



## School of Radiologic Technology

# Peconic Bay School of Radiologic Technology

**Classroom Location: 4 West Second Street, Lower Level, Riverhead, NY 11901**

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**We are a Twenty-Four Month Program**

**Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT)**

**& Certified with The New York State Department of Health**

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## **Part I: The Program of Radiologic Technology**

### **Welcome!**

I would like to take this opportunity to thank you for your interest in our program. Our program offers candidates an opportunity to become a professional in the healthcare setting. The science of Radiologic Technology has grown substantially over the past few years through advancements in technology and other healthcare reform. Many opportunities for advancement exist in our science. Our science still takes the lead as one of the fastest growing professions. Radiologic Technology also provides an individual with a balanced education in science, art, and technology. You will also have an opportunity to develop and enhance your critical thinking and critical analysis skills with your education.

This catalog serves as an introduction to the program and the requirements and rules for it. Should you wish to pursue your education with our program, please complete the application and return it with your processing fee and we will follow-up with you.

Best of luck to you and your future endeavors!

\*\*\*As the student progresses through the program there will be changes made to maintain current policies and regulations. Any changes or additions will be issued to the student in writing, for placement within the Student Handbook\*\*\*

## Sponsorship

Peconic Bay Medical Center in Riverhead, New York, is a primary health care facility committed to quality patient care. It holds many accreditations including:

- The Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
- American Society for Metabolic and Bariatric Surgery (ASMBS) “Center of Excellence”
- New York State designated Stroke Center
- Joint Commission Gold Seal of Approval for Total Joint Replacement for Hip and Knee
- American College of Radiology (ACR)
- College of American Pathologists (CAP)

Peconic Bay Medical Center is a not for profit community medical center. Its mission is to provide primary and secondary general medical care utilizing a comprehensive continuum of services including:

- Twenty-four (24) hour emergency room services
- Cardiac Care unit
- Renal Dialysis Unit
- Home health services
- Skilled nursing and rehabilitation center dedicated to short and long term rehabilitation care
- Pegasus House Palliative Care Program
- Off-site ambulatory primary, pediatric and OB-GYN services in Manorville, NY
- Graduate Medical Education internship and residency program

Since 1967, Peconic Bay Medical Center has provided the sponsorship of the Peconic Bay School of Radiologic Technology. The philosophy of the institution supports the program’s educational goals.

The program sponsor takes the responsibility for the publication of the programs availability, its faculty and student admission. Together with the faculty, it is committed to meet the published standards set down by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Upon completion of the prescribed course of study, the student is granted a certification of completion.

### **Mission Statement of Peconic Bay Medical Center**

Peconic Bay Medical Center is committed to improving the health of our communities by providing quality, comprehensive and compassionate care.

### **Vision of Peconic Bay Medical Center**

Peconic Bay Medical Center's vision is to be the healthcare provider of choice for our communities and continually enhancing the medical center and community based resources with state-of-the-art technology and comprehensive services.

### **Mission Statement and Goals of Peconic Bay School of Radiologic Technology**

The Radiologic Technology Program sponsored by Peconic Bay Medical Center is dedicated to provide the healthcare system with a compassionate and competent registered staff radiographer.

The school faculty and sponsor have agreed on the following goals as the basic foundation for the total instructional program:

- To graduate students with the knowledge of entry level technologists.
- To graduate students that are clinically competent.
- To graduate students that will practice good communication skills.
- To graduate students that will demonstrate problem solving and critical thinking skills.
- To graduate students that will demonstrate professionalism.

### **Purpose of Peconic Bay School of Radiologic Technology**

The purpose of the School of Radiologic Technology at Peconic Bay Medical Center is to provide the students with the necessary technical skills, as well as the moral and ethical qualities which will enable them to fulfill the responsibilities of the Radiological Technology profession.

## **Description of the Profession**

1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging reception.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provides patient care and comfort.
6. Recognizes emergency patient conditions and initiate lifesaving first-aid and basic life-support procedures.
7. Evaluate the performance of Radiologic systems, know the safe limits of equipment operation, and report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in Radiologic quality assurance programs.

## **Description of the Program**

The didactic, lab and clinical education gained throughout the program, affords the radiography student opportunities to learn how to interact with afflicted individuals requiring health care services and with the supporting professional members of the health care team providing these services to the community.

The radiography student will develop these technical and social skills through active participation in a programmed sequence of instruction provided by the twenty-four month Radiologic Technology curriculum. The high standards maintained by the curriculum will produce technologists who effectively perform the art and science of Radiologic Technology with skill and conscience of the total patient care concept.

The student during his/her education and as a practicing radiographer will understand and abide by the Code of Ethics published by the American Society of Radiologic Technologists.

## **Part II: Becoming a Radiologic Technology Student**

### **A. Admission Process**

The program accepts up to fourteen (14) students for admission. It is recommended that all applications and other required documents be submitted on a timely basis. The school does not set a limit on the number of applications received. **COMPLETED Program applications** received after the deadline of **March 1** will NOT be considered for the upcoming September class.

*\*\*\*Advanced Placement or Transfer Students are **NOT** accepted\*\*\**

### **B. Academic Requirements:**

- ❖ All applicants are required to hold a high school diploma or equivalent.
- ❖ **Our program is seeking a well-rounded candidate who possesses the abilities to manage both the didactic and clinical components of the program.**
- ❖ An Associate degree granted, or higher, by an accredited institution with a cumulative GPA  $\geq 2.3$ 
  - ❖ Submit OFFICIAL high school and college transcripts to program for evaluation
  - ❖ If you will be completing your Associate Degree by the May of the year of application, you may still apply.

### **C. Technical Standards**

- ❖ **Manual Dexterity**
  - Must have the ability to make coordinated, skillful movements of fingers, hands and arms.
  - Ability to perform on personal computer keyboard.
  - Ability to document in an accurate and legible manner.
  - Mobility to go from one department of the hospital to another department, while moving a portable radiography unit.
- ❖ **Flexibility**
  - Ability to bend, stretch, and reach to locate x-ray cassettes and other image receptors, supplies, forms, files, etc.
- ❖ **Hearing**
  - Ability to hear telephone ringing and to conduct a telephone conversation in a noisy environment.

❖ **Vision**

- Must have the ability to see and distinguish and discriminate objects and/or people in the environment.
- Ability to identify information on radiography machines and on a computer screen to determine radiographic quality

❖ **Static Strength**

- Must have the ability to lift items weighing up to twenty-five (25) pounds
  - For Example: Radiography Cassettes and Image Receptors, Radiographic Grids, supplies, etc.
- Must have the ability to assist in movement of patients to and from the radiography table.

❖ **Stamina**

- Must be able to stand and walk for periods of two hours continuous and for a total of 7 ½ to 8 hour shifts while performing radiographic exams.

❖ **Speech**

- Sufficient nonverbal and verbal skills in English to express needs promptly and effectively.

## **D. The Application Portfolio**

- ❖ The application form and package will be forwarded upon request.
- ❖ ALL INFORMATION CAN BE FOUND ON OUR WEBSITE, [www.pbmchealth.org](http://www.pbmchealth.org), by clicking “About Us” and then “Professional Education” in the upper left hand corner.

❖ **Procedure**

- **Submit a completed and signed application form by March 1.**
- Applicants must request that all official transcripts be sent to the school.
  - The applicant is responsible for any required fees to have these sent from their respective institutions.
  - Transcripts should be addressed:
 

**Peconic Bay School of Radiologic Technology**  
**1300 Roanoke Avenue**  
**Riverhead, New York 11901**  
**Attention: Frank Zaleski, LMSW, MBA, BS, RT ( R )**
- Application fee (non-refundable) of **\$100.00** by **CERTIFIED BANK CHECK** payable to “Peconic Bay Medical Center”
- Affirm receipt of application package.
- **Three** letters of recommendation (Academic and/or Professional)
  - **Please use “Reference Letter Form” and follow the instructions on form.**

- Submit a **TYPED, DOUBLE-SPACED** personal essay that will answer the following questions:
  - **“Out of all the professions in the world to choose, why are you choosing to become a Radiographer and why our school?”**
  - Then...
  - **How has your education you have completed so far contributed to who you are today?**
  - *(Please see the PERSONAL ESSAY FORM ATTACHMENT for layout!)*
- **MANDATORY - Current resume or CV highlighting your responsibilities at workplaces**
- Applicants are responsible for the completion of the application.
- WE ARE NOT RESPONSIBLE FOR A LOST APPLICATION IN THE MAIL!

## **E. Entrance Examination**

- ❖ All applicants must take the Peconic Bay School of Radiologic Technology Entrance Exam.
- ❖ **The applicant will review the attached “Entrance Examination Request” form and schedule their examination with the Program Secretary at 631 – 548 – 6173.**
- ❖ **The cost for the entrance exam is \$75.00. Please bring a CERTIFIED BANK CHECK made payable to “Peconic Bay Medical Center” ONLY.**
- ❖ **The instructions for the Entrance Examination are located on the “Entrance Exam Request” form.**
- ❖ To further your application to the Admissions Committee, a candidate must achieve SATISFACTORY SCORES on the examination.
- ❖ The examination is composed of the following sections: English, Arithmetic, Spelling, and Reading Comprehension.
  - There is no writing section.
  - A simple four function calculator will be provided to you.
- ❖ The potential student may take an entrance examination **TWICE** per academic year. *It is not mandatory to take the exam twice, but the Admissions Committee will weigh the higher scores in your overall application.*

## **F. Observation of Radiologic Technologist**

- ❖ A student achieving SATISFACTORY SCORES and above on the Entrance Exam will be notified by mail of the opportunity to observe a Radiologic Technologist in the Radiology Department.
  - Observation in a Radiologic Technology Department is an integral component of the selective admission process for the Radiologic Technology Program at Peconic Bay Medical Center.

- Students interested in Radiologic Technology as a career, have the opportunity to see firsthand, what responsibilities are involved in this profession.
- ❖ Students achieving this goal will be contacted by the Program of Radiologic Technology at Peconic Bay Medical Center to set up a time to shadow a Radiologic Technologist in the Radiology Department at Peconic Bay Medical Center.
  - Students will observe actual patient care; appropriate dress (business casual, comfortable shoes, no open-toed shoes) is required.
  - Students are expected to spend no less than three (3) hours to ensure a complete overview of what a career in Radiologic Technology entails. In addition, they are required to complete the “Hospital Observation Worksheet” and submit it to the Program of Radiologic Technology for admission consideration.
  - The observation times will be scheduled through mid-January to mid-April, Monday – Wednesday – Friday, 9am to 12pm and 1pm to 4pm in the Radiology Department at Peconic Bay Medical Center.

## **G. Notice of Professional Interview**

- ❖ Notice of interview will be sent out by May 1.
- ❖ You may only be granted an interview AFTER completing the Observation of Radiologic Technologist.
- ❖ **It is at this time of the Professional Interview that the applicant should present to the Admissions Committee any descriptions or explanations that may in the future or have in the past strong influence over academic performance with personal circumstances such as a personal illness, family problems, etc. have adversely affected academic records. The interview is an opportunity to clarify the strengths and weaknesses of the records. Motivation will be strongly considered.**

## **H. Post-Interview**

- ❖ Each candidate interviewed will receive ONE of three outcome responses to the interview.
  - Acceptance Letter
  - Alternate Acceptance Letter
  - Denial Letter
- ❖ Each ACCEPTED candidate must return to the school the following items:
  - Letter stating intention by requested date on acceptance letter
  - Tuition deposit of \$1000.00 (non-refundable)
  - 2 x 2 Passport Photo
  - Payment Plan Agreement (if applicable)

- ❖ Each ACCEPTED candidate will have until August 1\* of that summer to return the following:
  - Remainder tuition of \$7000.00
  - Proof of liability insurance
  - Perform a health physical provided by the Employee Health Department at Peconic Bay Medical Center, including a DRUG SCREENING

## **I. Exceptions and Appeals**

- ❖ Applicants who wish to have an exception granted to any of the above standards or to wish to claim a special situation for an appeal to the Admissions Committee must state the request in writing giving full details and supporting documentation. This should be directed to the attention of the Program Director.
- ❖ Exceptions and appeals will not be accepted after June 15.

## **J. The Admission Scoring Process**

- ❖ **Applicants will be chosen based on the following Admissions scoring criteria (110 points):**
  - College Marks (10 points total)
    - Overall GPA 2.3-2.6 = 2 points
    - Overall GPA 2.7-3.0 = 4 points
    - Overall GPA 3.1-3.3 = 6 points
    - Overall GPA 3.4-3.6 = 8 points
    - Overall GPA 3.7-4.0 = 10 points
  - Recommendation Letters (5 points total)
  - Essay (5 points total)
    - Answers the question
    - Uses appropriate terminology, including but not limited to the professional title of “Radiologic Technologist”
    - Use of proper grammar
    - Combines life experiences within essay topics
  - Entrance Exam (30 points total)
    - Your score will be calculated using a SCANTRON device
    - You will receive a letter after your test with the score of each section on it
  - Observation (10 points total)
    - Observation Test = 5 points
    - Observation Technologist Evaluation = 5 points
  - Professional Interview (36 points total)
  - Miscellaneous (12 points total)
    - Application in on time and completed
    - Fee sent with application

- Transcripts sent within a timely manner
  - Evidence of degree
  - On time for observation
  - On time for entrance exam
  - On time for interview
  - Speaking respectfully when dealing with school personnel
  - Dressing appropriately for observation and/or interview
- ❖ **Scoring well on entrance exam, performing an observation and being granted an interview is NOT a guarantee of admission. Due to limited capacity, only a selected number of students can be accepted.**

### III. Being a Radiologic Technology Student

#### K. Radiation Safety Policy

- ❖ Student Radiologic Technologists must at all times use proper Radiation Protection measured required by New York State Sanitary Code and the National Council on Radiation Protection.
- ❖ The United States Nuclear Regulatory Commission recommends that occupational exposure to radiation be kept AS LOW AS REASONABLY ACHIEVABLE (ALARA).
  - Students must wear a radiation monitoring, Radiation Monitor Device, at all times - both in classroom and clinical.
  - Students will be issued a Radiation Monitor Device at the beginning of each month by the Clinical Coordinator. The Clinical Coordinator will collect all the used Radiation Monitor Devices, at the same time.
  - Students are no longer issued Radiation Monitor Devices, as of May 2013 at John T. Mather Hospital. Therefore, Peconic Bay School of Radiologic Technology will provide a Radiation Monitor for students to wear at that affiliate.
  - The monitors will be sent out for reading along with the department monitors.
  - The hospital physicist will review readings on all Radiation Monitor Devices. Monthly readings are then posted in the radiology departments, without date of birth noted.
  - Should a student's monitor show a reading beyond the Occupational Dose Limits\*\*, the student will be notified by the Program Director. If necessary, the Program Director will in-service the student on proper radiation protection procedures.
    - \*\*Dose Limits are 10% of limits for adult workers:
      - Whole Body 0.5 rem/year (TEDE)
      - Skin 5.0 rems/year (SDE-skin)
      - Eye 1.5 rems/year (DE-eye)
      - Extremities 5.0 rems/year (SDE-ext)
  - Copies of monitor reading reports from Peconic Bay Medical Center will be sent to the Program Director.

## **L. Student Pregnancy**

- ❖ Student Radiologic Technologists must at all times use proper Radiation Protection measures required by New York State Sanitary Code and the National Council on Radiation Protection.
- ❖ Disclosure of a pregnancy by a Student Radiologic Technologist is VOLUNTARY.
  - If the student chooses to disclose her pregnancy, the following procedure is to be followed:
    - 1) The student will provide **written notice** of voluntary declaration to the Program Director.
      - a. The student will sign and date the written notice of voluntary declaration of pregnancy.
      - b. The Program Director will sign, date and place the written notice of voluntary declaration of pregnancy in the student's permanent folder.
    - 2) The Program Director and student will discuss and document the following options for continuance **OR** withdrawal:
      - a. The student may continue in the program without modification. (*See Roman Numerals Below*)
      - b. The student is then given the following options:
        - i. To continue in the program without modification and to utilize maternity leave for six (6) weeks post-delivery or eight (8) weeks post caesarian delivery.
          1. The student will be counseled by the Program Director and the Radiation Safety Officer to ensure exposure to ionizing radiation will be reduced to a minimum.
          2. The student will wear an additional personnel monitoring device at waist level to closely monitor fetal dose.
          3. **The student will acknowledge ALL DIDACTIC COURSE CONTENT MUST BE MADE UP.**
          4. **The student will acknowledge ALL CLINICAL COMPETENCIES MUST BE COMPLETED.**
        - ii. The student may take an extended leave of absence for up to one (1) year.
          1. **The student will acknowledge ALL DIDACTIC COURSE CONTENT MUST BE MADE UP.**
          2. **The student will acknowledge ALL CLINICAL COMPETENCIES MUST BE COMPLETED.**
        - iii. The student can choose to withdraw from the program.
          1. **THE STUDENT MUST SUBMIT A WRITTEN DECLARATION OF WITHDRAWAL FROM THE PROGRAM TO THE PROGRAM DIRECTOR.**
          2. **The Program Director will sign and date the document.**

3) The student can choose to withdraw their written declaration of pregnancy IN WRITING from their school portfolio.

**1. The Program Director will sign, date and place the document in the student's permanent folder.**

**4) THE PROGRAM DIRECTOR WILL PLACE ALL DOCUMENTS/PLANS/RADIATION DOSE MONITORING REPORTS IN THE STUDENT'S PERMANENT FOLDER.**

## **M. Academic Policy**

- ❖ Each instructor establishes expectations for the students and arranges test and quiz schedules.
- ❖ The instructor will follow the grading scale established by the program as outlined below.
- ❖ The following represents the numerical grading system used by the program:
  - 90 – 100 = A (Superior)
  - 83 – 89 = B (Above Average)
  - 75 – 82 = C (Average)
  - Below 75 = F (Failure)
- ❖ **Students must maintain a 75 average in all courses in order to remain in the program.**
- ❖ Should a student average drop below a 75 in any course during a semester he/she will be notified by the Program Director. The student will be placed on academic probation, and a plan for remedial work will be discussed.
- ❖ Should the student fail the course(s) at the end of the semester, he/she will be recommended to the Advisory Committee for dismissal.
- ❖ **Cheating is a cause for suspension and may be cause for dismissal from the program.**

## **N. Non-Discrimination Policy**

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

## **O. Accommodations for People with Disabilities**

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

## **P. Program Curriculum**

❖ The curriculum will cover, but is not limited to the following courses:

### ❖ **First Year**

#### ● **Fall Semester**

- Introduction to Radiologic Science
- Medical Terminology
- Human Structure and Function I
- Radiographic Anatomy and Positioning I
- Radiographic Anatomy and Positioning I Laboratory
- Radiographic Physics and Imaging Equipment I
- Radiographic Technique I
- Patient Care in Imaging Sciences
- Clinical Practicum I

#### ● **Spring Semester**

- Medical Terminology
- Human Structure and Function II
- Radiographic Anatomy and Positioning II
- Radiographic Anatomy and Positioning II Laboratory
- Radiographic Physics and Imaging Equipment II
- Radiographic Technique II
- Pathophysiology I
- Professional Ethics and Law
- Image Analysis I
- Clinical Practicum II

#### ● **Summer Semester**

- Clinical Practicum III

### ❖ **Second Year**

#### ● **Fall Semester**

- Radiographic Anatomy and Positioning III
- Radiographic Anatomy and Positioning III Laboratory
- Radiation Protection for the Radiographer and Patient
- Cross-Sectional Imaging
- Image Analysis II
- Introduction to Digital Radiography & PACS

- Pathophysiology II
  - Interventional Radiography
  - Clinical Practicum IV
  - **Spring Semester**
    - Radiographic Anatomy and Positioning IV
    - Radiographic Anatomy and Positioning IV Laboratory
    - Radiation Biology and Advanced Radiation Protection
    - Image Analysis III
    - Introduction to Mammography
    - Advanced Modalities in Radiography (CT & MRI)
    - Senior Review for the ARRT Certification Exam
    - Clinical Practicum V
  - **Summer Semester**
    - Senior Review for the ARRT Certification Exam
    - Clinical Practicum VI
- ❖ The school week is broken into two separate segments: clinical and didactic.
- Didactic Education
    - Each 1<sup>st</sup> year student will spend a minimum number of 590 hours in the classroom for the Fall and Spring semesters.
    - Each 2<sup>nd</sup> year student will spend a minimum number of 500 hours in the classroom for the Fall and Spring semesters.
    - The didactic hours are from 8:00AM to 4:00PM.
- ❖ Clinical Education
- Clinical time will be rotated between Peconic Bay Medical Center, Long Island Community Hospital, John T. Mather Hospital, Northwell Imaging at Smithtown, North Shore LIJ Reichert Family Imaging at Greenlawn, and North Shore LIJ Imaging at Great South Bay in Bay Shore, NY.
  - The clinical hours at the clinical institutions are:
    - Peconic Bay Medical Center – Northwell Health, Riverhead, NY – 8:00 – 4:00PM
      - Some rotations (such as Surgical & Mobile Radiography) are 7:00 – 3:00PM
    - Southside Hospital – Northwell Health, Bay Shore, NY – 8:00 – 4:00PM

- Long Island Community Hospital, Brookhaven, NY – 8:00 – 4:00PM
    - Some rotations (such as Surgical & Mobile Radiography) are 7:00 – 3:00PM
  - John T. Mather Hospital – Northwell Health, Port Jefferson, NY – 7:00 – 3:00pm
    - Some rotations (such as Surgical & Mobile Radiography) are 6:00 – 2:00PM
  - **PLEASE NOTE THE CLINICAL SITES BELOW WILL BE USED FOR SECOND YEAR STUDENTS ALONG WITH THE HOSPITALS ABOVE!**
  - North Shore LIJ Imaging at Great South Bay – Northwell Health, Bay Shore, NY – 8:00 – 4:00PM
  - North Shore LIJ Reichert Family Imaging – Northwell Health, Greenlawn, NY – 9:00 – 5:00PM
  - Northwell Imaging – Northwell Health, Smithtown, NY – 9:00 – 5:00PM
- Each 1<sup>st</sup> year student will spend a minimum number of 800 hours while in their clinical rotations.
  - Each 2<sup>nd</sup> year student will spend a minimum number of 1200 hours while in their clinical rotations.
    - During the Fall and Spring Semesters of the First Year, students will spend Monday, Wednesday and Friday in the classroom for didactic lessons and Tuesdays and Thursdays at each respective clinical education site.
    - During the Summer Semester (July-August-September) of the First Year, students will spend Monday through Friday in the clinical education site.
    - During the Fall and Spring Semesters of the Second Year, students will Tuesdays and Thursdays in the classroom for didactic lessons and Mondays, Wednesdays, and Fridays in each respective clinical education site.
    - During the Summer Semester (July-August) of the Second Year, students will spend Monday through Friday in the clinical education site.
    - During the months of February for both Junior and Senior Years, students will spend Monday through Friday in the clinical education site for select weeks.

## Q. Academic Calendar

- ❖ The full time, 24 month program begins each September and operates Monday through Friday, from 8:00am to 4:00pm. The program offers the following holidays and vacations:

<u>Day</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
New Year's Day	01/01/2021	01/01/2022	01/01/2023
New Year's Day (OBSERVED)	***	01/03/2020	01/02/2023
Martin Luther King Jr. Day	01/18/2021	01/17/2022	01/16/2023
President's Day	02/15/2021	02/21/2022	02/20/2023
Memorial Day	05/31/2011	05/30/2022	05/29/2023
Fourth of July (4 <sup>th</sup> of July)	07/05/2021 *Observed	07/04/2022	07/04/2023
Labor Day	09/06/2021	09/05/2022	09/04/2023
Columbus Day	10/11/2021	10/10/2022	10/09/2023
Thanksgiving Day	11/25/2021	11/24/2022	11/23/2023
Day After Thanksgiving (FRIDAY)	11/26/2021	11/25/2022	11/24/2023
Christmas Day	12/25/2021	12/25/2022	12/25/2023

- ❖ The holidays are reviewed for each calendar year.
- ❖ VACATION WEEKS FOR PECONIC BAY SCHOOL OF RADIOLOGIC TECHNOLOGY  
There are three (3) vacation weeks scheduled for the school. They will be announced when the student enters the program in September.

## R. Graduation Requirements

- ❖ The attendance policies in compliance with the school must be fulfilled.
- ❖ Must complete Didactic, Laboratory, and Clinical Education Plan Objectives
- ❖ Successful completion of all academic courses with an average of 75%
- ❖ Must have New York State License and ARRT examination application complete and signed by the Program Director
- ❖ Terminal Competency Evaluation must be completed according to ARRT Clinical Competency Requirements
- ❖ Pass two simulated certification exams with an 80%

## S. Program Fees

### ❖ Program Costs

<b>Item</b>	<b>Cost</b>	<b>Due</b>
Application Fee	\$100.00	Upon Submission
Entrance Exam Fee	\$75.00	Date of Examination
Tuition 1 <sup>st</sup> Year	\$8000.00 *1000.00 (Non-refundable deposit applied to 1 <sup>st</sup> year tuition)	August 1 *One month after interview to reserve seat for September
Tuition 2 <sup>nd</sup> Year	\$8000.00	September 1
Textbooks**	@\$1800.00	Purchase of Books
NYSSRT Membership &** ASRT Membership**	\$65.00	Junior Year
Liability Insurance**	\$100.00	Junior and Senior Year
School Uniforms	\$300.00	Start of Program
Trajecsys Clinical Laboratory Application Program	\$150.00	Start of Program (This will cover you for two years.)
National Certification Exam Review Seminar	@\$150.00	May of 2 <sup>nd</sup> Year
ARRT Certification Exam Fee	\$200.00	May of 2 <sup>nd</sup> Year
NYS DOH License Application Fee	\$120.00	May of 2 <sup>nd</sup> Year
<b>Approximate Total Cost</b>	<b>\$19060.00</b>	

\*\*These fees are subject to change\*\*

- The student can expect to incur additional costs for:
  - Meals, lodging and transportation
  - New York State License Application (Post Successful Completion of ARRT Certification Exam)
  - CPR course
  - Miscellaneous School Events (holiday parties, field trips, events)
- **The Peconic Bay Program of Radiologic Technology reserves the right to suspend any student from class and clinic and withhold all student records, transcripts including license and diploma until all financial obligations to the school have been satisfied.**
- **All time must be made up due to a suspension.**

#### ❖ Refunds

- Tuition refunds are refundable on a prorated basis.
  - Should the student withdraw from the program:
    - 1) During – up to 10 school days of attendance, student receives 75% refund (excluding initial tuition deposit)
    - 2) During – up to 20 school days of attendance, student receives 40% refund (excluding initial tuition deposit)
    - 3) During – up to 30 school days of attendance, student receives 20% refund (excluding initial tuition deposit)
  - If the student chooses to withdraw from the program, the student must submit a letter stating their intention to withdraw and then a tuition refund will only be issued as per this refund tuition policy.

#### ❖ Financial Aid Receipts

- Peconic Bay Medical Center DOES NOT participate in any Title IV Financial Aid Programs or the New York State Tuition Assistance Program (TAP).
- Peconic Bay School of Radiologic Technology DOES ACCEPT Veterans Benefits.

#### ❖ Modification of Fees, Policies, and Curriculum

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

## **T. Tuition Payment Plan**

- ❖ Peconic Bay School of Radiologic Technology, together with the administration of Peconic Bay Medical Center, has developed a payment plan option for individuals who need this for an option.
- ❖ It will be catered to each class in the program.
- ❖ The following information is in the “Student Financial Responsibility Packet” distributed once accepted into the school.
  - **STUDENT FINANCIAL RESPONSIBILITY**
  - Whether you are returning for your second year in our program or just starting out in our program, the school recognizes the needs of the students for tuition. Let’s face it – these are tough times, but your education must be paramount.
  - Together with the administration of Peconic Bay Medical Center, the faculty and I have created a method for Tuition Payment Options. It is my hope that it will fit your budget and eliminate your stress for payment. Please choose the payment plan that works for you. A contract will be generated and your signature is required.
  - **Statement of Student Responsibility**
  - Your education is important, and represents a big investment of both time and money. Please take the time to become familiar with the school’s policies regarding your student financial account, and your responsibility under those policies.
  - **You Are the Student – the Pursuer of Education**
  - The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. In accordance with this law, many student academic and financial records with the school are protected information and can be communicated ONLY to the student.
  - All billing statements and notices are sent directly to the student, via mail or directly received in the classroom, even if another person may be paying the student’s bills. The School may not discuss specific aspects of a student’s account without written authorization from the student.
  - This means that it is important that you understand the school financial policies and communicate them to anyone who informally shares the responsibility of reviewing and/or paying your bill. Each didactic year, you as the student, are required to acknowledge your acceptance of the Peconic Bay School of Radiologic Technology Financial Responsibility Policy.

- **Peconic Bay School of Radiologic Technology Financial Responsibility Policy**
- All students, whether new, or current, are responsible for reviewing, understanding, and abiding by the School's regulations, procedures, requirements, and deadlines as described in all School publications. These publications include, the Student Handbook and Student Catalog.
  
- **Students are also responsible for:**
- Reviewing their bill for accuracy,
- Knowing the classes they are currently enrolled in,
- Paying billing statements in a timely fashion; and
- Understanding and following the correct procedures to withdraw from the school.
  
- **Charges, Payment of Tuition and Fees**
- All tuition and fees (exclusive of the items listed below) are due at the beginning of each academic year. Failure to pay the tuition amount in full, and/or enroll in an installment payment plan, **can result in late payment fees of up to \$50.00 a month being assessed to your balance.**
- In the event the student cannot complete the academic requirements of the program AFTER the initial 30 days of the academic year, the student will become responsible for the full balance of the outstanding charges.
- Service/administrative fees are defined as administrative costs for costs incurred with processing and posting of transactions. Each payment plan reflects the monthly service/administrative fee that correlates to the particular payment plan.
- The student can expect to incur additional costs for:
  - Meals, lodging and transportation
  - Uniforms
  - New York State License Application
  - American Registry of Radiologic Technologists Examination Fees
  - CPR course
  - Miscellaneous School Fees (field trips, holiday party, professional organizations)
  
- **The Peconic Bay Program of Radiologic Technology reserves the right to suspend any student from class and clinic and withhold all student records, transcripts including license and diploma until all financial obligations to the school have been satisfied.**

- The School reserves the right to withhold future services, including further enrollment and release of official academic records, for any student with an outstanding balance to the School, including the release of the certificate/diploma and the New York State temporary license to practice Diagnostic Radiography.
- All time must be made up due to a suspension.

❖ **Student Payment Plan Systems:**

❖ **Student may pay PAYMENT SCHEDULE TUITION PLAN #1 of \$8000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

- (All checks must be made payable to Peconic Bay Medical Center)

❖ For the Incoming Class of 2023

- ❖ Initial Deposit Due: Wednesday, June 1, 2021\*
- ❖ Remainder Tuition Due: Monday, August 1, 2021\*
- ❖ Late fees up to \$50.00 per month are assessed on any unpaid balances.
- ❖ There is a one- time \$30.00 fee assessed for the utilization of a credit card.
  - The dates below are subject to change based on the calendar year.

❖ <b>Date Due</b>	<b>Amount Due</b>	<b>Balance</b>
06/01/2021	\$1000.00	\$7000.00
08/01/2021	\$7000.00	Paid in Full

**The payment plan would be reassessed the following year based upon the student's needs.**

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❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #2 of \$8000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

- (All checks must be made payable to Peconic Bay Medical Center)

❖ For the Incoming Class of 2023

❖ Late fees up to \$50.00 per month are assessed on any unpaid balances.

- There is a one-time \$30.00 fee assessed for the utilization of a credit card for the tuition deposit.
- The dates below are subject to change based on the calendar year.

<b>Date Due</b>	<b>Minimum Due</b>	<b>Service/ Administrative</b>	<b>Amount Due</b>	<b>Balance Pending</b>
06/01/2021	\$1000.00	\$0.00**	\$1000.00	\$7000.00
08/01/2021	\$3500.00	\$75.00	\$3575.00	\$3500.00*
09/01/2021	\$1200.00	\$75.00	\$1275.00	\$2300.00*
11/01/2021	\$1200.00	\$75.00	\$1275.00	\$1100.00*
12/01/2021	\$1100.00	\$75.00	\$1175.00	Paid in Full

\*Prior to Service/Administrative Fee

\*\*No Service/Administrative Fee Assessed for Tuition Deposit unless a credit card is used.

❖ **The payment plan would be reassessed the following year based upon the student's needs.**

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**❖ Student may choose PAYMENT SCHEDULE TUTION PLAN #3 of \$8000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

- (All checks must be made payable to Peconic Bay Medical Center)

**❖ For the Incoming Class of 2023**

- ❖ Late fees up to \$50.00 per month are assessed on any unpaid balances.
  - There is a one-time \$30.00 fee assessed for the utilization of a credit card for the tuition deposit.
  - The dates below are subject to change based on the calendar year.

<b>❖ Date Due</b>	<b>Minimum Due</b>	<b>Service/Administrative</b>	<b>Amount Due</b>	<b>Balance Pending</b>
06/01/2021	\$1000.00	\$0.00**	\$1000.00	\$7000.00
08/01/2021	\$1500.00	\$100.00	\$1600.00	\$5500.00*
09/01/2021	\$1500.00	\$100.00	\$1600.00	\$4000.00*
10/01/2021	\$1500.00	\$100.00	\$1600.00	\$2500.00*
11/01/2021	\$1500.00	\$100.00	\$1600.00	\$1000.00*
12/01/2021	\$1000.00	\$100.00	\$1100.00	Paid in Full

\*Prior to Service/Administrative Fee

\*\*No Service/Administrative Fee Assessed for Tuition Deposit unless a credit card is used.

- ❖ **The payment plan would be reassessed the following year based upon the student's needs.**

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❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #4 of \$8000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

- (All checks must be made payable to Peconic Bay Medical Center)

❖ For the Incoming Class of 2023

❖ Late fees up to \$50.00 per month are assessed on any unpaid balances.

- There is a one-time \$30.00 fee assessed for the utilization of a credit card for the tuition deposit.
- The dates below are subject to change based on the calendar year.

<b>❖ Date Due</b>	<b>Minimum Due</b>	<b>Service/ Administrative</b>	<b>Amount Due</b>	<b>Balance Pending</b>
06/01/2021	\$1000.00	\$0.00**	\$1000.00	\$7000.00
08/01/2021	\$1250.00	\$100.00	\$1350.00	\$5750.00*
09/01/2021	\$1250.00	\$100.00	\$1350.00	\$4500.00*
10/01/2021	\$1250.00	\$100.00	\$1350.00	\$3250.00*
11/01/2021	\$1250.00	\$100.00	\$1350.00	\$2000.00*
12/01/2021	\$1250.00	\$100.00	\$1350.00	\$750.00*
01/01/2022	\$750.00	\$100.00	\$850.00	Paid in Full

\*Prior to Service/Administrative Fee

\*\*No Service/Administrative Fee Assessed for Tuition Deposit unless a credit card is used.

❖ **The payment plan would be reassessed the following year based upon the student's needs.**

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❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #5 of \$8000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

- (All checks must be made payable to Peconic Bay Medical Center)

❖ For the Incoming Class of 2023

- ❖ Late fees up to \$50.00 per month are assessed on any unpaid balances.
  - There is a one-time \$30.00 fee assessed for the utilization of a credit card for the tuition deposit.
  - The dates below are subject to change based on the calendar year.

<b>❖ Date Due</b>	<b>Minimum Due</b>	<b>Service/ Administrative</b>	<b>Amount Due</b>	<b>Balance Pending</b>
06/01/2021	\$1000.00	\$0.00**	\$1000.00	\$7000.00
08/01/2021	\$725.00	\$100.00	\$825.00	\$6275.00*
09/01/2021	\$725.00	\$100.00	\$825.00	\$5550.00*
10/01/2021	\$725.00	\$100.00	\$825.00	\$4825.00*
11/01/2021	\$725.00	\$100.00	\$825.00	\$4100.00*
12/02/2021	\$725.00	\$100.00	\$825.00	\$3375.00*
01/06/2022	\$725.00	\$100.00	\$825.00	\$2650.00*
02/03/2022	\$725.00	\$100.00	\$825.00	\$1925.00*
03/02/2022	\$725.00	\$100.00	\$825.00	\$1200.00*
04/01/2022	\$725.00	\$100.00	\$825.00	\$475.00*
05/01/2022	\$475.00	\$100.00	\$575.00	Paid in Full

\*Prior to Service/Administrative Fee

\*\*No Service/Administrative Fee Assessed for Tuition Deposit unless a credit card is used.

❖ **The payment plan would be reassessed the following year based upon the student's needs.**

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## U. Student Health Care

- ❖ Program applicants are expected to complete a pre-entrance physical evaluation form. The information contained in this form becomes part of the student file in Employee Health and remains confidential. It is provided by the hospital without cost to the student.
  - The MMR vaccine is required by New York State Department of Health. No student will be permitted to start the program without the proof of proper immunization as required by law. All students entering the program are encouraged to have the Hepatitis B vaccination and the seasonal influenza vaccination from their own physician.
- ❖ Students involved in the program are provided emergency medical care, if needed, in their respective clinical site. An incident occurring due to “work-related” injury will be evaluated by a medical provider. The student will be required to complete all necessary documentation as required by the facility.
  - Students in need of emergency medical treatment are to notify the Clinical Instructor and Clinical Coordinator immediately should an injury occur.
- ❖ Radiology School Students being treated by their own doctor will be expected to provide Employee Health and their Supervisor with a Doctor’s note that refers to the injury date and body part affected. Those cases involving lost time need to specify the approximate length of the disability and the date of the next re-evaluation. An employee must provide a doctor’s note upon returning to school. If returning to school on a limited duty basis, the specific limitations must then be documented. Each situation will be evaluated with Employee Health as “limitations” could hinder the student’s learning in the clinical setting and be a danger to the student and patient on a case-by-case basis.
- ❖ The program has no provisions for group medical insurance for student’s participation.
- ❖ Students are **REQUIRED** to maintain their own medical insurance while enrolled in the program.

## **V. Student Services**

### ❖ Hospital Security

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

### ❖ Housing and Child Care

Peconic Bay Medical Center does not provide housing or childcare services.

## **W. Appeal Mechanism Policy**

❖ This has been created to help resolve all student's complaints, misunderstandings, and grievances. The following is considered proper procedure should the subject object to reprimand.

### ○ Procedure

- 1) Request a conference with the Program Director and present the case
- 2) The Program Director will give a response in writing within one school day.
- 3) Return in writing an acceptance or rejection of the Program Director's response within **TWO** school days.
- 4) If the student rejects the Program Director's response, to pursue the matter the student should request a hearing with the Advisory Committee. The hearing will be scheduled within **THREE** school days.
- 5) Determination of Advisory Committee is school's final position.
- 6) Should the student be dissatisfied with the decision of the Advisory Committee, the student may request a meeting with the Human Resource Associate of Peconic Bay Medical Center. A response will be given within one week of the grievance.

## **X. Academic Guidance and Student Counseling**

❖ Peconic Bay School of Radiologic Technology's policy states:

### ○ Academic guidance is scheduled every three months.

- The Program Director meets with each student to examine the academic record and the student's overall standing in the program. Satisfactory performance is noted on the student counseling form. In the event of a performance discrepancy, the discrepancy is:
  - 1) Analyzed by both Student and Director
  - 2) A collaborative effort produces a specific problem statement.
  - 3) The appropriate action is stated including tutoring, practice, and study skills.

- 4) Student feedback is elicited regarding acceptance or obstacles to recommended action.
  - 5) A time interval is agreed upon and a follow-up
  - 6) Student and Director sign the form.
- **The Program Director can refer students to an outside counseling agency to aid the student.**
    - Peconic Bay Medical Center may refer students to “Employee Assistance Programs (EAP)” for counseling outside the hospital.
    - The program is designed to assist students and employees in dealing with problems that may interfere with their health, well-being, and education.
    - Initial consultation is free.
    - The Procedure
      - Students are to be made aware of this policy during orientation
      - If a student feels he/she is in need of outside counseling, they are to contact the Program Director.
  - **Exit Counseling**
    - Exit counseling is also to be conducted at the exit interview just prior to graduation.
    - At this time, the student is encouraged:
      - 1) To continue their education
      - 2) To participate in professional seminars and professional workshops.
      - 3) To participate in professional societies and organization.

## **Y. Program Statistics**

- ❖ The program publishes “Program Effectiveness Data” on the website at [www.pbmhealth.org](http://www.pbmhealth.org). Please click on the link in the upper right hand corner entitled, “Professional Education” and then click, “Program of Radiologic Technology” in the gold box. Then you will see a link entitled “Program Effectiveness Data.” You may access the PDF file containing this information.

## **Z. Affiliation Agreement**

- ❖ As of August 9, 2012, Peconic Bay School of Radiologic Technology has affiliated with SUNY Empire State to provide a continuing education opportunity for graduates of the school.
- ❖ Graduates will have to enroll in SUNY Empire State.
- ❖ Graduates will have to submit all required documentation to SUNY Empire State (transcripts from PBSRT, all prior educational credits/degrees, and other documents as required by SUNY Empire State).
- ❖ Graduates will be able to earn 32 credits towards their degree program as advanced standing upon successful completion of the coursework from Peconic Bay School of Radiologic Technology.
- ❖ Graduates will be provided opportunities to meet with SUNY Empire State representatives throughout their education in the school.
- ❖ Further information about SUNY Empire State and this agreement can be obtained by calling the Student Information Center at (518) 587-2100.

## **IV: Faculty and Certifications**

### **AA. Program Faculty**

#### **❖ Program Director-Frank Zaleski, LMSW, MBA, BS, RT ( R )**

- Master of Social Work, Stony Brook University School of Social Welfare, Stony Brook, New York
- Master of Business Administration, Health Care Administration, St. Joseph's College, Patchogue, NY
- Baccalaureate of Science, Community Health & Human Services, St. Joseph's College, Patchogue, NY
- Associate Art, Liberal Arts, Suffolk County Community College, Selden, NY
- Certificate Radiographer, ARRT
- Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

#### **❖ Clinical Coordinator – John Ryan, MS, RT ( R )**

- Master of Science in Health Informatics, University of Illinois at Chicago, Chicago, IL
- Post-Baccalaureate Certificate in Radiography, Stony Brook University, Stony Brook, NY
- Baccalaureate of Science, Health Sciences, Stony Brook, University, Stony Brook, NY
- Certificate Radiographer, ARRT

#### **❖ Didactic Instructor – Connor Marengo, BS, RT ( R ) ( MR )**

- Baccalaureate of Science, Temple University, Philadelphia, PA
- Certificate Magnetic Resonance Imaging, ARRT
- Certificate Radiographer, ARRT
- Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

#### **❖ Clinical Instructor - Mary Galligan, RT ( R ) ( M ) (Site: PBMC)**

- Certificate, Mammographer, ARRT
- Certificate, Radiographer, ARRT
- Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

#### **❖ Clinical Instructor – Michael Civitella, RT ( R ) (Site: PBMC)**

- Certificate, Radiographer, ARRT
- Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

- ❖ **Clinical Instructor - Judith A. Button, RT ( R ) (Site: LICH)**
  - Certificate, Radiographer, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY
  
- ❖ **Didactic Instructor/Clinical Instructor - Kris Bjerneby, RT ( R ) ( VI ) (Site: LICH)**
  - Certificate, Vascular Interventional Radiology, ARRT
  - Certificate, Radiographer, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY
  
- ❖ **Clinical Instructor – Mark Haughie, RT ( R ) (Site: MMH)**
  - Certificate, Radiographer, ARRT
  - Certificate Radiography, South Nassau School of Radiologic Technology
  
- ❖ **Clinical Instructor - Mark Gentile, RT ( R ) (Site: MMH)**
  - Certificate, Radiographer, ARRT
  - Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

## **BB. Certification & Accreditation**

- ❖ The Peconic Bay School of Radiologic Technology is certified by the New York State Department of Health, Bureau of Radiologic Technology and accredited by the Joint Review Committee on Education in Radiologic Technology.
  - Available for inspection upon request are all detailed policies and procedures regarding vacation, sick leave, clinical time compensation due to extended illness, discipline and standards for student conduct and performance.

### **❖ Contact Information for New York State Department of Health, Bureau of Radiologic Technology**

New York State Department of Health  
 BERP – Radiologic Technology  
 Corning Tower – Empire State Plaza  
 12th Floor – Room 1221  
 Albany, NY 12237  
 Phone: (518) 402-7580  
 Email: [berp@health.state.ny.us](mailto:berp@health.state.ny.us)

### **❖ Accreditation Information**

- ❖ The Peconic Bay School of Radiological Technology is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program effectiveness data is available on the JRCERT and Peconic Bay Medical Center website.
  - Also available are the criteria for radiography program accreditation described in the “Standards of an Accredited Educational program for the Radiographer” published by the Joint Review Committee on Education in Radiologic Technology.

### **❖ Contact Information for JRCERT:**

The Joint Review Committee on Education in Radiologic Technology (JRCERT)  
 20 North Wacker Drive  
 Suite 2850  
 Chicago, Illinois 60606-2901  
 Phone: (312) 704-5300  
 Fax: (312) 704-5304  
 Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
 Website: [www.jrcert.org](http://www.jrcert.org)