



RSTI

RADIOLOGICAL SERVICE TRAINING INSTITUTE

ENGINEERED FOR LEARNING™

1.800.229.7784

RSTI SCHOOL CATALOG AND STUDENT HANDBOOK

**RADIOLOGICAL SERVICE TRAINING INSTITUTE
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**Ohio State Board of Career Schools and Colleges
Reg. No. 93-09-1377T**

2015-2017

**This is to certify that the information contained in this
publication is true and correct in content and policy.**

Signature _____ Date _____
Title _____

RSTI

LICENSING

RSTI is approved and/or registered with the following agencies:

State of Ohio Board of Career Colleges and Schools
Reg. No. 93-09-1377T

PURPOSE

The Radiological Service Training Institute (RSTI) is dedicated to providing the finest quality training in the diagnostic imaging industry. We offer a Diploma Program in Diagnostic Imaging Instrumentation and a Certificate Program in Diagnostic Imaging X-Ray. Initially providing technical training and continuing education for in-house hospital, shared service, government, independent, and major OEM personnel, our focus has gradually expanded to include a more formal Bachelor's Degree program currently offered in conjunction with The University of Phoenix. RSTI also provides the continuing education necessary to keep up with the rapidly expanding medical technology found in today's sophisticated diagnostic imaging systems.

HISTORY OF THE SCHOOL

The Radiological Service Training Institute (RSTI) is a private, coeducational school located in Solon, OH. Since its founding in 1984, RSTI has aspired to create the finest learning environment of its kind for students to apply their skills to real world situations. We prepare graduates to provide scientific and engineering services to radiology departments.

The Diagnostic Imaging Instrumentation Program found jointly by RSTI and The George Washington University in 1992 was the first of its kind in the nation. We strive to set the academic standard for individuals seeking a professional career in the care, testing, and performance of high technology diagnostic imaging systems.

RSTI FACILITY, PHILOSOPHY, STAFF

At RSTI, our future is your future. Your future depends on quality education in a rapidly growing technological field. Our program offerings are designed to provide today's service professional with the skill advancements for peak clinical performance. And through our follow-up programs we can ensure that our curriculum continually meets the needs of today's image modalities. Our commitment to you is strong, and we're working hard to meet the challenge of enhancing system performance by providing the finest diagnostic service training in our industry.

The RSTI training facility has a complete complement of classrooms and labs. Included are CT scanners, radiographic and fluoroscopic x-ray rooms, tomography rooms, diagnostic ultrasound systems, mammography units, and cardiac catheterization labs. Additional systems such as MRI, nuclear medicine, and radiation therapy are made available through RSTI's affiliation with local hospitals and industries.

RSTI's instructional staff consists of professional curriculum design experts who have instructed for various major manufacturers. Each is technically versed on many major

manufacturers' products, state-of-the art instructional technology, and curriculum design. We believe we have the most qualified and versatile staff in the industry today.

RSTI's success can be attributed to our commitment to teach application of technical knowledge, not just theory. By allowing students to get vital hands-on experience while learning the theory behind the application, RSTI can teach skills that can be used on a variety of equipment. With \$9 million in state of the art imaging equipment and \$200,000 in test equipment at our facility RSTI has grown to become the world's largest independent training institute in the area of Diagnostic Imaging Instrumentation Maintenance and Management. All theory and lab exercises are based on practical service application.

RSTI'S PROGRAMS

DIPLOMA PROGRAM IN DIAGNOSTIC IMAGING INSTRUMENTATION

The Diploma program is a comprehensive program that prepares a student to be proficient and knowledgeable in the installation, operation, repair and maintenance of Diagnostic Imaging Equipment such as X-ray machines, Radiation Therapy Equipment, Radiography/Fluoroscopy, Mammography, Vascular Imaging, CT, Ultrasound, Nuclear Medicine, and MRI.

To enter the Diploma Program a student must have an Associates Degree in Electronics or the equivalent service experience. Applicants may be required to take an entrance profile exam to determine proficiency in basic electronics.

CERTIFICATE PROGRAM IN DIAGNOSTIC IMAGING X-RAY

The certificate program is a program that offers a foundation in basic X-ray principles, including diagnostic radiology, advanced radiographic system maintenance, advanced fluoroscopic system maintenance, and diagnostic imaging system analysis.

To enter the Certificate Program, a student must have an Associates Degree in Electronics or the equivalent service experience. Applicants may be required to take an entrance profile exam to determine proficiency in basic electronics.

ADMISSIONS

GENERAL INFORMATION

Admission to RSTI shall be determined without regard to national origin, race, color, religion, sex or physical handicap. Students are enrolled on a first come, first served basis unless otherwise notified. Any student who is able to benefit from the program of instruction may apply for admission. Note: A High School Diploma or GED is required for all classes and programs. In addition, an Associates Degree may be required. A student who successfully completes a vocational technical program at RSTI will be awarded either a Certificate of Competency in Diagnostic Imaging X-Ray or a Diploma in Diagnostic Instrumentation.

ADMISSION OF FOREIGN STUDENTS

Application of foreign students should be submitted at least 6 months prior to the school year or program in which the applicant desires to enter. To be admitted, the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language, administered by the Educational Testing Service, Princeton, NJ 08540. A score of at least 550 on this test is required for admission to RSTI. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world by writing to TOEFL, 1175 Massachusetts Ave NW, Washington, DC 20036. Decision about admission cannot be made until complete records have been received by RSTI. Since no financial assistance is available to foreign students attending RSTI, financial arrangements should be made before a student leaves his own country.

HANDICAPPED STUDENTS

RSTI practices nondiscrimination on the basis of handicap in the areas of employment, program accessibility, admissions, accessibility of physical facilities, treatment of students, housing, financial aid, employment assistance, and any nonacademic services. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in or be denied the benefits of or otherwise be subjected to discrimination under any program sponsored by RSTI. RSTI wishes to provide every possible assistance to handicapped students. To this, however, RSTI must have reasonable notice of the special accommodations it will be asked to provide.

ENROLLMENT STATEMENT

RSTI has never considered the provisions of its catalog as an irrevocable contract between the student and the school. This publication attempts to present certain information for a specific school year in the most accurate and up-to-date fashion possible. This does not, however, preclude the possibility of changes taking place during the academic school year. If such changes occur, they will be publicized through normal channels and will be included in the catalog of the following printing.

RSTI does not consider its enrollment application as a contract subject to all conditions as stated. An enrollment application for a specific training program can be obtained from an RSTI Educational Representative, by writing to the Director of Admissions, or visiting the school. A student who enrolls in a program is to receive a copy of the enrollment application and a receipt for all moneys paid. The enrollment contract is not valid until received by the school and approved in writing by an official of RSTI.

Enrollment is on a continuous basis. Please consult the Technical Training Schedule for course start dates.

CANCELLATION POLICY

Enrollment may be canceled within 5 days of signing with no further obligation by either the school or program candidate.

STUDENT INFORMATION

STUDENT SERVICES

The guidance office is open for the convenience and the welfare of the students. Students should feel free to contact the guidance office when they want information concerning career and vocational planning, skills involved in seeking a job or employment, armed services, college admission, financial aid, individual counseling, or any other area of need.

PLACEMENT

A placement coordinator is available to assist students in securing jobs upon completion of a vocational program. Students are encouraged to maintain contact with the job placement office throughout the school year. This will better enable that staff to assist the student in obtaining employment related to the field of study.

FOOD FACILITIES

A cafeteria is provided for the noon meal. Coffee and soda pop are readily available throughout the day. There are several restaurants available nearby where the student may obtain lunch. In addition, there is a small refrigerator for students to store their meals and/or snacks.

HOUSING

RSTI does not currently provide housing facilities for students. However, assistance will be given to students who desire help in obtaining housing in the adjacent community.

TRAFFIC AND PARKING

Adequate parking areas are provided. In order to maintain an orderly flow of traffic and to conform to fire safety regulations, it is essential that all persons entering the campus abide by the speed limits and park in the prescribed areas. RSTI assumes no responsibility or liability for loss or damage to any motor vehicle or its contents.

TEXTBOOKS

It may be necessary for students to purchase textbooks for some programs. Instructors will inform students as to which textbooks they will need for their program. The office will have available the necessary books or a resource for procuring the books or a resource for procuring the books for the convenience of the students.

INSURANCE

All students must have adequate insurance coverage as the school does not insure students. If asked, students should be prepared to submit a completed insurance verification form to certify proof of adequate accident insurance coverage.

POLICY FOR GRANTING A CERTIFICATE UPON SUCCESSFUL COMPLETION OF TRAINING

A student who satisfactorily completes the training will be awarded a certificate of completion for each class with a diploma upon completion of the entire X-Ray Certificate Series.

SCHOOL POLICIES

REFUND POLICY

RSTI's refund policy is as follows:

Withdrawal prior to first day of class	Refund
100%	
Withdrawal from Day 1-3	Refund 75%
Withdrawal from Day 4-5	Refund 50%
Withdrawal from day 6-8	Refund 25%
Withdrawal after day 8	None

Refunds will be made on a per term basis only. Application fees are non-refundable.

STUDENT COMPLAINT PROCEDURE

Any student complaints should be discussed with the appropriate instructor. If the problem is resolved in this manner, a report will be made by the instructor indicating resolution, then signed by the instructor, student, and dated. This will be filed in the "complaint file."

If the above approach does not solve the problem, the student will be directed to the Director of Education, or department head, for resolving the problem. At this time the complaint will be in writing and a resolution attempt made by the Director of Academic Affairs and the student, records will be kept as to the progress and disposition of the complaint.

If the above approach still does not solve the problem, the school will continue to work toward a resolution and the student will be advised that he can register the complaint with:

Executive Director
State Board of Career Colleges and Schools
30 E. Broad St, Suite 2481
Columbus, Ohio 43215-3414
Telephone (614) 466-2752 or Toll Free (877) 275-4219

Student grievances related to section 504 of the Rehabilitation Act of 1973 or Title IX of the Educational Amendments of 1972 should be directed to the coordinator of these programs or the appropriate designee.

STUDENT LEAVE

Student leave of absence of permitted in the event of family emergency or personal crisis. Coursework already completed does not have to be taken again. The student may continue at the appropriate point during the next available course offering.

ABSENCES

Absences are not to exceed 20% of the total length of each course or two consecutive days. If absences exceed 20% of the scheduled hours or two consecutive days, coursework may be made up at the discretion of the instructor or during the next available course date.

TARDINESS

A student reporting more than 2 hours late for a scheduled class will be considered tardy. Three tardies are considered one absence.

MAKE-UP WORK POLICY

Make-up work is at the discretion of the instructor. It is possible that some or all lecture or lab may be made up immediately with after-hours time spent at RSTI. In other cases, make-up may require attending missed days during the next scheduled class. Interruption of termination for unsatisfactory work or attendance is at the discretion of the instructor and/or School Director.

ACADEMIC INFORMATION AND REGULATIONS

SCHOLASTIC REQUIREMENTS AND CREDITS

To remain at RSTI, a student must maintain satisfactory grades. Grades are determined by daily work, periodic examinations, and quality of work. The letter grades in reporting are as follows:

97-100%=A+	87-89%=B+	77-79%=C+	67-69%=D+	Below
60% = F	93-96% = A	83-86% = B	73-76% = C	63-
66% = D			90-92% = A-	80-82% =
B-	70-72% = C-	60-62% = D		

Grade	Quality
A	4
B	3
C	2
D	1
F	0
I	0
W	0

Grade point average is calculated by multiplying quality points by semester hours.

Unless an I is removed within one semester after date received, the grade may automatically become an F grade. Any student receiving a grade of F in a course must repeat the course. Two failures in the same course may be cause for withdrawal.

If a student receives less than an overall minimum accumulative grade point average of 2.0, they will be placed on academic probation. Students on probation will be interviewed by an instructor or School Director to determine re-entrance or dismissal prior to the next scheduled course. If the student has resolved the problems causing the unsatisfactory progress of conduct, he may re-enter the program at any time.

An overall cumulative minimum grade point average of 2.0 is required for graduation. Students whose averages range from 3.4 to 4.0 are named to the Dean's List for that semester.

ACADEMIC HONESTY

It is the position of RSTI that the responsibility for academic honesty is that of the student. It is expected the student's work will be the product of his/her own efforts unless the student clearly indicates otherwise. Academic honesty is an important element of mature, responsible learning. Dishonest scholarly practices include but are not necessarily limited to appropriating, in whatever form, another's work and submitting it as one's own, intentionally falsifying information, or taking another's ideas with the intention of passing these ideas off as one's own.

Consequences for proven cases of dishonest scholarly practices shall be decided by the faculty of the program in which the cheating occurred. Consequences may include:

1. "F" being given for the particular test, project, paper, etc., on which the cheating has occurred; or,
2. Failure for the course in which the offense occurred; or,

3. Dismissal from RSTI.

The student shall have the right to present his/her case through the student appeals procedure. Contact the office of the Vice-president for more information.

It is recognized by RSTI that the prime responsibility for academic honesty belongs to the individual student; however, the instructor will endeavor to create a learning environment that discourages cheating and encourages honest scholarship.

GRADE REPLACEMENT POLICY

A student may retake a course as many times as he/she wishes. Only the most recently earned grade will count for credit or in the student's accumulative average. However, an indication that the student attempted the course more than once will remain on the transcript.

GRADE TRANSCRIPTS

Official transcripts of grades may be requested through the office of student records. Requests must bear the student's name, social security number, approximate dates of attendance, and signature. Official transcripts cost \$3.00. Processing time for an official transcript is 24-48 hours.

Students may pick up their transcripts at the Office of Student Records or they may request that the transcript be mailed to them.

TRANSIENT STUDENTS

Students may complete a number of credits at another college and transfer them to RSTI. In order to do this, the Transient Student Contract form, available in the Office of Student Records, must be completed. Prior approval from the Counseling Office is required. An official transcript of all credits earned as a transient student must be sent to the Office of Student Records in order to apply such credits to graduation requirements.

STUDENT HANDBOOK

A student handbook outlining the basic administrative and student policies for all students attending RSTI will be distributed to all new students at the beginning of the term.

SUBSTANCE ABUSE POLICY

The campus of RSTI is a drug free zone. As such, the unlawful possession, use, or distribution of drugs and alcohol by students or employees is forbidden. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken.

Students preparing for careers must realize that substance abuse can cause physical impairment and thus compromise safety. In the workplace where the safety of workers is paramount, there is no such compromise. Likewise, in a training facility such as RSTI, safety cannot be compromised, and substance abuse has no place.

WEAPONS

Under no conditions will any weapon be permitted in or on the school property. Violators will be liable for expulsion and/or legal action.

HEALTH

Students attending RSTI must be in a satisfactory state of health to meet employment requirements in the area for which they are being trained. In case of accidents or illness while attending RSTI, the student will be referred to or taken to a local hospital or physician for professional medical attention. RSTI will not be responsible for payment of these services as they are of a personal nature, and the student should be insured for their personal protection.

TOOLS / EQUIPMENT / UNIFORM

Some courses require basic tools, equipment, uniforms, etc., to be purchased by the student. These courses have a basic tool list given by the instructor to the student.

WITHDRAWAL

To make a proper withdrawal from school, a student must confer with their instructor then report to the student services coordinator to establish the reason for withdrawal. It is the responsibility of the student to clear all outstanding accounts with the school. Information regarding credits and performance will not be issued to other schools or places of employment until these requirements have been met.

PROPERTY DAMAGE

Students who negligently lose, destroy, damage, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary add/or legal action.

STUDENT CONDUCT

It is assumed that students enrolling are mature, have a desire for constructive learning, and are coming to RSTI with that purpose in mind. The role of the school is to develop the student's talents in an occupation that will enable a student to earn a living. Students suspended from school for disciplinary reasons must be readmitted through the Office of the Director and give reasonable assurance of intent to complete the training program.

FINANCIAL AID AND INSTITUTIONAL GRANTS AND SCHOLARSHIPS

RSTI is currently not an eligible school for Federal Financial Aid as authorized by the Higher Education Act, such as The Pell Grant. Students currently enrolled may qualify for grants or loans from various federal and state aid programs. Students must apply for these funds to determine eligibility.

Information regarding application and qualification for loans may be obtained from your lending institution or from the Financial Aid Office at RSTI.

Students may also be eligible for educational grants and/or scholarships offered by RSTI; qualifications are determined by RSTI on an individual basis.

Currently, RSTI offers the Terry M. Speth Service Professional Memorial Scholarship. Details can be obtained from The Cleveland Foundation's website, www.clevelandfoundation.org, or by calling the scholarship office at 216-615-7138.

We urge all students at RSTI to pursue financial aid funds for which they may qualify. All forms and information can be obtained by contacting or scheduling an appointment at the Counseling Office.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, AND/OR EXPERIENCE

Previous education and training will be evaluated by the School Director and appropriate credit given upon request. Students are given the opportunity to test out of certain courses if they have completed similar coursework offered in the military, by original equipment manufacturers, and on-the-job training or experience.

RSTI CERTIFICATE PROGRAM IN DIAGNOSTIC IMAGING X-RAY

The Certificate Program offers a foundation in basic x-ray principles, including diagnostic radiology, advanced radiographic system maintenance, advanced fluoroscopic system maintenance, and diagnostic imaging systems analysis.

Typically this program is of interest to people already working in the field. The Certificate Program is separate and different from the Associates Degree Program in that it presumes a good working knowledge and basic experience in electronics and electricity, and allows a student to specialize in the technical aspects of Diagnostic Imaging Instrumentation. Please note that the Certificate Program is not as comprehensive as the Diploma Program though all coursework is transferable to the Diploma Program.

To enter the Certificate Program a student must have an Associate Degree in Electronics or the equivalent service experience. Applicants may be required to take an entrance profile exam to determine proficiency in basic electronics.

CURRICULUM

Term	Course #	Subject	Lecture	Lab
I	RAD-167	Introduction to X-ray (Phase I)	40	
	RAD-167L	Introduction to X-Ray Lab		40
	RAD-180P	X-ray Practicum		80
	RAD-184	Radiographic System Maintenance (Phase II)	40	
	RAD-184L	Radiographic Syst. Maint. Lab		40
	RAD-181P.1	X-ray Practicum Part 1		40
	TOTAL		80	200
2	RAD-181P.2	X-ray Practicum Part 2		40
	RAD-168	Fluoroscopic System Maintenance (Phase III)	40	
	RAD-168L	Fluoroscopic Maint. Lab		40
	RAD-182P	X-ray Practicum Part 3		80
	RAD-99	Advanced Imaging Systems Analysis (P IV)	40	
	RAD-99L	Diagnostic Imaging System Analysis Lab		40
	TOTAL		80	200

Total Weeks 14

Upon completion of this program, the student will be awarded an X-ray Certificate in Diagnostic Imaging from RSTI and a plaque stating "Certified Diagnostic Imaging Instrumentation Specialist".

RSTI CERTIFICATE PROGRAM

IN

DIAGNOSTIC IMAGING X-RAY

COURSE DESCRIPTIONS

RAD- 167 Introduction to X-ray

Divided into six major learning units: introduction to radiography, radiation therapy, production of x-rays, film and film processing, and introduction to imaging.

RAD- 167L Introduction to X-ray Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-167.

RAD- 180P X-ray Practicum

Assigned projects to be completed at student's work site relating to material covered in RAD-167 and 167L.

RAD- 184 Introduction to Radiographic System Maintenance

Introduction to various radiographic systems, learn to identify and repair malfunctions, as well as perform preventative maintenance and compliance tests on the systems.

RAD-184L Radiographic System Maintenance Lab

Perform various tasks on radiographic equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-184.

RAD-181 P.1 X-Ray Practicum Part 1

Assigned projects to be completed at student's work site relating to material covered in RAD-184 and 184L.

RAD- 168 Introduction to Fluoroscopic System Maintenance

Introduction to various fluoroscopic systems, learn to identify and repair malfunctions, as well as perform preventative maintenance and compliance tests on the. systems.

RAD-168L Fluoroscopic System Maintenance Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in class. Must be taken simultaneously with RAD-168.

RAD-181P.2 X-Ray Practicum Part 2

Assigned projects to be completed at student's work site relating to material covered in RAD-168 and 168L.

RAD-99 Advanced Diagnostic Imaging System Analysis

Acquire skills necessary to restore an x-ray imaging system to optimum performance after replacing the system glassware.

RAD-99L Advanced Diagnostic Imaging System Analysis Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-99.

RAD- 182P X-ray Practicum

Assigned projects to be completed at student's work site relating to material covered in RAD-167, RAD-184, RAD-168, and RAD-99.

THE RSTI DIPLOMA PROGRAM IN DIAGNOSTIC IMAGING INSTRUMENTATION

This is a comprehensive technological program that prepares a student to be proficient and knowledgeable in the installation, operation, repair and maintenance of Diagnostic Imaging Equipment such as X-ray machines, Radiation Therapy Equipment, Radiography, Fluoroscopy, Mammography, Vascular Imaging, CT, Ultrasound, Nuclear Medicine, and MRI. The Diploma program is different from the Bachelor's program in that there are no liberal arts requirements such as Humanities, English, Biology, Physics, etc. The Diploma Program is separate and different from the Associates Degree Program in that it presumes a good working knowledge and basic experience in Electronics and Electricity, and allows a student to specialize in the technological aspects of Diagnostic Imaging Instrumentation. Typically this program is of great interest to people already working in the field. Please note that the diploma is not equivalent to a Bachelor's Degree though the coursework is transferable to the Bachelor's Degree Program.

To enter the Diploma Program a student must have an Associates Degree in Electronics or the equivalent service experience. All applicants will be required to take an entrance profile exam to determine proficiency in basic electricity.

CURRICULUM

Term	Course #	Subject	Lecture	Lab
1	RAD-167	Introduction to X-ray	40	
	RAD-167L	Introduction to X-ray Lab		40
	RAD-180P	X-ray Practicum		80
	RAD-184	Introduction Radiographic System Maint.	40	
	RAD-184L	Radiographic System Maint. Lab		40
	RAD-181P.1	X-ray Practicum Part I		40
	Total		80	200
2.	RAD-181P.2	X-ray Practicum Part II		40
	RAD-168	Introduction Fluoroscopic System Maint.	40	
	RAD-168L	Fluoroscopic Systems Maint. Lab		40
	RAD-182P	X-ray Practicum		80
	RAD-99	Diagnostic Imaging Systems Analysis	40	
	RAD-99L	Diagnostic Imaging Systems Analysis Lab		40
Total		80	200	
3.	RAD-198	Principles of Servicing Diag. Ultrasound	40	
	RAD-198L	Ultrasound Lab		
	RAD-150	Principles of Servicing Mammography	40	
	RAD-150L	Mammography Lab		
	RAD-172	Principles of Nuclear Medicine	40	
RAD-172L	Nuclear Medicine Lab		40	

	RAD-191 P.1 Nuclear Medicine Practicum		40
	Total	120	160
4.	RAD-191P.2 Nuclear Medicine Practicum Pt II		40
	RAD-160 Intro to Cardiovascular Imaging	40	
	RAD-160L Cardiovascular Lab		
	RAD-162 Advanced Digital Imaging	40	
	RAD-162L Digital Imaging Lab		
	RAD-115 Princ. and Applic of Radiation Therapy	40	
	RAD-115L Radiation therapy Lab		
	Total	80	120
5.	RAD-196 Fund. of Magnetic Resonance Imaging	40	
	RAD-196L Magnetic Resonance Imaging Lab		40
	RAD-196P MRI Practicum		80
	RAD-186 Principles of Computed Tomography	40	
	RAD-186L CT Lab		40
	RAD-170 Film and Film Processing	20	
	RAD-170L Film and Film Processing Lab		20
	Total	100	180
6.	RAD-187 Advanced Prin. of Computed Tomography	40	
	RAD-187L CT Lab		40
	RAD-182 Intr to Acceptance Testing	20	
	RAD-182L Acceptance Testing Lab		20
	RAD-184P R/F Installation Practicum		80
	RAD-186 Radiology Equipment Management	40	
	RAD-195 Quality Assurance in Diag Imaging	40	
	Total	140	140

Total weeks 42

Upon successful completion of this program, the student will be awarded a Diploma in Diagnostic Imaging Instrumentation.

DIPLOMA PROGRAM IN DIAGNOSTIC IMAGING INSTRUMENTATION

COURSE DESCRIPTIONS

For **Terms 1 and 2**, see X-Ray Certificate Program Course Descriptions.

Term 3

RAD-198 Principles of Servicing Ultrasound Systems

Identify characteristics of acoustic waves, the generation and propagation of the ultrasound beam, and following the circuit operations of system detail block diagrams.

RAD-198L Ultrasound Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-198.

RAD-150 Principles of Servicing Mammography Systems

Provide quality service on mammography systems under the guidance of the legislative and regulatory environment with emphasis on dedicated team approach to quality assurance.

RAD-150L Mammography Lab

Perform various tasks on mammography imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-150.

RAD-172 Principles of Nuclear Medicine

Basic nuclear medicine physics, handling isotopes safely, following safety procedures, operating various systems. Troubleshoot to major sub-system level, and perform preventative maintenance.

RAD-172L Nuclear Medicine Lab

Perform various tasks on nuclear medicine imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-172.

RAD-191P.1 Nuclear Medicine Practicum – Part I

Assigned projects relating to material covered in RAD-172 to be completed by student at his/her work site after attending RAD-172/RAD-172L.

Term 4

RAD-191P.2 Nuclear Medicine Practicum – Part II

Assigned projects relating to material covered in RAD-172 to be completed by student at his/her work site after attending RAD-172/RAD-172L.

RAD-160 Introduction to Cardiovascular Imaging System-Analysis

System operation of major cardiovascular and cine radiography systems. Identify procedures used in performing cardiac cath labs. Calibrate and troubleshoot major components.

RAD-160L Cardiovascular Lab

Perform various tasks on cardiac imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-160.

RAD-162 Advanced Digital Imaging Processing

Includes the calibration and performance testing of image systems that use diagnostic software for image calibration, CCD camera operation and interaction, and digital add on components for fluoro, spotfilm, or cine.

RAD-162L Digital Imaging Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-162.

RAD-115 Principles of Radiation Therapy

Theory of operation of radiation therapy systems (linear accelerators), data acquisition, processing and imaging. Review of x-ray and computer fundamentals.

RAD-115L Radiation Therapy Lab

Perform various tasks on radiation therapy equipment (linear accelerators) to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-115.

Term 5

RAD-196 Fundamentals of Magnetic Resonance Imaging

Radio frequency, magnetism, computer science and spectroscopy physics. Special servicing problems of MRI are covered.

RAD-196L MRI Lab

Perform various tasks on imaging equipment to support, demonstrate and reinforce material taught in course. Must be taken simultaneously with RAD-196

RAD-186L CT Lab

Perform various tasks on imaging equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-186.

RAD-170 Film and Film Processing

Covers all aspects of film, film processing and intensifying screens in detail.

RAD-170L Film Processing Lab

Verification and practical application of the principles and procedures discussed in Film and Film Processing. Must be taken simultaneously with RAD-170.

TERM 6

RAD-187 Advanced Principles of Computed Tomography

Detailed coverage of data acquisition and computer sub-systems. Image evaluation, artifact troubleshooting, and use of diagnostic software are emphasized.

RAD-187L Advanced Principles of CT Lab

Perform various tasks on CT equipment to support, demonstrate, and reinforce material taught in course. Must be taken simultaneously with RAD-187.

RAD-182 Acceptance Testing of Radiological Equipment

Deals with the calibration issues of various radiology equipment to ensure compliance with manufacturers' specifications.

RAD-182L Acceptance Testing Lab

Perform various tasks on diagnostic imaging equipment to support, demonstrate, and reinforce material taught in Acceptance Testing course. Must be taken simultaneously with RAD-182.

RAD-184P Radiographic/Fluoroscopic Systems Installation Practicum

Assigned projects relating to the installation of R/F systems and acceptance testing to be completed by student at his/her work site.

RAD-186 Radiology Equipment Maintenance

Maintenance and life cycle management for diagnostic imaging equipment, optimize cost and equipment performance.

RAD-195 Quality Assurance in Diagnostic Imaging

Providing continuous quality in diagnostic imaging and establishing preventative maintenance procedures.

RSTI Staff Preview

Administrative

Registrar: Anna Morrison (1990-Present)

Background: Anna has been with RSTI since 1990, starting in a Sales & Marketing position. Today, as Training Registrar, her major duties include recruitment, student selection, enrollment, selecting and organizing trade shows, and other associated administrative duties.

Education: Anna graduated from John Carroll University (Cleveland, Ohio) in 1984 with a B.A. in English and a Business Concentration.

Librarian: Donna Hastings (1988-Present)

Background: Donna's major responsibilities include developing and maintaining classroom documentation, RSTI's videotape library and technical library.

Education: Donna has a B.S. in Education from Cleveland State University.

President: Dale Cover (January 2013-Present)

Background: President / Instructor

Dale has served as the VP and Director of Training for the past three years. In January of this year he was promoted to position of President. In his 26 years with RSTI he has held positions as Lab Instructor, Technical Instructor, Senior Instructor and Training Manager. Prior to coming to RSTI, Dale worked as Chief of Technical Operations for a start-up wireless cable company. Dale also served in the US Army for 8 years in the field of Satellite Systems repair. Other electronics experience includes Field Service with Picker International and Satellite Assembly and Testing with TRW.

Dale received his electronics training in the US Army as well as leadership, equipment maintenance management, instructional and personnel management training. Dale has been a Certified Radiological Equipment Specialist (CRES#170) and is a Partner at RSTI. Additionally, Dale serves as a current member of the RSTI Board of Directors.

Teaching Faculty

Instructor: Dale Cover

Courses: RAD-167 and RAD-167L Introduction to X-Ray and Lab, RAD-184 and RAD-184L Radiographic System Maintenance and Lab, RAD-168 and RAD-168L Fluoroscopic System Maintenance and Lab, RAD-99 and RAD-99L Diagnostic Imaging Systems Analysis and Lab, RAD-160 and RAD-160L Cardiovascular Imaging and Lab, RAD-162 and RAD-162L Advanced Digital Image Processing and Lab, RAD-186 and RAD-186L CT and Lab, RAD-187 and RAD-187L Advanced CT and Lab, RAD-182 and RAD-182L Acceptance Testing and Lab, RAD-184P R/F Installation Practicum

Background: Dale spent 3 years at RSTI as a Lab Instructor. He has been a Technical Instructor for the past 10 years and assumed the role of Training Manager in 1999. Prior to joining RSTI, Dale worked as Chief of Technical Operations and MDU Manager at American Telecasting in Colorado Springs, CO and also served as a Maintenance Technician for Picker International and Electronics Technician II for TRW. Dale was also trained by the US Army in the areas of leadership, maintenance management, and microwave repair.

Education: Dale is currently enrolled at Cleveland State University seeking his BSEE degree. He has also been accepted as a student at Eastern Michigan University (Ypsilanti, MI) to participate in the EMU/RSTI Bachelors Degree Program. Dale is a Certified Radiological Equipment Specialist (CRES #170).

Instructor: Todd Boyland

Courses: RAD-167 and RAD-167L Introduction to X-Ray and Lab, RAD-150 and 150L Principles of Mammography and LAB

Background: Todd joined RSTI as an Instructor in September 2001. He brings with him expertise in various areas of computer networking and administration. In addition to his duties as an Instructor, Todd manages RSTI's Intranet and computer network.

Education: B.S. in Business Administration from Alfred University (Alfred, NY), May 2001.

Instructor: Mike Petelin

Courses: RAD-167 and RAD-167L Introduction to X-Ray and Lab, RAD-150 and 150L Principles of Mammography and LAB

Background: Mike joined RSTI as an Instructor in February 2005. His experience in communications design and engineering sales and technical support qualified him to update and teach our mammography curriculum. In addition to his duties as an Instructor, Mike is in charge of RSTI's graphics department to include newsletter and schedule layout and design.

Education: B.S. in Electronic Engineering from University of Akron (Akron, OH), May 2001.

Instructor: Dave Domanski

Courses: RAD-167 and RAD-167L Introduction to X-Ray and Lab, RAD-184 and RAD-184L Radiographic Systems Maintenance and Lab

Background: Dave was hired by RSTI as a Lab Instructor in March 2005. During his previous employment with RPS Imaging, Dave attended RSTI's Certificate Series. He was quickly promoted to Technical Instructor and is currently the lead instructor for RAD-167 and RAD-167L and RAD-184 and RAD-184L. Dave is also responsible for upkeep and updating of RSTI's training labs and associated tools and test equipment.

Education: Attended Indiana University 1989-1992. Graduated from RSTI's Certificate Series in January 2003. Completed many manufacturers' training programs on specific radiographic and ancillary equipment.

Instructor: Joe Geary

Courses: RAD-167 and RAD-167L Introduction to X-Ray and Lab, RAD-184 and RAD-184L Radiographic Systems Maintenance and Lab, RAD-168 and RAD-168L, Fluoroscopic Systems Maintenance

Background: Joe was an Electronics Technician First Class in the US Navy Submarine Force from 1980-1990. He also served as lead instructor at the Strategic Weapons Systems Electronics "A" School, teaching basic and advanced electronic courses. Primary duties while aboard the USS James K. Polk were maintenance and repair of all the electronic equipment associated with the ship's Inertial Navigation System.

Joe joined RSTI as an instructor in October 1990. Additionally, he installed, repaired, and calibrated equipment from various manufacturers; provided on-site technical support to field service engineers and telephonic technical support to field service engineers; and interacted with manufacturers for the purpose of acquiring and demonstrating test equipment used in the servicing of diagnostic imaging systems.

Joe served as Supervisor of Diagnostic Imaging Training at Ditec from 1992-2013. He was also President of JC Imaging, performing preventative and corrective maintenance as Instrumentarian's Field Service Representative from 1999-2009. Joe returned to RSTI in February of 2014, and currently holds the position of Technical Training Instructor.

Education: Joe attended City College of San Diego, Electronic Engineer School (ETC-7).

ADVISORY BOARD

Name: Dr. James Wear Ph.D.

James O. Wear holds a B.S. degree (1959), M.S. degree (1960), and Ph.D. (1961) from the University of Arkansas (Fayetteville, Ark). He is director of the Educational and Training Center for Engineering and Construction Management, Department of Veterans Affairs. He is Professor and Department Chairman, Biomedical Instrumentation Technology, College of Health Related Professions, University of Arkansas for Medical Science (Little Rock, Ark.) He is active in the Association for the Advancement of Medical Instrumentation and the American Society of Hospital Engineering. He is currently a member of the Education Committee of the Association for the Advancement of Medical Instrumentation, a member of the Editorial Review

Board of the Journal of Clinical Engineering and Medical Electronics, and Editor of Hospital Safety information Services. He is a Certified Clinical Engineer and a Certified Health Care Safety Professional. He has served on the certification boards for Biomedical Equipment Technicians, Clinical Engineers and Health Care Safety Professionals.

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RSTI

Radiological Service Training Institute (State of Ohio Reg. No. 93-09-1377T)

30745 Solon Rd.

Solon, OH 44139

Phone (440) 349-4700

Fax (440) 349-2053

Website: www.rsti-training.com

Email: registration@rsti-training.com

Enrollment Agreement

You must complete all the information below. If information is missing or incomplete, your application cannot be processed and will be returned to you.

Student Name _____ Date _____

Address _____ City: _____ State: _____ Zip: _____

Phone _____ Email Address _____

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____ Gender M F

Are you currently enrolled in any Ohio university? Y N

Previous Education: _____ High School Name/Graduation Date _____

College/Degree/Graduation Date _____

For what program are you registering?

Certificate Program in X-Ray (Expected Program Length 1 Year)

Diploma Program in Diagnostic Imaging Instrumentation (Expected Program Length 4 Years)

Course No.	Course Title	Start Date	Credit Hours

Tuition and Fees

Tuition and fees are effective September 1, 2015 and may change prior to graduation. Any fee increases will become effective for the school term following student notification of the increase. Please consult RSTI's Registrar's office for current tuition and fees.

X-Ray Certificate TERM 1 RAD-167 & RAD-167L \$4695 _____
\$ _____

RAD-184 & RAD-184L \$4795 _____

\$ _____

TERM 2 RAD-168 & RAD-168L \$4895 _____

\$ _____

RAD-99 & RAD-99L \$4995 _____

\$ _____

Practicum RAD-180P \$250 \$ _____

RAD-181P.1 \$250 \$ _____

	RAD-181P.2	\$250	_____
\$ _____			
	RAD-182P	\$250	
\$ _____			
Diagnostic Imaging Instrumentation Diploma	\$2995-\$14995 per course		_____ \$
CONTACT RSTI FOR TERM PRICING			
Course Credit by Examination	\$145 per credit hr.		
\$ _____			
Professional Credit	\$135 per semester hr		\$ _____
Other charges (graduation, etc.)	Contact Registrar's Office		
\$ _____			

RSTI ENROLLMENT AGREEMENT (page 2 of 2)

Tuition and Fees Total Amount \$ _____

Check or money order _____ Purchase order number (if applicable) _____

Credit card: Visa/MC/Discover _____ Expires _____

Signature _____

Payment Policy: Payment is due prior to or on the first day of each class. Check or money order should be payable to RSTI. Students residing outside the United States should pay fees on a United States bank, payable in U.S. dollars. Bank drafts will not be accepted.

Cancellation and Settlement Policy: An enrollment agreement may be canceled within five calendar days after the date of signing provided that RSTI is notified of the cancellation in writing. RSTI will promptly refund in full all tuition and fees paid pursuant to the Enrollment Agreement no later than 30 days after cancellation.

Refund Policy: If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There are six (6) academic terms for this program that is 12 weeks in length. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3321-1-10:

- 1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the tuition fee.
- 2) A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
- 3) A student who withdraws during the second full calendar week of the academic term shall be obligated for 50% of the tuition and refundable fees for that academic term plus the registration fee.
- 4) A student who withdraws during the third full calendar week of the academic term shall be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
- 5) A student who withdraws during the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Complaint or Grievance Procedure: All student complaints should be first directed to the RSTI personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Dale Cover, President of RSTI or Todd Boyland, Director of RSTI. Whether or not the problem or complaint has been resolved to the student's satisfaction by RSTI, the student may direct any problem or complaint to the Executive Director, State Board of Career Schools and Colleges, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752, Toll-free 877-275-4219.

I ACKNOWLEDGE THAT I HAVE RECEIVED A COLLEGE CATALOG AND AGREE WITH THE SCHOOL POLICIES AND PROCEDURES AS STATED. I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ A COPY OF THIS AGREEMENT.

Applicant Signature _____ Date _____

RSTI Representative _____ Date _____

Revised July 2015