Maine College of Health Professions

*Education that Enriches Lives*
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**Summer 2018 Session**

**May 7:** Summer and Summer I Semester Begins  
**April 30-May 12:** Add/Drop Period for Summer  
**May 28:** Memorial Day - No classes - College is closed  
**June 11:** Last day to withdraw from a Session I course and receive a "WP" or "WF" grade on the transcript  
**June 13:** First Year Student Orientation for all Fall Programs  
**June 25:** Last day to withdraw from a summer semester course and receive a "WP" or "WF" grade on the transcript  
**June 30:** Summer I Ends  
**July 2-7:** Summer Recess No classes  
**July 4-6:** College is closed  
**August 4:** Summer Semester Ends  

**Fall Semester 2018**

**August 13-23:** Introduction to Clinical Practice: Nursing and Radiologic Technology Students enrolled in CLP100  
**August 13:** Add/Drop Period Ends for CLP 100 at Midnight  
**August 20-Sept. 1:** Add/Drop Period for Fall  
**August 27:** Fall and Fall I semester begins for Second Year Students and General Education Courses  
**September 3:** Labor Day No Classes College is closed  
**September 28:** Last day to withdraw from a Fall I course and receive a "WP" or "WF" grade on transcript  
**October 8-9:** Fall Recess  
**October 15-27:** Add/Drop Period for Fall 2 courses  
**October 20:** Fall I semester ends  
**October 22:** Fall 2 semester begins  
**October 23:** Freshman: Last day to withdraw from a course and receive a "WP" or "WF" grade on the transcript  
**October 29:** Students who began classes on 8/27: Last day to withdraw from a course and receive a "WP" or "WF" grade on transcript  

**November 5-16:** Registration Open for Spring Courses. Registration closes November 16 at 3 p.m.  
**November 12:** Veterans Day (observed) No classes - College is closed  
**November 21-24:** Thanksgiving Recess, College is closed at noon on 11/21 and all day on 11/22 - 11/24  
**November 28:** Last day to withdraw from a Fall 2 course and receive a "WP" or "WF" grade on transcript  
**December 10-15:** Fall Semester examinations  
**December 15:** Fall Semester ends  
**December 24-26:** College is closed  

**Spring Semester 2019**

**December 31-January 12:** Add/Drop Period for Spring full and Spring I courses  
**January 1:** College is closed  
**January 7:** Spring and Spring I Semesters Begin  
**February 8:** Last day to withdraw from a Spring I course and receive a "WP" or "WF" grade on transcript  
**February 18:** President’s Day - No classes - College is closed  
**February 25-March 9:** Add/Drop Period for Spring 2 courses  
**March 2:** Spring I semester ends  
**March 4:** Spring 2 semester begins  
**March 4-15:** Registration Open for Summer and Fall courses - Registration closes on March 15 at 3:00 PM  
**March 11-16:** Spring Recess - No classes  
**March 18:** Last day to withdraw from a course and receive a "WP" or "WF" grade on the transcript  
**April 5:** Last day to withdraw from a Spring 2 course and receive a "WP" or "WF" grade on the transcript  
**April 22-27:** Spring Semester examinations  
**April 27:** Spring and Spring 2 Semesters end  
**May 4:** College Graduation Class of 2019
**General Information**

**Mission Statement**

The Maine College of Health Professions enriches lives through offering outstanding education in the health professions, inspiring student success, and lifelong learning. We emphasize interpersonal, interprofessional, and community collaboration, and we prioritize excellence in patient care, student learning, and scholarship.

**History of the College**

The College was established in 1891 as a diploma granting institution, and named the Central Maine General Hospital Training School.

The first student was admitted on July 9, 1891 and on March 24, 1893, the first student was graduated. A total of five (5) students were graduated from the College during 1893. A Cadet Program was started at the college in 1943 and remained in existence until 1946.

Until 1953, when an academic year calendar was established, admissions to the College occurred at any time during the year. Since then, students have been admitted annually.

The first male student was admitted to the College in 1953. Since then, male students have been admitted to, and present in, each class. The then existing student residences became coeducational in 1976.

The process of shortening the nursing curriculum from three (3) years (thirty-six months), to its current four (4) academic semesters, began in 1968. The College granted diplomas to its graduates until 1977, when Governor James B. Longley signed into law, L.D. 446, granting the College the authority to award an Associate in Applied Science Degree in Nursing to its graduates.

In 1976, the name of this College was changed from Central Maine General Hospital School of Nursing to Central Maine Medical Center School of Nursing.

In 1978, the Central Maine Medical Center School of Nursing became the first single entity, post-secondary nursing educational institution to become accredited by the Commission on Vocational-Technical Career Institutions of the New England Association of Schools and Colleges, Inc.

The Class of 1994 was the last class to wear the blue and white pinstriped student uniform. Beginning with the Class of 1995, the student uniform is white with the College insignia on the left chest.

In 1995, all of the College’s offices and classrooms were moved to the Metcalfe Building.

In 2001, the College moved into its new state-of-the-art facility at 70 Middle Street, Lewiston.

In 2002, the College began offering its Associate in the Applied Science in Nursing degree program via video-conferencing to its Rumford site and in 2003 to its Farmington site.

In 2006, the College began to offer courses to fulfill the general education component of the curriculum.

In 2008, the College was granted initial accreditation from the New England Association of Schools and Colleges Commission on Institutions of Higher Education.

The College added video-conferencing to its Bridgton site in 2009 and Machias in 2011.

In 2010, the College added an Associate of Applied Science Degree in Radiologic Technology. The Clark F. Miller School of Radiologic Technology was established at Central Maine General Hospital in 1949 as the first Radiologic Technology program in Maine. The School of Radiologic Technology classroom and offices moved to the second floor of the College in 2009 and the students began taking the general education courses with the nursing students in the fall 2010.

Coinciding with the addition of the Associate of Applied Science Degree in Radiologic Technology, the Mercy Hospital School of Radiologic Technology in Portland transitioned its 2-year certificate program into the College. This increased the student capacity of the Radiologic Technology program from 26 students to 46 students. Radiologic Technology students from southern Maine took their classes in Lewiston and completed their clinical rotations at Mercy Hospital and its affiliates.

The Medical Imaging Division of the College includes the Associate of Applied Science Degree in Radiologic Technology and a two semester certificate program of advanced studies in Computed Tomography (CT). The CT program admitted its first students in January 2010 and is designed for the Radiologic Technologist, Nuclear Medicine Technologist, or Radiation Therapist who wishes to continue their education in CT.

On July 1, 2014, the name of the College was changed to the Maine College of Health Professions to better reflect the mission of the College and prevent confusion with other colleges in central Maine.

In the fall of 2017, the College received approval to offer an RN to BSN degree, thereby becoming a baccalaureate institution.
Notice of Non-Discrimination
Maine College of Health Professions admits applicants meeting the requirements for admissions and does not discriminate based on religion, race, color, gender, sexual orientation, age, marital, parental, or veteran’s status, or national or ethnic origin. Students are accorded all the rights, privileges, programs, and activities available to students of the College.

An applicant must be able to perform the physical activities inherent in the role of a student in a health professions program.

Accessibility Statement
Maine College of Health Professions is committed to providing equitable access to learning opportunities for all students. The ADA Coordinator is the campus resource that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

If you have a documented disability, please contact the ADA Coordinator at (207) 330-7878 (TTD 207-741-5667) to schedule an appointment to discuss reasonable accommodations. Additional information is available on the MCHP website: http://www.mchp.edu/adastatement

Editor’s Note
This catalog is prepared with the student in mind and is for purposes of information only.

It does not constitute a contract between the Maine College of Health Professions and a student or any applicant for admission. In combination with subsequent catalogs, flyers, semester course schedules, and special announcements, it identifies the expectations for a student to earn the distinction of being a Maine College of Health Professions graduate. Every effort is made to ensure accuracy of the information, but circumstances constantly change, and new decisions may affect the accuracy of details appearing in this catalog.

MCHP reserves the right to make changes in course offerings, degree requirements, charges, policies, regulations, and procedures as educational and financial considerations require.

Accreditation
Maine College of Health Professions is accredited / approved by the:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 www.acenursing.org

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
(312)704-5300 www.jrcert.org

Maine State Board of Nursing
158 State House Station
Augusta, ME 04333
(207) 287-1133 www.state.me.us/boardofnursing

New England Association of Schools and Colleges, Inc.
3 Burlington Woods #100
Burlington, MA 01803
(855) 886-3272 www.neasc.org

The New England Association of Schools and Colleges, Inc. is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution’s accreditation by the New England Association should be directed to the administrative staff of the College. Individuals may also contact the Association.

Memberships
American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association of Colleges of Nursing (AACN)
American Association of Anatomists
American Council on Education
American Health Science Education Consortium (AHSEC)
American Psychological Society
American Registry of Radiologic Technologists
American Society of Radiologic Technologists
Association on Higher Education and Disability (AHEAD)
The College Board
Council for Higher Education Accreditation (CHEA)
The College Community

The Maine College of Health Professions is located in the industrial, urban community of Lewiston / Auburn, Maine. With a population of approximately 58,900, Lewiston / Auburn (known as L-A) is the second largest metropolitan area in Maine.

L-A is situated on the revitalized Androscoggin River, which provides a number of walking trails and parks. L-A has a rich French heritage as a result of the French Canadian immigrants who came to work in textile mills and shoe shops powered by the Androscoggin River in the late 1800s. More recently, Lewiston has seen the arrival of new residents, including an active Somali and Togolese population.

The College is close to shopping areas, theaters, public libraries, colleges, churches, and a lighted ski area. The College is located within an easy driving distance of the beautiful beaches of the coast and the mountains famous for their hiking and skiing facilities.

Students enrolled in the College are primarily residents of Maine with the largest percentage coming from Androscoggin, Oxford, and Cumberland counties. The typical student population is approximately 200 students comprised of men and women whose ages range from 18-55 years. Approximately 25% of the student population is first generation degree seekers.

Visitors

Visitors are always welcome on our campus, but are asked to observe the office hours of the administrative offices. Administrative offices are open 8:00 a.m. – 4:30 p.m., Monday through Friday.

College Admission Requirements

**Associates Degree Programs**

- High School diploma or GED/HiSET
- SAT or ACT results or 12 college credits with a grade of C or higher
- Entrance examination
- Essay, as required
- Successful completion of high school or college level Biology, Chemistry, Algebra I, and a second Math with a grade of C or higher

Applicants may also be required to meet additional admission requirements and prerequisites established for the specific program of interest. For program specific requirements, please visit our website www.MCHP.edu.

**Accepted Students Only:** Students must be able to perform the physical activities inherent in the role of a student in a health professions educational program and
provide documentation of required immunizations and CPR certification. A criminal background check will be required for programs which include clinical practicum. The results of the criminal background check may prevent clinical placement and entry into the program. Applicants should not provide immunization, CPR, or background check information, unless directed by the college.

RN to BSN Degree Program

- Official, state approved, high school (or GED/HiSET) transcript sent directly to the College.

(High school transcripts are not required, if applicant has graduated from an associate's or bachelor's degree program from a regionally accredited institution at the time the application is submitted.)

- Official college/university transcript(s) sent directly to MCHP. Transcripts from associate degree nursing programs must be from a CCNE or ACEN accredited college/university. Associate degree programs (RN) which are not accredited by CCNE or ACEN will not meet the requirement.
- A&P I with lab with a grade of “C” or higher
- A&P II with lab with a grade of “C” or higher
- Microbiology w/lab with a grade of “C” or higher
- College Writing with a grade of “C” or higher
- Introduction to Psychology with a grade of “C” or higher
- Developmental Psychology with a grade of “C” or higher
- Arts/Humanities Elective with a grade of “C” or higher
- Social Science Elective with a grade of “C” or higher

Please note: MCHP also requires that applicants hold and maintain an unrestricted and active RN license with the Maine State Board of Nursing. MCHP will review each applicant license using maine.gov. Students currently completing an A.D.N. program are eligible to apply for the program during their final semester of their A.D.N. program. They may be conditionally accepted into the RN-BSN program pending successful completion of the A.D.N. program and successful RN licensure.

Upon Acceptance Only: Matriculated students will be required to submit proof of MMR (measles, mumps, rubella) - 2 immunizations required. Positive antibody titers for measles, mumps, and rubella may be used in lieu of proof of vaccination, and Tdap—1 dose of Tetanus/Diphtheria/Pertussis must have been received as an adult within the past 10 years.

Please do not send any immunization information until requested.

Additional immunizations and background check requirements may be required should the program include a clinical experience.

Application Deadlines

Application deadlines vary by program; visit our website for specific information www.MCHP.edu.

Application materials should be mailed or emailed directly from the institution to:

Admissions, Maine College of Health Professions
70 Middle Street, Lewiston, ME 04240
admissions@mchp.edu

Maine College of Health Professions welcomes applications from qualified individuals who will benefit from and contribute to the educational environment of this College. The commitment of the College is to small classes and close faculty-student relationships. Thus, the Admissions Committee selects those candidates who show evidence of academic ability, intellectual curiosity, motivation, and capacity for personal growth.

Interested individuals should visit our website, www.MCHP.edu, for information regarding the application process, admissions deadlines, and requirements. Individuals may also contact the Admissions Office with specific questions: admissions@mchp.edu.

Admissions criteria are subject to change. Applicants are required to meet current criteria.

Matriculation

The Maine College of Health Professions is founded upon a commitment to learning on the part of both faculty and students.

When students accept membership in the educational community of this College, students also accept responsibility and accountability to be present for all required teaching/learning activities.

Matriculated Students

Matriculated students are those who have been accepted into a degree program, met all entrance requirements (immunizations, background check, etc.), and have enrolled in their courses.

Immunization Record

- Two MMRs or positive titers for Measles, Mumps, and Rubella. Hepatitis B positive surface antibody titer or documentation of 2 complete series of 3 injections of Hepatitis B vaccine if titer
is negative. Tetanus, diphtheria, and pertussis (Tdap) immunization within the last 10 years. Two Varicella (Chickenpox) immunizations or laboratory results of a positive titer.

- Tuberculin Skin Test – Documentation of a negative PPD within two months prior to entering a program.
- Medical conditions prohibiting immunization will be considered on a case-by-case basis.
- Students must be able to perform the physical activities inherent in the role of a student in an Associate Degree Health Professions Educational Program as listed below:
  - Communicate clearly (hearing and speaking) in English with patients and other healthcare professionals in the healthcare setting (IE. darkened rooms, operating room with surgical mask in place, in rooms with background noise, around partitions in rooms).
  - See clearly at close proximity, at a distance, in color, peripherally, demonstrate depth perception, and ability to adjust focus.
  - Stand/walk for several hours at a time.
  - Stoop, kneel, crouch or crawl.
  - Perform CPR
  - Follow Standard Precautions
  - Move/walk/run quickly in emergency situations.
  - Transport patients by wheelchair and stretcher.
  - Transfer patients from wheelchairs to hospital bed, stretchers to bed, and vice versa.
  - Position/move/adjust patients.
  - Reach overhead.
  - Lift or exert a force up to 50 pounds.
  - Tolerate repetitive use of hands, arms, and shoulders.
  - Tolerate frequent stooping and bending.
  - Perform Hand Hygiene
  - Evidence of current (CPR) certification: American Heart Association – Basic Life Support for Healthcare Providers or American Red Cross – Basic Life Support for the Professional Rescuer Certification.

**Non-Matriculated Students**

Non-matriculated students are those who have not been formally accepted into an academic program.

Non-matriculated students may register for general education college courses during the open registration periods providing they have met the prerequisites for the course. Such registration must be completed through the Registrar’s Office.

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**Financial Information**

**Payment of College Fees**

All college fees must be paid in full each semester prior to the first day of class. No student will be admitted to any class until satisfactory arrangements have been made with this college’s Bursar.

A bill will be mailed to each student prior to the beginning of each semester. On each bill, the date the payment is due to be paid in full is indicated.

No student will be allowed to progress to another semester or graduate from this college until all bills due to the College are paid in full.

**Financial FAFSA School Code: 006305**

Any student enrolled in MCHP, who qualifies for financial assistance, will receive aid to the extent funds are available. The amount of actual aid awarded depends upon the financial need of the individual student and/or family, and, therefore, will reflect the student and/or family's financial circumstances. All such information is strictly confidential. In general, a student is eligible for financial assistance at the MCHP if he or she:

- Is a citizen of the United States or is an eligible non-citizen;
- Is not in default on a previous loan;
- does not owe a refund on a previous grant or scholarship;
- Has not previously earned a baccalaureate degree [only applies to Pell and Maine State Grant];
- Is making satisfactory academic progress;
- Is a matriculated student enrolled in an eligible program.

Financial need is the difference between costs (tuition and fees, room, board, student uniforms, books, supplies, travel and personal expenses) and the amount of money the student and/or the student’s family can afford to pay, as determined by a standard formula, established by Congress, and approved by the Secretary of Education. The amount is referred to as the Federal Methodology and the calculation is:

\[
\text{Cost of Attendance} - \text{Est. Family Contribution} = \text{Need.}
\]

The basis for figuring the Expected Family Contribution is completion of the Free Application for Federal Student Aid (FAFSA). The information provided on the FAFSA determines the expected family contribution and the results are used to determine a student’s financial need. A Financial Aid Professional Judgment may be done only in a most unusual situation.
Students that wish to apply for financial aid should submit the FAFSA to the Federal Processor of the U.S. Department of Education by May 1 to meet all scholarship and grant deadlines. Students are required to apply online at www.FAFSA.ed.gov. Students are required to reapply for financial aid for each academic year they wish to be considered for.

**Financial Aid Eligibility**

To be eligible for financial aid:

Students must be enrolled as a regular matriculated student in at least 2 credits (Less than half time) and at least 6 credits (half time) to be eligible for loans.

Additional information regarding financial aid may be obtained from the Maine College of Health Professions Financial Aid Office. (207) 795-2270.

**Independent Student Status**

To qualify for independent status, students must be financially independent of their parents, and meet the Department of Education's criteria of independence. A student is considered to be automatically independent if he or she:

- Is 24 years old by December 31st of the award year;
- Is a veteran of the United States Armed Forces;
- Is an orphan or ward of the court;
- Has legal dependents other than a spouse;
- Is married.

**Types of Financial Aid**

Financial aid awards may consist of grants, scholarships, and loans. Grants and scholarships are given without any expectations of repayment. Loans carry appropriate obligations. The aid combination, or package, is revised each year for each student, depending upon the student's needs, and upon the availability of program funding.

**Loans**

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The loan lender is the U.S. Department of Education and the department provides a single point of contact for loan servicing and student loan information.

**Direct Subsidized Loans**

For students with demonstrated financial need, as determined by the Federal Methodology. No interest is charged while the student is enrolled at least half-time, during the grace period and deferment periods. Students must be enrolled at least half time to be eligible.

**Direct Unsubsidized Loans**

Not based on financial need and interest is charged during all periods, even when the student is in school, and during grace and deferment periods. Students must be enrolled at least half time to be eligible.

**Direct (PLUS) Loans**

These are unsubsidized loans for the parents of dependent students seeking help to pay for educational expenses up to the cost of attendance less all other financial assistance. Interest is charged during all periods and a credit history is performed by the Department of Education upon application.

**Grants, Endowments, and Scholarships**

**Pell Grant**

The Pell Grant is a federal program administered by the U.S. Department of Education. The intent of the program is to provide needy students with grants to assist them in attending an institution of higher education. Students with previous bachelor degrees are not eligible for this award.

**State of Maine Grant (MESG)**

The MESG is a state program administered by the Finance Authority of Maine (FAME). Financially needy students that meet eligibility requirements may receive grant awards. For maximum award, the student’s FAFSA must be filed by May 1st. The eligibility requirements are as follows:

- U.S. citizen or an eligible non-citizen;
- Resident of Maine other than for College purposes, with Maine residency established one (1) calendar year before applying to the MESG Program;
- Graduated from an approved secondary school (or shall have completed a general education development exam);
- Demonstrate substantial financial need as computed by the FAFSA and the State of Maine formula; and
- Must be at least a one-half-time student.
- Students with previous bachelor degrees are not eligible for this award.

**Dr. Gard W. Twaddle Nurses Endowment Fund**

The Dr. Gard Twaddle Nurses’ Scholarship Fund was formed in 1954 as a living tribute to Dr. Gard Twaddle, a highly respected physician in the Lewiston-Auburn area. This trust fund is established for the purpose of providing financial assistance to or on behalf of needy and deserving persons in the furtherance of or the
continuation of their training or education in the nursing profession.

**Elias E. Tucker Nursing Fund**

In memory of her husband, the late Mrs. Alice E. Tucker bequeathed monies to be held in trust. This trust awards scholarships to deserving young men and women, enrolled in an educational program, preparing a person to take the examination to become a registered nurse. First preference is accorded to students residing in Mechanic Falls.

**Women’s Hospital Association Fund**

The Women’s Hospital Association of Central Maine Medical Center donates monies to be awarded, as grants, to deserving students with financial need.

**Maine Orthopedic Foundation Scholarships**

The Maine Orthopedic Foundation of Central Maine Orthopedics actively supports health professions education and provides funding for scholarships to four radiologic technology students who have demonstrated academic progress and financial need. The scholarships will be awarded in the spring semester each year.

**Hazel H. Gould Scholarship Fund**

Registered Nurses seeking advanced technical training or degrees may qualify. MCHP’s Vice President of Finance determines eligibility and allocations for this fund annually.

**Other Endowment Funds/Scholarships**

MCHP has many other endowment funds and scholarships that students may qualify for.

**Veteran Education Benefit Programs**

Maine College of Health Professions is approved by the State Approving Agency for Veterans’ Education Programs for military personnel, veterans, and their eligible dependents. The College meets the requirements for the enrollment of eligible persons under the provisions of the various educational assistance programs. All students who expect to receive VA Benefits are encouraged to contact the VA office to discuss eligibility. If eligible, students must coordinate these benefits with the Bursar. A full [List of Clinical sites and locations](#) are located on the final two pages.

**Award Process**

The student is considered for financial aid, funded by the programs described above, on a basis of financial need and the amount of monies available for funding. The resulting determination, or award, is communicated to the student in the form of a financial aid award letter, which the student is free to refuse in whole or in part. However, refusal will not result in the reconsideration of the manner in which a student’s aid has been proportioned between grant aid and loan aid.

**Enrollment Verification**

At the start of each semester, the Registrar’s Office performs enrollment verification on each student. Some financial aid (Pell Grant, State of Maine Grant Program) is based partly on the number of student hours and student status – half time (at least 6 credit hours), three-quarter-time (9-11 credits), or full time (12 credits or more).

The Enrollment Verification Process verifies the number of credit hours for each semester. If the student is taking fewer or more credit hours than originally awarded for, an adjustment to their financial aid may be necessary.

**Disbursement Process**

For grants and loans from all programs, aid will be credited to the student's account. Any remaining balance at each term will be payable by the due date on the term bill. When all MCHP charges have been provided for, and a credit balance arises, the student will receive a check refund within 14 days after the disbursement of federal funds onto the student account to meet education expenses that are outside of MCHP's charge structure.

**Other Considerations**

Colleges generally do not have resources adequate to meet all the financial needs demonstrated by financial aid applicants. Therefore, students are strongly encouraged to seek outside aid from organizations concerned with such matters. While not an all-inclusive list, MCHP students have received grants from high schools, church groups, community/hospitals/hospital auxiliaries, civic-minded fraternal and professional organizations (American Legion, Kiwanis, Elks, Lions, Odd Fellows, Rebekahs, Auburn Exchange Club, etc.).

Students that have filed all required financial aid documentation with the MCHP's Financial Aid Office will have their financial aid awards credited to their accounts.

Willful falsification or omission of information is a criminal violation, punishable under Maine and federal laws, the latter when the student is the recipient of federal loans and grants. Intentional falsification or omission of information will result in withdrawal of all College aid, and repayment of any assistance that has been granted.

**Financial Aid Satisfactory Academic Progress**

All MCHP students must achieve and maintain ongoing satisfactory progress in order to be eligible and continue...
eligibility for federal financial aid assistance and compliance with federally mandated requirements. The program must be completed within the following time frames:

Full-Time students have the maximum of three (3) continuous academic years to complete the required total program credit hours of a 2-year program.

Three-quarter time students have the maximum of four and one-half (4 ½) continuous academic years to complete the required total program credit hours of a 2 year program.

Half-time students have the maximum of six years (6) continuous academic years to complete the required total program credit hours of a 2 year program.

Students have the right to appeal financial aid determinations governed by the Financial Aid Satisfactory Academic Progress Policy.

For continued financial aid eligibility, and compliance with federally mandated requirements, the following Financial Aid Satisfactory Academic Progress Policy is provided to all financial aid recipients of MCHP.

The following shall be considered as credits completed:

- Letter grades "A" through "C"
- "P" passed for credit on "pass/fail" basis.

The following shall not be considered as credits completed:

- Letter grades "C-, D+", "D", "D-", "F" and "U"
- "WP" or "WF" for withdrawn course work
- "F" on pass/fail basis
- "Non-credit" course
- "Audited" course

Students who do not successfully complete course work at the minimum levels listed in the chart are not considered to be making satisfactory academic progress. Financial Aid warning and probation – In the event that a student fails to meet any of the above criteria in a particular semester; the student will be placed on Financial Aid warning. A student in this category may receive financial aid for the upcoming semester, but at the end of that semester, the student must have completed the designated number of credits. A student who has not completed the designated number of credits by the end of the warning semester will be suspended from the receipt of further financial aid and placed on SAP probation.

**Grade Point Average**

This is calculated via the Institution’s academic standards by the Office of the Registrar. Students with insufficient grade point averages are notified of their status (either academic warning or probation), by the Academic Advisor. Upon notification of the academic action, the Financial Aid Office will take appropriate action.

**Semesters**

Each semester of enrollment on at least a half-time basis is calculated for purposes of Satisfactory Academic Progress regardless of the receipt of financial aid. Satisfactory Academic Progress will be reviewed every semester.

**Appeal of Financial Aid Probation**

Students placed on Financial Aid Probation must appeal in writing, normally within 30 days of notification, directly to the Financial Aid Office, indicating:

- Why the minimum academic requirements were not met, and reasons why financial aid should not be lost.
- The Financial Aid Office will review the appeal and notify the student in writing of the decision within 10 days from the date the appeal is received. A student wishing to appeal the decision made by the Financial Aid Office may do so in writing, within 14 days, to the Director or President. A response will be given to the student within 10 days from the date the appeal is received.

**Conditions of Reinstatement**

Students must complete the appropriate number of credits at the conclusion of the designated academic semester to be reinstated. At that time, the student must notify the Financial Aid Office in writing, that the conditions of reinstatement are believed to have been met. The student will observe all normal application procedures and deadlines for financial consideration. The student will be notified, in writing, whether reinstatement has taken place.

**Student Support**

**Student Services**

**Learning Assistance Program**

A learning assistance program is available to all Maine College of Health Professions students. This program is primarily concerned with the learning of all students. Services will include the following:

- Tutoring
- Individual assistance in time management
- Resource materials
- Study skills
- Computer and video assisted instruction
- Additional campus laboratory practice

Students may access these services by contacting their advisor.
Student Success Center
The College offers a Student Success Center for students enrolled at the College. The Center is open during regular business hours Monday through Friday. The room may be used for student study and access to reference materials. Students are encouraged to seek extra help from their course instructor or advisor by appointment as needed. Students at off-site campuses may utilize Skype or other similar real-time conferencing services to meet with their instructor or advisor by appointment for assistance.

Career Advisement
Senior students learn to write a professional resume during their second year. Opportunities for employment are posted on the bulletin board in the student lounge, distributed to students electronically and available on websites. Student and graduate records are available upon signed written request by the student or graduate.

Technology and Computer Lab Access
The Maine College of Health Professions utilizes advanced technology in its programs. MCHP houses a twenty-station computer lab for student use. Each computer is updated with the software necessary for students enrolled at the MCHP. Students may access the computer lab from 6 AM – 10 PM by using their College identification badge.

Gerrish-True Health Sciences Library
Library services are provided to assist the student in every stage of information retrieval, from the formulation of the information request to the retrieval of the document(s) needed. Included in these services are reference assistance, computer literature searches with bibliography, interlibrary loan of materials not owned by the library, photocopying of relevant materials stored in the library and electronic access to full-text articles.

A photocopy machine is available in the library for self-service use by the students. Photocopying is limited to personal use of library materials and for personal educational purposes. Interlibrary loan of both articles and books not owned by the library may be requested. Remote access to online bibliographic databases is provided to students while enrolled at MCHP.

Student Leadership Opportunities
MCHP offers opportunities for student participation in program curriculum and policy revisions. Students are invited to participate in leadership and decision-making roles as a class officer or member of the Communication Council, Curriculum Committee, or Advisory Council. Student involvement in these activities helps to improve the programs offered at MCHP and enables a student to develop leadership skills and assume responsibility.

Student Housing Facilities
Rooms within walking distance to MCHP and Central Maine Medical Center are available to students enrolled in a program at MCHP. The rooms are rented with the provision that the student is responsible for the care of the room to which he/she is assigned.

Single and double occupancy rooms are available on a first-come, first-served basis. Students must request single or double occupancy rooms from the Bursar. Students may also reside off campus.

A complete list of resident rules will be presented to each resident. Students must abide by these rules. Any infraction of these rules may result in the student being expelled from the residence.

Parking Facilities
Designated on-campus parking facilities are available to MCHP students with motor vehicles. Students wishing to use these parking facilities must obtain a parking application from the Registrar’s Office. There is no parking fee.

Individuals parking without a permit from the MCHP, or in a non-designated parking area, will risk losing parking privileges.

Security
The on-campus security personnel actively assist the MCHP in maintaining a safe and orderly campus environment. The security department may be accessed by calling 2299 on-campus or 207-795-2299 off-campus.

MCHP identification badges will be issued to all students, faculty, and staff. These badges must be worn while at the College and in the clinical areas. Access to the College, computer lab, and library may be gained by identification badge access.

Students are responsible for keeping their valuables secure and vehicles locked. Students leaving the College or clinical setting may call security for an escort to their vehicle.

Any suspicious activity noted, or actual breach of security should be reported to the security office immediately.

Health Services
Students shall be required to maintain adequate health in the interest of client welfare, including but not limited to, appropriate immunizations. Annually, students are provided flu immunizations. An annual Tuberculin Skin Test is required.
Matriculated students are required to purchase accident insurance through the College. The cost will be billed to the students on an annual basis. Details of the plan are available from the Bursar.

Students requiring medical attention may report to the Emergency Department at their clinical facility. Students will be billed for this service.

Degree Requirements

General Education Requirements

Associate’s Degree

The College is committed to graduating a person whose educational program is balanced in the three primary domains of knowledge; arts and humanities, sciences including mathematics, and the social sciences.

The College believes that being an educated person means a commitment to lifelong learning, finding joy in expanding ideas, creativity, and critical thinking.

To foster these principles, the College has implemented a minimum general education curriculum that is applicable to all Associate Degree programs at the College. This general education curriculum includes a minimum of 20 credit hours, which must include the following:

- ENG 101, College Writing, 3 credits;
- Social Sciences, 3 credits (elective or program specific);
- Arts and Humanities, 3 credits (elective or program specific);
- Mathematics or Science, 6 credits (elective or program specific);
- General Education Courses, 5 or more credits (elective or program specific)

These are the minimum requirements for the general education coursework. For specific program requirements, please refer to the curriculum plan of the designated program.

All Associate Degree programs require completion of a minimum of 60 credit hours.

All Associate Degree programs require that a minimum of fifty percent (50%) of degree credit coursework be completed at Maine College of Health Professions. Specific degree programs will require additional credits.

Social Science courses include Psychology, Sociology, Political Science, Economics, and History.

Arts and Humanities courses include English, Literature, Communication, Ethics, Philosophy, Art, Music, Drama, Foreign Language, American Sign Language, Religion, and Global Issues.

RN to BSN Degree

The RN to BSN Degree program requires completion of a minimum of 122 credit hours. Prior RN education may count up to 62 of the total 122 credit hours, and of the additional 60 credits required to satisfy the BSN portion of the curriculum 15 credits of these are general education. A minimum of 25% of the BSN curriculum must be taken at the Maine College of Health Professions to meet the residency requirements for graduation.

Code of Student Conduct

By formulating a general code of ethics, rights and responsibilities, MCHP reaffirms the principle of student freedom coupled with personal responsibility and accountability for individual action and the consequences of such action. The Code of Student Conduct is included in the Student Handbook or may be accessed on the MCHP website. A paper copy may be obtained, by request, from the VP of Student and Academic Affairs.

Withdrawals and the Drop/Add Period

Official Withdrawal from College

Withdrawal is defined as a student who gives official notification of their withdrawal to the Registrar after a semester begins. (The student is withdrawing from all courses and leaving the College).

Students wishing to withdraw from the College:

1. Must contact the Registrar
2. Should contact their Program Dean
3. Should submit the Student Status Change Form to the Registrar
4. Withdrawal is not considered official until the student has notified the Registrar. Until such notification, the student remains enrolled in the College and/or course and is responsible for fulfilling its academic and financial requirements.

Unofficial withdrawal from College/course

Students must notify the Registrar when withdrawing from a course. If a student stops attending College or a course without notification, this will result in an unofficial withdrawal and a grade of “F” for the course.

If a student receives a grade of “F” in a course, the College will determine if the student should be treated as an unofficial withdrawal or not and follow the procedure below.

If Federal financial aid is affected, the Financial Aid Office may need to make adjustments to the student’s financial aid. Without official notification, the student will be considered unofficially withdrawn and a R2T4
calculation will be completed using a 50% mark in the semester to determine how much aid the student has earned and if any is to be returned to the Government.

Adding, dropping, or withdrawing from a course
The “add/drop” period is the timeframe a student may adjust their schedule without any academic or financial penalties. The following schedule represents the timeline for the academic year.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Registration Period</th>
<th>Billing Period</th>
<th>Add/Drop Period – Full Semester</th>
<th>Add/Drop period – Non Standard Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Begins: At least 4 weeks prior to the bill date</td>
<td>April 1st or first Monday in April</td>
<td>Begins: One week prior to the start of course</td>
<td>Begins: One week prior to the start of course</td>
</tr>
<tr>
<td>Fall</td>
<td>Ends: 2 weeks prior to the bill date</td>
<td>July 1st or the first Monday in July</td>
<td>Ends: Midnight on Saturday of the first week of the semester</td>
<td>Ends: Midnight of the 1st day of course</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1st or the first Monday in December</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adding a course: Students may add courses during the add/drop period, provided that there is space available in the course and the student has satisfied all requirements. Student charges will be adjusted and a revised bill will be generated. Payment in full is expected as of the date of enrollment, unless prior arrangements have been confirmed with the Bursar.

Dropping a course: Dropping a course is defined as a reduction in course load while remaining enrolled at the College within the add/drop period. (The student drops one or more courses but not all courses). All requests to drop a course within the add/drop period, must be coordinated through the Registrar.

Withdrawal from a course: Withdrawing from courses is a reduction in a student’s course load after the add/drop period while remaining enrolled at the College.

Academic impact of withdrawing from a course or the college
1. A student may withdraw from a course at any time. If the student withdraws after 60% of the semester, the student will receive a grade of “F” in the course which is calculated into the GPA. Before the 60% mark, the student will receive a grade of “WP” withdraw pass or “WF” withdraw fail. These grades will not be calculated into the GPA; however, they will be reflected on the official transcript.

2. At the end of every semester, if a student receives a grade of “F” in a course, a determination will be made within 30 days of the end of the payment period (semester) on whether or not the grade was earned or if the student dropped without notification.

3. The Registrar will notify all appropriate staff of any student status change.

Financial impact of withdrawing from a course or the college
In accordance with Federal regulations, financial assistance may be adjusted for any aid recipient whose status changes during the semester. A portion of her/her financial aid may be returned to the Title IV programs as required by using the U.S. Department of Education’s methodology.

Pell recalculation policy
Federal PELL Grant award amounts will be based upon enrollment status 14 days after the add/drop period ends. At that time, if the number of credits enrolled is different from the student’s initial enrollment, the Federal PELL Grant will be adjusted from the original PELL grant award. No further adjustments to the Federal PELL Grant will be made after that point.

Federal PELL Grants awarded initially after the add/drop period will be based upon enrollment at the time the award is determined. No further adjustments to the Federal PELL Grant will be made after that point.

Tuition Balances and Refunds
Tuition and fees are reduced in accordance with the following schedule when courses are dropped. Withdrawal in the first three weeks may result in a refund to the student. MCHP Scholarships will follow the same percentage chart for funds earned and eligible to keep by the student. Direct Subsidized and Unsubsidized loans and other Title IV funds may be returned as required by the Return of Title IV Funds calculation.

The Bursar’s Office will send the student a detailed statement indicating any amounts due the College or amounts due the student as a refund. The statement will include the expected due date for any amount due back to the College for return to the Federal Programs (if applicable).
Withdrawal from Course/College – Standard

Courses Longer than 4-Weeks
On or before the first week of classes 100%
On or before the second week of classes 65%
On or before the third week of classes 35%
Thereafter 0%

Withdrawal from Course/College – Non-Standard

Courses Less than 4 Weeks
On or before the first day of course 100%
On or before the second day of course 65%
On or before the third day of courses 35%
Thereafter 0%

For the purposes of calculating standard tuition adjustments, the attendance period begins on the opening day of scheduled campus courses per the official academic calendar, includes weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

For purposes of calculating non-standard tuition adjustments, the attendance period begins on the start date of the course as specified on the course schedule, including weekends, holidays, and snow days, and ends on the date the student notifies the Registrar that she/he is withdrawing.

Numerical and Grade Point Equivalence

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95–100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90–94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80–83</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>74–76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70–73</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>64–66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60–63</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Audit Policy
Persons wishing to attend credit courses, but not earn credit, may enroll as auditors with the permission of the involved Dean or General Education Coordinator and involved faculty member. Auditors are not counted as students in the enrollment census, do not have the course recorded on a transcript, and are not required to complete the assignments or take examinations. Tuition charges for audited courses are the same as for courses taken for credit.

Grade Report
A student may access a summary of academic progress (a grade report) electronically at the end of each semester.

Honors
Graduating students will receive the following designations based on their GPA:

Honors: 3.3 – 3.49
High Honors: 3.5 – 3.74
Highest Honors: 3.75 – 4.0

In order to qualify for the President’s Award, the highest scholastic average (clinical and theory), a student must attend the College two (2) complete academic years.

Criteria for Warning Removal
At the end of the semester, the student’s performance will be evaluated. If the student’s grade is 2.0 or above and clinical performance meets standard, the warning status will be removed. A student may receive an academic warning more than once.

Student Dismissal
The College may dismiss, at any time, a student whose academic standing is not in compliance with the Scholastic Standards Policy. In most cases, students who are dismissed for academic reasons have previously been warned by Advisor or Dean.

Dismissal for other than academic reasons may occur without prior warning. The decision to dismiss a student for other than academic reasons is made by the appropriate Director or designee, after consultation with referring faculty.

The student may appeal the dismissal by following the Student Fair Treatment Policy and Procedure.

Dismissals for other than academic reasons may include:

- Breach of patient confidentiality.
- Concealment of errors made during clinical assignments.
- Performing skills outside of their current role.
- Illicit use, possession, or distribution of drugs or alcohol on campus.
- Possession of weapons on campus.
- Absence from the College for three (3) classes without notification or three (3) weeks without participation for an online course.
Transfer Credits

To ensure transferability of credits, applicants should contact the College’s Registrar to have courses approved prior to registering for the courses.

To transfer course credits to Maine College of Health Professions, the applicant must:

- Request an official transcript be mailed directly from the institution where the credits were earned, to the Registrar’s office
- Receive a minimum grade of “C” in the course
- Provide the course description of the course for which the applicant is requesting be transferred if requested
- Science courses for transfer credit must have been successfully completed within 10 years of matriculating into a program of study at the College.

Exceptions will be reviewed on an individual basis by the appropriate Dean or VP of Student and Academic Affairs.

Challenge Examinations

Applicants or students who wish to receive academic credit for knowledge and skills acquired prior to attending the College have the opportunity to do so through the College Level Examination Program (CLEP) challenge examinations. For Associates in Radiologic Technology and Associates in Nursing programs, transfer credits for challenge exams must be completed and submitted to the Registrar prior to the close of registration for the semester in which the course is listed on the curriculum plan. For all other programs, challenge exams must be completed and submitted to the Registrar before the student has 12 credits remaining in their degree program.

The CLEP exams for courses required by this College’s curriculum may be taken at an authorized testing center of the student’s choice.

CLEP

- College Composition
- Introductory Psychology
- English Literature
- Analyzing and Interpreting Literature
- Human Growth and Development
- College Algebra
- Introduction to Sociology
- Humanities
- Elective

The scores achieved on the above challenge examinations must meet the score required by the College. Passing scores may be obtained from the Registrar’s Office.

Students who wish to challenge general education credits should contact the Registrar’s Office.

Transcript Requests

Transcripts may be requested from the Registrar in writing for prior graduates and current students.

Academic Programs

General Education

Associate in Health Sciences

About Our Program

The associate degree in Health Sciences will provide an entry point for students to complete an associate’s degree in healthcare without committing to a specific profession within healthcare.

The Health Sciences degree will also serve as an opportunity for students to prove their academic abilities to aspire into radiology or nursing programs. Students who complete the associates in Health Sciences degree can be employed as health information technologists, non-certified medical assistants, or pharmacy technicians.

Program Learning Outcomes

1. Examine the current and historical structure, policy, and trends of the field of health sciences.
2. Demonstrate a working knowledge of the terminology in health sciences.
3. Demonstrate concepts integral to the student’s development in the role of a health care professional, such as effective communication, positive attitudes, cultural sensitivity, and ethical behaviors.
4. Design a plan for professional development and growth.
5. Investigate the aspects of traditional business and healthcare related practices.

Curriculum Plan

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 College Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111 Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111-L Human Anatomy &amp; Physiology Lab</td>
<td>1</td>
</tr>
<tr>
<td>HCS 101 Introduction to Healthcare Science</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115 Microsoft Office Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
Second Semester
BIO 112 Human Anatomy & Physiology II 3
BIO 112-L Human Anatomy & Physiology II Lab 1
COM 102 Communications 3
SOC 101 Introduction to Sociology 3
MAT 160 Introduction to Statistics 3
MET 111 Medical Terminology 3

Third Semester
BIO 213 Microbiology 3
BIO 213-L Microbiology Lab 1
PHI 206 Ethics in Healthcare 3
ENG 110 Introduction to Literature 3
PSY 101 Introduction to Psychology 3
HIS 210 The Health Care Environment: A Look at the Health Care System – Past, Today, Future 3

Fourth Semester
HUM 220 Topics in Multiculturalism 3
BUS 210 Healthcare Finance 3
General Education Elective 3
BUS 215 Healthcare Law 3
BUS 220 Career Exploration and Job Shadowing 1

Total Credits upon Graduation 61 Credit Hours

Requirements for Graduation
Students must earn a minimum cumulative grade point average of 2.0. A minimum of fifty percent (50%) of degree credit coursework must be completed at Maine College of Health Professions.

Students will not be issued a degree if they have not met all their financial obligations toward the College.

Career Opportunities
The Health Science degree will enable students to seek employment in a variety of entry-level positions, such as health information technologists, non-certified medical assistants, or pharmacy technicians.

Medical Imaging

Radiologic Technology - Associate of Applied Science Degree

About Our Program
The Clark F. Miller Radiologic Technology Program at the Maine College of Health Professions offers a challenging and rewarding career educational opportunity. The College’s two-year associate of applied science degree program provides instruction and clinical experience through a blend of classroom and clinical education.

The Program begins in August each year. Students attend the College on a full-time basis, attending classes an average of two days a week and training in a clinical environment three days a week in medical imaging departments throughout Central and Southern Maine. Students complete clinical training in all areas of diagnostic radiography and are introduced to medical imaging specialties. Program graduates are eligible to apply for the American Registry of Radiologic Technologist examination and obtain Maine Licensing.

Mission
The mission of the Clark F. Miller Radiologic Technology Program is to:

- Encourage motivated individuals who are dedicated to pursuing excellence in Radiologic Technology;
- Provide a quality education in Radiologic Sciences with emphasis in Diagnostic Radiography including all modalities of Medical Imaging;
- Offer educational experiences in the classroom, the campus laboratory, and in a variety of clinical settings with emphasis on exceptional patient care; and
- Educate individuals to be competent and knowledgeable technologists who demonstrate critical thinking and effective communication skills.

Program Learning Outcomes
1. Graduates will demonstrate competency in performing radiographic procedures
2. Graduates will execute effective communication in the medical imaging department to provide quality patient care
3. Graduates will demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in radiologic technology
4. Graduates will devise a plan for professional development and growth
5. Graduates will achieve A.R.R.T. certification
6. Graduates will become employed in radiologic technology within six months of graduation.

Curriculum Plan
First Semester (Fall)

Course | Credit Hours
--- | ---
CLP 100(R) Intro to Clinical Practice –RAD | 1
RAD 100 Radiographic Procedures I | 3
RAD 110 Applied Physics | 2
RAD 120 Intro to Rad Fundamentals | 1
BIO 111 Human A&P I | 3
BIO 111L Human A&P I Lab | 1
RAD 130 Radiology Clinical Practicum I | 4

Second Semester (Spring)

Course | Credit Hours
--- | ---
RAD 140 Radiographic Procedures II | 3
RAD 150 Princ of Rad Exposure & Physics I | 3
BIO 112 Human A&P II | 3
BIO 112L Human A&P II Lab | 1
RAD 160 Radiology Clinical Practicum II | 4
Third Semester (Summer)
ENG 101 College Writing 3
MAT 140 College Algebra 3
RAD 170 Radiographic Pathology 1
RAD 180 Radiology Clinical Practicum III 6

Fourth Semester (Fall)
RAD 200 Radiographic Procedures III 3
RAD 210 Princ of Rad Exposure & Physics II 3
RAD 220 Adv Patient Care in Radiography 1
RAD 230 Rad Supplemental Modalities 2
PSY 101 Intro to Psychology 3
RAD 240 Radiology Clinical Practicum IV 6

Fifth Semester (Spring)
RAD 250 Radiographic Quality Assurance 1
RAD 260 Radiation Protection & Radiobiology 2
RAD 270 Graduation/Registry Preparation 1
Humanities or Social Science Elective 3
COM 102 Communications 3
RAD 280 Radiology Clinical Practicum V 6

Total Credits upon Graduation 76

The curriculum plan is subject to change.
The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

Distribution of AAS Credit Hour
Communication, Arts & Humanities, and Social Science (16%)
ENG 101, COM 102, PSY 101, Humanities, or Social Science Elective
Sciences and Math (15%)
BIO 111, BIO 112, MAT 140
Concentration (69%)
CLP 100(R), RAD 100, RAD 110, RAD 120, RAD 130, RAD 140, RAD 150, RAD 160, RAD 170, RAD 180, RAD 200, RAD 210, RAD 220, RAD 230, RAD 240, RAD 250, RAD 260, RAD 270, RAD 280

Requirements for Graduation
Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of “C” in each required course. A minimum of one year of credits in the radiology major must be taken at Maine College of Health Professions, as well as, 50% of the required number of credit hours.

Students will satisfactorily complete clinical competency evaluations and clinical labs as specified by the clinical competency section of the Student Handbook. Students will demonstrate competency in CPR, venipuncture, phlebotomy, EKG, vital signs, and oxygen administration.

Students will make up time missed from the clinical area which is in excess of time allotted during the program.

Students will not be issued a degree if they have not met all their financial obligations.

Qualifications for Licensure
The Maine Radiologic Technology Board of Examiners requirements for licensure are:

- Completion of an approved high school diploma or its equivalent; and
- Completion of a course of study in radiologic technology and an examination that is approved by the board.

Career Opportunities
A radiologic technologist is educated in the “art and science” of creating images of the body using ionizing radiation. Radiologic technologists work closely with physicians, particularly physicians who specialize in radiology, and play an important role as part of professional healthcare teams.

Radiologic technologists work in hospital medical imaging departments, clinics, doctors’ offices, and imaging centers.

Due to the strong demand for radiologic technologists, a career in the field can take many forms. Specialized areas of medical imaging include computed tomography (CT), mammography, magnetic resonance imaging (MRI), vascular-interventional radiography, sonography, nuclear medicine, and radiation therapy. Technologists may earn a bachelor’s degree in pursuit of a career in education, management, or research. Career options in medical imaging continue to grow, providing job opportunities with competitive salaries and benefits.

Associate of Applied Science Degree Completion Program in Radiologic Technology
This program is designed for the nationally certified and registered radiologic technologist who wishes to complete the general education courses to fulfill the requirements for the Associate of Applied Science Degree in Radiologic Technology.

Students must complete the general education courses specified by the Radiologic Technology Program Curriculum Plan. Students are required to complete a minimum of 25% of the total College Credits required of the Associate of Applied Science Degree Radiologic Technology Program at Maine College of Health Professions.
1 plus 2 Associate of Applied Science Degree in Radiologic Technology

Individuals interested in participating in the radiologic technology career track must contact the Admissions Office at 795-2843 and be accepted into the program.

Recommended Accuplacer scores which indicate that the individual is prepared for college-level courses:

- Reading: 60
- WritePlacer: 5
- Arithmetic: 60
- Elementary Algebra: 60

**Curriculum Plan**

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology II with lab</td>
<td>4</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
</tr>
<tr>
<td>Social Science or Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Students enrolled in the 1 plus 2 Radiologic Technology Program are conditionally accepted into the Radiologic Technology Program at MCHP provided they meet the following criteria:

- Fall Semester: Complete a minimum of 6 credits at the 100 level or above at MCHP
- Spring Semester: Complete a minimum of 6 credits at the 100 level or above at MCHP
- The credits taken at the MCHP must include at least one math or one science with lab course at 100 level or above
- Successful completion with a grade of “C” or higher in each course taken at MCHP
- Maintain a minimum cumulative 2.5 GPA at MCHP
- Students must meet all other admission requirements.

Computed Tomography - Certificate Program of Advanced Standing

**About Our Program**

The Maine College of Health Professions offers a challenging and rewarding career opportunity for the motivated Radiologic Technologist including Radiographers, Nuclear Medicine Technologists, and Radiation Therapists in the field of CT Scanning. The College offers a program of advanced studies in CT Scanning. The program will include academic and clinical courses and will be tailored to meet the needs of the student. Part-time and full-time options are available.

Graduates will obtain the didactic information and clinical procedures required to apply to take the American Registry of Radiologic Technologists certification examination in CT Scanning.

**Program Learning Outcomes**

1. Demonstrate competency in performing Computed Tomography procedures.
2. Execute effective communication in the medical imaging department to provide quality patient care.
3. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in Computed Tomography.
4. Devise a plan for professional development and growth.
5. Achieve national certification in Computed Tomography.
6. Become employed in Computed Tomography within six months of graduation.

**Curriculum Plan**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 100 Multiplanar Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>CT 110 Patient Care &amp; Radiation Safety in CT Scanning</td>
<td>2</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 125 CT Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CT 130 CT Physics &amp; Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>CT 145 CT Clinical Practicum I</td>
<td>4</td>
</tr>
<tr>
<td>CT 155-1 CT Clinical Practicum II*</td>
<td>4</td>
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</tbody>
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(for full-time students)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 155-2 CT Clinical Practicum II*</td>
<td>4</td>
</tr>
</tbody>
</table>

(for part-time students)

**Total Credits upon Graduation**

18 credit hours

*CT 155 – Clinical practicum may be completed on a full-time basis in the second semester or on a part-time basis in the third semester.

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

Students currently working in CT may enroll in the didactic portion of the curriculum only.

**Requirements for Graduation**

Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of 74 (C) in each required course. Students must complete 16 credit hours for the certificate. All of the credits in the CT major except for multiplanar anatomy must be
sponsored by and taken on the Maine College of Health Professions campus.

Students will satisfactorily complete clinical competency evaluations and clinical labs as specified by the clinical competency section of the Student Handbook.

Students will make up time missed from the clinical area which is in excess of time allotted during the program.

Students will not be awarded a certificate if they have not met all their financial obligations.

Qualifications for Licensure
The Maine Radiologic Technology Board of Examiners requirements for licensure are:

- Completion of an approved high school diploma or its equivalent; and
- Completion of a course of study in radiologic technology and an examination that is approved by the board.

Career Opportunities
A certified CT technologist is educated in the “art and science” of creating computerized images of the body using ionizing radiation. CT technologists work closely with physicians, particularly physicians who specialize in radiology, and play an important role as part of professional healthcare teams.

CT technologists work in hospital medical imaging departments, clinics, doctors’ offices, and imaging centers. CT technologists are often vital members of the trauma team in the hospital setting.

Due to the strong demand for CT technologists, a career in the field can lead in many directions. CT Technologists may earn a bachelor’s degree in pursuit of a career in education, management, or research. Career options in medical imaging continue to grow, providing job opportunities with competitive salaries and benefits.

Diagnostic Medical Sonography -Certificate Program of Advanced Standing

About Our Program
The Advanced Certificate Program in Diagnostic Medical Sonography will provide a pathway of professional growth for radiographers, radiation therapists, or nuclear medicine technologists to advance their studies in medical imaging. The program will provide the knowledge, skills, and abilities in sonography for graduates to work as sonographers and function as vital members of the healthcare team.

Upon successful completion of the Diagnostic Medical Sonography program of study at MCHP, the student will have obtained the didactic and clinical prerequisites required to take the physics, abdomen, and obstetrical & gynecological exams through the American Registry for Diagnostic Medical Sonography (ARDMS). The curriculum is based on the National Education Curriculum for Sonography (NEC), the ARDMS content specifications, and the American Registry of Radiologic Technologists (ARRT) content specifications.

Program Learning Outcomes
1. Demonstrate competency in performing sonography procedures.
2. Execute effective communication in the medical imaging department to provide quality patient care.
3. Demonstrate problem solving and critical thinking skills to evaluate and address a variety of situations in sonography.
4. Devise a plan for professional development and growth.
5. Graduates will achieve national certification in sonography.
6. Graduates will become employed in sonography within six months of graduation.

Curriculum Plan
First Semester (Fall)
Course Credit Hours
DMS 200 Introduction to Sonography 4
DMS 210 Sonography of the Abdomen 4
DMS 220 Obstetrical and Gynecological Sonography I 3
DMS 230 Sonography Lab I (120 hours) 2

Second Semester (Spring)
DMS 240 Sonography Physics & Instrumentation 3
DMS 250 Sonography of Superficial Structures and Other Procedures 3
DMS 260 Obstetrical and Gynecological Sonography II 3
DMS 270 Sonography Lab II (120 hours) 2
DMS 280 Sonography Clinical Practicum I (240 hours) 4

Third Semester (Summer)
DMS 290 Sonography Clinical Practicum II (480 hours) 8

Fourth Semester (Fall)
DMS 300 Sonography Seminar & Review 4
DMS 310 Sonography Clinical Practicum III (360 hours) 6

Total Credits upon Graduation 46

Career Opportunities
A certified Medical Sonographer (Ultrasound Technologist) is educated in the “art and science” of creating medical images of internal structures using high frequency sound waves. Medical Sonographers work closely with physicians and play an important role as part of professional healthcare teams.
Medical Sonographers work in hospitals, imaging centers, and doctor’s offices. Sonographers often play a vital part in diagnosing a variety of conditions and diseases as well fetal monitoring.

There is a strong demand for Medical Sonographers and a career in the field can lead in many directions. Medical Sonographers may earn a bachelor’s degree in pursuit of a career in education, management, or research. The demand for sonographers exceeds the supply, which positively affects job opportunities and salaries.

Requirements for Program Completion
Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of 74 (C) in each required course. Students must complete 46 credit hours for the advanced certificate.

Students will satisfactorily complete clinical competency evaluations and labs as specified by the clinical competency section of the Student Handbook.

Students will make up time missed from the clinical area, which is in excess of time allotted during the program. Students will not be awarded a certificate if they have not met all their financial and library obligations toward the Maine College of Health Professions.

Qualifications for Licensure
Individuals may become nationally certified by passing the examination offered by the American Registry for Diagnostic Medical Sonography.

Nursing

Nursing - Associate of Applied Science Degree

About Our Program
Nursing students attend classes and take care of patients of all ages in a variety of settings. Before they care for patients, nursing students spend time in the campus laboratory learning and practicing the skills needed to provide safe care. Maine College of Health Professions students may have experiences in the following areas: maternity, long-term care, pediatrics, surgery, critical care, rehabilitation, mental health, cardiac care, and post-surgery. The College’s state of the art simulation laboratory provides a realistic clinical experience.

Advanced Placement
Advanced placement may be offered to Licensed Practical Nurses, Licensed Paramedics, students with previous military medical training, Associate Degree Healthcare Professionals with significant patient care experience, and students transferring from another nursing program. Since each situation is unique, please contact admissions for details.

Mission
The mission of the Nursing school is:

- To educate individuals to be competent, knowledgeable, and capable nurses who enhance positive patient outcomes;
- To offer education opportunities that meet the needs of individuals and communities;
- To guide individuals in the development of critical thinking skills;
- To kindle an ongoing desire to learn;
- To strengthen students’ capacity to reason and make effective decisions as members of health care teams.

Program Learning Outcomes
1. Eligible to take the Registered Nurse Licensing Examination (NCLEX-RN).
2. Capable of practicing as advanced beginners in the nursing profession.
3. Qualified for employment in the rapidly changing healthcare environment.

Curriculum Plan

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CLP 100 Introduction to Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>NUR 110 Health Assessment</td>
<td>2</td>
</tr>
<tr>
<td>NUR 115 Foundations of Clinical Practice</td>
<td>4</td>
</tr>
<tr>
<td>NUR 120 Fundamentals in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101 College Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111 Human Anatomy &amp; Physiology I</td>
<td>4</td>
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Second Semester

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NUR 130 Medical Surgical Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 131 Medical Surgical Nursing Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 150 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112 Human Anatomy &amp; Physiology II</td>
<td>4</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>NUR 220 Medical Surgical Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 222 Medical Surgical Nursing II Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 212 Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 213 Mental Health Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>NUR 231 People Living With Chronic Illness</td>
<td>1</td>
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<tr>
<td>NUR 210 Pharmacology</td>
<td>3</td>
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<tr>
<td>BIO 213 Microbiology</td>
<td>4</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NUR 250 Medical Surgical Nursing III</td>
<td>3</td>
</tr>
<tr>
<td>NUR 251 Medical Surgical Nursing III Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NUR 240 Maternal and Child Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>
NUR 241 Maternal and Child Nursing Clinical  1
NUR 260 Sim. Role Transition Clinical Application  1
HUM Arts and Humanities Elective  3
Social Science Elective  3
**Total Credits upon Graduation**  70 credit hours

The curriculum plan is subject to change.

The curriculum plan with specific courses required for graduation will be distributed upon acceptance.

**Distribution of AAS Credit Hour**
Communication, Arts & Humanities, and Social Science (22%)
ENG 101, PSY 101, PSY 201, Humanities Elective, Social Science Elective

Sciences and Math (22%)
BIO 111, BIO 112, BIO 213, PHM 201

Concentration (56%)
NUR 110, NUR 115, NUR 120, NUR 130, NUR 131, NUR 150, NUR 210, NUR 212, NUR 213,NUR 220, NUR 222, NUR 230, NUR 240, NUR 241, NUR 250, NUR 251, and NUR 260

**Requirements for Graduation**
Students must earn a minimum cumulative grade point average of 2.0 and a minimum grade of “C” in each required course. A minimum of one year of credits in the radiology major must be taken at Maine College of Health Professions, as well as, 50% of the required number of credit hours.

Students will not be issued a degree if they have not met all their financial obligations.

**Qualifications for Licensure**
The Maine State Board of Nursing requirements for licensure are:
- Completion of an approved four-year high school diploma or possession of the equivalent thereof (GED).
- Completion of a course of study not less than two years in an approved professional school of nursing.

**Note:** Students under the advanced placement program must complete one year on this campus for graduation.

**Career Opportunities**
Nursing is a long-respected profession concerned with the health and wellness of people of all ages. Nurses are needed in a growing variety of roles in hospitals, the military, public health, long-term care industry, and numerous other settings. Nurses take care of patients by administering medications and treatments, teaching patients and families, and collaborating with doctors and other health care team members. Equally important, nurses help those in need. Nursing career options offer exciting job opportunities with very competitive salaries and benefits.

**1 plus 2 Associate of Applied Science Degree in Nursing**
Individuals interested in participating in the nursing career track must contact the Admissions Office at 795-2843 and be accepted into the program.

**Curriculum Plan**

<table>
<thead>
<tr>
<th>Core Curriculum</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy and Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology II with lab</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology with lab</td>
<td>4</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Students enrolled in the 1 plus 2 Nursing Program are conditionally accepted into the Nursing Program at MCHP provided they meet the following criteria:
- Fall Semester: Complete a minimum of 6 credits at the 100 level or above at MCHP.
- Spring Semester: Complete a minimum of 6 credits at the 100 level or above at MCHP.
- The credits taken at the MCHP must include at least one math or one science with lab course at 100 level or above.
- Successful completion with a grade of “C” or higher in each course taken at MCHP.
- Students must meet all other admission requirements.

**Bachelors of Science in Nursing Degree (RN to BSN)**

**About Our Program**
The addition of a Bachelor of Science in Nursing increases the preparedness of nurses for patient care, and provides the opportunity for nurses to advance in their career toward management or departmental positions with higher earnings. The program accepts new students, who are practicing nurses who have earned their ADN and hold a current State of Maine RN license (nursing and qualifying credits are transferable).

**Program Learning Outcomes**
1. Synthesize theories and concepts from a variety of disciplines to inform decision-making and ensure excellence in nursing practice. (Essential Ia)
2. Develop a process of lifelong learning. (Essential Ib)
3. Apply quality improvement processes to effectively implement initiatives when caring for individuals, families, groups, communities, populations, and other members of the healthcare team. (Essential II)
4. Integrate research evidence, clinical judgment, interprofessional perspectives, and patient preferences to determine best practices. (Essential III)
5. Manage and evaluate information from all relevant sources, and utilize technology to inform the delivery of care. (Essential IV)
6. Use leadership skills to examine the roles and responsibilities of the regulatory agencies and their effect on patient care quality, workplace safety, and the scope of nursing and other health professionals’ practice. (Essential V)
7. Demonstrate effective inter-and intra-professional communication and collaborative skills to deliver evidence based, patient centered care. (Essential VI)
8. Apply principles of clinical prevention and population-focused interventions with attention to effectiveness, efficiency, cost effectiveness, and equity. (Essential VII)
9. Demonstrate the professional standards of moral, ethical, and legal conduct. (Essential VIII)
10. Integrate nursing care based on evidence that contributes to safe and high quality patient outcomes within healthcare microsystems. (Essential IX)

**Curriculum Plan**

*Note: Qualified students may enter the RN to BSN program at any point and do not necessarily need to take courses in a prescribed sequence.

- RN (ADN) Credits awarded, upon acceptance, to program 35*
- General Education Courses Credits required prior to acceptance into the program 27*
- RN-BSN Course Prerequisites: In order to enroll in all RN-BSN courses, students must be accepted into the RN-BSN Program or receive permission from the Dean. Note: Select courses may have additional prerequisites.

**Course Credits Hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 265 Concepts of Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 270 Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NUR 275 Population Health (Global)</td>
<td>3</td>
</tr>
<tr>
<td>HUM 220 Topics in Multiculturalism (Fine Arts/Humanities)</td>
<td>3</td>
</tr>
<tr>
<td>MAT 160 Intro to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 280 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 300 Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NUR 301 Advanced Health Assessment Lab (Online)</td>
<td>1</td>
</tr>
<tr>
<td>NUR 285 Information Technology: Apps in Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>COM 102 Intro to Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHI 206 Ethics in Healthcare (Philosophy/Theology)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 310 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 315 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 320 Pharmacology for RNs</td>
<td>3</td>
</tr>
<tr>
<td>NUR 325 Policy, Law, Ethics, and Regulations</td>
<td>3</td>
</tr>
<tr>
<td>NUR 290 Interprofessional Education (IPE)</td>
<td>3</td>
</tr>
<tr>
<td>ENG 210 English Literature</td>
<td>3</td>
</tr>
<tr>
<td>NUR 400 Community Health (Local)</td>
<td>3</td>
</tr>
<tr>
<td>NUR 401 Community Health Research</td>
<td>3</td>
</tr>
<tr>
<td>NUR 410 Nursing Leadership</td>
<td>3</td>
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<tr>
<td>NUR 415 Capstone Project</td>
<td>3</td>
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**Total Credits upon Graduation** 122 Credit Hours

**Requirements for Graduation**

Students must earn a minimum cumulative nursing grade point average of 2.0 and a minimum grade of “C” in each required general education course. Students must complete 122 credit hours for the degree. A minimum of 25% of the BSN curriculum must be taken at the Maine College of Health Professions to meet the residency requirements for graduation.

Students will not be issued a degree if they have not met all their financial obligations.

**Non-credit Training**

The Maine College of Health Professions offers a challenging and rewarding career opportunity for individuals who wish to enter into the healthcare profession as a Certified Nursing Assistant (CNA).

The CNA curriculum at MCHP aligns with the prescribed curriculum of nursing assistant training programs approved by the Maine State Board of Nursing in September of 2018 ([http://www.maine.gov/boardofnursing/docs/CNA-Basic-Curriculum-10-2008.pdf](http://www.maine.gov/boardofnursing/docs/CNA-Basic-Curriculum-10-2008.pdf)). MCHP’s program exceeds the State of Maine minimum hours of:

| Theory                      | 90 hours |
| Skills Laboratory           | 20 hours  |
| Clinical                   | 70 hours  |

**Total 180 hours**

Training leads to qualification to sit for the State of Maine CNA exam.
Academic Courses

**BIO 111 Human Anatomy and Physiology I**  
3 Credits  
This is the first course of a two-semester sequence in human anatomy and physiology, and it is accompanied by a one-credit lab course. This course emphasizes human physiology, and the accompanying laboratory course emphasizes human anatomy. Students explore the structures and functions of the human organism at the chemical, cellular, tissue, organ, and systems levels, and learn terminology that is necessary to comprehend and appropriately communicate biological concepts. Common diseases in certain systems are explored.

**BIO 111L Human Anatomy and Physiology I Lab**  
1 Credit  
This is the first course in a two-semester sequence in human anatomy and physiology. This laboratory course is designed to complement the lecture course BIO 111, and will emphasize anatomy. Students explore the structures of the human organism at the chemical, cellular, tissue, organ, and systems levels, and learn terminology that is necessary to comprehend and appropriately communicate biological concepts.

**BIO 112 Human Anatomy & Physiology II**  
3 Credits  
BIO 112 is the continuation of BIO 111, covering human anatomy and physiology and it is accompanied by a one-credit lab course. This course emphasizes human physiology, and the accompanying laboratory course emphasizes human anatomy. Anatomy & Physiology II continues the study of the structure and function of organ systems, as well as fluid & electrolyte balance, acid-base balance, and early development. Common diseases in certain systems are explored. Students continue to learn terminology that is necessary to comprehend and appropriately communicate biological concepts.

**BIO 112L Anatomy and Physiology II Lab**  
1 Credit  
BIO 112L is the continuation of BIO 111L, covering human anatomy. This laboratory course is designed to complement the lecture course (BIO 112), and will emphasize the anatomy and functions of particular structures and organs in the following systems: endocrine system, cardiovascular system, lymphatic system, respiratory system, digestive system, the urinary system, reproductive systems. Students also study heredity, and structures involved in growth and development.

**BIO 113 Microbiology**  
3 Credits  
This lecture course designed to run concurrently with its complementary laboratory course. The lecture provides a survey of the microbial world including bacteria, yeast, molds, fungi, and viruses. The primary focus of the course is on the relationship between humans and microbes ranging from the various forms of parasitism to disease to immunity. Students develop an understanding of prokaryotic cell structure, bacterial genetics, and metabolism, control of microbial growth, how microbes cause specific disease, and various public health and medical interventions to combat microbial disease.

**BIO 213L Microbiology Lab**  
1 Credit  
This course is designed to complement the Lecture portion of BIO 213 Medical Microbiology by engaging the student in the performance of the laboratory techniques and procedures that are routine to modern microbiology. Because the lab component is part of the Microbiology course (4 cr.), it does not have credits assigned. Topics covered include aseptic technique, maintenance, isolation, and differential cultures of microorganisms, microbial metabolic assays, and microbial staining.

**BUS 115 Microsoft Office Applications**  
3 Credits  
This course will introduce students to concepts and use of the Microsoft Office Suite. Students will complete projects at the basic and intermediate skill level, which will benefit the student as they progress through college and beyond.

**BUS 210 Healthcare Finance**  
3 Credits  
This finance course introduces financial management in the healthcare industry. Specific attention is given to revenue cycle management, supply chain management, capital budgeting and forecasting, human capital management, and understanding the reimbursement processes and compliance.

**BUS 215 Healthcare Law**  
3 Credits  
This course introduces the concepts of emerging healthcare law, changing policies, and HIPPA compliance issues in various healthcare settings.
BUS 220 Healthcare Internship
1 Credit
This course enables students to explore various careers and career ladders in healthcare. Students will intern in career areas they wish to learn more about. Students will create a portfolio based upon their experiences and aspirations.

CLP 100 Introduction to Clinical Practice
1 Clinical Credit
The course will familiarize health profession students with the College policies, healthcare procedures, and technology. In addition, the course will facilitate the students’ transition from the classroom to the clinical area. Emphasis will be placed on introducing the student to equipment and practices specific to the enrolled field of study.

CNA 030 Certified Nursing Assistant Course
0 Credits
This course is designed to present the knowledge and clinical skills necessary to become a certified nursing assistant. The curriculum follows Maine guidelines, including: caring for the patient’s physical systems, infection control, care of patients throughout the lifespan, and entering the health care field. The student is introduced to the concepts of legal and ethical aspects of care, communication, documentation, and safety. The course includes both classroom and clinical instruction. The state certification examination will be offered at the end of the course.

COM 102 Communications
3 Credits
The importance of good communication skills can never be over-emphasized. In all professions including healthcare, we are asked to: send clear messages, to be able to receive and interpret messages accurately, and respond appropriately. Although most of us will never become professional public speakers, we are always expected to be able to understand the basic elements of good communication. To that end, this course will cover verbal and non-verbal communication skills, listening, writing messages/notes/memos, and public speaking. This course also includes an online component (6 sessions) that requires discussion board postings and other assignments to be completed before the following scheduled class period as indicated in the course outline.

CT 100 Multiplanar Anatomy
3 Credits
This multiplanar anatomy course covers cross sectional anatomy to include the head, neck, chest, abdomen, pelvis, spine, and extremities. Axial views of these areas with major bones, organs, and vascular structures identified are included. In addition, pathology is studied as it relates to its presentation on axial images. This is an online course.

CT 110 Patient Care in CT
2 Credits
This course includes the patient preparation instructions that are necessary to perform CT scans. IV procedures, assessment, and monitoring of the patient are reviewed. Contrast types, special considerations regarding the use of contrast, and the adverse reactions related to contrast administration are covered. Technical factors related to radiation safety and ways to minimize the patient dose are discussed. CT scans under special circumstances such as pediatric and pregnant patients are also included. This is an online course.

CT 125 CT Procedures
3 Credits
This course gives an in-depth evaluation of CT procedures and associated abnormal and pathological conditions as seen on CT imaging. Patient positioning, equipment setup, and technical considerations of image acquisition are included. Image reconstruction and special CT procedures are studied.

CT 130 CT Physics and Instrumentation
2 Credits
This course reviews the basics of x-ray production, the nature of x-rays and x-ray interactions with matter. Students study the construction of the CT scanner and the evolution from the early CT units to modern day units. Image acquisition, processing, and display along with quality control of the CT scanner are explored. Patient dose considerations, radiation safety issues, and CT special procedures will round out the course.

CT 145 CT Clinical Practicum I
4 Credits
Clinical practicum is used to acquaint students with the clinical environment and the Computed Tomography equipment in that environment. In all phases of the practicum, the students will perform CT examinations. At first, these examinations will be performed under direct supervision. As the students progress through the practicum and gain experience, supervision will be limited providing the student has passed the appropriate progress checks. Students will begin to observe and perform the variety and volume of studies required to apply to take the ARRT CT certification examination.
CT 155 CT Clinical Practicum II
4 Credits
CT 155 is a continuation of CT 140. Utilizing the knowledge, skills, and abilities obtained in CT courses and clinical practicum, students will complete the CT procedures required to apply to take the ARRT CT certification examination. As the students’ progress through the practicum and gain experience, supervision will be limited providing the student has passed the appropriate progress checks.

DMS 200 Introduction to Sonography
4 Credits
An introduction to sonography will be presented including the sonographers role in health care delivery. Principles, practices, and professional responsibilities will be covered including assessment, medical emergencies, communication, ergonomics, and knobology. A foundation of ethics and law related to the scope of practice of sonography will be explored.

DMS 210 Sonography of the Abdomen
4 Credits
This course gives an in depth evaluation of the abdomen and associated abnormal and pathological conditions as seen on sonographic imaging. Sonographic technique and image evaluation of the abdomen, including organs and vasculature will be studied.

DMS 220 Obstetrical and Gynecological Sonography I
3 Credits
This course is an in depth study of the female reproductive system through sonographic technique and evaluation and includes abnormal and pathological conditions. An introduction to sonographic technique used in obstetrics with focus on the first trimester will be included.

DMS 230 Sonography Lab I
2 Credits
This course introduces the student to the practical portion of the sonography program. The student will spend eight hours per week (over two days) of observation and direct hands-on experience in the ultrasound lab setting practicing the concepts covered in the first semester courses.

DMS 240 Sonography Physics & Instrumentation
3 Credits
The focus of this course is to provide the student with an introduction and overview of the concepts of sonography physics and instrumentation. This course will include the study of sound waves, transducers, instrumentation, and image processing as well as an investigation of Doppler physics. The basic principles of patient safety and performance testing in sonography are explored.

DMS 250 Sonography of Superficial Structures & Other Procedures
3 Credits
This course gives an in depth evaluation of the superficial structures, additional sonographic procedures, and associated abnormal and pathological conditions as seen on sonographic imaging. Sonographic technique and image evaluation of the superficial structures and additional sonographic procedures will be studied.

DMS 260 Obstetrical and Gynecological Sonography II
3 Credits
As a continuation of DMS 220, this course is an in depth study of obstetric sonography. Sonographic technique and image evaluation of the developing second and third trimester fetus and related disorders will be covered.

DMS 270 Sonography Lab II
2 Credits
As a continuation of DMS 230, this course will practically re-enforce the course content for semester II. The student will spend eight hours per week (over two days) of observation and direct hands-on experience in the ultrasound lab setting.

DMS 280 Sonography Clinical Practicum I
4 Credits
The purpose of clinical practicum is to apply knowledge and techniques learned thus far in the program. This course will include three, 8-hour clinical days per week. The student’s sonographic technique and patient rapport will be evaluated. Students will work one-on-one with a registered sonographer at designated clinical settings. The student will begin in the observation phase and move to more hands-on scanning throughout the course. Sonographic competency evaluations will be completed on select procedures of the abdomen.
DMS 290 Sonography Clinical Practicum II
8 Credits
The purpose of clinical practicum is to apply knowledge and techniques learned thus far in the program. This course will include five, 8-hour clinical days per week over a 12-week semester. The student’s sonographic technique and patient rapport will be evaluated. Students will work one-on-one with a registered sonographer at designated clinical settings. As a continuation of DMS 280, the student will move towards more hands-on scanning throughout the course in order to increase skill in eye-hand coordination. Sonographic competency evaluations will be completed on select procedures.

DMS 300 Sonography Seminar and Review
4 Credits
This capstone experience is a comprehensive approach to combining clinical history, diagnostic test results, and clinical findings to integrate a multitude of data in a case study presentation. Students will use information gained throughout their program along with additional clinical experiences in the final semester. This capstone project, with additional registry preparation activities, will prepare the student to take the national certification examination in diagnostic medical sonography.

DMS 310 Sonography Clinical Practicum III
6 Credits
The purpose of clinical practicum is to apply knowledge and techniques learned thus far in the program. This course will include four, 8-hour clinical days per week. The student’s sonographic technique and patient rapport will be evaluated. Students will work one-on-one with a registered sonographer at designated clinical settings. As a continuation of DMS 290, the student will perform most exams independently. The student will modify scanning protocol based upon clinical findings and differential diagnosis. Sonographic competency evaluations will be completed on remaining procedures.

ENG 101 College Writing
3 Credits
College Writing is a required course which develops the student’s ability to write clearly and effectively. The course introduces the student to academic writing, APA citation style, research-based exposition, and the fundamentals of academic research. The course introduces students to the development and synthesizing of argumentation in the writing process. Revision and editing will be introduced to help students develop skills to consistently improve their writing skills. Practice in expository writing – specifically informative, persuasive, analytical, and journalistic – will be the focus.

ENG 110 Introduction to Literature
3 Credits
This course introduces students to genres of fiction, drama, and poetry. By studying important works by writers of culturally diverse backgrounds, students gain experience in reading, analyzing, interpreting, and writing about literature. This course establishes connections between literature and other areas of arts and communications.

HCS 101
3 Credits
This course is designed as an introductory exploration of the health care sciences for entry-level students who are interested in pursuing a career in various health-related professions. This course will serve as a solid foundation for students entering a variety of health occupation programs. Core competencies shared by all health professionals such as communication, infection control, and professionalism are provided as an exposure to the reality of practice. This course assists students in acquiring the basic knowledge and professional behaviors required to work and interact with patients in a healthcare setting.

HIS 210 History of the Health Care Environment
3 Credits
This course will provide an introduction to the U.S. health care system, the history, its problems, and possible solutions. Discussion will include the definition of health, identification of the health care workforce and their function as part of the US health care system. The role of Hospitals, Primary Care, Ambulatory Care, Federal and State Government in the U.S. health care system will be described. An investigation of U.S. health care finance and the need for health care reform will be included.

HUM 220 Topics in Multiculturalism
3 Credits
This course will examine the issues of multiculturalism, societal diversity, and the histories of the people that comprise our communities. Discussion of diverse populations will cover groups of color and race, nationality, faith, indigenousness and immigration, LGBQTI, and ability. Students will locate their own perspectives and analyze how one’s own experiences shape the way they tell the story of what they see happening in the world. Additionally, students will analyze how the experiences of people different from themselves will affect the perspectives of others in a multicultural society.
MAT 140 College Algebra
3 Credits
This Course will review standard college-level algebra topics including linear, quadratic, rational, exponential, and logarithmic functions, the study of inequalities, graphical analysis, polynomials, systems of equations, and more. Throughout this course, focus will be placed on the application of these topics to real live problems.

MAT 160 Intro to Statistics
3 Credits
This course is designed to provide students with an introduction to foundational elements in the study of statistics. Topics will include the study of sampling and data collection, descriptive and inferential statistics, probability, discrete and continuous random variables, hypothesis testing, linear regression and correlation, and analysis of variance.

MET 111 Medical Terminology
3 Credits
This course is designed to assist the student to develop a medical terminology vocabulary, utilizing a body systems approach, that will facilitate communication of medical information in a medical office or hospital environment. The student will learn and practice the principles of medical word formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structure and function of the associated systems of the body.

NUR 110 Health Assessment
2 Credits
The focus of this course is nursing assessment, including a comprehensive health assessment using interviewing and physical assessment techniques; inspection, palpation, percussion, and auscultation; expected and common unexpected findings; differences based on age, ethnicity, and culture; identification of risk factors; and client education. The course will also include professional verbal and written communication of interview and assessment findings.

NUR 115 Foundations of Clinical Practice
4 Credits
The focus of this course is to provide students with the knowledge needed to perform a comprehensive health assessment including history taking and physical examination using evidence-based communication and interview techniques, as well as inspection, palpation, percussion, and auscultation. Expected assessment findings and common unexpected findings will be discussed, as well as differences based on age, ethnicity, and culture. Students will utilize components of the nursing process to plan and provide safe patient-centered holistic care using fundamental nursing skills. Identification of risk factors and related client education needs will be included. Professional verbal and written communication of interview and assessment findings will be addressed.

NUR 120 Fundamentals of Nursing
2 Credits
The focus of this course is to introduce the nursing process as the organizing framework for the planning and delivery of care across the lifespan. The student will gain an understanding of the concepts of assessment, communication, and professional behavior, while meeting the nursing needs of patients.

NUR 130 Medical-Surgical Nursing I
3 Credits
The focus of NUR 130 is clinical inquiry, therapeutic interventions, and a systems review approach that will emphasize the utilization of the nursing process for the safe delivery of care of adults and children. Holistic health care needs of individuals are an integral component of the course, along with common health problems encountered in each age group. The course will apply concepts of nursing care for the following body systems: Hematological, gastrointestinal, hepatic, musculoskeletal, neurological, and immunological systems.

NUR 131 Medical-Surgical Nursing I Clinical
3 Credits
The focus of Nursing 131 is to apply the knowledge and skills acquired in previous course. Students will utilize the nursing process to initiate analysis, interpretation, and application of theoretical concepts in the clinical setting to achieve optimal patient outcomes.

NUR 150 Pathophysiology
3 Credits
The focus of NUR150 is to review and reinforce components of pathophysiology and their impact on homeostasis. The course will review metabolic, chemical, and physiological pathways related to cellular biology and biochemistry. Knowledge of the pathways will facilitate the formation of NANDA approved nursing diagnoses and the planning of patient care.
NUR 210 Pharmacology  
3 Credits  
This course will introduce the science of pharmacology and the role of the registered nurse in the preparation, management, and administration of medications. Emphasis will be placed on the action, general uses, potential complications, and nursing assessment techniques and expected outcomes from medication administration. Laboratory values and nursing implications related to medication therapy will be highlighted.

NUR 212 Mental Health Nursing  
3 Credits  
The focus of this course evaluates the mental health needs and treatments of individuals, families and groups. Emphasis is placed on the need for holistic care. Historical perspectives, theories concerning mental illness, signs and symptoms of disorders and the development of treatment modalities will be discussed. The role of the nurse in contemporary care is examined.

NUR 213 Mental Health Clinical  
1 Credit  
The focus of this course provides the opportunity to practice skills learned in the classroom. Direct client contact is incorporated in the milieu setting, including unit, group treatment planning, and courtroom as able.

NUR 220 Medical-Surgical Nursing II  
3 Credits  
The focus of NUR 220 will be on clinical decision-making, clinical inquiry, therapeutic interventions, and components of evidence based care that will emphasize the utilization of the nursing process for the delivery of care of adults and children. The holistic health care needs of individuals are an integral component of the course, along with common health problems encountered in each age group. The course will reinforce nursing concepts for the following body systems: Lower gastrointestinal, respiratory, endocrine, cardiovascular, and the renal system.

NUR 221 Medical-Surgical Nursing II Clinical  
3 Credits  
The focus of Nursing 221 is to apply the knowledge and skills acquired in previous courses. Students will utilize the nursing process to demonstrate the ability to analyze, interpret, and apply concepts in the clinical setting to achieve optimal patient outcomes.

NUR 231 People Living with Chronic Illness  
1 Credit  
The focus of this course is the person living with multiple chronic conditions (PLWMCC) and the person’s interaction with family, healthcare team, healthcare system, and community. Major components include assessment, planning, intervention, and evaluation of people with complex and chronic health-related issues.

NUR 240 Maternal/Child Nursing  
3 Credits  
The focus of NUR 240 is to introduce the student to the application of the nursing process in delivering care to the childbearing family and neonate. Topics will include prenatal care, labor and delivery, newborn care, care of the high-risk pregnancy, and postpartum complications. The student will develop a foundation of nursing knowledge in the care of the childbearing family.

NUR 241 Maternal/Child Nursing Clinical  
1 Credit  
The focus of NUR 241 is to provide an opportunity for students to apply concepts learned in the classroom to the clinical setting for the care of the childbearing family and neonate. The student will care for children in various settings, as available.

NUR 250 Medical-Surgical Nursing III  
3 Credits  
The focus of Nursing 250 is the application of knowledge obtained in NUR 130 and NUR 210. Students will demonstrate the ability to analyze and apply concepts which will lead to the ability to recognize factors that would lead to optimal patient outcomes for the patient with high acuity needs.

NUR 251 Medical-Surgical Nursing III Clinical  
3 Credits  
The focus of Nursing 251 is to apply the knowledge and skills acquired in previous courses. Students will utilize the nursing process to demonstrate mastery in the ability to analyze, interpret, and apply concepts in the clinical setting to achieve optimal patient outcomes.

NUR 265 Concepts of Professional Nursing  
3 Credits  
The focus of this course is to provide a greater understanding to the concepts, values, and behaviors necessary for transitioning to the professional nursing role. In this course, the student will review the ethical, legal, legislative, and political processes that affect the practice of professional nursing in contemporary healthcare. Students will review how historical, political, and societal factors influence the identity of the professional nurse.
NUR 270 Nursing Theory
3 Credits
The focus of this course is to provide the student with an introduction and overview to the concepts of nursing theory. The course will include the development of nursing theory and an introduction to the works of selected eminent theorists as well as investigate the application of theory to professional nursing practice.

NUR 275 Population Health (Global)
3 Credits
The focus of this course is the health of populations across the globe. We will examine the relationship of population groups with families, healthcare team, healthcare system, communities, the environment and infrastructure, and other populations. Major components include assessment, planning, intervention, and evaluation of health-related issues in various populations.

NUR 280 Nutrition
3 Credits
The focus of this course is the science of human nutrition as it relates to public health in the United States and globally. Topics include nutritional requirements related to changing individual and family needs, food choices, health behaviors, food safety, and prevention and management of common chronic diseases.

NUR 285 Information Tech: Apps in Healthcare
3 Credits
The focus of this course is to explore patient care technologies, information systems, telecommunication technologies, and communication devices that support evidenced-based nursing practice. Students will gain an understanding of the impact these information management systems have on the healthcare team, delivery of care, efficiency and productivity, patient safety and health outcomes.

NUR 290 Interprofessional Education (IPE)
3 Credits
The focus of this course is to examine the nurse’s role as a member of the interprofessional healthcare team. Students will analyze current research to describe the prevalence and outcomes of fragmented healthcare and the benefits of interprofessional healthcare. Students will learn about the roles of other members of the healthcare team and will develop knowledge and skills in interprofessional collaboration that can be used to improve patient safety and healthcare outcomes.

NUR 300 Advanced Health Assessment
3 Credits
The focus of this course is to expand upon knowledge needed to perform a more in-depth health assessment. Expected assessment findings and common unexpected findings will be analyzed, as well as differences based on age, ethnicity, and culture. Risk factors and related client education, professional verbal and written communication will be addressed.

NUR 301 Advanced Health Assessment Lab
1 Credit
The focus of this course is to apply critical thinking to perform a more in-depth patient focused health assessment. Expected assessment findings and common unexpected findings will be analyzed to determine patient care needs based on age, ethnicity, and culture. Risk factors and related client education, professional verbal and written communication will be addressed.

NUR 310 Nursing Research
3 Credits
The focus of this course is to provide a comprehensive review of nursing research with an emphasis on qualitative and quantitative methodologies. This course focuses on the development of the students’ experience with the research process and evidence-based practice. Additionally, the student will review the role of the scholar practitioner to identify clinical research problems and determine the quality of research as it applies to clinical decision making.

NUR 315 Advanced Pathophysiology
3 Credits
The focus of this course is to provide a comprehensive review of human pathophysiology with an emphasis on alterations on homeostasis. The course will review metabolic, chemical, and physiological pathways related to cellular biology and biochemistry. Knowledge of the pathways encourages the course participant to introduce higher level pathophysiological concepts into their clinical practice.

NUR 320 Pharmacology for RNs
3 Credits
The focus of this course is to provide information leading to a greater understanding of: pharmacokinetics, pharmacotherapeutics, pharmacoeconomics, and toxicology. Students will advance their knowledge regarding the impact of common medications used to treat various medical problems across the lifespan. The nursing process will be used to analyze the ramifications of drug therapy, and apply critical thinking to improve safety and quality of care in the clinical setting and the community.
NUR 325 Policy, Law, Ethics, and Regulations
3 Credits
The focus of this course is to provide opportunities for the student to assess ethical and legal issues important to nurses and other health care team members. The student will identify and analyze the aspects of legal and ethical concepts impacting nursing practice. The nurse will investigate concepts, theories, and values applied in the ethical decision-making process related to a variety of ethical dilemmas in nursing. Emphasis will be placed on analysis of legal and ethical cases as well as evidence-based interventions that correspond with dilemmas in nursing practice.

NUR 400 Community Health (Local)
3 Credits
The focus of this course is the client living with health related issues in the community. We will examine the relationship of the client to family, healthcare team, healthcare system, environment, and the community. Major components include assessment, planning, intervention, and evaluation of people living with multiple chronic conditions in the community.

NUR 401 Community Health Research
2 Credits
The focus of this course is the clinical application of nursing care of the client living with health related issues in the community. We will develop a relationship with the client the family, the healthcare team, the healthcare system, the environment, and the community. Major components include assessment, planning, intervention, and evaluation of the client living with health-related issues in the community.

NUR 410 Nursing Leadership
3 Credits
The focus of this course is to apply theoretical and empirical concepts of leadership, management roles, and ethical decision-making process of the professional nurse in diverse multicultural settings. The student will use critical thinking strategies to study the coordinating role of the professional nurse within the healthcare delivery system with an emphasis on synthesis of this knowledge to develop innovative and creative approaches to nursing practice. This will lead to an understanding of the concept of leadership theories and roles, problem solving and the decision-making process for a professional nurse in a leadership position.

NUR 415 Capstone Project
3 Credits
The focus of NUR 415 is to synthesize and review program concepts through the analysis of a documented community/public health issue. The course will provide the opportunity for the student to utilize evidence based resources and public health competencies, to address and analyze how the identified issue and interventions affects the health of the affected population.

PHI 206 Ethics in Healthcare (Philosophy/Theology)
3 Credits
This course introduces students to ethical and bioethical issues confronting the health care professionals within the practice setting. This course will introduce the student to the language of ethics and to a decision-making process. Using cases, students will learn to apply ethical decision-making principles to practical dilemmas. The course will familiarize students with ethical and legal considerations, patient-provider relationships, and the concepts of moral judgment and prudence.

PHL 100 Phlebotomy
2 Credits
This course is designed to provide students with the knowledge and clinical skills to become a phlebotomist. This course includes study of the role of the phlebotomist, the function of each clinical laboratory section and the functions of personnel employed in the clinical laboratory. This course will focus on laboratory safety, basic anatomy of the circulatory system, venipuncture equipment and techniques, dermal puncture equipment and techniques, as well as complications associated with phlebotomy and legal issues associated with phlebotomy.

PSY 101 Introduction to Psychology
3 Credits
This course studies psychology as an applied science and explores the genetic and environmental factors, which influence behavior and affect the quality of life. The course begins with a brief history of the development of psychology as a science of human behavior and covers such topics as: psychology of learning, social psychology, human sexuality, stress and coping, as well as abnormal behavior and treatments. Through assigned readings and projects, students will become more aware of the factors that affect human behaviors; theirs and that of others.
PSY 201 Developmental Psychology
3 Credits
This course provides the student with a multi-disciplinary study of life span development from prenatal stages through infancy, childhood, adolescence, adulthood, old age, and death. Topics covered include discussions of genetic, environmental, psychological, and sociological influences on the development of and changes in physical, cognitive and language, and psychosocial domains of individuals.

RAD 100 Radiographic Procedures I
3 Credits
This course offers the student the fundamentals of radiographic positioning and related terminology. It incorporates the application of anatomy and physiology essential to the practice of radiologic technology. Radiographic procedures of the chest, abdomen, extremities and the upper gastrointestinal system are discussed. Image evaluation and critique of these procedures are covered. Demonstrations and practical testing are conducted in the positioning lab.

RAD 110 Applied Physics
2 Credits
This course includes the study of atomic theory, principles associated with matter, energy, basic electricity, magnetism, and electromagnetism. Students develop basic electrical circuits and calculate the relationship between potential difference, current, and resistance. Emphasis is placed on the construction and principles of generators, transformers, rectifiers, and controlling components. The basic schematic x-ray circuit is studied in detail. The construction of x-ray tubes, tube rating, and measures used to extend x-ray tube life are included.

RAD 120 Introduction to Radiation Fundamentals
1 Credit
As an introduction to the practice of radiologic technology, this course provides a foundation of patient care topics encountered by radiographers. Discussions include principles, practices, and professional responsibilities to deliver optimal patient care related to medical imaging.

RAD 130 Radiology Clinical Practicum I
4 Credits
This course acquaints the student with the clinical environment as well as the radiographic equipment and procedures. The student performs radiographic procedures during all phases of clinical practicum. In this course, the student works primarily under direct supervision of a technologist. The student will observe, assist, and perform radiographic procedures. As the student gains confidence with these procedures, they work towards demonstrating clinical competency on at least six (6) competency exams.

RAD 140 Radiographic Procedures II
3 Credits
As a continuation of RAD 100 and building upon the foundation of knowledge gained in BIO 111 and BIO 112, this course incorporates the application of anatomy and physiology essential to the practice of radiologic technology. Standard and selected additional radiographic procedures of the femur, hip/pelvic girdle, vertebral column, anterior neck, bony thorax, and specialty chest and abdomen radiography will be studied. In addition, select radiographic procedures of the lower gastrointestinal systems will be covered. Image evaluation and critique of these procedures will be discussed. Demonstrations and clinical testing will be conducted in the positioning lab.

RAD 150 Principles of Rad. Exposure & Physics I
3 Credits
RAD 150 includes the study of the production of the x-ray beam, prime exposure factors, filtration, and x-ray interactions with matter. Through discussion and experimentation on energized x ray units, the students will investigate the prime exposure factors and their effects on the image. Radiation protection for patients and personnel will be covered. Creating the image with beam restriction, patient considerations, radiographic grids, digital radiography, and image processing will be explored. A thorough discussion of PACS, digital imaging, and computed radiography, will be included.

RAD 160 Radiology Clinical Practicum II
4 Credits
In this course, the student works in the clinical environment and uses radiographic equipment to perform procedures. The student works primarily under direct supervision of a technologist. The student will observe, assist, and perform radiographic procedures. As the student gains confidence with these procedures, they work towards demonstrating clinical competency on at least an additional 14 competency exams.

RAD 170 Radiographic Pathology
1 Credit
A study of the symptoms, diagnosis, and treatment of diseases and conditions of the body will be included. Emphasis will be placed on those diseases and conditions which are diagnosed through medical imaging procedures.
RAD 180 Radiology Clinical Practicum III
6 Credits
In this course, the student works in the clinical environment and uses radiographic equipment to perform procedures. The student works more independently under indirect supervision of a technologist. The student will observe, assist, and perform radiographic procedures. The student continues to perform previously validated procedures, gain confidence with new procedures, and work towards demonstrating clinical competency on at least an additional 15 competency exams.

RAD 200 Radiographic Procedures III
3 Credits
This course includes radiographic procedures of the skull, facial bones, and sinuses. Image evaluation and critique of these procedures are covered. Demonstrations and practical testing are conducted in the positioning lab. Additional radiographic procedures of the digestive, nervous, urinary, and reproductive systems are also covered. Special considerations of pediatric and geriatric imaging are discussed. This course also incorporates a thorough discussion and practice of image analysis.

RAD 210 Principles of Rad. Exposure & Physics II
3 Credits
In this course, through discussion and lab assignments, the student analyzes the factors that affect the radiographic image. Special imaging techniques including automatic exposure control, mobile radiography, and fluoroscopy are investigated. The student creates radiographic exposure charts and solves exposure conversion problems. A discussion of data management and PACS in medical imaging is included.

RAD 220 Advanced Patient Care in Radiography
1 Credit
This course provides an in-depth study of patient care topics encountered by radiographers to include pharmacology & venipuncture, patient monitoring, ethical and legal issues, interpersonal communication, infection control, and medical emergencies. Students relate the concepts presented to the role of a radiographer in the healthcare environment.

RAD 230 Radiographic Supplemental Modalities
2 Credits
This course is designed as the introduction to the supplemental radiologic sciences of radiation therapy, nuclear medicine, sonography, computed tomography, magnetic resonance imaging, mammography, and absorptiometry. A discussion of the basic principles, terminology, and equipment used in these fields is included. The student learns clinical applications of each modality from technologists working in the field.

RAD 240 Radiology Clinical Practicum IV
6 Credits
In this course, the student works in the clinical environment and uses radiographic equipment to perform procedures. The student works more independently under indirect supervision of a technologist. The student will observe, assist, and perform radiographic procedures. The student continues to perform previously validated procedures, gain confidence with new procedures, and work towards demonstrating clinical competency on at least an additional 15 competency exams.

RAD 250 Radiographic Quality Assurance
1 Credit
This course is designed to teach students the many aspects of a radiographic quality assurance program and to assist the student in the understanding of minor equipment malfunctions and evaluation. A study in formulating and charting radiographic technique will be included. Students will be given the opportunity to perform equipment quality control checks in the clinical area.

RAD 260 Radiation Protection & Radiobiology
2 Credits
This online course will include a study of radiobiology with special attention to cellular effects, and early effects vs. late effects of radiation. Discussions on radiochemistry, cell sensitivity, organ effects, and radiation risk estimates will be included. A study of the advanced radiographic principles of radiation protection, measurement, and shielding will be presented. Protection of the patient, radiographer, and others in radiology, nuclear medicine, and radiation therapy will be emphasized. ALARA and patient education to minimize radiation exposure will be discussed.
RAD 270 Graduation/Registry Preparation  
1 Credit  
This course is designed to prepare students for ARRT examination and employment in the field of radiology. Students will be given the opportunity to take mock registry examinations and review questions with instructors. A review of radiography materials determined by the students will be included. Students will discuss career options, the search for a job in radiography, job applications, resume writing, and interviewing. Emphasis will be placed on professionalism, professional growth, and opportunities for advancement, continuing education requirements, national certification, and state licensing requirements.

RAD 280 Radiology Clinical Practicum V  
6 Credits  
In this course, the student works in the clinical environment and uses radiographic equipment to perform procedures. The student works more independently under indirect supervision of a technologist. The student will observe, assist, and perform radiographic procedures. The student continues to perform previously validated procedures, gain confidence with new procedures, and work towards demonstrating clinical competency on the final 7 competency exams. Additionally, students demonstrate final competency on exams in the simulation lab. The final competency exam is indicative of the skills needed as an entry-level radiographer.

SOC 101 Introduction to Sociology  
3 Credits  
This course is an introduction to the study of human society. The course stresses the learned nature of human behavior as seen in the ongoing interactions between individuals, groups, and society. The course examines aspects of social life, social factors, and social problems present in contemporary society. More specifically the course presents basic concepts and theories and explores topics including sociology as science, culture, socialization, social groups, social organization, class, race and ethnicity, gender, age, family, and social change.

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## Clinical Sites and Locations

### Nursing

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Level</th>
<th>Category</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Fall, Spring, Summer</td>
<td>Freshman</td>
<td>Time slot</td>
<td>1500-2200</td>
<td>0630-1600 Day</td>
<td>1000-1930 Day</td>
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<td>Floor</td>
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<td>T3, T1, M2, M1</td>
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<td>Seniors</td>
<td>Time slot</td>
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<td></td>
<td>Floor</td>
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<td>Zip Code</td>
<td>04240</td>
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</table>

**Disclaimer:** Senior students participate in a preceptor experience for ½ time at CMMC. Shifts will range from 8, 10, 12-hour shifts, the shifts can be during the day or night, and any day of the week.

### Medical Imaging

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Level</th>
<th>Category</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td><em>Radiography</em></td>
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<td>0700-1700</td>
<td>0700-1700</td>
<td>0700-1700</td>
<td>0800-1500*</td>
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<td>(1) evening 1200-1200</td>
<td>(1) evening 1200-1200</td>
<td>(1) evening 1200-1200</td>
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<td>Spring</td>
<td>Freshman</td>
<td>Time slot</td>
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<td>0700-1700</td>
<td>0700-1700</td>
<td>0700-1700</td>
<td>0800-1500*</td>
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<td></td>
<td>Seniors</td>
<td>Time slot</td>
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<td>(1) evening 1200-1200</td>
<td>(1) evening 1200-1200</td>
<td>(1) evening 1200-1200</td>
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<td></td>
<td>Fall</td>
<td>Seniors</td>
<td>Time slot</td>
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<td>0700-1700</td>
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<td>0700-1700</td>
<td>0800-1500*</td>
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<td>(1) evening 1500-2300</td>
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<td>0700-1700</td>
<td>0800-1500*</td>
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<table>
<thead>
<tr>
<th><em>Computed Tomography</em></th>
<th>Certificate</th>
<th>Time slot</th>
<th>Program requires 480 clinical hours, which can be spread over 1 or 2 semesters.</th>
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</table>

*Friday clinicals are held at various times throughout the semester for Freshman*

**Disclaimer:** All program clinicals are held at various sites throughout the State coordinated prior to each semester. Weekend clinical shifts can be day or evening.
### Medical Imaging Clinical Sites

#### Radiologic Technology Program

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Bridgton Hospital</td>
<td>10 Hospital Dr. Bridgton, ME 04009</td>
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<tr>
<td>Central Maine Medical Center</td>
<td>300 Main St. Lewiston, ME 04240</td>
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<tr>
<td></td>
<td>Trolley Building, 77 Bates St. Lewiston, ME 04240</td>
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<tr>
<td></td>
<td>Urgent Care, Topsham Fair Mall Rd. Topsham ME 04086</td>
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<tr>
<td>Central Maine Orthopedics</td>
<td>690 Minot Ave Auburn, ME 04210</td>
</tr>
<tr>
<td>Franklin Memorial Hospital</td>
<td>111 Franklin Health Commons Farmington, ME 04239</td>
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<tr>
<td>Mercy Express Care</td>
<td>19 South Gorham Crossing Gorham ME 04038</td>
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<tr>
<td></td>
<td>40 Park Rd Westbrook, ME 04092</td>
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<tr>
<td></td>
<td>409 Roosevelt Trl Windham, ME 04062</td>
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<tr>
<td></td>
<td>385 US Rte. 1 Yarmouth, ME 04096</td>
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<tr>
<td></td>
<td>144 State St. Portland, ME 04101</td>
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<tr>
<td></td>
<td>175 Fore River Pkwy Portland, ME 04102</td>
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<tr>
<td>Rumford Hospital</td>
<td>420 Franklin St Rumford, ME 04276</td>
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<tr>
<td>St. Mary’s Center for Orthopedics</td>
<td>15 Gracelawn Ave Auburn, ME 04210</td>
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<tr>
<td>St. Mary’s Regional Medical Center</td>
<td>93 Campus Ave Lewiston, ME 04240</td>
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<tr>
<td>Stephens Memorial Hospital</td>
<td>181 Main St Norway, ME 04268</td>
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</table>

#### Computed Tomography Program

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Central Maine Medical Center</td>
<td>300 Main St. Lewiston, ME 04240</td>
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<tr>
<td>Eastern Maine Medical Center</td>
<td>489 State St Bangor, ME 04401</td>
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<tr>
<td>Maine General Medical Center</td>
<td>35 Medical Center Pkwy Augusta, ME 04330</td>
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<tr>
<td>Mid Coast Hospital</td>
<td>123 Medical Center Dr Brunswick, ME 04011</td>
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<td>Mercy Hospital</td>
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<td>175 Fore River Pkwy Portland, ME 04102</td>
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<tr>
<td>Portsmouth Regional Hospital</td>
<td>333 Borthwick Ave Portsmouth, NH 03801</td>
</tr>
<tr>
<td>Southern Maine Medical Center</td>
<td>1 Medical Center Dr Biddeford, ME 04005</td>
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<tr>
<td>St. Joseph Hospital</td>
<td>360 Broadway Bangor, ME 04401</td>
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<tr>
<td>St. Mary’s Regional Medical Center</td>
<td>99 Campus Ave Lewiston, ME 04240</td>
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<tr>
<td>Stephens Memorial Hospital</td>
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<tr>
<td>York Hospital</td>
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