, Cardiothoracic Surgery, Cardiac Catheterization Laboratory, and the Regional Cleft Palate Program.

Cooper University Hospital conducts several education programs throughout the year. The medical center is involved with, and supportive of, many additional teaching experiences such as continuing education meetings, conferences, seminars, and workshops. The hospital works with different health care disciplines throughout the Delaware Valley for many of these educational endeavors.

ACCREDITATION

Cooper University Hospital

Joint Commission
on Accreditation of Healthcare Organizations
One Renaissance Blvd.
Oakbrook Terrace, IL 60181
(630) 792-5000
www.jcaho.org

State Accreditation for Cooper University Hospital

New Jersey Department of Health and Senior Services
Division of Health Care Systems Analysis
#10402
P. O. Box 360
Trenton, NJ 08625-0360

School of Cardiovascular Perfusion

Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Accreditation Committee-Perfusion Education (AC-PE)

6654 South Sycamore Street
Littleton, CO 80120
(303) 738-0770
FAX: (303) 738-3223

Schools of Diagnostic Imaging/Medical Radiography and Radiation Therapy

National Accreditation for Medical Radiography and Radiation Therapy Technology:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304

State Accreditation for Medical Radiography and Radiation Therapy:

The State of New Jersey
Bureau of Environmental Protection
Board of Radiologic Technology Examiners
P.O. Box 415
Trenton, NJ 08625-0415
(609) 984-5890

CENTER FOR ALLIED HEALTH EDUCATION CLINICAL AFFILIATES

School of Cardiovascular Perfusion

1.	Newark Beth Israel Medical Center 201 Lyons Ave at Osborne Terrace Newark, NJ 07112 Mark Pearson, CCP Chief Perfusionist Office: (973) 926-6938	2.	Pennsylvania Hospital 800 Spruce Street Philadelphia, PA 19107 Charles Yarnall, CCP Chief Perfusionist (215) 740-7555
3.	Our Lady of Lourdes Medical Center 1600 Haddon Avenue Camden, NJ 08102 Mark Petracci, CCP Chief Perfusionist Pump Room: (856) 757-3883	4.	St. Francis Hospital 7 th and Clayton Streets Wilmington, DE 19805 Robert R. Miller, II, CCP Chief Perfusionist (302) 575-8272
5.	Abington Memorial Hospital 1200 Old York Road, 1st floor, Toll Building Abington, PA Robert Layton, CCP Chief Perfusionist (800) 348-4565 x8250	6.	Children's Hospital of Philadelphia 34 th & Civic Center Blvd. Philadelphia, PA 19104 Tami Owens, MBA, CCP, Chief Perfusionist (215) 590-2461

CENTER FOR ALLIED HEALTH EDUCATION CLINICAL AFFILIATES (Continued)

Schools of Diagnostic Imaging/Medical Radiography

<p>1. Cooper University Hospital One Cooper Plaza D-408 South Camden, NJ 08103-1489 Clinical Instructors Judy Adirzone, A.S., R.T.(R)(M) Jessica Ellis, R.T.(R) Courtney Iuliucci, R.T.(R) Andrea Mullison, R.T.(R)(M) Barbara Whalen, R.T.(R) Office: (856) 342-2000 x 5475</p>	<p>5. Kennedy Health System Washington Township Division 435 Hurffville Crosskeys Road Turnersville, NJ 08012 Clinical Instructors Chris Reuther, A.A.S., R.T. (R) Office: (856) 582-3004 Marilyn Morris, R.T.(R) Julann Down, AAS., R.T.(R) Office: (856) 582-2765</p>
<p>2. Cooper University Hospital Diagnostic Center, 3 Cooper Plaza Camden, NJ 08103 Clinical Instructor Kathleen Amendt A.S., R.T.(R)(M) Office: (856) 342-3300 x 4275</p>	<p>6. Kennedy Health System Cherry Hill Division 2201 Chapel Avenue West Cherry Hill, NJ 08002 Clinical Instructors Maureen Linstrom, R.T.(R) Office: (856) 488-6459 Deborah Decker, R.T.(R) Barbara Brown, R.T.(R) Office: (856) 488-6805</p>
<p>3. Cooper University Hospital Imaging Center at Voorhees 8000 Centennial Road, Voorhees, NJ 08043 Clinical Instructors Joan Everett, A.S,R.T.(R)(M) Dana Schaffhauser, R.T.(R) Office: (856) 325-6580 x 5</p>	<p>7. Kennedy Health System Stratford Division, 18 East Laurel Road Stratford, NJ 08084 Clinical Instructors Thomas D. Emmett, M.S., R.T.(R) Office: (856) 346-7712 Sharon Shelton, A.S., R.T. (R) Heather McMenamin, B.S., R.T.(R) Office: (856) 346-7844</p>
<p>4. Cooper University Hospital 1103 North Kings Highway Cherry Hill, NJ 08034 Clinical Instructors Suzen Schaffhauser, B.S., R.T.(R)(M) Patricia Hochstauhl, B.S., R.T.(R)(M)(RDMS) Office: (856) 968-7080</p>	<p>8. Kennedy Health System Outpatient Medical Imaging Center 900 Medical Center Dr.-Suite 101 Sewell, NJ 08080 Clinical Instructor Colleen McCulloch, R.T.(R) Office: (856) 582-3130 x 4010</p>
<p>9. CT/MRI Part-Time Programs and MRI & CT Fellowship Cooper University Hospital One Cooper Plaza D-408 South Camden, NJ 08103 Clinical Coordinator: Mary Tartaglione, B.S. R.T. (R) Office: (856) 968-7268</p>	

CENTER FOR ALLIED HEALTH EDUCATION CLINICAL AFFILIATES (Continued)

School of Radiation Therapy

(This List Is Tentative and Subject to Change)

<p>1. Atlanticare Regional Medical Center 2500 English Creek Avenue Egg Harbor Township, NJ 08234 Kimberly McDonald B.A.R.T.(R)(T) Clinical Coordinator Frank Carpenter, R.T. (R) (T) Senior Clinical Supervisor (609) 677-7700</p>	<p>5. Cooper University Hospital Voorhees Medical Complex 900 Centennial Blvd Voorhees, NJ 08043 Karen Cianci R.T. (R) (T) Senior Clinical Supervisor (856) 325-6660</p>
<p>2. Cape Regional Medical Center Two Stone Harbor Blvd. Cape May Court House, NJ 08210 Tara Garrett, R.T. (R) (T) Senior Clinical Supervisor (609) 463-2298</p>	<p>6. St. Peter's University Hospital 254 Easton Avenue New Brunswick, NJ 08901 Shereen Whitehead, B.S. R.T. (R) (T) Clinical Coordinator Merle Barnett Senior Clinical Supervisor (732) 745-8600 x7965</p>
<p>3. Capital Health System 446 Bellevue Ave. Trenton, NJ 08607 Dawn Mullen, R. T. (R) (T) Senior Clinical Supervisor (609) 394-4244</p>	<p>7. Virtua Memorial Hospital of Burlington County 175 Madison Ave. Mt. Holly, NJ 08060 Ms. Barbara-Breslin-Kappas BS. R.T.(R) (T) Clinical Coordinator George Ballinger, R.T. (R) (T) Senior Clinical Supervisor (609) 261-7074</p>
<p>4. Cooper University Hospital 1 Cooper Plaza Camden, NJ 08103 Karen Ljunggren, M.S. R.T.(R)(T)(CT) Director (856) 342-2734 Alex Khariton, M.S., R.T.(T) Clinical Coordinator Colleen Tegeler, R.T.(R)(T) Senior Clinical Supervisor (856) 342-2300</p>	

General School/Hospital Policies

Hospital/School Policies on the Intranet

(To access – Go to Link - Departments; Administration; and Corporate Policies and Procedures. then, Section 4-Plant and Safety; Section 8-Human Resources). All policies apply to all employees, physicians and students.

4.104	Hazardous Materials other than Chemicals
4.111	Assigned Parking Exceptions
4.302	Smoking Policy
8.101	Affirmative Action Statement
8.106	American's With Disabilities
8.109	Student Immunization Policy Requirement
8.307	Parking
8.503	Drug and Alcohol Testing Policy
8.504	Handling an Impaired Student
8.601	Computers, Electronic Mail, Internet usage
8.602	Conflict of Care/Staff Rights
8.604	Dress Code
8.605	Drug Free Workplace
8.606	Code of Ethical Conduct
8.609	Identification Badges
8.611	Legal Representation
8.615	Workplace Harassment Policy
8.702	Health System Rules

LIBRARY SERVICES

The UMDNJ Camden Campus Library at Cooper University Hospital is open during the following times:

Monday - Thursday	8:30 a.m. - 8:30 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.

Interlibrary Loan

Patient care research information, books and journal articles not found in the library can be obtained from other libraries within the UMDNJ system or from other institutions.

Photocopying

Copying of journal articles or research material is available in the library. Ask the person at the front counter for information on free copying.

Online Resources

Ovid provides access to the full MEDLINE database as well as CINAHL (Cumulative Index to Nursing and Allied Health Literature). There are 2000+ e-titles at this time.

Library Microcomputer Center

The microcomputer center has 33 computers, three laser printers, and one scanner

Library Home Page <http://www4.umdj.edu/camlbweb>)

The library home page provides information about the library as well as access to Ovid or Pub Med. There are a number of full-text electronic resources available including MD Consult, and STAT! Ref. And 2 dedicated computers to UpToDate, one in each computer room)

After Hours Access to Library Resources

Anyone with a Cooper ID badge may have access to the library 24/7 Computer Room after regular library hours via a card reader. You may use all the resources available through the library network. You need to request this access by going to the library and asking the Information Desk.

PREGNANCY POLICY

Refer to the individual program student handbook for more details.

REPEATED COURSE POLICY

Refer to the individual program student handbook for more details.

SCHOOL CLOSINGS

Refer to the individual program student handbook for more details.

SECURITY/ESCORT

Cooper University Hospital Department of Security can be reached at 342-2400, 24 hours a day, seven days a week. Emergency phones are located throughout the hospital and on elevators. To enter any Cooper facility, students must wear their ID badges or they will be requested to go to the Security Desk for a pass. If students feel the need for an escort to their vehicle after hours, they can call ext. 2400 and request an escort by a Cooper security guard.

BLOOD EXPOSURE POLICY

FROM INFECTION CONTROL, EFF.DATE: 12/3/2001; REVIEWED: 7/10/08

PURPOSE

To determine a method for managing blood exposures suffered by Cooper students and students/resident physicians who are from another institution, but are doing a rotation at Cooper University Hospital.

1. There should be one system for immediate post blood exposure care for employees, students, and rotating students/physicians. The current system is for the exposed person to report to Occupational Health (during office hours) or to the Emergency Department (all other times).

14

2. Initial medication will be given to the student/physician as appropriate. S/he will then be given a prescription for any needed ongoing supply of medication. S/he may then obtain reimbursement from her/his own worker's comp carrier.
3. Cases of non-reimbursement or need will be evaluated on a case-by-case basis. Refer such cases to Risk Management/Insurance.

TIME OFF POLICY

Refer to the individual program student handbook for more details.

Admission/Registration

ADMISSION ELIBILITY

Refer to the individual program student handbook for more details.

CAMPUS TOURS

Tours of Cooper University Hospital can be arranged by contacting the program director of the school.

HEALTH INSURANCE REQUIREMENTS

Cooper University Hospital can provide incidental care for all students through Occupational Health Services. Incidental care is limited to documented program related injury and illness. A charge will be made by Cooper University Hospital for such care. Students must enroll in a health insurance plan of their choosing. Evidence of coverage (copies of insurance cards) must be provided to the program director or program coordinator prior to the start of classes in September of each year. This is usually handled at the Center for Allied Health Education Orientation or individual program orientation.

STUDENTS WITH DISABILITIES

Refer to the individual program student catalog for more details. Please also see Cooper Corporate policy 8.106 – Americans With Disabilities.

TRANSFER STUDENTS

Refer to the individual program student handbook/catalog for more details

Tuition Fees/Financial Aid

Tuition and fees are established by the Center for Allied Health Education. The Center for Allied Health Education reserves the right to change tuition and fees at any time. Refer to Individual Programs

PAYMENT

Payment of Tuition and Fees: Refer to individual programs

Indebtedness to the School

Final grades and transcripts will not be issued to students who are indebted to Cooper University Hospital. No student will receive their certificate before meeting all financial obligations. Cooper University Hospital reserves the right to pursue the collection of obligations through the employment of a professional collection agency. Students must also return ID badges, library books, film badges (where applicable), pagers and scrubs (where applicable) prior to graduation and receiving transcripts.

FINANCIAL AID

Cooper currently participates with two Department of Education federal Student Aid programs, the Direct Loan and Pell Grant programs. Loans with Stafford never exceed 8.5% interest and repayment begins 6 months after graduation/withdraws. Pell Grants are need-based grants and this is not a debt to be repaid.

The Center for Allied Health Education believes that in most cases, the amount of aid granted should be based on financial need and therefore requires each applicant to file a Free Application for Federal Student Aid (FAFSA). All applications for financial assistance begin with the student filling out a FAFSA, either on paper or electronically. **Students must complete the FAFSA as soon as possible after January 1 of each year.** The FAFSA site is www.fafsa.ed.gov. The school number is **015857**. You need to apply for a pin number to file an electronic FAFSA. Please go to this link to apply for the pin www.pin.ed.gov. It is highly recommended that it be completed on-line as the turn around time for the Student Aid Report (SAR) is 2-3 days rather than 2-3 weeks via regular US mail.

Veterans Programs

The six programs that fall under the Center for Allied Health Education also participate with the Department of Veterans Affairs. Honorably discharged veterans who served more than 181 days of active service may be eligible for Department of Veterans Educational Benefits.

Dependents of veterans who are deceased or 100% disabled due to military service may be eligible for Department of Veterans Affairs Assistance for up to forty-five months. The student must be between 18 and 26 years of age.

General Center for Allied Health Education Policy Concerning Financial Awards

The maximum amount of loans packaged for a student will not exceed the cost of attendance for that category of student, based upon place of residence (i.e., at home with parents or away from home), and enrollment status.

All Medical Radiography students will be considered first year students, regardless of previous schooling acquired.

Radiation Therapy Technology students will be considered second year students since these students have to obtain a Medical Radiography certificate prior to applying to these programs.

<u>Financial Aid Information and Scholarship Searches</u> www.finaid.com www.fastweb.com www.collegenet.com/mach25 www.collegeboard.org www.rams.com/sm/exelsrch.htm www.ed.gov web.fie.com/web/mol	<u>Alternative Loan Programs</u> NJCLASS loan (Medical Radiography and Radiation Therapy students only)
---	---

Types of loans available:

Subsidized Direct Loan

- This is a need-based loan.
- Interest on the loan is paid by the federal government while you are in school, during your grace period and during authorized periods of deferment.
- The interest rate is variable but cannot and will not exceed 8.5%. The interest rate is adjusted on July 1st of every year.
- You must be enrolled at least half-time in an eligible program of study to qualify.
- Repayment begins six months after you are no longer enrolled on at least a half-time basis.

Unsubsidized Direct Loan

- This is not a need-based loan.
- You are responsible for paying all of the interest on your loan.
- The interest rate is variable but cannot and will not exceed 8.5%. The interest rate is adjusted on July 1st of every year.
- You must be enrolled at least half-time in an eligible program of study to qualify.
- Repayment begins six months after you are no longer enrolled on at least a half-time basis.

Important!

It is **important** to remember that loans must be repaid; even if you do not complete your education, are not employed upon completion of your studies, or feel that the education you received did not meet your expectations. Information about your rights and responsibilities will be provided by your financial aid counselor. Please review it carefully.

FINANCIAL AID ENTRANCE AND EXIT COUNSELING

All students are provided Entrance and Exit counseling regarding financial aid. Exit counseling is done prior to graduation or upon withdrawal from the program.

Entrance Counseling

Under the Federal Family Education Loan Program (FFELP) loans can be made by banks, credit unions, savings and loan associations, state agencies, and the federal government. As a borrower, you must pay an origination fee and a guarantee fee for each FFELP loan. All loans described below are federally guaranteed.

Exit Counseling

All students who have applied for and received subsidized or unsubsidized Stafford loans will go online to <http://mappingyourfuture.org>. The student will provide the financial aid office with information regarding their permanent mailing address, e-mail address, anticipated employer information and will provide two names of next of kin.

What is a Direct Loan?

A Federal Stafford Loan is one of the many federal government-sponsored, low-interest loans that provide student financial assistance for education beyond high school. As stated previously, the Federal Stafford loan is part of the Federal Family Education Loan Program (FFELP).

Federal Direct loans come in two varieties:

Subsidized Direct loans are based on financial need. The federal government pays the interest while you are in school, in your grace period, and during authorized periods of deferment.

Unsubsidized Direct loans are not based on financial need. They are for students who do not qualify for subsidized loans or to supplement a student's subsidized loan. Borrowers are responsible for paying all of the interest on unsubsidized loans.

Academic Policies

ACADEMIC PROGRESS AND PROBATION

Refer to the individual program student handbook for more details.

DISCIPLINARY PROCEDURES AND APPEALS

Refer to Appendix One (1)

ATTENDANCE

It is expected that students attend class and conferences regularly and promptly. Students who are absent from class for any reason are expected to make up the work missed. Excessive absence from class will not be tolerated. However, in certain cases of illness or jury duty, students will be permitted to make up the work if it is academically possible.

For more details, refer the individual program student handbook.

CANCELLATION OF CLASSES (SINGLE MEETINGS)

Refer to the individual program student handbook for more details.

CHEATING AND PLAGIARISM

Students who cheat or plagiarize will be subject to immediate disciplinary action. This may result in an automatic grade of *F* for that assignment and/or for the course and may lead to suspension from the Program for the academic year.

COURSE WITHDRAWAL PROCEDURE

Students may withdraw from the program at any time by notifying the Director of the Program in writing. The official withdrawal date shall be determined by the date the letter of withdrawal is received by the Director. The student shall be considered to be in continuous attendance up to and including the date of receipt of the letter of withdrawal by the Director. Ceasing to attend or giving notice to an instructor shall not constitute an official withdrawal.

Official Withdrawals will be refunded on a prorated basis at the following rate:

First to second week:	80%
Third to fourth week:	60%
Fifth to sixth week:	40%
Seventh week on:	0%

Students who have obtained Department of Education Stafford Loans are still responsible for the portion of the loan(s) they have received, even if they have withdrawn from the school. Once the school has received notification of intent to withdraw, the Financial Aid Administrator must be notified. The Financial Aid Administrator will then process the paperwork to discontinue further loan disbursements.

Academic Grading System

(See the individual program student handbook for the policy on the clinical grading system).

Grades are determined by course instructors according to individually published criteria, and are not negotiable. Grades may be challenged within 30 days of the end of the semester on the basis of numeric accuracy or administrative error only.

Letter grades will be reported on the transcript according to the following scales:

<u>Grades</u>	<u>Numerical Equivalent</u>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D	1.0
F	0.0

GRADUATION AWARDS

Refer to each individual student handbook for more details.

GRADUATION ELIGIBILITY

Center for Allied Health Education students who have successfully completed their program are eligible to attend the graduation ceremony usually held the last Thursday in August of each year.

The students will be awarded a certificate of completion from the Cooper University Hospital, Center for Allied Health education. Completion is defined as:

1. Have met all Program didactic and clinical objectives
2. Have met all didactic and clinical course work,
3. Completed required clinical competency categories, if applicable
4. Have met all outstanding financial obligations to the programs
5. Returned of all program, hospital and affiliate property
(ID badges, library books, film badges (where applicable),
pagers and scrubs (where applicable)).

STUDENT RECORDS POLICY

The Center for Allied Health Education prohibits the release of any information concerning past or present students without the written permission of the students concerned, except in those cases where the requests come from appropriate federal agencies and banks. The Center observes Public Law 93-380 as amended in providing for the privacy of official student records and the rights of students to review these records. Students wishing to review their official records should present a request in writing to their individual program director.

TRANSCRIPT REQUESTS

Refer to the individual program student handbook for more details

Programs of Study

SCHOOL OF CARDIOVASCULAR PERFUSION

Pharmacology I & II

This first year course is clinically focused, and introduces the student to pharmacologic principles and agents used to treat surgical patients and those receiving medical management for disease states. Lectures address pharmacological principles including pharmacokinetics, drug actions on specific organ systems, therapeutic indications, adverse reactions and drug interactions. Emphasis is on those agents used to treat diseases of the cardiovascular system and related problems.

Medical Ethics

Lectures and group discussions focus on the principles that guide medical ethics, as well as consciousness, patients' rights, confidentiality, procurement, commitment of the interdisciplinary team, scientific ethics, responsibility for continuing professional education and responsibilities in professional employment. Special topics include delivering medical treatment subject to religious or philosophical constraints.

Cardiovascular Pathology

This lecture course presents basic physiologic mechanisms to include the cellular response to inflammation and disease processes in specific organ systems. The latter part of the course concentrates on diseases affecting the cardiac and respiratory systems. Cardiac and vascular pathology receive particular attention with discussions relating to the growth and development of anomalous conditions.

Biomedical Technology

A broad introduction to the technology of medicine. Using basic principles of physics, the factors that influence pressure, flow and resistance are presented along with methods of measurement for the purpose of physiologic monitoring. A detailed introduction to the elements of electrical circuits is presented to provide an understanding of equipment routinely used in medical care. Equipment such as defibrillators, cardiac output monitors and pressure transducers receive particular attention.

Perfusion Technology I

Presentation of the mechanical aspects of perfusion with detailed examination of the structure and function of circuit components. Emphasis is placed upon the role of the perfusionist in selecting and designing life support circuitry, as well as the physiological management of patients undergoing cardiopulmonary bypass and related procedures. This course is accompanied by laboratory exercises.

Perfusion Technology II

Presentation of techniques employed in conjunction with cardiopulmonary bypass. Applications using hemodilution, pulsatile flow and partial organ support as well as blood gas management strategies are presented. Focus is on the application of technique to particular problems in perfusion. This course is accompanied by laboratory exercises.

Medical Physiology

This course consists of lectures and small group discussions on human physiology, with emphasis on the principle that physiological events and processes are expressions of underlying functional organization and integration, whether viewed at the level of macromolecular interactions or the level of multi-organ systems.

Cardiac Anatomy

This course consists of lectures and small group discussions on anatomy with concentration on the cardiac system. Areas of study consist of covering of the heart, layers of the heart wall, chambers of the heart, pathway of blood flow, the four heart valves, heart sounds, cardiac circulation and major coronary arteries, blood vessel structure, circulatory pathways, cardiac muscle cell contraction, conduction system, cardiac cycle, embryology (fetal heart/fetal respiratory system), and timing of heart development (congenital anomalies).

SCHOOL OF DIAGNOSTIC IMAGING / MEDICAL RADIOGRAPHY

RT-102: RADIOGRAPHIC EQUIPMENT & PHYSICS-I (3)

Basic principles of classical and modern physics with a major emphasis on applied radiation physics. Includes: atomic structure, electrostatics, electrodynamics, magnetism, electromagnetic, motor, generators, transformers, the x-ray tube and the integrated circuit.

PREREQUISITE: College Level Algebra

RT-103: RADIOGRAPHIC PROCEDURES W/ LABS-I (4)

Anatomy & Physiology and positioning procedures for chest, abdomen and upper and lower extremities are presented. Terminology relevant to systems and areas is explored. Demonstration of applicable factors and protection methods are achieved. A lab is included for directed simulations.

PREREQUISITE: Anatomy and Physiology I

CO-REQUISITE(S): Clinical Education-I, Principals Radiographic Exposure-I, Nursing Arts, and Patient Care Methods

RT-104: PRINCIPLES OF RADIOGRAPHIC EXPOSURE-I (3)

A course designed to provide an introduction to the basic concepts of image formations. An introduction to image quality, prime factors, the image receptor package and related areas will be presented and explored. A discussion of basic patient and personnel protection is presented.

PREREQUISITE: College Level Algebra

CO-REQUISITE: Clinical Education-I

RT-107: NURSING ARTS AND PATIENT CARE METHODS (2)

Nursing procedures related to Radiography are presented. Sterile procedure, isolation techniques, body mechanics are presented and explored. Patient reaction to medications, vitals signs, oxygen administration, universal precautions, contrast administration and applicable charting is presented and discussed.

CO-REQUISITES: Clinical Education-I

Radiographic Procedures w/ lab-I

RT-110: CLINICAL EDUCATION-I (1)

Directed application of radiographic procedures relative to routine radiographic and fluoroscopic fundamentals. The student observes and participates in a limited fashion commensurate with their knowledge level. Lab is included for directed simulations. Participation occurs under *direct* supervision. Clinical Competency grading begins.

PRE-REQUISITE: Anatomy & Physiology I

CO-REQUISITE(S): Radiographic Procedures w/ lab-I

Principles of Radiographic Exposure-I
Nursing Arts and Patient Care Methods

RT-112: RADIOGRAPHIC EQUIPMENT & PHYSICS-II (3)

A continuation of RT-102, with emphasis on the characteristics of x-ray production, interactions with matter, emission data, exposure and dose considerations, image intensification and AEC systems will be discussed and explored.

PREREQUISITE(S): Radiographic Equipment and Physics-I

RT-113: RADIOGRAPHIC PROCEDURES W/LAB-II (4)

A continuation of RT-103, with major emphasis on basic contrast studies, lower extremities, pelvic and shoulder girdle. Terminology and anatomy & physiology of the involved regions is presented and reinforced. Application of relevant technical factors and protective measures are performed. Lab is included for directed simulations.

PREREQUISITE(S): Anatomy & Physiology I and II

Radiographic Procedures w/ lab-I

Nursing Arts and Patient Care Methods

CO-REQUISITE(S): Clinical Education-II

RT-114: PRINCIPLES OF RADIOGRAPHIC EXPOSURE-II (3)

A continuation of RT-104, with major emphasis on the concept of image quality. The production of quality radiographs and technique manipulations relative to quality maintenance and enhancement will be explored. The impact of grids, collimators, filters, screens and anatomic variants will be discussed at length and explored.

PREREQUISITE(S): Principles of Radiographic Exposure-I

CO-REQUISITE(S): Clinical Education-II

Radiographic Procedures w/lab-II

RT-120: CLINICAL EDUCATION- II (2)

A continuation of RT-110. Directed application of radiographic procedures relative to routine protocols for the chest, abdomen and upper extremities. Observation of procedures relative to the lower extremities, pelvic and shoulder girdles and basic fluoroscopic contrast procedures to include the gastrointestinal system. Initial observation assignments relative to mobile and operative procedures may be included. Competency grading continues along with continual competencies.

RT-120: CLINICAL EDUCATION- II (2) Continued:

PREREQUISITE(S): Radiographic Procedures w/lab-I
Principles of Radiographic Exposure-I
Clinical Education- I

CO-REQUISITE(S): Radiographic Procedures w/lab-II
Principles of Radiographic Exposure-II

RT-123: RADIOGRAPHIC PROCEDURES W/LAB –III (3)

This course is a continuation of RT-113, with major emphasis on the anatomy & physiology and procedures of the vertebral column and bony thorax. Application of related technical factors and protective methods will be presented and explored.

PREREQUISITE(S): Radiographic Procedures w/lab-II
Clinical Education-II

CO-REQUISITE(S): Clinical Education-III

RT-124: FUNDAMENTAL IMAGE PROCESSING (2)

A course designed to discuss darkroom design and use. Automatic processing, including function and troubleshooting will be presented and discussed. Processing solutions, film characteristics, artifacts, silver recovery, film handling and storage will be discussed. Sensitometric principles and analysis will be introduced and demonstrated.

PREREQUISITE(S): Principles of Radiographic Exposure-I

CO-REQUISITE(S): Principles of Radiographic Exposure-II

RT-130: CLINICAL EDUCATION-III (4)

A continuation of Clinical Education-II. The students continue to apply classroom and laboratory knowledge and experiences to the clinical environment. Practical application of all routine procedures, except the cranium, with patients continues. Competency grading continues.

PREREQUISITE(S): Clinical Education-II
Principles of Radiographic Exposure-II
Radiographic Procedures w/lab-II

CO-REQUISITE: Radiographic Procedures –III

RT-203: RADIOGRAPHIC PROCEDURES W/LAB-IV (3)

A continuation of RT-123 with major emphasis on procedures involving the cranium and face. A lab is included for directed simulations.

PREREQUISITE: Radiographic Procedures-III

RT-205: RADIATION PROTECTION (2)

The types, source and nature of ionizing radiation will be presented and explored. Units of exposure, absorbed dose and dose equivalent will be reinforced. The ALARA concept will be explained and explored. Dose equivalent relative to patient and operators will be discussed. Basic rules of patient and operator protection will be reinforced. NCRP, state and local standards will be discussed.

PREREQUISITE(S): Radiation Equipment & Physics-II
Radiation Biology, Principles of Radiographic Exposure-I

RT-207A&B: RADIOLOGY SEMINARS (1)

A course designed to promote critical thinking across the radiologic sciences. Student presentations will discuss elements of effective problem solving within clinical settings. A selected topic in the radiologic sciences will be presented by each class member.

PREREQUISITE(S): All Radiology core curriculums

RT-208: RADIATION BIOLOGY (2)

A course designed to discuss and explore various biologic effects of ionizing radiations. Causes and considerations of cellular and organism damage and repair will be surveyed and discussed.

PREREQUISITE(S): Anatomy & Physiology I and II
Radiographic Equipment and Physics- II
Principles of Radiographic Exposure-I

RT-209: RADIOGRAPHIC PATHOLOGY (1)

A discussion and study of the nature and causes for medical-surgical diseases with a major emphasis on processes seen commonly in Radiology.

PREREQUISITE(S): Anatomy & Physiology-I and II

RT-210: CLINICAL EDUCATION-IV (3)

A continuation of RT-130. Emphasis is shifted to direct performance with limited supervision relative to areas of defined competency. The student continues to gain mastery in all other areas under direct supervision. Competency evaluations continue. Elective assignments and CT assignments may be made during this course.

PREREQUISITE(S): Clinical Education-III
Radiographic Procedures w/lab-III
CO-REQUISITE(S): Radiographic Procedures w/ lab-IV

RT-215: LEGAL CONSIDERATIONS IN MEDICAL PRACTICE (1)

A course designed to survey ethical and legal considerations in medicine with emphasis on Radiologic practice. May be satisfied with course AH115: Medical Ethics

PREREQUISITE(S): Nursing Arts and Patient Care Methods
Radiographic Procedures w/lab I-IV
Clinical Education- I-III

RT-216: PRINCIPLES OF MAMMOGRAPHY (2)

A course designed to teach the framework for mammography examinations. Students will be taught basic and advanced techniques and procedures. A directed lab is included. Simulated competency testing is required.

PREREQUISITE(S): Clinical Education-I-II
Anatomy & Physiology I & II
Nursing Arts and Patient Care Methods

RT-217: INTRODUCTION TO CT & SECTIONAL ANATOMY (2)

A course designed to introduce sectional anatomy of the human body CT imaging concepts. Axial, coronal and sagittal anatomic views will be demonstrated. CT, MRI and drawing in each plane will be utilized. Fundamental principles and protocols of Computed Tomography Imaging. Equipment use and function, basic theory, image protocols, safety and variants to be presented and discussed.

PREREQUISITE(S): Anatomy & Physiology I and II
Radiographic Procedures I-III

RT-220: CLINICAL EDUCATION-V (3)

A continuation of RT-210 with primary emphasis on full application of all routine and non-routine procedures. Trauma and angiography rotation is included. Competency evaluations continue. An elective rotation is included.

PREREQUISITE(S): Clinical Education-IV
Radiographic Procedures w/lab-IV
Principles of Mammography
Advanced Imaging Procedures

RT-222: IMAGE EVALUATION SEMINAR (1)

A review seminar designed to identify poor images versus quality images and ways to improve on these radiographic images. The seminar will stress the importance of using critical thinking skills to identify ways to take radiographs on patients who cannot move into "normal" radiographic positions.

PRE-REQUISITE(S): Radiographic Procedures w/lab I-IV

RT-223: ADVANCED IMAGING PROCEDURES SEMNARS (2)

A series of seminars designed to explore the practices and protocols of interventional radiography, MRI, Dexascan, pediatric radiography, etc.

PREREQUISITE(S): Clinical Education I-IV
Radiographic Procedures w/lab I-IV
Principles of Radiographic Exposure-I and II
Radiation Protection

RT-225 RADIOGRAPHY REVIEW SEMINAR (1)

A seminar deigned to acquaint the soon to graduate Radiography student with basic concepts involved in the effective review techniques as one prepares for the ARRT examination. Mock examinations and review lectures will be presented. This is a mandatory course required for graduation.

PREREQUISITE(S): Clinical 1-5
All didactic classes

RT-230: CLINICAL EDUCATION-VI (4)

A continuation of RT-220 with major emphasis on the measurement of final (terminal) competency. Elective rotations may be included in this course.

PREREQUISITE(S): Clinical Education I-V

TRAUMA SEMINAR (1)

A seminar designed to teach effective methods that apply to imaging the trauma patient. Protocol changes, judgmental analysis and variants in procedures and technical factors will be discussed. A critique of various trauma situations and protocols will be presented.

PREREQUISITE(S): Clinical Education II
Anatomy & Physiology I and II
Nursing Arts & Patient Care

SCHOOL OF DIAGNOSTIC IMAGING / CT AND MRI

COMPUTED TOMOGRAPHY PROGRAM- ENTRY LEVEL

CT-100: CT Physics and Equipment and Sectional Anatomy

This didactic course introduces the student to various related principles used in CT imaging. Basic computer knowledge is reviewed. Types of CT scanners and miscellaneous equipment is presented and explored. CT physics, image quality, quality control parameters, safety issues are presented and discussed. CT studies of various body areas are presented. Use of CT for biopsies is explored. Spiral scanning and 3-D reconstruction is presented and explored. Sagittal, axial, and coronal sections will be discussed and presented from CT and MRI images.

MAGNETIC RESONANCE IMAGING PROGRAM – ENTRY LEVEL

MRI-100: MRI Physics and Equipment and Procedures

This didactic course introduces the student to basic theories and concepts regarding the physical principles employed in Magnetic Resonance Imaging. Safety issues, magnetic theory, instrumentation, TR, TE, gradients, magnetic fields, procession, resonance and RF signal use are presented and explored. Magnet types (open/closed) field strengths room specifications and other considerations will be discussed. Image weighting, contrast, encoding, pulse sequences and signal averaging will be presented and explained.

MRI FELLOWSHIP PROGRAM

MR 101 Patient Care, Pharmacology, Ethics and Law for MR

This course will provide the student with the basic concepts of patient care within the MRI department. Patient assessment, vital sign and emergency treatment will be discussed. Infection control procedures and patient screening will be described. Content will also include a review of legal terminology, concepts and principles. Common medications encountered in patients having MRI and emergency medications will be discussed.

MR 102 Introduction to Magnetic Resonance Imaging

This course will provide the student with an overview of magnetic resonance imaging. The fundamental principles of MRI equipment and terminology will be introduced. MRI safety will be discussed in a detailed manner.

MR 103 Physical Principles of Magnetic Resonance Imaging

This course is designed to provide the student with a comprehensive overview of MR imaging. Topics include Instrumentation, Magnetism, NRM Signal Production, Tissue Characteristics, Spatial Localization, Pulse Sequencing, Imaging Parameters/Options, Special Applications, Safety, and Quality Assurance.

MR 104 Sectional Anatomy

This course will discuss and describe the human anatomy as seen in axial, sagittal and coronal planes. Other imaging planes are discussed when relevant for demonstration of anatomy in specific regions. Correlation to MR images is practiced in this course. Bony, muscular, vascular, organs and soft tissues of anatomical regions are studied.

MR 203 Imaging Procedures

This course is taken concurrently with MR 103 and is a continuation of the above course. This course will provide the student with imaging techniques, specific clinical applications, coils that are available and their use, considerations in the scan sequences, protocols and positioning criteria. Signal characteristics of normal and abnormal structures will also be discussed.

MR 204 MRI Pathology

This course will familiarize the student with pathologies found in magnetic resonance imaging and their appearance with various imaging protocols. The course content will be inclusive of all commonly imaged body systems and areas. Case studies and images of the pathologies will be used to reinforce the lectures.

MR 106, 206, 306, 406, 506, 606 Clinical Education Rotations

This course will allow the student the opportunity to practice skills necessary to obtain high MR images in correlation with ARRT standards. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When satisfactory degree of proficiency is met, the student will be allowed to perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. The course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. Each clinical rotation will last approximately 6 weeks.

SCHOOL OF RADIATION THERAPY

RTT 101

Orientation to Radiation Oncology

This course is an overview of the field of Radiation Oncology and its role in health care delivery system. The policy and procedures of the hospital and the program will be reviewed and explained. The professional responsibilities of the Radiation Therapist will be examined. This course will also include ethics in Radiation Therapy Practice and introductory law.

RTT 103

Radiation Therapy Patient Care I

This course explains procedures pertinent to patients with a diagnosis cancer. Emphasis is on routine and emergency care, handling seriously ill patients, special procedures, infection control, skin care, side effects, patient assessment and evaluation. Psychosocial aspects and communication will be explored.

RTT 104

Radiation Biology

This course will present basic concepts and principles of radiation biology. The effect of radiation on the body as a whole, and at a cellular level will be explained. The theory and principles of dose tolerance, time-dose relationships, fractionation and how this all relates to radiation therapy treatment delivery.

RTT 105

Pathology I

This course is a lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The Radiation Therapists patient care responsibilities will be explained.

RTT 106

Radiation Physics I

This course reviews the principles of x-ray production, beam characteristics and units of radiation so that an understanding of the application of these topics in Radiation Therapy treatment delivery is achieved. Modalities and their components, which are utilized in the production of photon and electron beams, are covered. This course will set the foundation for Radiation Physics II.

RTT 107

Radiation Therapy Technique I

This course is designed to introduce the student to what they see in Clinical Practice I, and will set the foundation for RTT 207 Principles of Radiation Dosimetry. It explains basic patient positioning, beam divergence and magnification, field blocking, immobilization devices, chart documentation, wedges, electrons, etc. This course includes a lab, where the student will see the concepts presented in class demonstrated on treatment and simulation units using a phantom. Labs will include both instructor demonstration and student hands on practice. Imaging and processing in Radiation Oncology will also be reviewed.

RTT 108

Radiation Protection

This course reviews and explores the principles of radiation protection and radiation safety. It will differentiate the radiation health and safety requirements of federal, state, and accreditation agencies. It will also explain hospital specific radiation protection policy and procedures. Specific responsibilities of the Radiation Therapist are emphasized.

RTT 109

Clinical Practice I

This course provides a clinical experience where student learns the flow and routines of the particular department. The student will begin to develop basic equipment operation skills under the direct supervision of a JRCERT approved Clinical Supervisor. This practice includes a rotation in nursing and general patient care clinical competency testing will be accomplished during this course.

RTT 203

Radiation Therapy Patient Care II

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is designed to build upon the information learned in RTT 103 Radiation Therapy Patient Care I and Clinical Practice I. It will review radiation treatment side effects, medications, chemotherapy, nutrition, patient education, staging, cross sectional anatomy, and research methodology. Principles of Computed Tomography I Radiation Oncology will also be reviewed.

RTT 205

Pathology II

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is a continuation lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The role of the Radiation Therapist is detailed. This course will include *neoplasia*, an in depth study of normal and abnormal cell development.

RTT 206

Radiation Physics II

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course explores Radiation Therapy Physics. Topics include the structure of matter, properties of radiation, nuclear transformation, x-ray production, ionizing radiation, treatment units used in external beam treatment delivery, absorbed dose, dose distribution, and dose scatter.

RTT 207

Principles of Radiation Dosimetry

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course describes the process and factors which influence clinical treatment planning. Detailed didactic lecture and laboratory experiences will explain isodose distribution, contouring, radiobiologic considerations, dosimetric calculations, compensation and the clinical application of the treatment beam. The student will understand the importance of initial simulation to optimal treatment planning. Emerging technologies will be introduced to the Students.

RTT 209

Clinical Practice II

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109

This course is a continuation of Clinical Practice I where students begin clinical competency testing in simulation, treatment delivery, and dosimetry. Clinical competency testing should begin with common and routine patient set up procedures which have been presented in the didactic classroom. As the semester progresses, the student will begin to do more challenging patient treatment procedures. Clinical Competency testing is always performed under the direct supervision of a clinical instructor.

RTT 303

Radiation Therapy Patient Care III

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109, 203, 205, 206, 207, 209.

This course is a continuation of RTT 203 Radiation Therapy Patient Care II that covers the technical considerations in advanced treatment planning and daily patient care. Focuses on the more difficult and elaborate approaches to Radiation Therapy. This course will include operational issues in Radiation Therapy such as CQI, human resource issues, Accreditation agencies, billing and reimbursement issues. This course includes a research forum in which students summarize for each other important clinical aspects of all phases of patient care in Radiation Oncology. An opportunity for students to both assess and demonstrate their knowledge of each topic presented.

RTT 305

Pathology III

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109, 203, 205, 206, 207, 209.

This course is a continuation lecture series designed to explain the growth, cause and behavior of neoplastic conditions. The topics of epidemiology, etiology, prognosis, methods of treatment and adjuvant therapies are developed for each anatomic site. The role of the Radiation Therapist is detailed. The lectures are designed to incorporate student experiences in Clinical Practice and develop their critical thinking and problem solving skills to analyze complex issues and make informed decisions.

RTT 306

Radiation Therapy Physics II- Quality Assurance

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109, 203, 205, 206, 207, 209.

This course explains the rationale and application of quality management and quality assurance (QA) procedures for radiation therapy. QA tests for megavoltage therapy equipment, simulation, and treatment planning systems will be studied and demonstrated. Legal and regulatory requirements, as well as the role and responsibility of the Radiation Therapist, will be explored. Computer information systems will also be discussed.

RTT 309

Clinical Practice III

Prerequisites: RTT 101, 103, 104, 105, 106, 107, 108, 109, 203, 205, 206, 207, 209.

This course is a continuation of Clinical Practice I & II where students demonstrate more advanced clinical competencies in the treatment and simulation. Clinical Competency testing is always performed under the direct supervision of a clinical instructor. Clinical Competency testing will be completed during this semester.

Directory

Center for Allied Health Education

Joan D'Antonio, B.S., RN
Director

Phone: (856) 342-2416
E-mail: dantonio-joan@cooperhealth.edu

Sherri D. Glemser
Bursar

Phone: (856) 342-3277
FAX: (856) 968-6203
E-mail: glemser-sherri@cooperhealth.edu

School of Cardiovascular Perfusion

Brian Schwartz, BA, CCP
Program Director

Phone: (856) 342-3277
Fax: (856) 968-6203
Cell: (609) 413-6027
E-mail: schwartz-brian@cooperhealth.edu

Sherri D. Glemser
Program Coordinator

Phone: (856) 342-3277
Fax: (856) 968-6203
E-mail: glemser-sherri@cooperhealth.edu

Sally Fowler, BS, CCP
Clinical Instructor

Phone: (856) 342-3277
Cell: (609) 413-6031
E-mail: fowler-sally@cooperhealth.edu

Robert Rios, CCP
Clinical Instructor

Phone: (856) 342-3277
Cell: (609) 413-6036
E-mail: rios-rob@cooperhealth.edu

John Wallace, CCP
Clinical Instructor

Phone : (856) 342-3277
Cell : (856) 308-5947
E-mail : wallace-john@cooperhealth.edu

Michael Hancock, CCP
Clinical Instructor

Phone : (856) 342-3277
Cell : (856) 264-6089
E-mail : hancock-michael@cooperhealth.edu

School of Diagnostic Imaging

Martina Harris, B.S., MA.Ed. R.T. (R)
Director

Phone: (856) 342-2397
FAX: (856) 968-8532
E-mail: harris-martina@cooperhealth.edu

Medical Radiography Program

Francis Williams, B.S., R.T.(R)
Assistant Program Director

Phone: (856) 342-2364
FAX: (856) 968-8532
E-mail: williams-frank@cooperhealth.edu

Jeff Goldstein, B.S., R.T.(R)
Clinical Educator

Phone: (856) 968-7829
Pager: (856) 445-3999
E-mail: goldstein-jeff@cooperhealth.edu

Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) Programs

Mary Tartaglione, B.S., R.T.(R)
Program Coordinator

Phone: (856) 342-7268
FAX: (856) 968-8532
E-mail: tartaglione-mary@cooperhealth.edu

School of Radiation Therapy

Karen Ljunggren, M.S., R.T. (R) (T) (CT)
Director

Phone: (856) 342-2734
E-mail: ljunggren-karen@cooperhealth.edu

Wanda Casper, B.A.
Secretary

Phone: (856) 342- 2729
E-mail: casper-wanda@cooperhealth.edu

CULTURAL ACTIVITIES – NEW JERSEY AND THE PHILADELPHIA AREA

Websites:

www.state.nj.us/travel/

www.gophila.com

APPENDIX ONE (1)

DISCIPLINARY PROCEDURES

It is the intent of the Center for Allied Health Education programs to be patient, sympathetic, fair and tolerant in the administration of school policy and procedure. However, infractions of such policy shall be dealt with firmly and in a uniform manner.

General information:

Written warning notice: written actions taken to document a breach in Program rules or regulations. Used for repeated minor breaches of policy.

Oral warning notice: verbal warning taken to make the student aware of breached policy and regulation. Used for infrequent or non-serious breaches of policy.

Probation: a period of critical evaluation/examination to ascertain fitness to continue within the Program. Probations are for a specific time frame. Students continue with didactic and clinical participation during probation.

Suspension: is made for a definite time period and only for serious infractions of Program policy or protocol. Students *may not* participate in any academic or clinical activities during a suspension. The student shall be counted as *absent* during this period. Two suspensions within a twenty-four month period shall be grounds for termination.

Dismissal: The student is terminated from the Program. This step occurs after serious breaches in Program policy has occurred. Dismissal may occur for either academic or disciplinary cause.

WRITTEN/ORAL WARNINGS

Oral warnings are advisement directed to the student relative to an actual or impending breach of Program or Center policy and procedure. Written warnings are used to document the existence, scope and suggested solution to problems. The following are areas in which a breach of protocol may result in a written warning.

1. Inability to adapt to stressful situations
2. Consistent lack of self-confidence that interferes with effective academic/clinical performance.
3. Inability to communicate or relate to patients, peers, co-workers, faculty and others.
4. Lack of ethical integrity or professional responsibility.
5. Inability to maintain appropriate personal appearance.
6. Uncooperative or defiant behavior in response to counseling.
7. Lack of self control.
8. Failure/refusal to seek referred counseling when indicated.
9. Lack of accountability in assuming responsibility in academic, clinical and social areas of the Program.
10. Repeated lateness/tardiness. Coming late/leaving early.
11. Excessive unauthorized absences.

PROBATION/SUSPENSION

Students exhibiting any of the following will be placed on probationary or suspension status.

1. Gross or blatant negligence.
2. Inadequate safety precautions.
3. Cause of undue patient comfort.
4. Lack of adequate preparation for didactic or clinical assignments.
5. Medication errors, including the misuse or mishandling of controlled substances.
6. Inability to apply standard theory to administer safe patient care.
7. Academic failure: Refer to each Schools policy
8. After receiving multiple written warnings.

DISMISSAL

The following are cause for dismissal from the Program.

1. Reporting to the didactic or clinical assignment area under the influence of alcohol, illegal substances or drugs.
2. The Theft of Program or others property or services.
3. After receipt of a second suspension notice.
4. After receipt of a third probation notice.
5. Falsification of any records.
6. Conduct dangerous to self or others.
7. Possession or use of illegal drugs, alcohol or weapons at the didactic or clinical campus.
8. Destruction or abuse of hospital, Program or affiliate property.
9. Fighting or other physical assault and battery.
10. The commission of any felony.
11. Participating in sexual harassment or sexual conduct within the didactic or clinical areas.

APPEAL PROCESS

Students involved in disciplinary actions, academic dismissal or other grievance have the right to appeal such decisions or actions. The following procedures are designed to insure a fair and impartial resolution.

Non-terminal disciplinary actions

Disciplinary actions not leading to student dismissal are considered *non-terminal*. These actions may include oral and written notices involving staff, peers or faculty. Such actions may be appealed to the Faculty Committee through Program Office. In order for the appeal to be fairly heard, the following parameters shall apply:

1. A written request for appeal must be received within five (5) days of the disputed action.
2. The request must include:
 - A. The date/time of the incident.
 - B. Name(s) of persons involved
 - C. Brief description of the action outlining the areas of dispute.

Within ten (10) days of the appeal receipt, the Program Director or designate shall schedule an inquiry before the Faculty Committee. The inquiry shall be limited to the disputed action described. All parties involved shall be permitted to present evidence. After review of the evidence, the Director or designate shall issue a statement of finding to all involved parties. Such findings shall be binding in all parties. Group appeals must be presented to the Director by a representative of the group. The representative may appoint a consultant to present evidence at an inquiry.

Terminal disciplinary actions

Disciplinary actions leading to student dismissal, probation or suspension are considered terminal actions. These actions usually involve serious breaches in policy and protocol. Such actions may be appealed in the following manner.

1. The student must submit, in writing, a request for a hearing relative to the disputed action.
2. Requests must be tendered within ten (10) days of the disputed action.
3. All appeal requests must include:
 - A. Date of disputed action
 - B. Individuals involved
 - C. Full description of incident outlining the area of dispute.

All appeal requests must be addressed to:

Director, Center for Allied Health Education
Cooper Health System
1 Cooper Plaza
Camden, NJ 08103

After review of the appeal request and within ten (10) days of receipt, the chairman shall take the following actions.

1. Appoint a *neutral* review panel and set a hearing date, time and place.
2. Notify the involved parties of the date, time and place of the hearing.

The following procedure shall be following during all appeals of terminal disciplinary actions.

1. The individual requesting the appeal proceeding *must* be present at the hearing.
2. Other parties named in the appeal *must* be present at the hearing.
3. The Program Director or designate *must* be present at the hearing.
4. Each party will be given the opportunity to present relevant evidence and witnesses. Each party has the right to questions any witness and be informed of the nature and source of any evidence presented.
5. Accurate minutes shall be recorded and filed with the advisory committee.
6. After presentation of all evidence and reasonable review, the panel shall issue a statement of findings to all involved parties. The statement of finding shall be issued within ten (10) working days of the hearing.
7. The action of the review panel may be appealed, by either party, to the Director, Center for Allied Health Education.

ACADEMIC DISMISSAL

Students dematriculated or placed on a probation status for academic cause may appeal such action in the following manner.

1. The student *must* submit a written request for appeal within ten (10) days of the termination or probation.
2. All requests must include:
 - A. The date of the action
 - B. A description of the dispute
3. All requests *must* be forwarded to:

Director, Center for Allied Health Education
Cooper University Hospital
One Cooper Plaza
Camden, NJ 08103

After review of the academic dismissal/probation dispute request, the chairman shall:

1. Appoint a committee from the faculty of the Medical Radiography School to review the disputed action.
2. Notify all parties of the date, time and location of such review.
3. Notify all parties of the committee's decision.

During the committee review:

1. The individual requesting review *must* have an opportunity to present evidence.
2. The involved Program officials must have an opportunity to present evidence.
3. Accurate minutes of the review shall be kept and maintained.
4. After reasonable review of all evidence, the committee shall issue a statement of findings.
5. The findings of the Committee may be appealed to Director, Center for Allied Health Education, One Cooper Plaza, Camden, NJ 08103

STUDENT GRIEVANCE PROCEDURE

Students may appeal grievance issues resulting in actions or evaluations other than described above, by following the parameters described below.

1. The involved individual must submit a written request for a grievance hearing within ten (10) days of the grieved action.
2. All requests *must* include:
 - A. The date of grievance
 - B. A description of the grievance
3. All requests must be forwarded to:
Director, Center for Allied Health Education
Cooper University Hospital
One Cooper Plaza
Camden, NJ 08103

After review of the request, and within fifteen (15) days of receipt, the Chairman shall:

1. Appoint a review panel, set a hearing date, time and place.
2. Notify all involved parties of the date, time, place and nature of such hearing.

The following parameters shall apply to the grievance process:

1. The review panel shall be comprised of neutral parties and will not include members of the School faculty.
2. The individuals requesting the proceedings *must* be present during the hearing.
3. The individual requesting the hearing may have an advocate present during the proceedings.
4. Parties named in the grievance *must* be present during the hearing.
5. A Program official may be present during the hearing.
6. Each party will be given ample opportunity to present relevant information and present witnesses. Each party has the right to question any witness and be informed of the nature and source of such evidence.
7. Accurate minutes shall be recorded and filled with the Advisory Committee.
8. After reasonable review of all evidence, the panel shall issue a statement of findings.
9. The panel findings may be further appealed to Director, Center for Allied Health Education, One Cooper Plaza, Camden, NJ 08103

**COOPER UNIVERSITY HOSPITAL
ONE COOPER PLAZA
CAMDEN, NJ 08103-1489**

**CENTER FOR ALLIED HEALTH EDUCATION
STUDENT POLICY AND PROCEDURE HANDBOOK RECEIPT**

I acknowledge I have accessed the Center for Allied Health Education Student Handbook (Revision August, 2011) located on the Hospital Intranet. I further acknowledge that I will abide by the policies set forth herein.

I acknowledge my responsibility to have read the Student Handbook and have been advised that further explanation will be provided on request.

DATE: _____

Student Name: _____
(Please Print)

Student Signature: _____

PLEASE PRINT THIS PAGE, SIGN AND GIVE THIS FORM TO THE DIRECTOR OF YOUR SCHOOL PROGRAM