



School of Radiologic Technology

Peconic Bay Program of Radiologic Technology

Eastern Campus Classroom Location: 1225 Ostrander Avenue, Riverhead, NY 11901

Western Campus Classroom Location: 1979 Marcus Avenue, New Hyde Park, NY 11042

Mailing Address: 1300 Roanoke Avenue (1 Heroes Way), Riverhead, New York 11901

School Office: 631-548-6173

Email: xrayschool@pbmchealth.org

Program Director: Frank A. Zaleski, LMSW, MBA, BS, RT (R)

E-mail: fzaleski@northwell.edu

Phone: 631-548-6183

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

Table of Contents

| | | |
|---|--|---------|
| <u>Logistics</u> | Program Title and Contact Information | Cover |
| | Table of Contents | 2 |
| <u>Part I: The Program of Radiologic Technology</u> | Welcome! | 3 |
| | Sponsorship | 4 |
| | Mission Statement of Peconic Bay Medical Center | 5 |
| | Vision of Peconic Bay Medical Center | 5 |
| | Mission and Goals of Peconic Bay School of Radiologic Technology | 5 |
| | Purpose of Peconic Bay School of Radiologic Technology | 6 |
| | Description of Profession & Description of Program | 6 - 7 |
| <u>Part II: Becoming a Student at Peconic Bay School of Radiologic Technology</u> | Admissions | 7 |
| | Academic Requirements | 7 |
| | Technical Standards | 8 – 11 |
| | The Application Portfolio | 11 – 12 |
| | Entrance Examination | 12 |
| | Observation of Radiologic Technologist & Classroom Environment | 13 |
| | Notice of Interview, Post Interview | 14 |
| | Exceptions and Appeals | 14 |
| | The Admissions Scoring Process | 15 |
| <u>Part III: Being a Student in at Peconic Bay School of Radiologic Technology</u> | Radiation Safety Policy | 16 – 18 |
| | Student Pregnancy | 18 – 19 |
| | Academic Policy | 20 |
| | Non-Discrimination Policy | 20 |
| | Accommodations for People with Disabilities | 20 |
| | Program Curriculum & Academic Calendar | 21 – 26 |
| | Graduation Requirements | 27 |
| | Program Fees, Tuition Refunds, Tuition Payment Plan | 27 – 35 |
| | Student Health Care | 36 |
| | Student Services | 37 |
| | Appeal Mechanism Policy | 37 |
| | Academic Guidance and Student Counseling | 37 |
| | Complaint Resolution with JRCERT Standards, Program Statistics | 37 – 39 |
| | Agreement (MOU) for Continuing Education | 40 |
| <u>Part IV: The Faculty</u> | Program Faculty | 41 – 42 |
| | Certification & Accreditation | 43 |

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/Northwell Health 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) (TJC)
- American Society for Metabolic and Bariatric Surgery (MBSAQIP) “Center of Excellence”
- New York State designated Stroke Center
- Joint Commission Gold Seal of Approval for Total Joint Replacement for Hip and Knee
- Joint Commission Advanced Certification in Palliative Care
- 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
- Pegasus House Palliative Care Program
- Off-site ambulatory primary, pediatric and OB-GYN services in Manorville and Shirley, NY
- Graduate Medical Education internship and residency program
- Pharmacy 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).

Together with Northwell's Center for Learning and Innovation, Peconic Bay Medical Center/Northwell Health has mutually agreed to further advance the educational needs of the healthcare system locally and statewide by providing a state-of-the-art classroom and laboratory setting in Nassau community continuing to fulfill the commitment of Northwell to educate the current and future generations of health care professionals.

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

Mission Statement of Peconic Bay Medical Center/Northwell

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

Vision of Peconic Bay Medical Center

Peconic Bay Medical Center's vision as an organization and as individual caregivers is to embrace all of our community's health and wellness needs, one patient at a time.

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 twenty-eight (28) students for admission to two classrooms – Riverhead 1225 Ostrander Avenue (Eastern Campus) and New Hyde Park – Northwell’s Center for Learning and Innovation (CLI) (Western Campus). 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****

****Students will have the ability to select a preference to the classroom of their choice on the application, but there is no guarantee to that placement****

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 ≥ 2.3
 - **Students are REQUIRED to successfully complete a course in Medical Terminology from an accredited college or university with a grade of C+.**
- ❖ Submit OFFICIAL high school and college transcripts to program for evaluation.

C. Technical Standards

- ❖ In order to perform the tasks required for a licensed Radiographer, certain technical standards are required. Students must demonstrate the ability to perform required functions as a routine part of either classroom, laboratory or clinical education. Student should be aware that successful completion of the Program of Radiologic Technology of Peconic Bay Medical Center/Northwell Health will depend upon the ability to meet the following technical standards:
- ❖ Every student in the Program of Radiologic Technology of Peconic Bay Medical Center/Northwell Health must possess the ability to learn and perform the following competencies and skills:
 - ❖ MOTOR
 - ❖ The student possesses sufficient motor capabilities to execute the movements and skills required to provide imaging services. These include, but are not limited to:
 - Ability to adjust and position equipment and patients, which involves bending or stooping freely to floor level and reaching above the head.
 - Ability to move or position equipment and patients, which involves lifting, carrying, pulling, and no weightlifting restrictions.
 - Have the endurance to complete all required tasks during the assigned period of clinical practice in order to carry out the imaging process in the context of patient care delivery.
 - Ambulate independently for the assigned period of clinical practice.
 - Reach up to six (6) feet off the floor.
 - Lift thirty (30) pounds of weight up, and over the level of the head.
 - Coordination, speed, and agility to assist and safely guard, with safe and proper body mechanics, patients who are ambulating, transferring, or performing other activities.
 - Ability to guide, resist, and assist patients, or to provide emergency care, which involves the activities of standing, kneeling, sitting or walking.
 - Use fine motor skills and manual dexterity in manipulating a wide range of radiographic and medical equipment and peripherals.
 - Use either and/or both hands for imaging and equipment manipulation.
 - Stand for protracted periods of time without a break.
 - Successfully complete a Cardio-Pulmonary Resuscitation (CPR) certification course for **HEALTH CARE PROVIDERS**: which should include Adult, Pediatric, and AED. *(This will be completed during the program in your senior year.)*
 - Ability to administer CPR without assistance.
 - Ability to perform physical capabilities and practice correct ergonomics as indicated by the American Registry of Radiologic Technologists (ARRT), OSHA, CDC and JCAHO. *(These documents will be distributed during the program.)*

❖ **SENSORY**

❖ **The student possesses the ability to obtain information in classroom, laboratory or clinical settings through observations and other measures, including but not limited to:**

- Visual ability to discriminate color changes, to see slight differences in shapes and objects, to read or set parameters on various equipment, and to interpret and assess the environment.
- Visual ability to recognize and interpret the facial expressions and body language, and to identify normal and abnormal patterns of movement.
- Visual ability to discriminate between blacks, grays, whites, and the entire color spectrum on various display devices.
- Observe patients at a distance or via television monitor.
- Visually monitor patients in dimly lit environments.
- Auditory ability to recognize and respond to soft voices, auditory timers, equipment alarms, call bells, and to effectively use devices for measurement of blood pressure, breath sounds, etc.
- Audibly monitor patient conditions.
- Tactile ability to palpate a pulse and to detect changes or abnormalities of surface texture, skin temperature, body contour, muscle tone and joint movement.
- Sufficient position, movement and balance sensations to assist and safely guard patients who are ambulating, transferring or performing other activities.

❖ **COMMUNICATION**

❖ **The student utilizes effective communication with peers, faculty, and other healthcare providers. Communication competencies include knowledge, attitude, and skills necessary to provide quality and safe patient care in all healthcare settings. This includes but is not limited to:**

- Ability to read (in English) at a competency level that allows one to carry out the essential functions of an assignment (examples: handwritten data, printed policy and procedure manuals).
- Ability to effectively interpret and process information.
- Ability to effectively and efficiently communicate (verbally and in writing) with patients/families, healthcare professionals, and others effectively and efficiently within the community under stressful conditions.
- Accurately elicit information from patients, family member/significant others, health team members, and/or faculty related to a patient's medical history and current status necessary to adequately and effectively evaluate a patient's condition.
- Effectively interact with individuals and communicate their needs promptly and effectively, as may be necessary in the patient's interest.

- Effectively collaborate with physicians and other members of the healthcare team and provide an oral or written summary of the technical findings to the physician for medical diagnosis.
- Ability to access information and to communicate and document effectively via computer.
- Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

❖ **BEHAVIORAL/SOCIAL**

❖ **The student must be able to exercise good judgment and tolerate contact with a diverse population, including people of all ages, races, socioeconomic and ethnic backgrounds, and medical or mental health problems. This also includes, but is not limited to:**

- Ability to work with multiple patients and colleagues at the same time.
- Ability to work with classmates, instructors, healthcare providers, patients and others under stressful conditions, including but not limited to providing care to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provisions of CPR, or other emergency interventions.
- Possess the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
- Ability to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and health care personnel in a courteous, professional and respectful manner.
- Possess sufficient interpersonal skills to interact positively with people from all levels of society, and all ethnic and religious backgrounds.
- Possess a high level of compassion for others, motivation to serve, integrity and a consciousness of social values.
- Ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other healthcare providers and patients.
- Ability to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Ability to recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.

❖ **INTELLECTUAL/CRITICAL THINKING**

❖ **The student possesses sufficient abilities in the area of calculation, critical problem solving, reasoning and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize, and attend to tasks and responsibilities efficiently. This includes, but is not limited to:**

- Ability to measure, collect, interpret, and analyze written, verbal and observed data about patients.
- Ability to prioritize multiple tasks, integrate information and make decisions in a prompt and timely fashion.
- Ability to apply the principles, indications, and contraindications for radiography.
- Ability comprehend multi-dimensional relationships and the spatial relationships of anatomic structures.
- Ability to act safely and ethically in the classroom, laboratory and in clinical setting.
- Effective use of problem-solving skills including conceptual, integrative and quantitative abilities.

D. The Application Portfolio

- ❖ The application form and package will be forwarded upon request.
- ❖ The application will be made available electronically August 1, 2024.
- ❖ ALL INFORMATION CAN BE FOUND ON OUR WEBSITE, www.pbmchealth.org.
- ❖ **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)
Email: fzaleski@northwell.edu
 - Application fee (non-refundable) of **\$100.00** by **CERTIFIED BANK CHECK** payable to "Peconic Bay Medical Center"
 - **Three** letters of recommendation (Academic and/or Professional)
 - **Please use "Reference Letter Form" and follow the instructions on form.**
 - **The references you supply on the application should match the references you provide on the "Reference Letter Form."**

- **Complete a four (4) hour observation in any radiology department, where permitted and have the staff there complete the form in the package and website.**
 - **If you experience any trouble scheduling the observation, after attempting on your own, then please contact us and we will assist.**
- **Complete a two (2) hour observation of our classroom** and meet with faculty to discuss any comments or concerns you have about the program. Also, use this time to meet with the students currently enrolled in the program.
- Submit a **TYPED** essay that will answer the following questions:
 - **“Our program of Radiologic Technology is a two-year program dedicated to providing the healthcare environment with a well-rounded professional. Please identify, in no more than 500 words, why you are choosing our school, your vision for your future in our profession, and any unique healthcare experiences with yourself or your loved ones that are influencing your decision to become a Radiologic Technologist.”**
- **Current resume or CV highlighting your responsibilities at workplaces should be attached at the application.**
- Applicants are responsible for the completion of the application.
- Affirm receipt of application package.
- 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 complete the attached “Entrance Examination Request” form and schedule their examination with the Program.**
- ❖ **The cost for the entrance exam is \$75.00. Please bring a CERTIFIED BANK CHECK, CASH OR PERSONAL 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, Science, 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 up to **THREE TIMES** per academic year. ***It is not mandatory to take the exam THREE TIMES, but the Admissions Committee will weigh the higher scores in each section in your overall application.***

F. Observation of Radiologic Technologist

- ❖ A student applying to Peconic Bay Program of Radiologic Technology should have knowledge about the profession they are potentially entering.
 - 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, could see firsthand, what responsibilities are involved in this profession.
- ❖ Students may perform this observation at **any radiology facility**.
 - 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 four (4) 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 radiology observation must be performed prior to your PROFESSIONAL INTERVIEW.**
 - Just because you perform an OBSERVATION does not guarantee a placement for a PROFESSIONAL INTERVIEW.
 - Student must provide the form found on our website titled “Radiology Observation Worksheet” to the facility and it should be sealed in an envelope with the student’s name on it.

G. Observation of Classroom/Meeting with Students

- ❖ A student applying to Peconic Bay Program of Radiologic Technology should have knowledge about the classroom and dynamics they are potentially entering.
- ❖ The potential student will be invited for the classroom observation after they have submitted their application.
- ❖ The potential student will complete a short quiz regarding their research and knowledge of the profession.
- ❖ The student will spend approximately two (2) hours in the radiology school classroom of their choice.
 - They will attend lectures and discuss classroom dynamics with the enrolled students.
 - They will be provided an opportunity to ask questions of the faculty and engage students in conversation about an understanding of the program and daily goings-on of the students.

H. 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.**

I. 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 \$8000.00
 - Proof of liability insurance
 - Perform a health physical provided by the Employee Health Department at Peconic Bay Medical Center, including a DRUG SCREENING

J. 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.

K. The Admission Scoring Process

- ❖ **Applicants will be chosen based on the following Admissions scoring criteria (120 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 (3 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 (20 points total)
 - Observation Technologist Evaluation = 10 points
 - Observation in Classroom and Faculty Discussion = 10 points
 - Professional Interview (40 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

L. 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.
- ❖ No student will be permitted to participate in radiographic examinations without the dosimeter on his/her person.
- ❖ Students must always keep track of their dosimeter.
- ❖ Students should keep their dosimeter in a safe place where it cannot be damaged for any reason.
- ❖ Should a student misplace or lose their dosimeter, they are issued a spare dosimeter immediately to continue their radiation monitoring for the remainder of that time period.
- ❖ The Clinical Coordinator will collect all the used Radiation Monitor Devices, at the same time.
- ❖ Peconic Bay School of Radiologic Technology will provide a Radiation Monitor for all affiliates.
 - Long Island Jewish Medical Center/Northwell will provide you a dosimeter for their purposes.
 - These monitors are sent for readying by LIJMC/Northwell.
 - Data is transmitted to Program Director for transmission to the student's dosimeter report.
- ❖ The monitors will be sent out for reading.

- ❖ The Clinical Coordinator will access the readings electronically via the Landauer website. Those readings are forwarded to the Program Director for transfer to the Radiation Monitor Tracking Sheet.
- ❖ The Program Director will then review and transfer the data to the Radiation Monitor Tracking Sheet.
- ❖ Should a student's monitor show a reading beyond the Occupational Dose Limits**, the student will be notified by the Program Director utilizing the ALARA Notification Letter (NYS/NYC levels) document consistent with Northwell policy. If necessary, the Program Director/Hospital Physicist will in-service the student on proper radiation protection procedures.
- ❖ To ensure the annual deep dose limit of 50 mSv (5,000 mREM) is not exceeded, the ALARA action dose/threshold dose is established:

| AREA | Bade Report Terminology | ALARA I (per calendar quarter) | ALARA II (per calendar quarter) | Annual Dose Limit |
|--|---|---|--|---------------------------------|
| Whole Body (including head/trunk, active blood forming organs and gonads) | DDE Deep Dose Equivalent | 1.25 mSv/ 125 mREM | 3.75 mSv/ 375mREM | 50 mSv/ 5,000 mREM |
| Lens of the Eye | LDE Eye/Lens Dose Equivalent | 1.25 mSv/ 125 mREM | 3.75 mSv/ 375mREM | 150 mSv/ 15,000 mREM |
| Skin of Whole Body | SDE Shallow Dose Equivalent | 7.5 mSv/ 750 mREM | 22.5 mSv/ 2,250mREM | 500 mSv/ 50,000 mREM |

| | | | | |
|--|--|---|--|--|
| <p>Extremity (hands, forearms, feet/ankles)</p> | <p>SDE Shallow Dose Equivalent (Specific to Extremity Monitor i.e. finger) ***NOT USED BY STUDENTS***</p> | <p>18.75 mSv/ 1,875 mREM</p> | <p>56.25 mSv/ 5,625mREM</p> | <p>500 mSv/ 50,000 mREM</p> |
|--|--|---|--|--|

- ❖ The student will initial their monthly reading on the Radiation Monitor Tracking Sheet.
- ❖ Copies of monitor reading reports from Peconic Bay Medical Center/Northwell will be forwarded to each facility: John T. Mather Hospital/Northwell, South Shore University Hospital/Northwell, Northwell Imaging offices in Smithtown and Greenlawn and Long Island Community Hospital/NYU Langone. *(This statement will be adapted as the program/school adds clinical sites.) (The student will consent to the release of the information as needed.)*
- ❖ All Radiation Monitor Tracking Sheets and any additional dosimetry information will be kept on file at Peconic Bay School of Radiologic Technology.
- ❖ The hospital physicist will review readings on all Radiation Monitor Devices prior to the quarterly Radiation Safety Meeting.
- ❖ The student will be made aware of these policies at Orientation and then at each counseling session attended with Program Director/Clinical Coordinator.

M. 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.**

N. 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.**

O. Non-Discrimination Policy

- ❖ Peconic Bay Program of Radiologic Technology, in accordance with our sponsoring institution's policy on anti-discrimination, states that we will choose candidates for admission based on equal opportunity and treat all applicants equally regardless of their age, race, creed/religion, color, national origin, immigration status or citizenship status, sexual orientation, military or veteran status, sex/gender, gender identity, gender expression, disability, pregnancy, genetic information or genetic predisposition or carrier status, marital or family status, partnership status, victim of domestic violence, sexual or other reproductive health decisions, or other characteristics protected by applicable law.

P. 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.

Q. Program Curriculum

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

❖ First Year

● **Fall Semester**

- Introduction to Radiologic Science
- Human Structure and Function I with Medical Terminology Review
- 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 I
- Clinical Practicum I

● **Spring Semester**

- Human Structure and Function II with Medical Terminology Review
- 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
- Patient Care in Imaging Sciences II
- 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
- Advanced Modalities in Radiology – Interventional Radiology & MRI
- 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, Mammography and Bone Densitometry)
 - 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 1st year student will spend a minimum number of 590 hours in the classroom for the Fall and Spring semesters.
 - Each 2nd 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 the following institutions and their respective hours:
- Peconic Bay Medical Center/Northwell Health 8:00-4:00PM
 - This institution also provides surgical radiography rotations at certain intervals of the semester.
 - These hours are from 7:00 AM – 3:00PM & 7:30 – 3:30PM.
- Long Island Community Hospital/NYU Langone 8:00-4:00PM
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are from 7:00 – 3:00PM.

- John T. Mather Hospital/Northwell Health 7:00-3:00PM
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are from 6:00 – 2:00PM.

- South Shore University Hospital/Northwell Health (formerly Southside Hospital)
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM.

- Huntington Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Plainview Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Syosset Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Glen Cove Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- North Shore University Hospital/Northwell Health - Manhasset
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Long Island Jewish Medical Center/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Forest Hills Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Staten Island University Hospital/Northwell Health – OCEAN BREEZE (NORTH)
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Staten Island University Hospital/Northwell Health – PRINCE’S BAY – (SOUTH)
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

- Northern Westchester Hospital/Northwell Health
 - This institution also provides surgical radiography and mobile radiography rotations at certain intervals of the semester.
 - These hours are 8:00 – 4:00PM

 - **PLEASE NOTE THE CLINICAL SITES BELOW WILL BE USED FOR SECOND YEAR STUDENTS ALONG WITH THE HOSPITALS ABOVE!**

 - North Shore LIJ Reichert Family Imaging – Northwell Health, Greenlawn, NY – 8:00 – 4:00PM

 - Northwell Imaging – Northwell Health, Smithtown, NY – 8:00 – 4:00PM

 - Northwell Imaging – North Fork Radiology, Riverhead, NY – 8:00 – 4:00PM

 - Grossman Imaging – Northwell Health, Manorville, NY – 8:00 – 4:00PM

- Peconic Bay Medical Group – Riverhead, NY – 8:00 – 4:00PM
 - Peconic Bay Medical Group – Manorville, NY – 8:00 – 4:00PM
 - Massapequa Imaging/Northwell, NY – 8:00 – 4:00PM
- Each 1st year student will spend a minimum number of 800 hours while in their clinical rotations.
 - Each 2nd year student will spend a minimum number of 1200 hours while in their clinical rotations.
 - During the Semesters #1 & #2 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 Semester #3 of the First Year, students will spend Monday through Friday in the clinical education site.
 - During the Semesters #4 & #5 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 Semester #6 of the Second Year, students will spend Monday through Friday in the clinical education site.
 - During the last month of Semester #1 and Semester #4 students will spend Monday through Friday in the clinical education site for select weeks.

R. Academic Calendar

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

Academic Calendar - 2024/2025
 Peconic Bay Program of Radiologic Technology
 Approved by Curriculum Committee
 Forwarded to Clinical Sites - 07/11/2025

| Peconic Bay Program of Radiologic Technology 2024/2025 Academic Calendar | | | | | | | | | | | | | | | | | | | |
|---|------|-----|-------|-----|--------|------|-----|-------|-----|--------|------|-----|-------|-----|--------|------|-----|-------|-----|
| Jul-24 | | | | | Aug-24 | | | | | Sep-24 | | | | | Oct-24 | | | | |
| Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| 1 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 7 | 8 | 9 | 10 | 11 |
| 8 | 9 | 10 | 11 | 12 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 14 | 15 | 16 | 17 | 18 |
| 15 | 16 | 17 | 18 | 19 | 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25 | 26 | 27 | 21 | 22 | 23 | 24 | 25 |
| 22 | 23 | 24 | 25 | 26 | 26 | 27 | 28 | 29 | 30 | 30 | | | | | 28 | 29 | 30 | 31 | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | |

| | | | |
|---|--|---|---|
| <p>*July 1 - July 5 - Vacation *July 4 - Independence Day</p> | <p>*August 16 - Graduation Day (Class of 2024) *August 19 - Class of 2025 Begins Senior Year *August 26 - Class of 2026 Begins Orientation</p> | <p>*September 2 - Labor Day *September 3 - Clinical Change (Class of 2025) *September 9 - 1st Day of Class of 2026 Classes *September 24 - 1st Day of Class of 2025 Classes</p> | <p>*October 14 - Columbus Day Holiday (NO CLASS/NO CLINICAL) FACULTY In-House</p> |
|---|--|---|---|

| Nov-24 | | | | | Dec-24 | | | | | Jan-25 | | | | | Feb-25 | | | | |
|--------|------|-----|-------|-----|--------|------|-----|-------|-----|--------|------|-----|-------|-----|--------|------|-----|-------|-----|
| Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| | | | | 1 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | 27 | 28 | 29 | 30 | 31 | | | | | |

| | | | |
|---|---|--|--|
| <p>*November 7 & 8 - NYSSRS CONFERENCE *November 28 - 29 - Thanksgiving Holiday</p> | <p>*December 2 - Clinical Change (Class of 2025 - 2026) December 3 - 4 Academic Counseling Sessions *December 23 - January 1, 2025 - Holiday Vacation</p> | <p>*January 1 - 3 Holiday Vacation *January 20 - Martin Luther King Jr. Holiday *January 27 - January 31 - FINAL EXAM WEEK</p> | <p>*February 17 - President's Day Holiday *February 18 - 19 Academic Counseling Sessions</p> |
|---|---|--|--|

| Mar-25 | | | | | Apr-25 | | | | | May-25 | | | | | 6/1/2025 - 7/1/2025 | | | | |
|--------|------|-----|-------|-----|--------|------|-----|-------|-----|--------|------|-----|-------|-----|---------------------|------|-----|-------|-----|
| Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri | Mon | Tues | Wed | Thurs | Fri |
| 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 2 | 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 9 | 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 16 | 17 | 18 | 19 | 20 |
| 24 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | | | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 |
| 31 | | | | | | | | | | | | | | | 30 | 1 | 2 | 3 | 4 |

| | | | |
|--|--|---|---|
| <p>*March 3 - Applications for Class of 2026 DUE! *March 3- 1st Day of Spring Semester (Class of 2026 & Clinical Change (Class of 2025))</p> | <p>*Spring Break - April 14 - 18 (AERTS-NY Conference for Faculty)</p> | <p>*May 6, May 7, May 8 - School Interviews (Class of 2025 & 2026 - CLINICAL DAYS) May 22 - 23 Academic Counseling Sessions May 26 - Memorial Day Holiday May 27 - Clinical Change (Class of 2026) May 28 - Clinical Change (Class of 2025)</p> | <p>*June 19 - Juneteenth Holiday *June 23 - June 27 FINAL EXAM WEEK *June 30 - July 4 - Summer Vacation</p> |
|--|--|---|---|

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| <p>*July 8, July 10, July 16, July 23, July 30, August 5, 2025 - Senior Review for the ARRT Certification Exam - Class of 2025 *Faculty of PBSRT will report to office on October 14, 2025 for Program Director's Meeting *ALL DATES ARE SUBJECT TO CHANGE TO MEET PROGRAM NEEDS! *Any time lost due to inclement weather will be evaluated on a case-by-case basis and if needed, will be adjusted accordingly with other school function dates. *Graduation - Class of 2025 - Friday, August 15, 2025 (THIS DATE IS TENTATIVE!) *School and Faculty observe all holidays observed by Northwell/Peconic Bay Medical Center</p> |
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- ❖ The holidays are reviewed for each calendar year.
- ❖ The Academic Calendar is made available to each student/potential student at orientation and published in June for the upcoming year.
- ❖ Peconic Bay Program of Radiologic Technology observes all holidays observed by Northwell/Peconic Bay Medical Center.
- ❖ 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.

S. 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%.

T. Program Fees

- ❖ **Program Costs**

| Item | Cost | Due |
|---|---|--|
| Application Fee | \$100.00 | Upon Submission |
| Entrance Exam Fee | \$75.00 | Date of Examination |
| Tuition 1 st Year | \$9000.00 *1000.00 (Non-refundable deposit applied to 1 st year tuition) | August 1 *One month after interview to reserve seat for September |
| Tuition 2 nd Year | \$9000.00 | September 1 |
| Textbooks** | @\$1900.00 | Purchase of Books |
| Employee Health Services Drug Screening | \$50.00 | By August 1 |
| NYSSRT Membership &** ASRT Membership** | \$65.00 | Junior Year |
| Liability Insurance** | \$100.00 | Junior and Senior Year |
| School Uniforms | @\$400.00 | Start of Program |
| Trajecsys Clinical Laboratory Application Program | \$250.00 | Start of Program (This will cover you for two years.) |
| National Certification Exam Review Seminar | @\$175.00 | May of 2 nd Year |
| ARRT Certification Exam Fee | \$225.00 | May of 2 nd Year |
| NYS DOH License Application Fee | \$120.00 | May of 2 nd Year |
| Approximate Total Cost | \$21,460.00 | |

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

- The student can expect to incur additional costs for:
 - Meals, lodging and transportation
 - Gas, parking, public transportation, food, your own lodging are not covered by the program. Students will have clinical rotation experiences that take him/her off campus. For these rotations, the student will typically be traveling two to three times a week, although it could be up to five times a week during the summer and February.
 - Health physical prior to entry to school
 - Consistent with Peconic Bay Medical Center/Northwell Employee Health Services for all new employees, all students enrolled in the program must have a full battery of immunizations and in some cases titer affirmation of immunity for common diseases including but not limited to: MMR, HepB, varicella, polio, TDAP, TB and influenza. These must be documented prior to the start of didactic and clinical experience and must be maintained through your education.
 - The costs of these physicals and requirements can vary from provider to provider. **YOU SHOULD CHECK WITH YOUR INSURANCE CARRIER.**
 - Drug Screening is a requirement for any Northwell Health facility. There is an additional fee of \$50.00.
 - New York State License Application (Post Successful Completion of ARRT Certification Exam)
 - American Registry of Radiologic Technologists Examination Fees
 - 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.

U. 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 \$9000.00 by CERTIFIED BANK CHECK or CREDIT CARD.

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

❖ For the Incoming Class of 2027

- ❖ Initial Deposit Due: Wednesday, June 4, 2025*
- ❖ Remainder Tuition Due: Thursday, August 1, 2025*
- ❖ 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.

| ❖ Date Due | Amount Due | Balance |
|-------------------|-------------------|----------------|
| 06/04/2025 | \$1000.00 | \$8000.00 |
| 08/01/2025 | \$8000.00 | Paid in Full |

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

❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #2 of \$9000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

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

❖ For the Incoming Class of 2027

- ❖ 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.

| ❖ Date Due | Minimum Due | Service/ Administrative | Amount Due | Balance Pending |
|-------------------|--------------------|--------------------------------|-------------------|------------------------|
| 06/04/2025 | \$1000.00 | \$0.00** | \$1000.00 | \$8000.00 |
| 08/01/2025 | \$3500.00 | \$75.00 | \$3575.00 | \$4500.00* |
| @09/01/2025 | \$1200.00 | \$75.00 | \$1275.00 | \$3300.00* |
| @11/01/2025 | \$1200.00 | \$75.00 | \$1275.00 | \$2100.00* |
| @12/01/2025 | \$1200.00 | \$75.00 | \$1275.00 | \$900.00* |
| @01/01/2026 | \$900.00 | \$75.00 | \$975.00 | 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.**

❖ Student may choose PAYMENT SCHEDULE TUTION PLAN #3 of \$9000.00 by CERTIFIED BANK CHECK or CREDIT CARD.

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

❖ For the Incoming Class of 2027

- ❖ 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.

| ❖ Date Due | Minimum Due | Service/ Administrative | Amount Due | Balance Pending |
|-------------------|--------------------|--------------------------------|-------------------|------------------------|
| 06/04/2025 | \$1000.00 | \$0.00** | \$1000.00 | \$8000.00 |
| 08/01/2025 | \$1500.00 | \$100.00 | \$1600.00 | \$6500.00* |
| @09/01/2025 | \$1500.00 | \$100.00 | \$1600.00 | \$5000.00* |
| @10/01/2025 | \$1500.00 | \$100.00 | \$1600.00 | \$3500.00* |
| @11/01/2025 | \$1500.00 | \$100.00 | \$1600.00 | \$2000.00* |
| @12/01/2025 | \$1500.00 | \$100.00 | \$1600.00 | \$500.00* |
| @01/01/2026 | \$500.00 | \$100.00 | \$600.00 | 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.

❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #4 of \$9000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

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

❖ For the Incoming Class of 2027

- ❖ 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.

| ❖ Date Due | Minimum Due | Service/ Administrative | Amount Due | Balance Pending |
|-------------------|--------------------|--------------------------------|-------------------|------------------------|
| 06/04/2025 | \$1000.00 | \$0.00** | \$1000.00 | \$8000.00 |
| 08/01/2025 | \$1250.00 | \$100.00 | \$1350.00 | \$6750.00* |
| @09/01/2025 | \$1250.00 | \$100.00 | \$1350.00 | \$5500.00* |
| @10/01/2025 | \$1250.00 | \$100.00 | \$1350.00 | \$4250.00* |
| @11/01/2025 | \$1250.00 | \$100.00 | \$1350.00 | \$3000.00* |
| @12/01/2025 | \$1250.00 | \$100.00 | \$1350.00 | \$1750.00* |
| @01/01/2026 | \$1250.00 | \$100.00 | \$1350.00 | \$500.00* |
| @02/01/2026 | \$500.00 | \$100.00 | \$600.00 | 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.**

❖ **Student may choose PAYMENT SCHEDULE TUITION PLAN #5 of \$9000.00 by CERTIFIED BANK CHECK or CREDIT CARD.**

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

❖ For the Incoming Class of 2027

- ❖ 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.

| ❖ Date Due | Minimum Due | Service/ Administrative | Amount Due | Balance Pending |
|-------------------|--------------------|--------------------------------|-------------------|------------------------|
| 06/04/2025 | \$1000.00 | \$0.00** | \$1000.00 | \$8000.00 |
| 08/01/2025 | \$725.00 | \$100.00 | \$825.00 | \$7275.00* |
| @09/01/2025 | \$725.00 | \$100.00 | \$825.00 | \$6550.00* |
| @10/01/2025 | \$725.00 | \$100.00 | \$825.00 | \$5825.00* |
| @11/01/2025 | \$725.00 | \$100.00 | \$825.00 | \$5100.00* |
| @12/01/2025 | \$725.00 | \$100.00 | \$825.00 | \$4375.00* |
| @01/01/2026 | \$725.00 | \$100.00 | \$825.00 | \$3650.00* |
| @02/01/2026 | \$725.00 | \$100.00 | \$825.00 | \$2925.00* |
| @03/01/2026 | \$725.00 | \$100.00 | \$825.00 | \$2200.00* |
| @04/01/2026 | \$725.00 | \$100.00 | \$825.00 | \$1475.00* |
| @05/01/2026 | \$725.00 | \$100.00 | \$825.00 | \$750.00* |
| @06/01/2026 | \$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.**

V. 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 Services 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.
- ❖ Students are **HIGHLY ENCOURAGED** to receive the Seasonal Influenza vaccine.

W. Student Services

❖ Hospital Security

The hospital operates a Department of Safety and Security. Security is provided on 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.

X. 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.

Y. 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.

Z. Complaint Resolution with JRCERT Standards

- ❖ This policy is designed to help resolve any complaints and other allegations relating to non-compliance with the JRCERT Standards. A copy of the JRCERT Standards is given to the students during orientation.
- ❖ All students are asked to bring any complaints or other allegations relating to non-compliance with the JRCERT Standards to the Program Director first, in writing.
- ❖ The Program Director will give a response in writing within one school day.
- ❖ The student must return in writing an acceptance or rejection of the Program Director’s response, within two school days.

- ❖ Should the student not agree with the Program Director's response, the student should request a hearing with the Advisory Committee. The hearing will be scheduled within three school days.
- ❖ Determination of Advisory Committee is the school's final position.
- ❖ If the student feels that the Advisory Committee decision is not acceptable, he/she has the option to contact the JRCERT at the following address/phone number:

The Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-2901
Phone #: 312-704-5300 Fax#: 312-704-5304
Email: www.jrcert.org

- ❖ In the case the JRCERT is notified, and the program is determined to be non-compliant with the standards, the Advisory Committee will meet to resolve the issue. This will occur within ten working days of the JRCERT notification of the Program of Radiologic Technology.
- ❖ The JRCERT and the student will be notified of the outcome within five working days of the resolution by the Advisory Committee.

AA. Program Statistics

- ❖ The program publishes "Program Effectiveness Data" on the website at www.pbmchealth.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.

BB. Agreement (Memorandum of Understanding) for Continuing Education for Graduates of PBSRT

- ❖ 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

Part VIII: Faculty and Certifications

A. Program Faculty

❖ Program Director – Frank Zaleski, LMSW, MBA, BS, RT (R)

- Master of Social Work, Stony Brook University School of Social Welfare, Stony Brook, NY
- 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) – EASTERN CAMPUS

- 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/Clinical Instructor – Devon Hofmesiter, BS, RT (R) – EASTERN CAMPUS

- Baccalaureate of Science, Community and Human Services, SUNY Empire State College, Saratoga Springs, 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 – Daniel Gilliam, BS, RT (R) (CT) – WESTERN CAMPUS

- Baccalaureate of Science, Allied Health Sciences, SUNY Empire State College, Saratoga Springs, NY
- Certificate Computed Tomography, ARRT
- Certificate Radiography, ARRT
- Certificate Radiography, Peconic Bay School of Radiologic Technology, Riverhead, NY

❖ Didactic/Clinical Instructor – Barbara Samek, BS, RT (R) – WESTERN CAMPUS

- Baccalaureate of Science, Radiologic Science, Long Island University, Brookville, NY
- Certificate Radiography, ARRT

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

- ❖ **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
 Website: www.jrcert.org
 Most Recent Program Accreditation Date: 05/2022
 Maintaining an 8-Year Accreditation Status
 Next JRCERT Program Accreditation Visit: Tentative 05/2030