

Saint Luke's Hospital
Schools of Advanced Imaging

MRI Internship Handbook

Program Overview

The MRI Internship Program is a 12-month, full-time clinical program designed to prepare eligible radiologic technologists for the American Registry of Radiologic Technologists (ARRT) Magnetic Resonance Imaging certification and registration examination.

Students will:

1. Complete online, self-paced, didactic coursework from the ASRT that covers a variety of topics necessary for the student to pass board certification. Purchase MRI Basics Program through the following link - [MR Basics: The Series](#).
 - a. Didactic coursework will be purchased by the student through the ASRT
 - i. MR Basics: The Series
 1. 12 Modules
 2. 16 ASRT-Approved CEUs
 - b. This series satisfies the ARRT 16-credit Structured Education Requirements for MRI.
 - i. Student must show proof of completion of modules prior to completion of the Internship
2. Perform clinical rotations at a variety of clinical sites aimed at providing the student with all necessary competencies to satisfy the Structured Clinical Experience Requirements from the ARRT that allow for MRI Board eligibility.
 - a. Clinical Experience Procedure Requirements consist of 49 different procedures in 6 different categories.
 - i. A minimum of 21 different procedures out of the 49 standard procedures must be performed.
 - ii. A total of 125 repetitions of the procedures must occur and be documented by the student intern and clinical instructors/preceptors.
 - iii. No more than 1 procedure may be documented per patient per day.
 - b. Quality Control Procedure Requirements consist of 7 different activities that must be verified by a Clinical Preceptor.
 - c. MRI Safety Requirements include 8 different areas of patient safety that must be verified by a Clinical Preceptor.
 - d. Clinical Rotation sites include:
 - i. Saint Luke's Hospital
 - ii. Saint Luke's South Hospital
 - iii. Saint Luke's North Hospital
 - iv. Saint Luke's East Hospital
 - v. Medical Plaza Imaging Associates

Mission Statement

The program is committed to educational excellence through high-quality clinical and academic instruction, preparing interns to deliver safe, competent, and compassionate MRI services to a diverse patient population.

Program Goals

- Prepare entry-level MRI technologists who meet ARRT certification standards.
- Provide comprehensive clinical and academic learning experiences.
- Promote professional ethics, critical thinking, and patient-centered care.
- Foster a positive learning environment that supports student success.

Program Eligibility Requirements

To be eligible for the MRI Internship Program at Saint Luke's Hospital, interns must:

- Applicant must possess, AT MINIMUM, an associate degree from an accredited college or university.
- Applicant must be a graduate of an accredited Radiologic Technology. Transcripts and proof of graduation are REQUIRED.
- Applicant must be currently registered as a Radiologic Technologist through the American Registry of Radiologic Technologists (ARRT).
- Applicant must be in good standing through the ARRT and cannot be on probation or in a suspended status.

ARRT Eligibility and Board Requirements

To be eligible for the ARRT MRI certification examination, interns must:

- Hold current ARRT primary certification in Radiography or another ARRT-recognized discipline.
- Successfully complete all didactic and clinical requirements of the MRI Internship Program.
- Meet ARRT professional and ethical standards.
- Have program completion verified by the Program Director.

Program Length

- Program is standardized as a 12-month program in length.
- All didactic course work is self-paced; it can be completed at any time by the intern but must be completed within the established timeframe.

- Clinical rotations are divided into 6 two-month rotations. Students may complete clinical education in fewer than 12 months; however, students must complete, at minimum, 3 full clinical rotations in order to be signed off by the Clinical Preceptor/Medical Imaging Sciences Chair.
- Interns that require additional time to complete Clinical Experience Requirements could be granted one additional clinical rotation to complete all necessary requirements. This must be approved by the Clinical Site, Clinical Preceptor, and Medical Imaging Sciences Chair.

Didactic Education Requirements

Interns complete online, self-paced, didactic coursework from the ASRT that covers a variety of topics necessary for the student to pass board certification.

Clinical Experience Requirements

Interns must complete ARRT 2025 Clinical Experience Requirements, including:

- A minimum of 21 different MRI procedures selected from 49 approved procedures.
- A total of 125 documented repetitions.
- Three to six repetitions per procedure.
- No more than one procedure per patient per day.
- No remote scanning.

MRI Safety Requirements

- MRI screening for MR Safe, MR Conditional, and MR Unsafe devices
- MRI safety zones
- Static magnetic field hazards
- RF field safety and SAR limits
- Gradient magnetic field considerations
- Patient communication and monitoring
- Contrast media safety
- Emergency and quench procedures

MRI Quality Control Requirements

- Signal-to-noise ratio testing
- Center frequency verification
- Transmitter gain or attenuation
- Geometric accuracy testing
- Equipment inspection

- Cryogen level monitoring
- Room temperature and humidity monitoring

Tuition, Financial Aid, and Refunds

Tuition and Fees

Tuition and fees are broken down as follows:

Application Fee	\$25.00
Matriculation Fee (to reserve spot in program)	\$100.00
MRI Basics: The Series ASRT Program	\$320.00
Tuition	\$1,000.00

Fees are subject to change

Financial Aid

The Saint Luke's Hospital Radiologic Program does not participate in Title IV Federal funding; therefore, interns are not eligible to apply for federal loans or Pell grants. ALL tuition and fees are subject to change annually with the approval of the Director of Radiology and/or the Hospital Administration responsible for Radiology.

Refunds

Should an intern withdraw or be dismissed from the program during the first week of the first week of the quarter the total amount of the program fee paid by the intern will be refunded except for a \$200.00 administrative fee.

Books purchased for the Schools of Advanced Imaging MRI Internship program are considered a non-refundable expense.

Interns withdrawing from the program must submit a written statement that is dated and signed to the Medical Imaging Sciences Chair describing their intent to withdraw. A request for a refund can be made at that time if the intern is eligible. Any questions regarding refunds should be directed to the Medical Imaging Sciences Chair. Any institutional loans are the responsibility of the intern.

Program Attendance/Policies

Interns are expected to maintain consistent attendance. Excessive absenteeism or tardiness may result in disciplinary action and jeopardize program completion.

Absenteeism

Interns must call the Program Instructor at St. Luke's Hospital and the Clinical Instructor at their respective clinical sites about absences. The call must be made prior to the schedule rotation time. Failure to contact the Clinical Instructor will place the intern on the clinical disciplinary grid.

Excessive absenteeism will be defined by the following:

- Three (3) occurrences of absences within a continuous 3-month rolling period.

Excessive absenteeism will place the intern on the clinical disciplinary grid.

Absence: is defined as the inability of the intern to report to clinic regardless of the situation.

Occurrence: any absence regardless of length of duration. An absence is defined as an 8-hour block of time.

Extenuating circumstances will be evaluated on an individual basis by the Medical Imaging Sciences Chair.

Tardiness

Interns unable to report to class or clinical assignment on time must notify the Program Instructor. Tardiness is considered five (5) minutes late to the clinical rotation.

Excessive tardiness is defined by the following:

- Two (2) tardies in any continuous 3-month period.

Failure to comply with the above policy places the intern on the clinical disciplinary grid.

Inclement Weather

If severe weather is likely to cause travel delays for interns, the Medical Imaging Science Chair may implement the Inclement Weather Policy. The Inclement Weather Policy is intended to accommodate the needs of students for inclement weather which may prevent or limit a student's ability to travel to and/or from class and/or clinicals. There may be instances when although classes are cancelled, an inclement weather emergency is not declared.

Clinical rotations will follow the Metropolitan Community College-Penn Valley Campus when inclement weather is in the area. Please follow these guidelines:

1. MCC-Penn Valley Campus Closed – All class and clinical rotations are cancelled for that day.
2. MCC-Penn Valley Campus Late Start – Clinical rotations will begin at the designated late start time of 10:00 AM.

Students may use PTO if they do not feel comfortable attending class and/or clinical rotations.

Any clinical cancellation will be announced via email and text message from the Medical Imaging Sciences Chair, or other designated Program Faculty. If an inclement weather emergency is declared during the day, students will be notified via text message from the Medical Imaging Sciences Chair, or other designated Program Faculty. Communication will be made to students, clinical instructors, and Radiology Managers.

Leaves of Absence (LOA)

An intern may request a personal or medical leave of absence from the program. The intern must submit their request in writing. The letter of intent should include:

- The reason for the leave
- The number of days requested
- The date/personal or medical leave will begin and the date the intern is expected to return to the program.
- If LOA is due to a medical leave, a physician's statement must be attached to the letter.
- The intern will not be allowed to return class or clinic without a signed and dated release form from: physician, nurse or provider.

The program faculty will consider LOA requests. If an intern's LOA is extensive, the intern may be required to voluntarily withdraw and reapply to the program at a later date.

Pregnancy/Maternity Leave

Pregnancy is a voluntary disclosure and is the decision of the intern to Declare the Pregnancy. Interns electing to declare their pregnancy should obtain a "Declaration of Pregnancy Form" from the Medical Imaging Sciences Chair. The **amount and type of clinical rotations will not be altered based on pregnancy**. Pregnant interns must continue to meet all clinical education requirements. The order of **clinical rotations may be changed with the approval of the faculty and the intern**.

Undeclaration of Pregnancy

An intern may un-declare their pregnancy at any time by submitting a written statement to the program director.

Request for Maternity Leave

Interns may request a leave of absence for pregnancy or maternity in writing to the Medical Imaging Sciences Chair. Interns will be required to make-up all clinical and didactic requirements missed during their leave of absence. It may be necessary to extend the length of the program. Interns must complete all courses within an educational program before a certificate of program completion can be issued. The intern will then be eligible to sit for the national registry.

Health, Safety, and Compliance

Interns must comply with all hospital and program health requirements including drug screening, TB testing, background checks, infection control policies, and HIPAA confidentiality standards.

Non-Discrimination Policy

Saint Luke's Hospital's Schools of Advanced Imaging does not discriminate against applicants or in the administration of its educational policies and procedures by reasons of sex, race, religion, color, handicap, age or national origin.

Personal Health Insurance

Interns are not eligible for health insurance through Saint Luke's Hospital unless they are hired by the system as employees. The program **requires** that each intern obtain and maintain their own health insurance.

Hospital Policies

The MRI Internship program follows all policies and procedures of Saint Luke's Hospital that are not expressly outlined in this handbook. Policies and procedures are available to the interns in the "SLHS Policies and Procedures" application within Citrix.

STATEMENT ON POLICY CHANGES

Because of constantly changing conditions and circumstances, the Schools of Advanced Imaging reserve the right to make changes in the curriculum and in the policy and procedures of the program as deemed necessary and appropriate.

This intern handbook does not serve as a contractual commitment between the program and the intern. It serves as a guide to set policy and procedures and to foster communication between the program, the Hospital and the intern.

Interns receive a copy of all policy changes from the program faculty. Changes are communicated verbally and through email. Interns are given opportunities to ask questions regarding the changes during the verbal notification, any subsequent meetings with a faculty member.

Graduation and Program Completion

To graduate, interns must successfully complete all didactic coursework, clinical competencies, program requirements, and financial obligations.

Student Acknowledgment

I acknowledge that I have read and understand the policies and requirements outlined in this MRI Internship Handbook.

Student Name: _____

Signature: _____ Date: _____