



Division of Allied Health and Nursing

Radiologic Technology

Student Handbook

2024 - 2026



This Handbook is reviewed annually and revised as needed. Revisions or additions are noted by dates.

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Definitions:

Program - refers to the Radiologic Technology Program

Southern or College - refers to the college, Southern WV Community and Technical College

RA = abbreviation for Radiology courses in the Program

ARRT = American Registry of Radiologic Technologists

The Program Student Handbook Acknowledgement 2023-2025:

Radiologic Technology Students are responsible for reading and complying with the information which appears in the current College Catalog and this Student Handbook. It is the intent of this handbook to ensure patient safety and professional, ethical, and legal conduct of all Radiography Students. Failure to comply with College & Program Policies will lead to a review of student behavior & possible disciplinary action, including dismissal from the Program. Program Faculty and Southern reserve the right to change, delete, supplement or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine, and shall apply to both present and prospective students. Changes in the Program Student Handbook will be given to students through a written addendum or email notification if the change is immediate. (8/2022 – HA)

Welcome!

You are entering the exciting and dynamic field of
Radiologic Technology!

There will be challenges and milestones for you
personally and professionally. Change will always be a
part of your future.

New technologies and advancements make this career
rewarding.

You will never grow tired of it. Best Wishes!

Southern West Virginia Community and Technical College
100 College Drive
Logan, WV 25601

Mission Statements

The Radiologic Technology program will meet community and employer needs for medical imaging professionals with high quality, student-friendly, accessible educational opportunities and services. The program strives to instill professionalism and transferable behaviors into the workplace.

Reviewed and revised April 2015; reviewed 2023

Mission Statement of the College

Southern West Virginia Community and Technical College provides accessible, affordable, quality education and training that promote success for those we serve.

*Reviewed and reaffirmed June 20, 2017
Approved June 18, 2013
Southern WV Community and Technical College
Board of Governors*

Vision Statement

Southern aspires to establish itself as a model of leadership, academic excellence, collaboration, and occupational training, equipping its students with the tools necessary to compete and prosper in the regional and global economies of the twenty-first century.

*Reviewed and revised 2015,
effective July 1, 2015
Board of Governors*

Southern's Core Values

We will accomplish our mission by:

- Achieving excellence in education and service.
- Exhibiting integrity in all that we do.
- Collaborating and communicating actively with others.
- Being committed in word and deed.
- Imparting passion and compassion to our every task.
- Leading by encouragement and support of lifelong learning.
- Embracing change through bold actions.
- Being creative and innovative at all levels.
- Initiating opportunities for the community.
- Celebrating success.

*Reviewed and reaffirmed
February 26, 2015
Reviewed and revised 2015,
effective July 1, 2015 Board of
Governors*

Affirmative Action

Southern West Virginia Community and Technical College is an Equal Opportunity/Affirmative Action Institution and does not discriminate based on race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits.

Faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. This nondiscrimination policy also applies to all education programs, to admission, to employment, and to other related activities covered under Title IX, which prohibits sex discrimination in higher education. Southern will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in the college's CTC offerings. Auxiliary aids and services are available upon request to individuals with disabilities.

Southern West Virginia Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, ethnicity, sex, color, creed, gender, religion, age, sexual orientation or gender orientation or expression, physical or mental disability, marital or family status, pregnancy, genetic information, veteran status, service in the uniformed services, ancestry, or national origin. Inquiries regarding compliance with any state or federal nondiscrimination law may be addressed to:

Title IX Coordinator

Mr. Darrell Taylor
Chief Student Service Officer
Title IX Coordinator
100 College Drive
Logan, WV 25601
Phone: 304-896-7432
Fax: 304-792-7096
TTY: 304-792-7054
Email: darrell.taylor@southernwv.edu

Affirmative Action Officer

Mrs. Debbie Dingess
Chief Human Resources Officer
100 College Drive
Logan, WV 25601
Phone: 304-896-7408
Fax: 304-792-7096
TTY: 304-792-7054
Email: debbie.dingess@southernwv.edu

Section 504 ADA Coordinator

Ms. Diana Toler
Director of Disability and Adult Services
100 College Drive
Logan, WV 25601
Phone: 304-896-7315
Fax: 304-792-7113
TTY: 304-792-7054
Email: Diana.toler@southernwv.edu

For further information on notice of nondiscrimination, contact the Office of Civil Rights, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323; Phone: 215-656-8541; Fax: 215-656-8605; TTY: 877-521-2172; or email OCR.Philadelphia@ed.gov.

College and Program Accreditation

Upon successful completion of the program, students are awarded an Associate in Applied Science Degree in Radiologic Technology from Southern, which is accredited by the following agency:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411
Telephone: 800-621-7440 Email: info@hlcommission.org
<https://www.hlcommission.org>

Southern's Radiologic Technology Program is a two-year program designed to fully educate students on the required principles of radiologic technology. This program is established and operated according to the most current JRCERT Standards. The Program is accredited by the following agency:

The Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182
Phone: (312) 704-5300 Website: www.jrcert.org E-Mail: mail@jrcert.org

A link to JRCERT Standards for an Accredited Educational Program in Radiography is provided in the appendix. All clinical practice sites are provided with a copy of the Standards.

At the State level:

West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners
1124 Smith St., Suite B300 Charleston, WV 25301
Phone: (304) 558-4012 Website: www.wvrtboard.org E-Mail: rtboard@wv.gov

Additionally, **the state of WV** must review the program. Their visit is usually in conjunction with the JRCERT. Students are a part of the accrediting process. JRCERT and WV state officials may ask to speak with you. To assure academic and program effectiveness, the College and Program are reviewed through an accreditation process. Documentation of student work and data may be requested.

Samples of student work may be provided to an accrediting body throughout your time in the program or after. The College also completes a self-study for regional accreditation. Samples of student work may be submitted.

The Program and College will ask you to complete a graduate survey six months to five years after graduation. The program will ask your employer to complete a survey asking about you as an employee six months to one year after graduation. By signing the page acknowledging you will abide by Program and College policies, you are permitting the program and college to contact you after graduation and permitting an employer to respond to questions via survey or other communications.

Graduates are eligible to apply for the National Registry Examination given by the American Registry of Radiologic Technologists (ARRT). Completion of the Program does not guarantee passing the ARRT certification exam. Upon successful completion of the registry exam, graduates may become licensed in any state (following individual state requirements). Registered radiographers and students may apply for membership to our professional society known as the American Society of Radiologic Technologists (ASRT), as well as various state societies. In order to maintain their registered status, radiologic

technologists must maintain 24 hours of continuing education every two years, based on their birth date (biennium). They must also fulfill the Continuing Qualification Requirements (CQR) established by the ARRT every 10 years. Refer to www.arrt.org for complete requirements.

STUDENT RESPONSIBILITY STATEMENT

Instructions: Please read carefully and determine if you can and will commit to the requirements. Your signature on this document at orientation indicates that you have been given this document as well as an explanation of each section and that you accept the conditions of the agreement and agree to abide by program rules.

1. I am aware that Essential functions are necessary to complete the radiologic technology program and be employed as a radiologic technologist. (TECHNICAL STANDARDS)
2. I understand that upon admission, I will be required to participate in assessment as dictated by the college and the program.
3. I understand that there will be programmatic fees per course, per semester/term while I am enrolled in the radiologic technology program and said fees must be paid to the business office prior to each semester/term as dictated by the college.
4. As a student in the radiologic technology program, I will be required to attend orientations, tours or other student meetings before the semester begins or at the end of the semester.
5. Once admitted to the radiologic technology program, I understand it is my responsibility to read and adhere to all policies and procedures of Southern West Virginia Community and Technical College as defined in the College Catalog, and the Radiologic Technology Student Handbook (i.e., dress code, attendance, criminal background check, drug screening, cell phone, etc.). I will abide by the current uniform dress code and understand that it is subject to change, if necessary.
6. I agree to not obtain any additional piercings, gauging, and/or potentially visible tattoos that are not in compliance with the radiologic technology dress code until completion of the program. Failure to comply with the dress code could result in dismissal from the program.
7. It is my responsibility to see that a completed health (history and physical) assessment form, list of medications, immunization records (that are requested on form) are submitted by the determined date.
8. I realize that due to the nature of ionizing radiation, it is recommended that the pregnant woman not be subjected to any radiation source whatsoever. There are possible genetic consequences to the fetus which may arise should one become pregnant during the two years in the radiologic technology program. I understand that if I am female and should become pregnant that I may voluntarily disclose this information and will be allowed Option I and Option II in the “pregnancy policy.” The pregnancy policy is available from the Program Director and in the student handbook. Additionally, I will receive in-service education on the hazards of radiation from a radiation safety officer or the program director within the first five weeks.
9. I am aware that I must complete any required orientation criteria that clinical sites require, prior to rotations.
10. I am aware that any major change in health status must be reported to my advisor and clinical instructor. An additional evaluation and release of information by an appropriate health care provider may be required.

11. I realize that since I am a student in the radiologic technology program at Southern that I must complete a criminal background check (on admission) and have mandatory drug and alcohol testing. The cost of the drug screening is paid by the student and includes any random screens that may be necessary (see Allied Health Background Check and Drug and Policy). The criminal background check will be completed through a pre-selected company. Any positive background checks will require the student to complete the ARRT Ethics Review Pre-Application in order to continue in the program. Copies of the policy are available upon request and will be included in the student handbook. Random drug testing, if necessary, will also be the responsibility, and at the expense, of the student. Unauthorized use of controlled substances may result in restriction from the classroom and clinical areas and/or dismissal from the program. All students are reminded of the need to remain drug and alcohol free during their tenure as a student as well as throughout their professional health care career.

12. I realize that I am expected to attend **ALL** radiology classes and clinical courses. I further understand that all courses within the curriculum must have a “C” or better in order to successfully complete the program. I realize that I must have a 2.0 or higher program GPA in order to graduate from the radiologic technology program.

13. I understand that travel is required, for clinical and didactic courses, while enrolled in the radiologic technology program and that said travel is my responsibility. Clinical rotations may include early morning, morning, afternoon or evening hours. I may have an early morning class/clinic following an evening class/clinic.

14. I understand that I will be responsible for any expense incurred as a result of illness or accident while in the radiologic technology program.

15. I understand that e-mail is utilized as a method of communication within the program and will check my e-mail account **DAILY** in order to ensure that I have received information from instructors as well as any programmatic information that may be communicated through e-mail. I also understand that ALL communication from Southern faculty will be through the Southern **e-mail address** and **NO PERSONAL** e-mail addresses will be utilized. This Southern e-mail account is free and must be utilized by RA students throughout their tenure in the radiology program. This account can be utilized as long as the student wishes past graduation as well. I may forward the Southern account to my personal account if that is what I wish to do but the faculty will use the Southern e-mail address for all correspondence.

16. I understand that if I leave the radiologic technology program for any reason that I must abide by the rules of the re-admission policy. I also understand that re-admission is on a space available basis and is not guaranteed. I also understand that upon re-admission I would have to complete a new background check and health assessment.

17. I understand that while I am participating in the radiologic technology program as a student that I must abide by Article 23: 2 & 3 of Chapter 30 of the West Virginia Code. This code states that I may participate in the radiography of patients as a course of study and NOT as outside employment.

18. I am aware that I may not be allowed to take the certification examination by the American Registry of Radiologic Technologists (ARRT) if I have been convicted of a misdemeanor and/or a felony. This may indicate a lack of good moral character for ARRT purposes. I understand that I may request an ethics review pre-application packet to allow ARRT to check to see if I will be eligible. This may be done

any time after the first orientation and preferably before the fall class start date. I understand that if my criminal background check comes back positive I **MUST** complete the pre-application and the cost of this is at my own expense (\$100 fee). I also understand that if anything occurs during the program that would jeopardize being permitted to take the certification examination I should discuss this with the program director immediately.

19. I further understand that failure to provide the above information or any falsification of records will result in immediate dismissal from the radiologic technology program.

20. I understand that while in the Associate of Applied Science RA program there may be semesters that additional courses will be needed to be considered full time status at Southern. Faculty advisors will guide students using the current RA curriculum as needed.

Reasonable accommodations that will not alter the scope of the program for any of the above requirements may be requested in writing to the Director of the Radiologic Technology Program. Requests will be evaluated by the Director and the Radiologic Technology Faculty on an individual basis. If any of the above statements are not fully understood, it is my responsibility to request clarification from the Director of the Radiologic Technology Program.

I have a clear understanding of what is required of me to be admitted to and to remain in the Associate of Applied Science Radiologic Technology Program. My signature of review of these policies at orientation and review of the Handbook notes my understanding.

Program Goals and Student Learning Outcomes

1. **Students will demonstrate clinical competency.**
 - a. SLO – Students will produce radiographs of diagnostic quality.
 - b. SLO – Students will demonstrate competence in preparing for and performing positioning for exams.
2. **Students will demonstrate effective communication.**
 - a. SLO – Students will demonstrate effective oral communication as members of the health care team.
 - b. SLO – Students will demonstrate effective written communication related to health care.
3. **Students will demonstrate effective critical thinking skills.**
 - a. SLO – Students will adapt positioning and patient care for non-routine situations.
 - b. SLO – Students will critique images and adjust parameters to ensure diagnostic quality.

Revised 8/2023 ha

Radiologic Technology Program Faculty

Radiologic Technology Program Director/Instructor

Kristin Collins, BSRT(R)(M)(CT)(ARRT)

Office: 319C Logan Campus

Phone: 304-896-7535 Email: Kristin.Collins@SouthernWV.edu

Clinical Coordinator/Instructor

Morgan Maynard, BSRT(R)(ARRT)

Office: 123C Logan Campus

Phone: 304-896-7465 Email: Morgan.Maynard@SouthernWV.edu

Clinical Instructors (CI) - Each clinical education setting designates clinical instructor(s).
Contact information for each CI will be provided in clinical syllabi.

Administration:

President

Dr. Pamela L. Alderman, EdD, MSN, RN

Email: Pamela.Alderman@SouthernWV.edu

Dean, Division of Allied Health and Nursing

Dr. Lisa Haddox-Heston, DDS

Email: Lisa.Haddox-Heston@SouthernWV.edu

Administrative Associate

Susan Wolford

Building C, 3rd floor, Logan Campus

Phone: 304-896-7385 Email: Susan.Wolford@SouthernWV.edu

A full organizational chart can be found on the Southernwv.edu website or by request.

January 2014 revised on webpage, Handbook revised August 2024

Program Effectiveness (Benchmarks)

- 75% of graduates will pass credentialing exam on first attempt (5-year average).
- 75% of graduates will be employed within 12 months, (5-year average).
- 50% of students will complete the program within three years.

Program Effectiveness Data

The Radiologic Technology Program is accredited by the JRCERT in Radiography. The following program effectiveness data is made available to the public, prospective students, and communities of interest for compliance to the JRCERT Standards. This data can also be accessed at the JRCERT website, JRCERT.org and at <https://www.jrcert.org/programs/southern-west-virginia-community-and-technical-college/>

Program Completion Rate:

Program #0415

The JRCERT allows each program to set the benchmark for completion rate. For Southern, the annual program completion rate is 50% or higher. Enrollment in the program is defined as those in the program by the drop date of the first semester of the radiologic technology program. The five-year completion rate is 72.9%.

Year:	Number Completing the Program	Number Initially Enrolled	Completion Rate
2019	9	12	9/12 = 75%
2020	11	13	11/13 = 84.6%
2021	10	12	10/12 = 83.3%
2022	11	14	11/14 = 78.6%
2023	12	16	12/16 = 75%

Job Placement Rate:

The five-year average for job placement rate of those actively seeking employment will not be less than 75% within 12 months of graduation, as mandated by JRCERT. Not actively seeking employment is defined as the graduate: who fails to communicate with program officials regarding employment status after multiple attempts; unwilling to seek employment that requires relocation; unwilling to accept employment due to salary or hours; on active military duty; or pursuing other education. Job placement has been consistent at 100%.

Year:	Number Employed	Number Actively Seeking Employment	Job Placement Rate
2019	10	10	100%
2020	11	11	100%
2021	10	10	100%
2022	11	11	100%
2023	12	12	100%
5-year average	54	54	54/54 = 100% (2019-2023)

*Updated data will be provided in the near future.

Certification (ARRT) Pass Rate:

Graduates of the program may apply for certification by the American Registry of Radiologic Technologists (ARRT) after completing the program and college requirements for the AAS degree in radiologic technology. The benchmark for the five-year pass rate for the credentialing exam is 75% on the first attempt within 6 months of graduation. The five-year pass rate is 68.6% for 2018-2022.

Year:	Number Passing	Number of Examinees	Percent passage on the first attempt
2019	6	9	67%
2020	7	11	64%
2021	6	10	60%
2022	7	11	64%
2023	8	12	67%
5-year average	34	53	34/53 = 64.1% (2019-2023)

PED updated 8/2024

Program Completion Timeline

In the interest of retention and student success in completing the program the program must be completed in three years of enrollment into the Radiologic Technology program. To be accepted into the program, students must meet criteria for the Allied Health and Nursing programs as outlined in the college catalog and Allied Health and Nursing programs application and College entrance requirements at the time RA courses begin. This means that you may re-enter only once. Enrollment in the program is defined as those in the program by the drop date of the first semester of the radiologic technology program.

If a student must drop due to a D or F grade in any required course, DURING the first semester of the program, the student may be required to resubmit an application for Allied Health and Nursing Programs. This does not guarantee placement in the program. The student will be under the handbook of the class they enter.

If a student earns a D or F in any required course, after the first semester of the program, the student must write a written statement to the Program Director, asking to return. If approved, the student will return the next semester the failed course is taught and must repeat the failed course. If more than one semester of clinic has passed, the student will also be required to repeat the entire clinical practice course for that semester to refresh clinical and didactic competency. Return is not guaranteed. The student will be under the handbook of the class entered.

If the student takes a required non-RA course prior to the semester scheduled, and fails, (s)he will be able to continue with the Program Director's permission if the course is not a pre-requisite for a course in the next semester. All courses within the curriculum must be successfully completed with a grade of C or higher, therefore even support courses taken before acceptance into the program, would have to be repeated if not passed with a C or better.

Rev. 8/2024 - kc

THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

CERTIFICATION REQUIREMENTS

As a radiologic technology student, and future radiographer, the ARRT Standards of Ethics are to be valued and followed.

<https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/eac1b19c-a45a-4e65-917b-922115ff2c15/arrt-standards-of-ethics.pdf>

Upon graduation, students are eligible to apply for admission to the certification examination in radiography administered by the American Registry of Radiologic Technologists. Graduates who pass the ARRT's examination are certified in Radiography.

Submitting the application*

Applications for the computer-based examinations can be completed up to **3 months prior** to graduation. Examination applications may be submitted for only one category at a time. Applicants should allow approximately 2 days for an online application and at least 30 days for a paper application for ARRT to process the application. After processing, the candidate will receive a candidate status report providing information on the testing window and scheduling the exam.

Educational Program Completion*

All applicants must have completed the eligibility requirements by the date of the examination. The director of the educational program indicated on the application is contacted to verify that the applicant has successfully completed both clinical and didactic phases of the program as it was accredited. This includes all academic degree requirements if the program is accredited as degree granting. Completion of just the professional component of degree granting programs does not establish eligibility for certification. Southern uses the graduation date as the official date of completion so all program requirements must be met in order to graduate.

ARRT Examination Fees*

The application fee for computer-based examinations is **\$225** for the initial application and examination. The fee for repeating this examination is subject to ARRT and is currently \$200. Fees are not refundable and may not be transferred to another category of examination. Fees may be paid online by Visa, Mastercard, Discover, or American Express. The program director can request a paper application if desired.

Check the ARRT.org site for candidate handbook and updates.

Ethics Review Pre-Application

Eligibility for certification requires that the applicant for the registry be of good moral character. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation will be required. A pre-application may be submitted. If any student has been convicted of a misdemeanor or felony, a pre-application review form may be requested from the ARRT. If there is a need for such form the student should meet with the program director and information for the request will be given or the student may contact ARRT. The pre-application review form may also be downloaded at <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

Any student with a positive background check showing a conviction of a misdemeanor and/or felony will be required to complete the Ethics Review Pre-Application as soon as possible after the background check is reviewed. The program director must be given a copy of the letter from the ARRT once the Ethics Review is complete. This will be held in the student master file.

Violation of ARRT's Standards of Ethics, including conviction of a misdemeanor or felony, must be reported to the program director within 30 days of the event. Applicants for certification and registration must notify ARRT of any ethics violation within 30 days of the occurrence. Failure to report an incident could constitute an ethics violation and may be subject to disciplinary action independent of discipline related to the initial occurrence.

Violations include:

- Criminal charges and/or convictions
- State licensing issues
- Any other violation of our Standards of Ethics

Have questions or need to report a violation? Call our Ethics Requirements Department at 651.687.0048, select option for "ethics". You can find more detailed information about our ethics requirements and the reporting process at www.arrt.org.

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

Eligibility Deadlines

All applicants must have completed eligibility requirements by the date of the examination. The director of the educational program indicated on the application will be contacted to verify that the applicant has successfully completed both clinical and didactic phases of the approved program.

THREE ATTEMPT LIMIT

Candidates who are eligible for primary certification and registration are allowed three attempts to pass the exam. You must complete the three attempts within a three-year period of time that begins with the initial ARRT examination window start date. The window begins after your initial application and will be stated in your candidate status report. After three unsuccessful attempts or three years have expired, you are no longer eligible. A candidate must complete a full educational program again to requalify.

ARRT Continued Qualification

The American Registry of Radiologic Technologists, ARRT, has implemented Continued Qualification Requirements for those individuals awarded ARRT Certifications after January 1, 2011 and thereafter time limited to 10 years. Before the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to hold certification. Specific details can be found at www.arrt.org.

Official Communication

Students are expected to set up email and computer account through the College. There is no additional cost for this set up and use while the student is enrolled. Please log on and become familiar with the online registration, grade reporting and emailing. The official communication is the Southern email. The My Southern portal is the student's confidential access to financial information, transcripts, Degree Works, as well as where to register for classes.

The student is responsible for notifying the College and Radiologic Technology faculty of email, phone, or address changes.

Radiologic Technology faculty will use email & Brightspace to send information to individuals or classes. Students may access faculty by phone using the directory located through the "Directory" link on the SouthernWV.edu webpage or information provided in syllabi.

Students will be given contact information for each clinical site and clinical instructor at clinical education setting orientation. It is the student's responsibility to check Southern email for information sent from Southern. During the summer, the program director will be available by email. Check online courses before the course begins. Syllabi may be distributed or in the Brightspace course information.

Job Shadowing

Prior to final acceptance into the program, interested students will complete job shadowing following guidelines discussed at the pre-orientation in the spring. This limited but useful observation time may assist the student in making his or her final decision regarding pursuing a career in radiologic technology. The guidelines and form will be available from the Coordinator/Program Director. Prospective students will complete shadowing at preapproved sites. Prior to shadowing, students may be required to complete online or on-site education, which may include HIPAA/confidentiality or other policies.

Didactic/Lab Attendance

- Radiologic Technology students are expected to attend every class and lab. Each instructor may enforce an attendance policy for the course, as stated in the syllabus.
- If the student must be absent from class or lab, they must notify the instructor before class or lab start time or as soon as possible. Students are responsible for obtaining missed assignments.
- Recommended notification can be made by phone or email to the instructor or administrative assistant. A follow-up email must be sent using the Southern email if this not the primary means of notification.
- Unless otherwise stated in the course syllabus, missed work, tests, quizzes, etc. must be made up before the next scheduled class/lab or with prior arrangement from the instructor.
- Excessive absences may be grounds for course grade reduction, and/or dismissal from the program.
- If the student needs additional assistance and time in the lab to view radiographs, arrangements must be made with the instructor.

ABSENCES

Excused/Unexcused Absences for class or lab on campus

Excused absences are in two categories:

- 1- **Institutional:** snow days, power outage, other occurrence closes a campus
 - >Days the College calls off classes, or places them on late schedule.
 - >The college may delay or cancel only specific campus locations. Only morning or afternoon or evening classes may be cancelled or delayed.Example: evening classes are cancelled by Southern and you have BS 124 class at 3:30 and lab at 6. You would attend class from 3:30 – 5. The last hour of class and the entire lab would be cancelled.

When the institution (college) cancels classes, these days do not have to be made up and do not count as an absence. All work missed may be made up at the instructor's discretion. The course schedule may be adjusted to reflect covering more or less of the material.

- 2- **Unavoidable:** death in immediate family, illness with physician's note, or illness of spouse or children with physician's note
 - >Documentation must be presented to the instructor or program coordinator.
 - >These days do not have to be made up and do not count as an absence. All work missed may be made up at the instructor's discretion. The course schedule may be adjusted to reflect covering more or less of the material. It is the responsibility of the student to obtain assignments.

>When three or more unavoidable excuses occur within the same semester, the instructor will meet with the student to discuss attendance. Extended absence may impact ability to complete required work and learn necessary material. Students are expected to attend all classes and clinic. Three violations of any policy may drop course grade.

Unexcused absences are those that do not meet the above categories.

>An unexcused absence is one of which the student does not inform the instructor at all, or in a timely manner, or an absence that does not meet the above criteria for “excused.” A deduction in course grade may be applied for each unexcused absence. See course syllabi.

Excessive unexcused absences may require a meeting with the instructor or Director. Documentation will be placed in the student’s file. Excessive unexcused absences may be grounds for dismissal.

Tardiness Policy

Tardiness for Radiologic Technology didactic and clinical courses is defined as 7 (seven) minutes following the scheduled start time. Each didactic course syllabi will address tardiness and its effect on the grade.

After 3 tardies, without proper notification to the instructor, a session will be scheduled. Excessive tardiness will affect the course grade and progression to the next course and may be grounds for dismissal from the program. Documentation of the scheduled student-instructor or student-Director session to discuss the problem will be placed in the student’s file.

See specific tardiness policy for Clinic.

Background Check and Drug Screen

2024

All students have been contingently admitted to an allied health or nursing program until all information/documentation is received on or before a date designated by the program. Failure to provide all requested information, to disclose prior felony, misdemeanor, and/or pending criminal charges will result in immediate dismissal from a program.

BACKGROUND CHECK

Students must satisfactorily complete a background check and drug screen prior to entry into an allied health or nursing program and any other time as requested by the faculty, coordinators or division head. If a student has been convicted of a **FELONY, MISDEMEANOR** or has **PENDING** criminal charges, a student may be excluded from admission to a program, may not be allowed to attend clinical rotations held at affiliating health care agencies, and/or may be prevented from taking the required Certification/Licensure Examination. Entry into a health care agency is the sole determination of the clinical facility. Certification/Licensing Boards may prohibit students from taking national examinations based on students physical status, emotional condition, results of a background check and/or drug screen.

It is the student’s responsibility to inform the Program Director prior to entering the program or **IMMEDIATELY** after an incidence occurs, of any felony, misdemeanor, or pending criminal charges/conviction. Any falsification or omission of information may result in disciplinary action; including, but not limited to, dismissal from a program. Pending felony and/or misdemeanor charges or convictions that occur while in a program must be reported immediately to the Program Director.

DRUG TESTING/SCREEN

Drug Screening Upon Admission

Southern West Virginia Community and Technical College, Division of Healthcare and Business, Programs of Allied Health and Nursing are committed to safeguarding the health and safety of students, faculty, staff, administration, community members, and patients/clients while maintaining a drug-free educational/workplace environment. In order to uphold the highest standard of care, the Programs of Allied Health and Nursing will conduct a drug screen test for all students tentatively admitted to any allied health or nursing program. The alcohol and drug test must occur at the date and time specified by the Program Director or division head and at a location determined by Quality Drug Testing. The type of specimen is at the discretion of the program. Students contingently admitted are **REQUIRED to consult with their attending physician/healthcare provider** in order to determine whether any/all prescribed medication(s) may affect program technical standards. The student who is contingently admitted to a program **MUST** disclose a list of medications prior to testing. Validation of prescriptions must be supplied promptly upon request to the appropriate individuals.

The cost of any and all expenses associated with the drug testing and/or evaluation is the responsibility of the student. It is the student's responsibility to determine from the physician whether prescribed medications may affect program performance and to disclose a list of medications prior to drug screening. Many prescription drugs alter mental status and may impair the student's ability to perform in the classroom or clinical setting. Impairment in the classroom or clinical setting is not permissible, regardless of the source. Any attempt to alter the drug test, attempt to prevent collection (example but not limited to shaving hair), any positive or diluted test results or failure to follow the proper procedure, failure to have the test performed on the date by the approved company, or refusal of a drug screen will result in withdrawing the selection of the student to the Allied Health or Nursing programs by the respective department. Any future reapplication to an Allied Health or Nursing program may not be considered due to the facility's requirements. A student that is unable to enter a facility for clinicals will not be able to complete the program. Appropriate accreditation/program approval agencies may be notified of the results.

Any positive or diluted results may be challenged by the student. Upon notification of the test results, the student must immediately contact the testing company to request retesting by hair or blood specimen as deemed appropriate by the testing company. Cost is the responsibility of the student. The student may be reinstated into the program if the results of the challenge are in the student's favor.

Disclaimer

A student tentatively admitted to an allied health or nursing program has the right to refuse a drug test. However, refusal to have the drug test and/or failure to follow the procedure/directions prescribed by the Programs of Allied Health and Nursing will result in withdrawing the student's tentative admission and dismissal from a program.

DRUG SCREENING AFTER PROGRAM ENROLLMENT

Enrollment is defined as a student attending the first day of class in an Allied Health or Nursing Program. A random drug test of any student, any group of students or an entire class or program may occur at any time and on more than one occasion. Alcohol and drug testing will be by urine sample, breath analyzer, by hair, and/or blood sample at the discretion of the department/program. The date, time, and company to conduct the drug test are selected by the Programs of Allied Health and Nursing. The cost is the responsibility of the student.

While enrolled in a program, a random drug/chemical screen(s) may be requested. At any time, failure to comply with a request for a drug screen and/or a positive drug screen will result in **IMMEDIATE** dismissal from a program. Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or indicates that alcohol or drugs have been consumed will be requested to submit to a drug test. Failure to comply with the request immediately will result in dismissal from a program. The cost is the responsibility of the student. Any future reapplication to an Allied Health or Nursing program may not be considered due to the facility requirements.

Signs and symptoms of alcohol and/or drug use may include but are not limited to any one or more of the following example behaviors: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, change in appearance or grooming, hyper-reflexia, lethargy, flushed face, tardiness, absenteeism, dilated/pinpoint pupils, odor of alcohol, mood swings, missed deadlines, careless mistakes, and dozing/sleeping.

Drug/Chemical Dependency

If a student has received or is currently receiving treatment for drug/chemical dependency, please have a copy of the discharge summary/ treatment plan printed on the facility letterhead and sent directly to the Program Director. A statement from the student's physician/healthcare provider **MUST** accompany the letter. The student **MUST** also submit a letter detailing their progress in recovery. Additional documentation regarding drug/chemical dependency and treatment may be requested at any time.

It is the responsibility of the student who is contingently admitted or currently enrolled in a program to read, understand, ask questions, and abide by all requests from a faculty member, program director, or division head at all times. Failure to do so will result in immediate dismissal from the program and/or college.

Division of Allied Health and Nursing

I acknowledge I have received a copy of the Background Check and Drug Screening procedures required by the Department of Allied Health and Nursing Programs. Failure to comply with one or all of the items outlined in the document may result in immediate dismissal from an allied health/nursing program.

Student

Printed Name:	
Signature:	Date:

Program Director or/ Program Faculty

Signature:	Date:
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Rev. 8/2024 - kc

Electronic Device Usage in the Clinical and Didactic Education Settings

Electronic devices:

1. must be stored and not accessed once entering the clinical/didactic education center; some CES's will not allow cell phones in the department
2. will not be used during clinical time or during class or lab; during testing, no electronic devices may be on or near the desk; this includes smart watches, cell phones, ipads, recorders (devices may be utilized to clock in or out at the start and end of clinical shifts)
3. are restricted to breaks & lunch time
4. may not be used in restricted areas

If you must make an emergency cell phone call in an unrestricted area, please notify your clinical instructor, technologist, or supervisor before leaving the Imaging department to do so.

Excessive cell phone/text messaging usage will not be tolerated. Violations of cell phone policy will follow program guidelines for other policies including disciplinary action that may include a reduction in grade and meeting with faculty/coordinator after 3 incidents. Excessive violation of the cell phone policy may result in dismissal from the program.

Social Media Policy

Division of Allied Health and Nursing

Social media includes powerful communication tools that have a significant impact on organizational and professional reputations. Because the lines are blurred between personal voice and institutional voice, Southern West Virginia Community and Technical College's School of Career and Technical Studies has created a policy to help clarify how to enhance and protect personal and professional reputations when participating in social media.

Social media are designed to be disseminated through social interaction and highly accessible. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, Instagram, Tiktok, etc.

Both in professional and institutional roles, employees, staff, and students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting apply online as in the real world. Employees, staff, and students are liable for anything they post to social media sites and may be subject to litigation.

Policies for All Social Media Sites, Including Personal Sites Protect confidential and proprietary information:

- Do not post ANY confidential, disrespectful, or unprofessional information about Southern, clinical affiliates, clients/patients, faculty, staff, or students. You must still follow the applicable federal requirements such as FERPA, HIPAA, NCAA, etc. Adhere to all applicable privacy and confidentiality policies. Any confidentiality violation creates the risk of disciplinary action or dismissal from your respective program and is subject to discipline from respective licensure boards. You **can** be held liable for any postings and may be subject to litigation.
- Do not post any content that might reflect poorly on Southern, the program, or clinical agencies or incite litigation.
- Respect copyright and fair use.
- Do not use Southern logos for personal endorsement or without permission.
- Respect College property.

- Do not utilize or access social media platforms during clinical or class hours. Do not utilize cell phones during clinical hours or class time.

Best Practices:

- Think twice before posting.
- Once you post, you relinquish control of its proliferation forever.
- Be respectful.
- Remember who the audience is.

Revised 8/2022

Dress Code for on-campus Radiologic Technology labs, tours and field trips.

Students attending radiologic technology labs in room 112C or 113C will wear the approved monogrammed polo shirt. Approved long pants, slacks, or skirt must be worn and khaki or tan in color, in good condition. Leggings and jeans are not appropriate attire. Closed-toe shoes are to be worn with socks. Shirts and pants/slacks/skirts should be wrinkle free, not drag the ground, and not have holes or tears. A professional appearance is to be reflected.

Approved May 2016 reviewed 8/2022

Academic Standing & Curriculum Sequencing

Radiologic Technology students must follow a specific succession of courses as determined by the Director and approved by the college. RA courses must be completed in the semester assigned. Support courses (non-RA) may be taken before the scheduled semester, as long as there is no conflict with RA courses, including clinic. Prerequisites apply in many cases. Some courses may not transfer for a specific area of a degree. Check with the registrar or the transferring college. An official, original transcript must be on file with the registrar.

It is the responsibility of the student to review their transcripts and assure substitutions from other institutions are completed for graduation completion. The student must complete a graduation application several months prior to the anticipated graduation date.

If a student must withdraw due to any reason and applies to return the following year, (s)he will be under the new handbook and curriculum.

RA Courses with labs may have separate requirements. In order to progress to the next sequenced course, you must pass both didactic and lab portions. Unless stated in the syllabus, the lab portion is part of the didactic course grade.

The full description of grading as it applies to transcript can be found on page 35 of the College catalog. In the event that most of the course requirements are completed but not all, an Incomplete may be awarded. The coursework must be finished before the end of the next semester or the "I" is changed to an "F" grade. An "I" will not permit a student to register for the following semester's courses during early registration. Examples of when an "I" may be posted are during emergency conditions like coronavirus, or emergency surgery placing a student in the hospital for extended time.

If a student misses clinic time that can not be made up during the semester due to an emergency an “I” will be posted as the grade. After the semester, the student may make up the clinic time and requirements, and then the “I” will be changed.

Advancement opportunities:

A Baccalaureate degree may be earned by completing additional coursework at a college that accepts Southern’s AAS degree in radiologic technology. Some courses may be completed at Southern and apply towards the BS/BA degree. If interested, contact the coordinator or college from which you are seeking the degree. Bluefield State College has an agreement with Southern’s RT program which allows students to pursue a 2 + 2 degree.

More information can be found at:

<https://bluefieldstate.edu/academics/degrees/imaging-science-22-program-bs>

<https://bluefieldstate.edu/academics/degrees/imaging-science-computed-tomography-concentration-bs>

Radiologic Technology Program Sequence**effective 8/19/19**

Course Number & Name Credit hours

First Fall

BS 124 Human Anatomy and Physiology I	4
MT 121 College Math for Gen Ed (or higher)	3
RA 100 Introduction to Radiologic Technology	3
RA 101 Imaging Procedures I and Image Analysis	3
RA 110 Clinical Practice I*	1
Total Semester Hours:	14

First Spring

EN 101 English Composition I	3
BS 125 Human Anatomy and Physiology II	4
RA 103 Imaging Procedures II and Image Analysis	3
RA 125 Clinical Practice II*	2
RA 106 Radiologic Science I with lab	3
Total Semester Hours:	15

Summer

RA 150 Clinical Practice III (40 hours/week)	4
Total Semester Hours:	4

Second Fall

RA 208 Radiologic Science II with lab	3
RA 200 Clinical Practice IV**	3
RA 202 Pathology	2
RA 203 Imaging Procedures III and Modalities	3
CT 260 Introduction to Computed Tomography	3
Total Semester Hours:	14

Second Spring

AH 200^ Health Care Ethics and Law	1
CS 103 Introduction to Applications	1
RA 209 Radiologic Science III with lab	3
RA 201 Radiation Biology & Adv Radiation Protection	2
RA 225 Seminar in Radiologic Technology	3
RA 250 Clinical Practice V**	3
Total Semester Hours:	13

60 Total Credit Hours

* Clinical course meets on Tuesdays and Thursdays during morning, afternoon and evenings

**Clinical course meets on Mondays, Wednesdays and Fridays during morning, afternoon and evenings

^ Designates that this course is on the statewide Core Coursework Transfer Agreement.

Smoking Policy

Southern implemented a no smoking policy for all of its campuses with SCP 1750, tobacco and smoke-free campus policy (July 1, 2017). This includes all forms and types of tobacco, i.e. smoking tobaccos, chewing tobaccos, snuff and E-cigarettes (vaping). No tobacco or smoking products may be used on school property. All clinic sites maintain similar no-smoking policies and students are expected to follow the policy of the site where they are located. Violation of clinic site policies will be addressed in the same manner as violation of policies on school campus with possible punishment up to and including dismissal from program.

Food & Drink Policy in RT Classrooms

Food and drink are permitted in the RT classrooms. Everyone is expected to keep the room clean and use the trash receptacles. Food and drink should not interfere with or detract from learning activities and you may be asked to restrict items if disruptive to others or potentially limiting your participation in class activities.

When the CT and/or X-ray rooms are in use as labs, no food or drink are permitted in the area of the control booths, XR table or tube. No food or drink is permitted in the CT room when a lab is scheduled. When laptops are in use, no food or drink are permitted in the area.

If food or drink containers are not disposed of properly or the room is unkept, faculty may not allow food or drink at any time in either room.

Joint Commission and Clinical Orientation Requirements

The Joint Commission (TJC) mandates that clinical sites require formal and informal education of employees, staff and students. Before entering clinics, students must complete training in a variety of areas. These include fire and electrical safety, hazardous wastes, radiation safety, HIPAA, body mechanics, etc.

Each hospital has a different format for this annual training. You may be required to repeat some of the training aspects at different hospitals. Realize it is for the safety of you, staff and patients.

Your signature on training forms indicates you have completed the training or review of policies. This will be shared with the respective hospital. The initial training will be completed at the college during the orientation prior to clinic rotations and online. Please take it seriously. You may see information on RA quizzes or tests regarding this information. This content must be reviewed each year.

An onsite orientation to each clinical site will be conducted by the Clinical Preceptor, to show you their specific equipment and how to safely operate it. You will also review policies and procedures the first week of clinic rotations. You will complete self-directed clinical orientation.

Health and Communicable and Infectious Diseases

Applicants considering a career in any allied health program should be aware that during their course of study and in subsequent employment, they are likely to work in situations where exposure to infectious diseases will occur. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well established infection control guidelines can reduce the risk. These include routinely using PPE (personal protective equipment) or barrier devices (gloves, goggles, etc.), handwashing, and carefully disposing of sharps.

The risk to students is potential exposure to communicable diseases. The means of transmission include, but are not limited to, contact with blood and bodily fluids, and exposure to air borne pathogens. Precautionary measures will be implemented. Failure to apply proper methods of prevention may create risk of injury or illness to students and others.

Coronavirus, other infectious diseases, or emergency situations may require the College and/or Program to alter delivery of coursework and clinical rotations. Every effort will be made to provide alternative similar educational opportunities to complete course requirements. If clinical sites suspend student rotations, assignments may be required in Brightspace or a virtual learning setting. The College and/or clinical sites may adopt temporary or permanent procedures like requiring testing before entry, or mask wearing, etc.

CPR: All clinical sites require that you maintain current CPR certification. Whether you take the course at Southern or through an outside agency, you must have proof. A copy will be kept on file. Any hospital may ask to see your current card. Hospitals accept the AHA BLS Provider course which includes adult, pediatric and infant CPR, choking, & AED.

If your card expires before you complete the program, you are required to renew it by taking an accepted course. You will not be permitted to attend clinic with an expired card.

Health Requirements:

After passing the initial physical for allied health program entry, you will be required to:

1. complete the Hepatitis B series and provide documentation
2. obtain TB test annually
3. obtain influenza vaccination annually (by October 15 or date provided by the program for the current flu season)

For those allergic to eggs or other ingredients of the vaccine or who chose to not receive the vaccine, you will be required to wear a mask when in contact with patients as per hospital policy if allowed. Your placement may be jeopardized. Documentation from a physician must be submitted to the clinical education setting and program coordinator if declining for health reasons. Some CESs will not permit you to attend clinical rotations without an annual influenza vaccination. If requesting religious exemption, documentation must be provided to the program coordinator and prior approval obtained.

4. obtain titers (labs) showing immunity for HepB, varicella, MMR
5. complete an approved COVID vaccination series

HEALTH INSURANCE INFORMATION

Southern does not maintain student health insurance or health care facilities. You are required to acquire health care and accident insurance if you are not covered by your parents' or personal insurance plans. Student insurance coverage can be obtained through local independent agents. The cost of medical treatment or support in the event of illness or injury is your responsibility. Students becoming injured or seriously ill at the College or in facilities used by the College must seek professional medical care and be responsible for any expense. Students are to provide proof that they are covered with adequate medical insurance coverage. A copy of the medical card is necessary. If the card is not in the student's name, a letter from the insurance company is required.

TECHNICAL STANDARD REQUIREMENTS

All students enrolled in the program shall be able to perform the following tasks concerning motor coordination, quantitative abilities, physical capabilities and emotional strength:

- Reach and adjust the x-ray tube that is at a height of 76”-80” above the floor
- Lift and carry up to 20-25 lbs. (e.g. multiple imaging plates, grids, positioning aids) while walking
- Stand for long periods while wearing a 5 lb. lead apron
- Move patients to standard wheelchairs and onto stretchers from various areas in the facility and transport to the radiographic room. Assist physically cooperative patients from the wheelchair and/or stretcher to the radiographic table without causing undue pain or discomfort to the patient or oneself
- Safely move immobile patients from the stretcher to the radiographic table with assistance from department personnel. This requires the use of back muscles to support and move patients and involves lifting a minimum of 30 lbs., and supporting up to 175 lbs.
- Position patients for various radiographic exams without injury to patient or oneself
- Manipulate and operate radiographic tables, stands, tubes, and accessory equipment into proper positions including fixed and mobile units
- Transport mobile equipment to various areas of the hospital in a timely and cautious manner - Provide oral and legible written information, read written information and receive oral and written information in English from patients and medical staff relevant to patient care
- Evaluate (read & interpret) the written order and requisition for radiographic procedures requested - Explain the procedure and give clear effective instruction to the patient who is positioned for the radiograph at a distance of 6-10 ft. from the technologist’s control area
- Have eyesight corrected to read the printed words in a radiographic textbook, read and adjust the control panel, read radiographic technique charts, evaluate a radiographic image for quality and proper positioning for anatomical parts, observe patients, manipulate equipment and accessories and visually monitor patients in dimmed lighting
- Hear instructions from members of the health care team, respond to verbal requests by patients at a distance of 6-10 ft. and hear background sounds during equipment operations
- Assess the condition of all patients assigned for a radiographic exam
- React immediately and appropriately to unusual patient and emergency situations that may otherwise jeopardize a patient’s physical state if expedient care is not administered. Handle stressful situations related to technical and procedural standards and patient care situations
- Provide physical and emotional support to the patient during radiologic procedures
- Must be physically free of non-prescription drugs, illegal drugs, and/or alcohol
- Maintain professional standards of care in emotionally difficulty and stressful situations

These standards are in addition to the health physical.

Professional Organizations

First-year students may join the West Virginia Society of Radiologic Technologists, WVSRT, and attend the annual conference. While attending any function as a Southern student, students must adhere to college policies, including conduct, etc.

Second-year students are required to join the WVSRT. Participation at the annual conference is mandatory. This can be accomplished by at least one of the following:

1. submission of research paper
2. submission of exhibit
3. attending as a student bowl team member or alternate
4. attending student educational sessions and mock registry (second-years only)
5. serve on the WVSRT Board of Directors
6. assist at the conference; introduce speaker, etc.

Students that attend on site will not be required to make up clinic time. Students may receive extra time for attending the conference on a non-clinic day or weekend. Students are responsible for letting instructors know ahead of time about conference attendance, including support courses. Work must be made up or completed beforehand, at the instructor's discretion. Travel, lodging and registration fees are the responsibility of the student, but may be supplemented by the college or approved fundraising. While attending any function as a Southern student, students must adhere to college policies. Students are encouraged to join the American Society of Radiologic Technologists, ASRT, as well.

Other Policies:

Refer to the College academic catalog and Appendix 1 for policies the program does not specifically address; the college catalog will take precedence. The student is responsible for these which are warranted. See the current online catalog for these and other policies in the Student Handbook section. <https://www.southernwv.edu/programs/academic-catalog/>

Academic Integrity SCP-4710: Southern’s Academic Integrity policy applies within the program and will be enforced. Violations may result in reprimand, grade deduction, with dismissal from the program. (8/2022 ha)

<https://www.southernwv.edu/assets/uploads/SCP-4710-Academic-Integrity-.pdf>

Grounds for Dismissal

Grounds for dismissal from the program include, but are not limited to:

- 1- D or F in same Program course twice
 - 2- Cheating/Academic Dishonesty
 - 3- Timecard fraud (clocking someone else in/out; misrepresenting time card...)
 - 4- Unethical behavior or not accepting criticism with openness & appropriate behavior or speech
 - 5- Clinical setting dismisses student or disorderly or immoral conduct on clinical setting (Hospital) premises
 - 6- Insubordination
 - 7- **Three documentations of the same or different violations in the same semester**
 - 8- Positive drug screen or failure to complete drug screen in timely manner
 - 9- Convicted of a criminal offense after acceptance into the program (will be evaluated on an individual basis)
 - 10- Abuse college policy
 - 11- Dosimeter misconduct: repeated late submission, non-payment, late payments, sharing dosimeter...
 - 12- Negligent misuse of equipment or use without permission (e.g. operating energized lab without supervision or approval)
 - 13- Failure to accomplish clinical assignments or objectives
 - 14- Falsifying clinical coursework; e.g. signing for the RT, or obtaining signature outside of the approved range
- Others listed in the academic integrity policy, SCP- 4710

Grading Policy

The Radiologic technology program uses the following scale for all RA courses, including clinic:

93-100	A
86-92	B
78-85	C
Below 77.5	Failure in a Radiology assigned course

Note: Rounding occurs at the final course grade.

Student earns 93.2%, will be recorded as 93%,
or A. Student earns 85.7%, will be recorded as
86%, or B.

For weighted categories within a course, you can average your grade throughout the course. For example: exams 50%, quizzes 25%, final 25%. You average the scores for each category and multiply that by the weight.

Your exam scores are	95 & 75.	
95 + 75 = 170/2 = 85 x weight of 0.5 (or 50%)		42.5
Your quizzes are	80, 70, 60, 90, 90, 80.	
470/6 = 78.3 x weight of 0.25 (or 25%)		19.25
Your final exam score was: 77 x weight of 0.25 (or 25%)		19.25

Add the bolded numbers = 81% is your final grade

Allied Health and other courses may use a different scale.

Grades may be viewed on MySouthern at mid and end-term. Midterm progress may be distributed by the instructor as a courtesy.

TEST REVIEW POLICY

The students will be given an opportunity to review their test in class after the test has been graded. The student may request an appointment to review a test with the instructor at a scheduled time. During this time, the student will *not* be allowed to write down, record or photograph any questions or other information for any reason. This will be the policy for both didactic and clinical examinations. If a student wishes a second review, it will be up to the discretion of the instructor whether to schedule an additional review.

Class Representation

Each Radiology class has the opportunity to function as a team at the WVSRT or other conferences, promote the career, and educate the public about health issues. Usually at the end of the first Semester the class will elect officers. These officers will serve the remainder of the two years. Candidates should display honesty, integrity, leadership and great communication skills. Officers may attend Student Government Association meetings and program advisory meetings.

The offices are:

President

Vice President

Secretary/Treasurer

Class officers may be asked to serve as ushers at graduation or pinning of their upperclassmen. Only Southern approved t-shirt designs may be considered for those attending WVSRT conference or other functions.

No signage may be posted without approval and then only in designated areas.

A class photographer may be designated to record class labs, clinic and outside events like the WVSRT conference. No patients may be in photos. These photos may be used for the pinning ceremony.

All students are encouraged to participate in SGA, Student Government Association, events and/or a college-sponsored group.

Fund Raising Participation

Fundraising events can be non-Southern related or must be preapproved. No faculty may be involved in selling, only completion of the SCP form. Events must be preapproved on a solicitation form three weeks in advance whether held on campus or not.

Monies may only be collected or maintained by a predetermined Southern faculty or employee. If fundraising events bring in money, it must be given to the Foundation/designee to be held until needed. The class secretary/treasurer will be responsible for maintaining a record of money brought in and used while faculty will be responsible for security of physical funds.

Joint Advisory Committee for Radiologic Technology

The Joint Advisory Committee for Radiologic Technology meets once or twice a year. This committee is made up of hospital representatives at which students rotate- a radiologist or radiation safety officer, supervisors, and clinical instructors. This committee discusses any issues or concerns, reviews assessment data and makes suggestions for improvement. Class officers will serve as class representatives on this committee. Students will be excused from clinic for this meeting, but must make up any class work missed, if it is on a class day. Students may be asked to relay information from the class to the advisory committee or may be asked to speak on the students' behalf on something that is discussed at the meeting. Usually, the students give a brief summary of the meeting in class. These students must communicate well and be respected by others.

Assessment

Southern WV Community and Technical College is required to perform assessment to indicate student learning. You will receive a letter of notification to attend assessment day or other testing. You will not have to make up clinic if it falls on a clinic day. Classes may be cancelled for Assessment Day. Usually, second year students must attend Assessment day. Some years, an assessment activity is presented where allied health and nursing students participate in a mock disaster for example.

Courses are evaluated after midterm. You will be given the opportunity to make comments and evaluate each instructor and course. These evaluations are completed online. You will complete a separate evaluation for clinic rotations. The CES evaluations are shared with each site so that improvements can be made or praises noted.

Professionalism

The Code of Ethics for Radiologic Technologists, found at ARRT.com, states how a technologist or student should conduct him or herself. The faculty would like to promote professionalism while the student is in the program. The following is a list of some, not all, of the ways in which the student can display professionalism.

1. Respect others' opinions
2. Listen as others speak
3. Address faculty as Miss, Mrs., Mr., Dr., or Professor unless directed otherwise by faculty
4. Maintain a clean and neat appearance in class and clinic
5. Use respectful language in an appropriate volume and tone
6. Display positive body language
7. Do not use electronic devices in class, clinic or at conference sessions unless permitted
8. Respond to criticism with openness and willingness to learn

The instructor is responsible for maintaining order that preserves the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing, interfering with instruction, offensive, or otherwise inappropriate, the student may be dismissed from the learning environment for that

class period. Further action may be taken if indicated by the seriousness of the behavior including, **but not limited to**, dismissal from the program.

Felony or Misdemeanor

I understand that a conviction of a felony or misdemeanor requires documentation with a letter of explanation to the Radiology Department of Southern West Virginia Community and Technical College prior to entering the Radiology program.

I understand that such a disclosure does not guarantee that I will be allowed to enter and complete a program in the School of Career and Technical Studies.

If I am allowed to enter the Radiology Program, I understand I must also send a copy of the documentation of the felony or misdemeanor (other than parking/speeding tickets) with the letter of explanation to the American Registry of Radiologic Technologists for determination of eligibility to sit for the ARRT Registry Examination. I must complete the Pre-ethics procedures explained at ARRT.org. The ARRT requires registrants to report such activity within 30 days. The state of WV board of examiners for radiologic technologists may ask for documentation. They may deny licensure depending on the nature and severity of the felony/misdemeanor.

Other Forms and Policies

Additional forms and related information may be given out in the corresponding semester with the syllabus or included in the Clinical Handbook.

Radiologic Technology Program Costs per Student

2023

In-State			Cost (Estimate)
First Year – Fall Semester			
		Tuition and fees (14 credit hours)	3078
		Books (or rental fee \$336 built into tuition)	1022.5
		Drug Screen, Background Check	150
		Uniform	150
		Leather uniform shoes	Will vary 50-100
		Image Identification Markers	25
		Physical Exam, Immunizations	Will vary 100-200
		CPR Course	Will vary 30-100
		Supplies (pens, paper, notebooks, etc)	Will vary 50
		Travel (clinicals – gas, food, lodging)	Will vary varies
		Professional State Conference (optional)	Will vary varies
			\$3633 / \$4319 +
First Year – Spring Semester			
		Tuition and fees (15 credit hours)	3153
		Books (or rental fee \$360 built into tuition)	127
		Immunizations	Will vary 50-100
		Travel (clinicals)	Will vary varies
			\$3203 / \$2970 +
Summer Semester			
		Tuition and fees (4 credit hours)	976
		Books (or rental fee \$96 built into tuition)	0
		Travel (more likely to include lodging)	Will vary varies
		Financial Aid or scholarships will not cover summer courses. May be eligible for HEAPS as part time student.	\$976 / \$880 +
Second Year – Fall Semester			
		Tuition and fees (14 credit hours)	3078
		Books (or rental fee \$336 built into tuition)	310
		Influenza vaccine	Will vary 0-50
		Supplies (pens, paper, notebooks, etc)	Will vary 50
		Travel (clinicals)	Will vary Varies
		WVSRT student membership	10
		WVSRT annual conference (registration) – required	100
		WVSRT annual conference (lodging 1-2 nights)	Will vary 300
		WVSRT annual conference (travel)	Will vary varies
			\$3538 / \$3512 +
Second Year – Spring Semester			
		Tuition and fees (13 credit hours)	3003
		Books (or rental fee \$312)	292.73-443.74
		Travel (clinicals)	Will vary Varies
		Review seminar for certification	260
		ARRT Registry application	225
		WV Radiologic Technologist temporary license	May vary by state 40
		National Honor Society + cord (Lambda Nu)	If eligible 30
		Program pin	10

	Graduation photos	If desired	50-100
			\$3618 / \$3599 +
		Tuition & Books with rental	13,288
		Tuition & Books without rental	13,600
		Other Expenses	1,680+
		Total	\$14,968+/15,280+

Program costs and individual fees are estimates. Some charges are subject to change or may vary from the information available at the time of this document review. Some charges will be flexible; cost may vary by situation (distance traveled for clinic, sharing lodging) or may have options of different cost from which student can choose. Tuition is based on credit hour total and may vary for individual students. Calculation of textbook rental fee accounts for RENTAL only and not extra costs of purchasing books to keep at the end of the semester. This is an estimated TOTAL cost over the two years of the program. It does not take into account scholarships, grants, loans, or other forms of aid. It is not necessarily an estimate of out-of-pocket expense.

Financial Assistance

From time to time, students may need financial assistance for travel costs to/from clinic, textbooks, or other fees. Students should search the scholarships given online and check specific criteria. If the student does not meet scholarship criteria, he or she may approach the Coordinator to pursue assistance from the Southern Foundation. The student must give rationale and justify the amount requested. It is the student's responsibility to complete financial aid forms but (s)he may always seek assistance from the office of financial aid. Hospitals or outside entities may offer various scholarships or aid option.

Financial aid may be available through the school and can be evaluated on an individual basis.

<https://www.southernwv.edu/current-students/scholarships-financial-aid/>

Clinical Policies and Information 2023-2025

Additional forms and related information may be given out in the corresponding semester with the syllabus.

Health and Abilities of a Radiologic Technologist

To work around the sick, the student MUST be free of Communicable Diseases. The student RT must also be in good physical condition to be able to lift patients and manipulate heavy equipment. The student RT must be alert and mentally sharp to avert equipment malfunctions and select proper technique values per each patient. If the student is suspected of DRUG or ALCOHOL ABUSE while in clinical settings, he/she will be sent home and will receive an UNSATISFACTORY for the day. DRUG or ALCOHOL use may be cause for dismissal from the program. In the presence of concerns, immediate alcohol and/or drug testing may be conducted at the students' expense. These requirements are subject to change.

HEALTH REQUIREMENTS

All students who enter into a field of Health Sciences must have a PHYSICAL EXAMINATION, which is to be submitted prior to clinical placement.

REQUIREMENTS:

1. A recent physical with forms to be submitted to the Program.
2. A recent Tuberculin Skin Test or recent Chest X-Ray (to be repeated annually).
3. A titer (blood test) showing Hep B and varicella immunity.
4. Annual influenza vaccination (October)
5. Vaccination for Hep B, MMR, varicella, tetanus (within last 10 years), and COVID
6. Handwashing must be performed:
 - a. prior to all invasive procedures
 - b. if contaminated with blood and/or body fluids
 - c. immediately after gloves are removed
 - d. before and after eating
 - e. before and after patient care

When contact will occur with a known infectious patient or a patient of high risk, the student must be under the direct supervision of a registered technologist and utilize appropriate PPE. Students are required to comply with facility protocol for proper PPE, precautions, and potential limitations of student involvement with highly infectious patients (such as COVID+ patients or those during a high-risk outbreak).

Physical Attributes

The Radiology student must demonstrate that they possess the following physical attributes:

Mobility: Physical abilities sufficient to move from room to room and to maneuver in small spaces (e.g. between beds, equipment, etc.).

Motor skills: Ability to reach, manipulate and operate equipment, access supplies, & assist patients.

Hearing: Auditory ability sufficient to hear alarms, patients' requests, phone orders from providers, and equipment malfunctions.

Visual: Visual ability sufficient for observation, and assessment of patients during radiographic procedures. Read forms, labels, & instructions, distinguish colors, and visualize detail on an image.

Smell: Sense sufficient to maintain patient & co-worker safety (e.g. smell fire, gas, toxic agents, etc.).

Temperament: Ability to deal effectively with stress and emergency situations.

Physical Requirements: Frequent and long periods of walking, standing, lifting, seeing, hearing, talking, public contact, decision making, equipment and computer operation, reading, reaching, grasping, feeling, handling stress and grief. See also Technical Standards.

Outside Employment

Full time employment outside clinic and didactic course is not recommended. The long hours required may adversely affect the student's ability to meet assignment deadlines, or the ability to function at clinical effectively. Outside obligations or commitments do not excuse absence or failure to complete work or meet requirements.

Standard of Conduct and Performance for Radiology Depts.

All policies, rules, and regulations regarding student rights, responsibilities, and conduct in West Virginia Universities and Colleges apply to the clinical portion of this program. These policies, rules, and regulations are listed in the Southern West Virginia Community and Technical College's Student Handbook and sections in the college catalog.

Additional standards and procedures exist for the Student Radiographer. As stated in the Agreements for Clinical Education, there is a clause which allows the clinical agencies to reject or dismiss any student whose behavior may be hazardous to that agency. If this occurs, the Faculty and/or College will review the case and render a decision as to the student's status. Students have all rights and privileges under this due process system, recognized in the regulations mentioned above.

Student Clinical Assignments and Procedures

Each student in the radiologic technology program will be assigned to clinical rotation sites each semester. It should be noted that most students would be assigned to more than one clinical site to perform their clinical education. The best clinical education includes a variety of clinical sites, personnel, equipment, workload, and patient demographics. Students' travel distance is considered when making schedules as possible. Each semester rotations may or may not be at a different clinical site. The availability of sites for the radiologic technology program is based on a contractual agreement between the facility providing the clinical rotation experience and Southern WV Community and Technical College, as well as mutual agreement on the clinical schedule and student placement for their facility. Based on clinical affiliation site contracts, each clinical site has the right to terminate their affiliation with Southern within a specified time frame but shall not affect those presently enrolled and performing clinical training. If a facility terminates a contract and/or denies permission for a student or students to perform clinical training in their facility, Southern's radiologic technology department will make every effort to find the student another clinical site in the college's service area; however, students should be aware that the only available site may in different locales than the original assignment. Should this situation occur, clinical rotation assignments will be made by the clinical coordinator and based on the availability of appropriate clinical sites. Students not able to be placed in a clinical site will be placed on a waiting list (in order of academic performance in RA courses) and will be placed as soon as an appropriate site becomes available. That student's clinical education will be the same as for all others. A student's failure to comply with facility requirements for clinical placement may limit opportunities and hinder the student's ability to meet program requirements.

A student may be admitted to the radiologic technology program under conditions in which a clinical assignment cannot be guaranteed and/or situations may arise once the student is enrolled that may delay or prevent clinical site assignment. These conditions include, but are not limited to:

1. Students who require accommodation that cannot be reasonably provided – The radiologic technology department will make reasonable attempt(s) to assign the student to a clinical site in a timely manner. Such a clinical assignment is not guaranteed, and the student's completion of the curriculum may be delayed or may not be possible.
2. Students who are impacted by unusual circumstances that require a clinical site or Southern to temporarily or permanently suspend its clinical relationship – The radiologic technology department realizes that such circumstances are without foreknowledge of the student, and that the first responsibility of Southern is to the student enrolled in the curriculum. Every effort is made to re-assign the student within the shortest time frame to another clinical affiliate such that the student's graduation is delayed as little as possible.
3. Students who are convicted of a felony or become involved in criminal acts after admission preventing clinical assignment. Clinical assignment may be delayed or not be possible.

Examples of past clinical rotation schedules may be reviewed in the clinical coordinator's office. It should be noted that these are only examples and schedules are unique each year. Your schedule may or may not be like these examples.

Clinical / Class Assignments

Clinical rotation times may include early morning to late night. For example, 7:30 am – 4 pm, 7:30 – noon, 6 am – 4 pm or 7:30 am -6 pm, (summer clinic), 3-11 PM second year, 7:30 am – 2 pm. During the first year, efforts are made to keep the number of evening clinical rotations to 0-3 weeks per semester. All students should note that they may have a morning class after evening clinic or early clinic rotation following an evening class.

Didactic courses follow the curriculum sequence. Students are responsible for registering for courses early to assure availability. No didactic classes may be taken on clinical days, unless they are online.

Any course changes in schedules for Radiology students must go through the Coordinator. Any change in clinical assignment must be made through the Clinical Coordinator.

Presence in Authorized Clinical Areas

The student may only enter clinical authorized areas during the scheduled times as an enrolled student in the program due to capacity and confidentiality issues. Student presence at these sites during unscheduled times may be considered trespassing and be subject to infringement of program policy. Furthermore, unauthorized use and/or possession of clinical supplies outside program guidelines is grounds for dismissal. Your uniform is to be worn for scheduled times of clinic rotations.

Clinical Code of Conduct: rules and regulations – these will be included in clinical syllabi

Clinical Absences

Clinical rotations are courses and therefore adhere to attendance, tardiness and weather policies.

EXCUSED clinical absence refers to:

- A. **INSTITUTIONAL** (such as snow days, etc...)
 - a. If part of a clinical shift is delayed or cancelled, the student must complete the remaining shift or use available SATO. The student must call the appropriate CI if not attending clinic. Examples:
 - i. Southern cancels all Tuesday classes due to icy conditions; if you are scheduled for clinic, you DO not attend.
 - ii. Southern cancels evening classes (defined as 5-9 pm)- if scheduled for morning/afternoon clinic, you WOULD attend clinic; if scheduled on evenings, 3-11pm, you would attend 3-5 pm unless you choose to use SATO for the 2 hours. See weather policy for clinic.

*If inclement weather occurs on a day that Southern does not have regularly scheduled classes (e.g. Fridays) then cancelation of clinic will be determined by the Clinical Coordinator.
- B. **UNAVOIDABLE**- Death in the immediate family, personal illness (with physician's excuse), illness of child (with physician's excuse), emergency, admitted to hospital. The student must communicate the situation to the CI and Clinical Coordinator or Program Coordinator.

To utilize excused clinical time under this policy, there will be proper and authentic documentation presented to the Clinical Coordinator within one week.

	Excused absences permitted per semester:	(8/2018) (8/2021)
RA 110	One excused absence permitted with proper verifiable documentation presented to the clinical coordinator within one week.	
RA 125	One excused absence permitted with proper verifiable documentation presented to the clinical coordinator within one week.	
RA 150	One excused absence permitted with proper verifiable documentation presented to the clinical coordinator within one week.	

RA 200	Three excused absence permitted with proper verifiable documentation presented to the clinical coordinator within one week.
RA 250	Three excused absence permitted with proper verifiable documentation presented to the clinical coordinator within one week.

- Excused absences in the fall semesters must be made up Monday – Wednesday of Thanksgiving break or during finals week.
- Excused absences in the spring semesters must be made up Monday – Wednesday of spring break or during finals week.
- Students must use their **SATO FIRST**. If no SATO remains, a grade reduction will be applied if the absence occurs after the dates described above. (8/2021)

UNEXCUSED clinical absences: those not meeting the excused criteria. Unexcused clinical absences **MUST BE MADE UP** and may incur a 1-letter grade deduction for each occurrence.

Any clinical time accumulated due to professional educational activities must be prearranged and documentation received by the Clinical Coordinator.

Reviewed and revised 5/201; 8/2021

Clinical Tardiness

1. Tardiness is when any student reports to the clinical facility after seven (7) minutes from the assigned start time.
2. After receiving 3 tardies, there will be a 1 letter grade deduction.
3. If the student's tardies are excessive it will result in multiple grade deduction(s).
4. Students may not stay over the rotation end time to make up for tardiness.

Lunch Break

Students are permitted one 30-minute lunch break during clinical shifts. Students must be provided with this break away from patient care or department tasks. The timing of the lunch break is at the discretion of the Clinical Preceptor or supervising technologist. If concerns arise regarding timing or provision of break this should be addressed with the Clinical Preceptor at the site first, followed by the Clinical Coordinator, and Director if necessary.

Student Approved Time Off

Time off will be granted as approved by the Clinical Coordinator **in advance**. The student must document the approved time off (SATO) on the timecard with the CI's initials (or in electronic time management system, such as Trajecsys). The maximum SATO varies per semester and can be used at the student's discretion. One day is defined as the number of hours assigned for one clinic day that semester. No make-up days can occur unless SATO time has been used and the absenteeism is excused based on the documentation provided. Make-up dates must be during the prearranged fall and spring semester break dates. No SATO may be used on scheduled meeting days, orientations, or tours. If an emergency occurs, contact the Clinical Preceptor and Clinical Coordinator. (Exceptions may be approved based on inclement weather events).

The amount of SATO per semester follows: RA 110, RA 125, RA 150 1 day (equivalent to the hours worked during 1 shift)

During the first year (RA 110, 125, 150) SATO must be taken by the end of the summer semester. No untaken SATO time may be carried over into the second year.

RA 200, RA 250 1 day (equivalent to the hours worked during 1 shift)
During the second year (RA 200 & 250) SATO must be taken by the end of the spring semester.

Accrued SATO can be used with prior approval in whole hour increments.

Inclement Weather Policy for Clinical Education

In the event that inclement weather does occur, the following rules apply:

1. Clinical education is NOT cancelled UNLESS:
 - ONE of the campuses is closed & classes are cancelled.
 - Program faculty/Clinical Coordinator cancel clinical education based upon current or forecasted weather. Students may be notified by phone, email, text message, and/or private group - social media page.
 - In the event that a scheduled day or evening classes are on a regular schedule and the other shift is cancelled due to changing weather conditions, the students attending that particular shift do not have to attend or make-up that clinical education activity.
 - In the event that part of your clinical education shift is cancelled due to changing weather conditions, i.e. morning classes cancelled, you must attend the afternoon portion of your clinical education if applicable or use SATO for afternoon. i.e.
 - Cancellation of clinical education authorized by the college or program faculty will not be rescheduled unless the student needs to complete specific exam competencies for graduation.
2. During an inclement weather situation, the student will routinely use the county school system decision in which they reside or where the clinical education center is located to assist them in making an informed/safe decision to travel to clinical education. However, if Southern does not cancel classes the clinical education must be rescheduled. (8/2021) rs
 - Clinical Sites Counties:
 - Tug ARH & Pikeville MC - Pike County
 - Williamson MH – Mingo County (suspended)
 - LRMC - Logan County
 - Boone MH – Boone County
 - CAMC's, Thomas MH and TIC – Kanawha County
 - **Use the county school system in making this decision. This also applies to the county school system starting time delays. If your resident county or clinical site county has a delay, you may follow their schedule for safety concerns. The missed time will be made up in the restricted time frame or the student will use SATO.**
 - (8/2021)
 - Please use your discretion and judgment in traveling to your clinical education center.
 - HOWEVER, if Southern WV Community & Technical College classes are NOT cancelled, the scheduled clinical education activity must be rescheduled in the restricted time frame with clinical coordinator/clinical instructor of the particular clinical education center or the student will use SATO.

- The scheduled clinical education activity will be made up during the SAME shift and CES location & during the restricted period or SATO will be used:
 - a. **Spring Semester:** Spring break week except Good Friday - same CES & shift
 - b. **Fall Semester:** Thanksgiving break week except for Thanksgiving Day or Friday.
 - c. **Summer Semester:** July 4th break week except for the actual holiday.
3. Notify **the facility and clinical coordinator** 30 minutes prior to start time if you are not sure to travel. We do not want you in danger while traveling to clinical education so please use extreme caution when bad/inclement weather does occur. Sign up for college alert system.
 4. Inclement weather policy does not apply to closings or class cancellation that occur due problems occurring in a restricted area (e.g. non-weather related power outage on one campus, water outage on one campus)

Vacation and Attendance Policy

The accrediting body (JRCERT) for Radiology Programs requires that the program hold the student to clinical competency-based education including competencies. These competencies are accomplished during your clinical assignments. Students will receive all breaks as scheduled in the academic calendar. The only period that this program may deviate from the academic calendar is during the summer clinical assignment. During this time there may be a one-week break, usually near the July 4 holiday. If number of weeks or days changes, this may change. For the types of absences, see the attendance policy. Students do not have additional “vacation” time beyond the accrued SATO which should be used judiciously.

Compensatory Time & Staying Over Policy

Compensatory time must be pre-arranged with the Clinical Coordinator and Clinical Preceptor. It is the student’s responsibility to see that all time is recorded promptly and accurately on the appropriate forms kept by the Clinical Coordinator. Compensatory time may be granted for out-of-program assignments and seminars- this may be used as clinic time as defined by the Program Director. This must be approved in advance.

If a student is performing a competency exam at the end of a shift, the Clinical Preceptor is to be notified in order for the student to remain at the clinical setting after the scheduled end time. The Clinical Preceptor must initial the student’s timecard and state reason (performing comp.). For evening hours when the clinical preceptor is not present, the radiologic technologist who evaluated the student’s comp. will initial the timecard and note reason. The minutes over will be rounded to the nearest quarter hour. **This time must be taken on the last clinical day of the same week, by leaving early.** If this occurs on the last clinic day of the week, the student must notify the clinical coordinator who may grant permission to leave early the following clinic day. If the comp. exam is expected to last over a half hour after the scheduled end time, the clinical coordinator must be notified ahead of time.

Withdrawal from class

Students failing at midterm will be notified by letter or online. Please consult with your advisor should you receive a failing letter. It is the student's responsibility to be aware of his/her average during the semester and to seek counseling accordingly. If you withdraw during the withdrawal period, your grade will be recorded as a "W" and will not count in your grade point average. If you withdraw after the withdrawal period ends, you will be given a "WF" (Withdraw Failing) or "WP" (Withdraw Passing) by the class instructor. A "WF" will appear on your transcript as a "WF" and will be averaged in with your grade point average. A "WP" will appear on your transcript and a "WP" but will not be averaged in with your other grades. Check your college calendar for the last day to withdraw with a "W". (Consult the Tuition Refund Policy online).

WITHDRAWAL IN A REQUIRED RADIOLOGY COURSE WILL PLACE THE STUDENT OUT OF THE PROGRAM UNTIL THAT COURSE HAS BEEN SATISFIED IN THE SEQUENCE OF COURSES. ALL RADIOLOGY COURSES MUST BE COMPLETED IN A THREE-YEAR PERIOD.

Travel to Clinical Settings

A vital portion of the Radiologic Technology program curriculum is clinical education. To obtain the greatest possible opportunities for competency with different imaging systems and types of equipment, and to maximize availability of procedures, you will be expected to travel to each or most of the clinical sites at some point during the two years. You can arrange to carpool with fellow students or arrange for housing.

I understand that it is my responsibility to arrange travel to and from clinical sites for scheduled clinical rotations, tours, and orientations and to ensure this does not interfere with class or other program obligations. Note: Signature for travel policy obtained at orientation.

Clinical Dress Code

Students must maintain a professional appearance at all times. A conservative appearance in grooming with good personal hygiene is mandatory.

Clinical Uniforms:

- Only approved Southern Radiology uniforms must be worn. Returning students must adhere to current uniform policy.
- A plain white, black, gray, or navy shirt may be worn under the top. No writing or logos may be visible.
- Pants must be approved and must be scrubs (no leggings, yoga pants, joggers, etc.).
- Students working on portable and surgery may substitute hospital issued scrubs for the assigned uniform. Hospital scrubs may not be removed from the grounds. Students must follow hospital dress code in these situations.
- Uniforms must be neatly pressed.
- Pants should not fall below the shoe heel edge and must not drag the ground.
- Pants must be worn at the waist, not below.
- Hoodies, sweaters are not permitted. Students may purchase approved uniform jackets or approved fleece jackets.

- The uniform should be worn only in clinical settings or at an approved campus event.
- The entire uniform must be worn when entering or exiting a clinical site.
- Uniforms should be well-fitted. Undergarments or bare skin should not show when leaning, bending over, or stretching. An undershirt may be necessary.
- An approved uniform jacket or fleece jacket may be worn that has the Southern logo and program name.

Shoes & Socks:

- Standard white or black leather shoes are required, with closed toes and full heel.
- Good quality shoes will be important to your feet and back.
- White or black socks or hose must be worn.

Hair & Beards:

- Hair must be confined neatly out of the face when in patient care areas. If below collar length, it must be pulled up.
- Bangs must be out of the eyes.
- Plain, inconspicuous barrettes or simple headband may be worn in addition to hair ties/elastics or bobby pins used to confine hair.
- Beards and mustaches are permitted if kept clean and neatly trimmed. Students will be required to abide by facility safety policies and facial hair may be restricted if interfering with PPE such as an N95.
- Hair color must be one considered natural. Student may seek clarification before changes if unsure.

ID Badges and Name Tags:

- The approved ID will be the Southern ID. Name tags must be visible while at clinical sites and worn at the lapel or upper shirt pocket level, with the name side visible, not covered by stickers, pins, R/L markers.
- If facility requires additional student ID this must also be worn in accord with facility policy but does not take the place of the Southern ID.

Radiation Monitoring (Dosimeter) Badge:

- The dosimeter must be worn properly.
- If only one badge is worn, it will be worn at the collar, outside of the apron, for EDE2 calculations.
- If wearing two, as for pregnant worker, the second one will be worn under the apron at the waist level.
- If the student does not have a dosimeter (s)he will be sent home with the remaining hours for the day deducted from clinic SATO.
- The dosimeter must be worn for on-campus labs.
- Dosimeters are not to be shared or traded under any circumstances.

Dosimeters are exchanged every quarter. Students may be expected to pay a fee promptly each quarter. If the student drops out of the program for any reason, they are responsible for the dosimeter fee if it has already been processed for the next quarter. Fees not collected will place a hold on registering for the next semester courses or if not collected by commencement will place a hold on the diploma.

Gum: Gum chewing is not permitted.

Fragrances:

- Most healthcare facilities are fragrance free. Co-workers, staff, and patients may be allergic or sensitive to cologne or perfumes. This may include scented lotions and sprays.

Jewelry:

- Jewelry must be kept to a minimum for safety and aesthetic reasons. Engagement rings and/or wedding bands may be worn if you choose EXCEPT in situations where ALL jewelry is contraindicated (operating room, applying sterile gloves, etc.). A small, plain watch may be worn and may be needed as phones cannot be used in patient care areas or while on clinic time.
- You may wear up to 2 pair of small, inconspicuous post pierced earrings. One hole earrings only – no bar type. For safety and aesthetic reasons, no other piercings may be worn on other body parts while attending clinical rotations.
- Clear spacers may be used to maintain existing piercings without jewelry.
- Tongue, eyebrow, nose, or similar piercings should not be obtained during the program as they cannot be easily concealed. Ear gauges should not be obtained during the program.
- Bracelets (including those to promote a cause or make a statement) are not permitted within clinical facilities for hygiene reasons.
- You may be permitted to wear a small pin or badge during national RT week or similar events with permission.
- Even non-visible jewelry may pose a safety hazard in certain settings (such as MRI).

Fingernails, Nail Polish, & Make-up:

- Fingernails must be kept short and filed smoothly so they do not extend beyond the ends of the fingers. This is to ensure safety of both you and the patients.
- Acrylic nails, gel, or tips are not permitted. Decals on nails are not permitted.
- Polish may be “nude” or flesh-tone in color only and must be maintained in good condition if worn (no chips or peeling).
- No HEAVY make-up is permitted. You are to appear clean and professional.

Tattoos:

- Tattoos may not be visible whether temporary or permanent. All tattoos must be covered.

R/L Markers

- Each student must purchase at least one set of markers with three initials. It is recommended that two sets be purchased.
- Markers not visible on competency means the competency is not graded.
- Markers must be rectangular in shape, plain colored (no glitter or odd shape), recommended in RED and BLUE only, with student’s three initials.

Mismarked Images

Mismarking images is a serious mistake. After the first incident, the CI will document counselling the student as to proper use and find out the reason why it occurred. After the second incident, the CI will inform the Clinical Coordinator, who will document counselling the student and may require additional action. A third incident in the same semester will result in a letter grade cut in that clinical course.

Dress Code at Professional Meetings/Conferences

The student is representing the College at conferences or professional meetings. It is expected that the student will dress and behave professionally. The Southern polo and/or approved t-shirt may be permitted. College and program policies are to be followed.

Individual clinical preceptors reserve the right to send a student home from clinic if these guidelines are not met. There will also be a reduction to total clinical time and assignments that could result in a grade reduction. Documentation will be placed in the student’s file.

Disciplinary Action:

VIOLATIONS IN THE ANY POLICY WILL RESULT IN DISCIPLINARY ACTION

The Student Session Documentation form is used to note any disciplinary action or progress reports in clinic or didactic courses.

First Offense Verbal Warning

Second Offense Written Warning

Third Offense Deduction of One (1) letter grade in the Clinical or Didactic course

Any three violations (different sources or of the same) will result in one letter grade deduction.

See the form on the next page.

Radiologic Technology Program Southern West Virginia Community and Technical College

Student Session Documentation

Student: _____ Date: _____

Clinic: or Class:

Reason(s) for Session:

- Clinical
- Didactic
- Disciplinary (Tardiness, clinical dress code, etc.)
- Student initiated
- Other Policy or Procedure:
- Positives or Strengths

- Verbal (1st)
- Written (2nd)
- Written (3rd)

Comments/Description:

Suggestions to improve or Action plan:

Signatures:

Student: _____ CC/ Instructor:

Copy will be maintained in student file.

Radiation Safety Program (ALARA)

I.Purpose:

This policy describes the rules and procedures for maintaining a radiation safety program consistent with the ALARA concept. Note that this policy is written for a hospital imaging services department and has been adapted for the academic setting. Some specifics are not pertinent. When “user” or “worker” are mentioned, it refers to students.

II.Introduction:

Ionizing radiation is among the most versatile and useful tools of medicine and biomedical research. Like many other instruments of medicine, ionizing radiation is potentially hazardous unless used with strict adherence to safety rules and procedures. Thus, the safety rules which govern the uses of radiation are concerned with preventing genetic damages as well as with protecting the health of the exposed individual.

The rules and procedures set forth here have one single, straightforward purpose; to protect the patients, employees and visitors from unnecessary and potentially harmful radiation. The existing safety program has many facets designed to keep levels of exposure to personnel at a minimum. The program has three main phases:

PHASE I

Achieve the objective of maintaining radiation exposures to “As Low As Reasonably Achievable” (ALARA) to employees, visitors, students, and patients who are not under medical supervision of the administration of radiation or radioactive material for diagnostic or therapeutic purposes.

PHASE II

Control operational procedures by the user of radiation sources.

PHASE III

Evaluate the radiation safety program performed by the Radiation Safety Office, health physics consultant, and the Radiation Safety Committee.

RADIATION SAFETY PROGRAM (ALARA)

INTRODUCTION

A. Purpose

This program sets forth the philosophy and general management policies that are established by this facility to achieve the objective of maintaining radiation exposures “as low as reasonably achievable” (ALARA), for employees, visitors, students and patients not under medical supervision for the administration of radiation or radioactive materials for diagnostic or therapeutic purposes.

B. Policy

In addition to complying with the limits set forth in pertinent regulations, guides, and standards, users and supervisors of radiation sources shall make every reasonable effort to maintain radiation exposures, and releases of radioactive materials in effluence to unrestricted areas to as low as reasonably achievable.

MANAGEMENT (*Faculty*) COMMITMENT

A. The management (*faculty*) and the entire staff of this program are committed to the program described herein for keeping radiation exposures, individual and collective, to as low as reasonably achievable.

B. Faculty will perform a formal annual review of the radiation safety program including ALARA considerations. This shall include reviews of operating procedures and past exposure records, inspections, etc., and consultations with the RSO and/or physicist as needed.

a. Modification to operating and maintenance procedures and to equipment and facilities will be made as appropriate and feasible where they will reduce exposures unless the changes are not practical in application. We will be able to demonstrate, if necessary, that improvements have been sought, that modifications have been considered, and that they have been implemented where reasonable. Where modifications have been recommended but not implemented, we will be prepared to describe the reasons for not implementing them.

b. In addition to maintaining doses to individuals as far below the limits as is reasonably achievable, the sum of the doses received by all exposed individuals will also be maintained at the lowest practical level. It would not be desirable, for example, to hold the highest doses to individuals to some fraction of the applicable limit if this involved exposing additional people and significantly increasing the sum of radiation doses received by all involved individuals.

RADIATION SAFETY OFFICER AND CONSULTANT STAFF ARE RESPONSIBLE FOR THE FOLLOWING:

A. Review:

- i. Annual review of the Radiation Safety Program. The RSO will perform an annual review of the Radiation Safety Program for adherence to ALARA concepts. Reviews of specific procedures may be conducted on a more frequent basis.
- ii. *Review of Occupational Exposures quarterly when students are in clinicals.* The RSO will review at least quarterly the external radiation exposure of authorized users and workers to determine that their exposures are ALARA in accordance with the provisions of paragraph VII of this program.
- iii. Quarterly review of records of Radiation Level Surveys. The RSO will review radiation levels in restricted and unrestricted areas to determine that they were at ALARA levels during the previous quarter.

B. Educational Responsibilities for an ALARA Program:

- iv. The RSO will schedule briefings and educational sessions to inform students of ALARA program efforts, if necessary and requested by faculty. This will include individual education of participants reporting a pregnancy.

- v. The RSO will assure that authorized users, workers and ancillary personnel who may be exposed to radiation will be instructed in ALARA philosophy and informed that management and the RSO are committed to implementing the ALARA concept.

C. **Cooperative Effort for Development of ALARA Procedures:**

Radiation workers will be given opportunities to participate in the formulation of the procedures that they will be required to follow.

- v. The RSO will be in close contact with all users and workers in order to develop ALARA procedures for working with radioactive materials.
- vi. The RSO will establish procedures for receiving and evaluating the suggestion of individual workers for improving health physics practices and encourages the use of those procedures.

D. **Reviewing Instances of Deviation from good ALARA Practices:**

The RSO will investigate all known instances of deviation from good ALARA practices and, if possible, determine the causes. When the cause is known, the RSO will require changes in the program to maintain exposure to ALARA.

AUTHORIZED USERS

A. **New Procedures Involving Potential Radiation Exposures:**

- viii. The authorized user will consult with, and receive the approval of, the RSO and/or RSC during the planning stage before using radiation sources for a new procedure.
- ix. The authorized user will evaluate all procedures before using radiation sources to ensure that exposures will be kept ALARA. This may be enhanced through the application of trial runs.

B. **Responsibility of the Authorized User and Those (S)he Supervises:**

- ix. The authorized user will explain the ALARA concept and her/his commitment to maintain exposures ALARA to all of those (s)he supervises.
- x. The authorized user will ensure that those under her/his supervision who are subject to occupational radiation exposure are trained and educated in good health physics practices and in maintaining exposures ALARA.

PERSONS WHO RECEIVE OCCUPATIONAL RADIATION EXPOSURES

A. The worker will be instructed in the ALARA concept and its relationship to her/his working procedures and work conditions.

B. The worker will know what recourses are available if (s)he feels that ALARA is not being promoted on the job.

ESTABLISHMENT OF INVESTIGATIONAL LEVELS IN ORDER TO MONITOR INDIVIDUAL OCCUPATIONAL EXTERNAL RADIATION EXPOSURES

This institution hereby establishes Investigational Levels for occupational or student external radiation exposure, which, when exceeded, will initiate review or investigation by the Radiation Safety Officer or consultant staff. The Investigational Levels that we have adopted are listed in Table I below. These levels apply to the exposure of the individual workers.

TABLE 1 Ref Reg Guide 10.8 rev 2

Investigational Levels – (mrems per calendar Quarter)

	<u>LEVEL I</u>	<u>LEVEL II</u>
1. Whole body	125mrem/Qtr	375
2. Extremities or skin	1250/mrem/Qtr	3750
3. Lens of eyes	375/mrem/Qtr	1125

The Radiation Safety Officer and Clinical Coordinator or Program Director will review the results of student/personnel monitoring, not less than once in any calendar quarter. The following actions will be taken at the Investigational Levels as stated in Table I:

A. Quarterly exposure of individuals to less than Investigational Level I.

Except when deemed appropriate by the RSO, no further action will be taken in those cases where an individual's exposure is less than Table I values for the Investigational Level I.

B. Personnel exposures equal to or greater than Investigational Level I, but less than Investigational Level II.

The Clinical Coordinator or Program Director will meet with the student and review recent clinical experiences, practices, and exposures within 2 weeks of the identification of the dose. (S)he will consult with the RSO and formulate a plan to address excessive exposure. Action may be required with the student and/or clinical settings to ensure student exposures are consistently ALARA. The RSO will review the exposure of each individual whose quarterly exposures equal or exceed Investigational Level I. (S)he will report the results of her/his reviews at the first RSC meeting following the quarter when the exposure was recorded. If the exposure does not equal or exceed Investigational Level II, no action related specifically to the exposure is required unless deemed appropriate by the Committee. The Committee will, however, consider each such exposure in comparison with those of others performing similar tasks as an index of ALARA program quality and will record the review in the Committee minutes.

C. Exposures equal to or greater than Investigational Level II.

The Clinical Coordinator or Program Director will remove the student from clinical rotation immediately upon identification of the dose and begin an investigation. (S)he will consult with the RSO and formulate a plan to address excessive exposure. Actions may be required with the student and/or clinical settings to ensure student exposures are consistently ALARA. Upon resolution, if the student is cleared to resume clinical experience, the program will provide for appropriate opportunity to make up missed clinical time. The RSO will investigate in a timely manner the cause(s) of all personnel exposures equaling or exceeding Investigational Level II and, if warranted, take action. A report of the investigation, actions taken, if any, and a copy of the individual's dosimetry record will be presented to the program faculty following completion of the investigation. The details of these reports will be recorded, documented and maintained in the student's file.

D. ~~Re-establishment of an individual occupational worker's Investigational Level II above that listed in Table I.~~

~~In cases where a worker's or a group of workers' exposure needs to exceed Investigational Level II, a new, higher Investigational Level II may be established on the basis that it is consistent with good ALARA practices for that individual or group. Justification for a new Investigational Level II will be documented.~~

~~The Radiation Safety Committee will review the justification from, and will approve, all revisions of Investigational Level II. In such cases, when the exposure equals or exceeds the newly established Investigational Level II, those actions not listed in paragraph C above will be followed.~~

Section D was stricken from this document as it does not apply to the student radiographer in this setting.

We, the management of this hospital and Southern faculty, are committed to the program procedures and the development of new procedures as appropriate to implement the ALARA concept.

With Permission, Reference: Thomas Memorial Hospital, Imaging Services, Policy and Procedures.

TMH Reviewed / Revised Dates: 2/1/2011 Revised to this handbook,

8/2013; 1/2014; 8/2022

TMH reviewed 7/2013 Reviewed by RSO, 2015; 2018; 2019

Safety screening protocol for students accessing or potentially accessing the magnetic resonance environment

Added 2016; revised 8/20

Southern will screen radiologic technology students upon entering the program and when entering MRI scanner areas, whether observing or entering the scan room, to ensure their safety. Safety instruction will be provided online or in the classroom.

Protocols:

1. All students will be made aware of the magnetic fields used with MRI and understand the consequences of not following safety guidelines.
2. Students accepted into the program or those job shadowing will undergo an initial safety screening by completing the screening questionnaire.
3. Prior to any possible entry, the clinical setting will conduct additional screening either verbally or written specific to their department.
4. It is the student's responsibility to contact the clinical coordinator and/or MRI technologists of any changes to the screening form question answers. For example, if the student has a piercing or transdermal patch.

Safety information:

The powerful magnetic field of the scanner can attract certain metallic objects that are ferromagnetic, causing them to move suddenly and with great force towards the center of the MRI system/scanner. This may pose a risk to you or anyone in the path of the object. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. Additionally, some devices may be damaged or fail to function properly if exposed to the strong magnetic field.

It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.

Items that need to be removed before entering the MR system room may include:

- Purse, wallet, money clip, credit cards or other cards with magnetic strips
- Electronic devices such as cell phones or tablets
- Hearing aids
- Metallic jewelry, watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins, hair ties with metallic attachment
- Any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under-wires
- Shoes, belt buckles, safety pins

Before entering the MRI scanner room, you may be asked to fill out a facility department screening form asking about anything that might create a health risk or even death.

If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. Also, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction. Some objects can also cause excessive heating and burns to the skin when exposed to the magnetic field.

Examples of items or things that may create a health hazard or other problems include:

- Pacemaker
- Implantable cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip
- Metallic implant
- Implanted drug infusion device
- Implanted shunt
- Foreign metal objects, especially if in or near the eye
- Shrapnel or bullet
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers
- Other implants that involve magnets
- Medication patches that contain metal foil (*i.e.*, transdermal patch)

Find additional information in the ACR Manual on MR Safety: 2020.

<https://www.acr.org/Clinical-Resources/Radiology-Safety/MR-Safety>

Radiation Protection Policy for Clinical Education and Labs

All students will be issued a dosimeter at the beginning of the program. This badge must be worn at all times in the radiology/imaging departments and during laboratory practice.

No student will hold a patient or image receptor in any situation. All students must be completely behind the lead barrier during exposures unless they are assisting with a fluoroscopy case.

See policies for radiation protection for the CT room (room 112) and diagnostic room (room 113).

Violation of any radiation protection/safety policy will result in student session documentation.

The radiation safety program (ALARA) will be followed.

A lead apron must be worn for portable radiography and during fluoroscopy.

Reviewed and revised 8/2020; 8/21; 8/22

Equipment

Before using any rad tech program equipment, the student must be instructed on its proper use and care. Negligent misuse of equipment is grounds for disciplinary action up to and including possible dismissal from the program. School laptops must be used only for coursework.

CT Lab, Room 112 Use

The following policy and procedures are to be followed for Room 112, CT Lab, Building C. Disciplinary action may be taken if any are violated- refer to the policy in the student handbook. Serious violations involving occupancy during exposures, unsupervised use of equipment will result in immediate counseling with possible suspension or dismissal from the program.

1. Doors to room 112 will remain closed at all times and the control room locked.
2. Students must be directly supervised for all CT machine operations, simulations, exposures and image reviews.
3. Requirements for student use of CT lab:
 - a. Instructor led review of basic CT unit, and radiation protection using CT clinical objective as a guide. Objective must be completed before student participation.
 - b. Radiation dosimeter must be worn at all times when inside room or control room.
 - c. Scheduled time approved and posted on outside door, by the instructor.
 - d. While simulating positioning, no students are permitted in the control room.
 - e. No students may be inside the room during exposures. The control room door must be closed. Some students must leave the room and remain outside the doors until told to re-enter. Again, the main doors to the room will remain locked.
 - f. Exposures may only be made using approved CT phantoms, under direct supervision, after checking that doors are closed.
 - g. When the "X-ray On" light is illuminated, do not enter the room.

Radiation Safety for Room 113, Diagnostic Lab

The following policy and procedures are to be followed concerning Room 113, Diagnostic Imaging Lab, Building C. Disciplinary action may be taken if any are violated-per policy. Serious violations involving occupancy during exposures, unsupervised use of equipment will result in immediate counseling with possible suspension or dismissal from the program.

1. Doors to room 113 will remain closed at all times when labs are scheduled. A sign must be posted on each door during lab times, stating LAB IN PROGRESS DO NOT ENTER
2. Students must be directly supervised for all machine operations, simulations, exposures and image reviews. Second year students may be indirectly supervised.
3. Requirements for student use of the diagnostic lab:
 - a. Instruction of basic radiation protection methods in Introduction module. Complete before student participation.
 - b. Radiation dosimeter must be worn at all times when inside room or control room.
 - c. Scheduled times approved and posted on outside door, by the instructor.
 - d. While simulating positioning, no students are permitted in the control room.

- e. No students may be inside the room during exposures. Prior to the exposure, the radiographer must verbally say, “X-ray, clear the room.” Some students may be required to leave the room and remain outside the doors until told to re-enter due to space. Again, the main doors to the room will remain locked.
- f. Exposures may only be made using approved phantoms, under direct supervision, after checking that doors are closed.
- g. The x-ray tube may not be aimed perpendicular to the wall of the CT control room, unless no one is in the CT control room.
- h. The “X-ray on” light will automatically turn on when the machine is on. If you are outside the room when the “X-ray On” light is illuminated, do not enter the room.
- i. If the “Lab in Progress” sign is posted, do not enter unless you have knocked and been admitted by the instructor from inside the room.

Standard for Wearing Radiation Monitors (Dosimeter)

The dosimeter must be worn on the collar of your uniform outside the apron. Any student found in the clinical site without their dosimeter badge on the collar will receive a documented warning following the dress code violation policy. Any student found in the clinical site without it altogether will be issued a warning and sent home, which will result in an unexcused absence and SATO must be used. The dosimeter must be worn at the collar level of the shirt or top, for campus labs. Failure to wear dosimeter for scheduled campus labs may result in 0 attendance grade for the day.

Student Supervision

ALL STUDENTS DURING THEIR CLINICAL ASSIGNMENTS MUST BE SUPERVISED BY THE FOLLOWING STANDARDS:

A qualified registered Radiographer reviews the request for the Radiographic examination:

1. To determine the capability of the student to perform the examination with reasonable success, or
2. To determine if the condition of the patient contraindicates performance of the examination by the student AND
3. To ascertain that the student has obtained the necessary level of competency to perform the procedure.

If any of the above situations are questionable, the Radiographer should perform the exam.

A qualified registered Radiographer checks and approves all radiographs/images prior to dismissal of the patient.

Radiography students must be supervised by a qualified and licensed Radiographer in the state of West Virginia or Kentucky depending on clinic site during the program. There are two types of supervision:

I. DIRECT SUPERVISION

The student in this situation must have a Radiographer assigned to them on a one-on-one basis. This is for beginning or first-year students, in all out-of-the-department situations, and with any exam with which the student is unfamiliar.

Direct Supervision Guidelines:

1. Radiographer reviews the request for each examination.

2. Radiographer determines the capability of the student to perform the exam with reasonable success under supervision.
3. Radiographer determines the capability of the patient to complete the exam under the care of the student.
4. Radiographer ascertains that the student has obtained the necessary level of education to participate in the exam or complete it under supervision.
5. If the above criteria are met, the radiographer is present in the radiography room while the student is allowed to perform the exam.

II. INDIRECT SUPERVISION:

In this situation a qualified radiographer may be reached by the student vocally, i.e. qualified radiographer in an adjacent room or area. At no time should the student replace a staff radiographer to accommodate department needs. One student per radiographer in the department must be maintained 100% of the time.

Indirect Supervision Guidelines:

1. Once a competency is obtained with a minimum score of 85%, the student will be under indirect supervision for that exam.
2. Exception: C-arm procedures; Portable exams; Trauma exams; Intensive/critical care patients where efficiency, time, and patient condition are of extreme importance.

During these situations, direct supervision must be maintained.

Indirect supervision usually applies to students at a more advanced level of education and competency.

Repeat Policy

Students will be allowed to repeat a radiograph/image ONE time only. Moreover, this must be done with a qualified Technologist present in the radiographic room (direct supervision) to assist if needed. If the repeat is not satisfactory, the Technologist must do the additional radiographs/images while the student observes.

Modality Observations

To allow the student to learn more about modalities, students will be given the opportunity to rotate to several different areas to observe during the second year. Students will be scheduled in CT and Special Procedures. The following additional modalities are available for observation:

1. MRI
2. PET
3. Ultrasound
4. Bone Densitometry
5. Mammography
6. Nuclear Medicine

At any time during the second year, beginning in the fall, a student may request a day for observation. This will take the place of a regular clinic day. This must be scheduled with the Clinical Preceptor and Clinical Coordinator. The Clinical Preceptor will notify the supervisor of the observation modality. All policies must be followed during the observation day. No more than one student may observe on the same day, at the same location. A maximum of two observations can be scheduled per semester, per student.

** Mammography is an optional competency that some students may choose to obtain after the content is covered in RA 203, second fall semester. Prior to completion of mammography course material, an observation may be scheduled.

Protocol for Equitable Mammography

Goal: To ensure compliance with JRCERT Standard Four, Curriculum and Academic Practices, 4.4, to provide equitable learning opportunities for all students.

Since mammography is primarily performed on females, student observation and/or competency may be difficult. Mammography is not a required competency. The sensitivity of the procedure requires a professional attitude and confidence by the person performing the exam. As with all procedures, the patient has the right to ask that any student not observe or assist with the exam. To give both male and female radiography students an opportunity to observe and/or perform mammography exams, at least one clinical education setting has been identified to allow students to observe or perform exams, with the patient's permission. Following didactic education in RA 203 the student showing an interest in mammography, must notify the clinical coordinator who will arrange for the student to rotate/observe at this site, Logan Regional Medical Center.

Laws Involving Radiology Students

According to the JRCERT's Standards, policies and processes by which students may perform related work while enrolled in the program must be published and made known to all concerned IN ORDER TO AVOID PRACTICES in which students are SUBSTITUTED FOR REGULAR STAFF. Students SHALL NOT TAKE THE RESPONSIBILITY OR THE PLACE OF A QUALIFIED STAFF. However, after demonstrating competency, students may be permitted to perform procedures with appropriate supervision.

The West Virginia Radiologic Technology Board of Examiners Laws defines a Radiologic Technologist as one who assumes the act of positioning patients, setting techniques, and making exposures. Therefore, a student technologist is NOT CONSIDERED a Radiologic Technologist, and SHOULD NOT PERFORM the duties of a Radiologic Technologist. Otherwise they will be in VIOLATION OF WEST VIRGINIA CODE 30-23. A copy of the WV Radiologic Health Rules is in the Program Director's office, or can be found at wvrtboard.org under "Regulations."

Student Grievance (Due Process)

The Radiologic Technology Program follows the college policy for any student complaints or grievances. The policy can be found in the College catalog and online at Southernnwv.edu.

RA Students are to follow the chain of command by first discussing the issue or concern with the immediate instructor of record (didactic or clinical). An initial conference should be held within 10 class days (or within 10 class days of the start of a new semester). If the issue is not resolved, the student is to notify the following, in the order listed, for example:

If a clinical issue or concern: the student should try to resolve this issue first with the clinical preceptor, Clinical coordinator next, then Program Coordinator.

If not resolved within the department, proceed to the College Student Grievance Procedure on pages 201-2 of the College's Student Handbook.

JRCERT and Complaints (Due Process Policy)

For non-compliance with JRCERT Standards.

Students in the program may submit a complaint or compliance issue in respect to JRCERT Standards. If the complaint cannot be resolved within the program faculty, or through the College Student Grievance procedure, the student may submit a complaint to the JRCERT.

Contact the JRCERT at the following address:

Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182

Phone: (312) 704-5300 FAX: (312) 5304

E-mail: mail@jrcert.org www.jrcert.org

The JRCERT only accepts written, signed allegations of non-compliance with relevant accreditation standards, and they maintain confidentiality of the complainant's identity unless authorized to disclose identity by the complainant or disclosure is required by legal process.

In the case of exposure to blood or body fluids, the student will be provided guidance on post-exposure care and will complete the following form:

Occupational Blood and Body Fluid Exposure
Refusal/Acknowledgement Form

I, _____ am aware that through my exposure to

_____ blood/body fluid, I may have been exposed to a blood-borne pathogen which may include but not be limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and/or human immunodeficiency virus (HIV). My risk of infection from this exposure is not known. I also am aware that post-exposure protocols exist that may be effective in the prevention/treatment of these blood-borne pathogens. Further, I understand that the Healthcare (Allied Health) Division strongly recommends that I seek health care immediately to discuss options and obtain appropriate treatment from my physician or the nearest emergency room **immediately** after the exposure to blood/body fluid occurs.

Student's/Faculty's Intended Course of Action

_____ I have already seen a physician and started a post-exposure protocol.

_____ I intend to see a physician and begin a post-exposure protocol.

_____ I refuse to participate in a post-exposure protocol.

Student's/Faculty's Name (Please Print)

Student's/Faculty's Signature

Date

Program Director's Signature

Date

Dean, Division of Allied Health and Nursing Signature

Date

Southern West Virginia Community and Technical College
Blood and Body Fluid Exposure Report

Name of Exposed Student/Faculty: _____

Date and Time of Exposure: _____

Type of Exposure: Needle Stick Cut Mucous Membrane Skin

Type of Fluid: Blood Other Body Fluid - What kind? _____

Severity of Exposure (e.g., depth of injury, was fluid injected, condition of skin (chapped, abraded or intact), estimated volume of material):

Description of how and where exposure occurred:

Describe immediate steps taken by exposed to reduce untoward outcomes from exposure:

Was source of exposure able to be identified? Yes No

Is exposure source known to be HBV, HCV, or HIV positive? Yes No

If NO and source is known, is source being tested with permission? Yes No

If status of source is known, list here:

Has exposed received HBC vaccination? Yes No

If yes, is vaccine response known? Yes No

Immune Not immune

Is exposed pursuing post-exposure management by a physician? Yes No

If yes, when and with whom? _____

If not, why? _____

Name of person completing report:

Date:

Treating and Reporting Injury or Exposure to Transmitted Diseases

In the event that a student is injured or exposed to a transmitted disease while at a clinical education setting, the student must notify the clinical preceptor and supervisor of the department immediately. Appropriate incident forms must be filed and will remain confidential. If treatment is needed, the student will report to the emergency room or infection control. The student is responsible for any costs incurred. Student must carry health insurance for the duration of the program.

Filing procedure:

1. Notify clinical preceptor or supervisor of department and clinical coordinator.
2. Report to the emergency room or infection control.
3. Follow protocol for treatment.
4. Assist in documentation of incident.
5. Notify program faculty.
6. The clinical preceptor/coordinator will document the incident and place a copy in the student's file. Faculty will keep a copy.
7. Students are expected to use their personal insurance as primary coverage when health care is needed.
8. A report may be filed at the college, on a case-by-case basis, for coverage.
9. For infectious disease exposure, the infection control nurse/department will be notified. Protocol for treatment will be followed.
10. The student must be released from the emergency room or infection control, with a written statement to return to clinic or class.
11. Follow up with family physician as recommended.

**Southern West Virginia Community and Technical College
Report of Injury**

To be completed by the supervisor or clinical preceptor

Name of Injured Student: _____

Date of Occurrence: _____ Time: _____

Clinical Site: _____

Describe the injury and how it occurred. (Attach additional pages if necessary)

List any others present? (No patient names)

Was department supervisor or clinical preceptor notified immediately? __yes __no
Any emergency room treatment needed? If so, describe.

Depending on the nature of the injury, may the student return to clinic/class, per ED, if applicable?

Is follow up with family physician needed?

Student signature: _____

Signature of person filling out report: _____

Notify clinical coordinator immediately and submit this form.

PREGNANCY POLICY

The Radiologic Technology Pregnancy Policy is utilized to permit students in the program to voluntarily notify the program director of their pregnancy and inform students of the precautions and exposure limits that should be taken during pregnancy. In order to be declared pregnant the student will choose to voluntarily notify the program director in writing using the “*Voluntary Pregnancy Verification Form and Checklist*”, as soon as possible; otherwise the student cannot be considered pregnant.

If a student does not voluntarily notify the program director the student cannot be counseled and given assistance with the “*Voluntary Pregnancy Verification Form and Checklist*”. The program director and/or clinical coordinator in conjunction with the clinical preceptor of the student’s clinical education settings will have the student counseled by a radiation safety officer as soon as possible upon voluntary notification. Due to the nature of ionizing radiation, it is recommended that the pregnant woman not be subjected to any radiation source whatsoever. There are possible genetic consequences to the fetus which may arise should one become pregnant during their two years in the radiologic technology program. The human fetus is highly radiosensitive and must be protected from excessive exposure to ionizing radiation. The maximum permissible dose equivalent for the developing fetus is 500 millirems (0.5 rem) during gestation, which is 1/10th the allowable annual level for occupationally exposed members of the radiologic technology profession. (The lowest limit to prompt investigation and intervention for exposure of the student radiographer is 125 millirems per quarter or 500 millirems per year. This is based on full body exposure with monitoring at the collar level, outside of lead apron.) The program of radiologic technology at Southern WVCTC provides the following options to students once pregnancy is voluntarily verified in writing. Each student will be required to sign the Release and Verification policy for pregnancy as set forth by the Program.

I understand that I can **voluntarily** declare my pregnancy under the pregnancy policy and follow the policy options for safety.

I also understand that, if necessary, I can **voluntarily** un-declare my pregnancy by voluntarily notifying the program director in writing utilizing the “*Voluntary Pregnancy Verification Form and Checklist*”.

OPTION I

The student may elect to withdraw from the radiologic technology program and return within a one-year period under the following conditions:

1. The student has achieved satisfactory completion of at least one semester.
2. A vacancy is available at a clinical facility.
3. If the student becomes pregnant at the middle or toward the end of the semester and chooses to withdraw, the student will be allowed to complete the didactic courses which are being taken at that time.
4. The student will have to follow the readmission criteria. Refer to the re-admission policy.

OPTION II

The student may elect to continue in the radiologic technology program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as follows:

1. The student may be required to purchase an additional monitoring device to monitor the exposure to the fetus, if one is not provided by the student's major clinical education center.
2. The student will be required to adhere to all provisions in the ALARA program and acknowledge the risks to the embryo/fetus.
3. The student will be counseled by the appropriate radiation safety officer concerning pregnancy risks and protection.
4. Any clinical time missed while pregnant or after pregnancy will be treated under the absenteeism policy and the student will adhere to the college absence policy. Please refer to the clinical absenteeism policy.
5. The student will provide a full release from the attending physician when returning to clinical education. If circumstances occur to prevent the student from attending clinical education, the student will provide a full release from the attending physician upon returning. This must also be provided when returning post-partum. All clinical objectives as well as didactic objectives must be completed in order to progress to the next semester.

RADIOLOGIC TECHNOLOGY PROGRAM VOLUNTARY PREGNANCY VERIFICATION FORM AND CHECKLIST

I, _____, understand that this notification of pregnancy is **voluntary** and, hereby notify the Program Director of my pregnancy and the estimated conception date of _____.

Southern has provided me with the following checklist and documentation, with which I have **voluntarily** agreed to comply.

Within the next two (2) weeks, I will:

1. Attend a scheduled advising session with the Radiation Safety Officer (RSO) at the clinical site currently attending or location of RSO.
2. Review Section Six and Section Thirteen of the Radiological Health Rule found at <http://www.wvsos.com/csrdocs/worddocs/64-23.doc>
<https://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=2743>
3. Review and discuss NRC Appendix 8.13 with the Radiation Safety Officer.
4. Receive an additional radiation monitor to be worn at the level of the waist for monitoring fetal radiation doses. I understand that this dose should not exceed 0.5 rem during the gestation period and that I may be required to pay any incurring costs for this badge.
5. Choose one of the following options for radiography students voluntarily declaring pregnancy:

_____OPTION I - The student may elect to withdraw from the radiologic technology program and return within a one-year period under the conditions set forth in the Student Handbook or College Catalog.

_____OPTION II - The student may elect to continue in the radiologic technology program fulfilling all program requirements as contained within the curriculum and adhere to all radiation protection guidelines and recommendations as set forth in the Student Handbook or College Catalog.

UN-DECLARE PREGNANCY: I understand that I may VOLUNTARILY un-declare pregnancy at any time that I choose.

_____I voluntarily notify the program director of my wish to un-declare pregnancy and complete this form. I understand that there will be no need for a meeting of the RSO but this form must be signed by the director and student. I also understand that my second film badge will no longer be necessary and that the readings will be provided to the program for my records.

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

RSO Signature: _____ Date: _____

COMPETENCY-BASED CLINICAL EDUCATION

A competency-based clinical educational experience has been designed to ensure that all students are exposed to the many facets of Radiologic Technology. This educational system integrates didactic instruction with clinical instruction and competency documentation.

Throughout the course of study, students must demonstrate psychomotor skills at acceptable competency levels. Specific competency evaluations are completed during each semester in accordance with didactic instruction. Each student must exhibit both cognitive and clinical competency in each area.

By correlating didactic and clinical education, a unified goal is achieved in which competent technologists are trained that project professional maturity and a high degree of technical expertise. Imaging examinations performed by, and accompanying responsibilities assigned to, a radiographer shall be at the direction of physicians qualified to request and/or perform imaging procedures. Upon completion of the program, the radiographer shall have met the following learning outcomes:

1. The student will utilize effective communication skills when interacting with the patient and other members of the health care team, demonstrating knowledge of both communication and critical thinking skills necessary to the profession.
2. The student will demonstrate ethical and professional behavior, practicing within the code of ethics and scope of practice for the profession.
3. The student will understand the function of medical image processing, with demonstration of knowledge concerning various forms of image processing and determine the proper sequence for proper filing of a completed radiograph.
4. The student will evaluate radiographic quality, applying the knowledge of positioning and technical selection necessary for diagnostic radiographs.
5. The student will provide the patient with proper care during medical imaging procedures. This will include knowledge of body mechanics, patient immobilization, basic life support techniques, patient education for examinations, and overall patient care and comfort.
6. The student will demonstrate the proper methods of radiation protection and exposure selection with regard to the patient, the equipment, other personnel, and to oneself.
7. The student will properly position the patient in correlation with medical imaging equipment for the production of a diagnostic radiograph.
8. The student will demonstrate knowledge of radiation physics, understanding the basic operation and maintenance of radiographic equipment and the interactions of x-ray with matter.
9. The student will utilize problem solving skills and exercise independent thinking while performing imaging examinations.

CLINICAL COMPETENCY POLICY:

Clinical Competency = 85% minimum score on evaluation

Clinical competency achievement follows these steps:

1. Attend and participate in didactic instruction of positioning and equipment. Successful assessment of knowledge will be completed by quiz, exam or informal questioning.
2. Demonstrate positioning in lab settings on campus & actively participate in lab.
3. Observe the exam (positioning) during clinical rotations, as performed by qualified Technologists.
4. Perform the exam with direct supervision.
5. When confident, perform the exam for competency. When 85% or higher is achieved, student may perform the exam with indirect supervision. Exceptions would be in the surgery suite (ie. C-arm), portable exam, or potentially high acuity or fragile patient.
 - When the competency exam meets the requirement, it will be recorded on the student's master competency list. The requirements include that the standard projections were completed in addition to the criteria on the competency evaluation form. The clinical coordinator makes the final decision regarding if a competency will be counted.
 - The master clinical competency list is the official documentation. All competencies must be submitted by finals week of that semester.
 - When the procedure standard is fluoroscopy only, it may not count as the competency exam if done in the department.
 - Headwork: if the CES has a head phantom, the CI may have the student perform the additional projections required for competency exam on the same or next day. i.e. if three views of the skull are performed, a 4th may be performed on the head phantom and be graded along with the others.
 - In the event mandatory competency exams are not completed by the end of the last semester, simulations or phantom images may be performed by the clinical coordinator abiding to the ARRT simulation definition. Note that not all competencies can be completed by simulation.
 - Competency forms must be submitted to the locked box location, to the clinical coordinator, or through Trajecsys online system within two weeks of completion in order to count.
 - Once the competency evaluation has begun, it must be completed unless an emergency occurs with the patient. Forgetting a marker or poor positioning does not warrant the RT or student stopping the evaluation.

PROCEDURE: PRACTICE FOR IMAGING PROCEDURES

In a laboratory situation, the student will:

1. Demonstrate correct positioning, stabilizing or immobilizing as needed.
2. Select the correct Image Receptor (IR) size.
3. Align the x-ray tube to part and IR.
4. Adjust the collimator to appropriate field size.
5. Use correct R/L marker.
6. Demonstrate the application of necessary protective shielding.
7. Measure the part by caliper utilization, if applicable.
8. Select & set exposure factors.
9. Notify others that an x-ray exposure is about to be made.
10. Expose the IR (if utilizing phantom).
11. Evaluate the image for accuracy of positioning and exposure quality & exposure index under the supervision of an instructor.

Objectives for clinical areas, rooms, skills, or processes

Objectives for various rooms, skills or processes are completed at clinical sites as means to fulfill course outcomes. Some of the areas have a specific form to be completed during clinical rotations. Further explanations will be given in each clinical syllabus.

COMPETENCY REQUIREMENTS:

Clinical course requirements will include room and equipment objectives, rotational evaluations, competency evaluations, category comps., capstones, image analyses, rechecks, clinical coordinator evaluation, submission of timecards/time sheets, case studies or other online assignments. The amount and type of which requirements will vary per semester. Faculty may change assignments or requirements if needed due to clinical site workload or extenuating circumstances.

All students must successfully complete mandatory and elective competencies required by the ARRT. The Program also requires some elective competencies. The ARRT requires competency in both patient care and imaging procedures.

The activities should be performed on patients whenever possible, but simulation is acceptable for some competencies if state or institutional regulations prohibit candidates from performing the procedures on patients.

Some are completed as part of clinical competencies, objectives, or in supervised labs as part of RA courses.

The Program Director will verify the general patient care competencies.

Per the ARRT Clinical Competency Requirements as of 2022, from ARRT.org. See the Appendix for the full document.

There will be a required number of competencies each semester. The clinical syllabus will provide details. Image analysis may be a part of the clinical requirements as determined by the clinical coordinator.

The C-arm objective is to be completed at each site by the CI or designated RT, before C-arm competency can be performed. Beginning first spring semester. 9/2018

Any extra competencies after the initial ones are carried over, will be added to the last semester. Note that even if the student is over in the number of competency exams, all ARRT required mandatory exams must be completed.

All forms will be included with the respective clinical syllabus and discussed prior to the start of rotations.

Clinical Exam Rechecks/Category Schedule/Final Competency Policy

1. Radiographic procedures completed by the student may be rechecked during any semester by the clinical preceptor of each clinical education center or clinical coordinator.
2. Recheck examinations are at the discretion of the instructor or coordinator.
3. RA 275 - Returning students will perform recheck radiologic examinations during their first returning semester in clinical education. They may also perform competencies on new examinations during this time. **They are required to perform the same amount of recheck examinations that corresponds to that semester.** Image analysis is included.
4. Recheck examinations are also a component of Final Competency in Categories I and II. These examinations are also at the discretion of the clinical preceptor or clinical coordinator.
5. Category I and II must be completed by determined semesters.
6. Capstone competencies with image analysis will be completed during the second year.

Clinical courses requirements for college grade:

Each RA clinical course consists of required elements that may vary per semester. The elements and criteria will be provided in the syllabus. Items possible are: rotation evaluations, clinical coordinator evaluation, completion of mandatory and elective competencies at the minimum of 85%, room objectives, i.e. Absences, tardies, failure to follow dress code, and other policy violations can result in reduction of course grade.

Computed Tomography in the Clinical Education Setting

All students enroll in CT 260 as a required didactic course in the second fall semester.

All senior (second year) students will be scheduled in the computed tomography area during their last year. This rotation will be for 1-2 weeks depending on their mandatory radiography clinical competency requirements completed at this point.

1. All senior students will have the CT technologist complete a clinical rotation/weekly evaluation for this rotation.
2. All senior students are required to be competent in the following at the end of their CT rotation:
Room Objective: Gantry and Table Manipulation and Movement
3. Senior students are permitted to be exam competent by the end of their CT rotation in the following six examinations*: **1. Non-Contrast Head 2. Non-Contrast Abdomen 3. Non-Contrast Chest 4. Non-Contrast Pelvis 5. Non-Contrast Sinuses/Facial 6. Non-Contrast spine**

*Subject to change as ARRT requirements are revised

4. Senior students are required to complete a CT exam competency evaluation for the above CT examinations. This is an opportunity for all seniors to further their knowledge of the computed tomography area.
5. **Students are not permitted to inject intravenous contrast.**
6. **Students are not permitted to perform CT examinations without direct supervision.**
7. Senior students also may complete the following during this rotation, with direct supervision
 - a. Injector loading & unloading
 - b. Sterile procedure set-up for biopsy or drainage procedure

CONFIDENTIALITY STATEMENT

Confidentiality Policy

It is the obligation of Southern West Virginia Community and Technical College's Department of Radiologic Technology to maintain the confidentiality of all clients' medical record information and to protect the clients' right to privacy.

As a student of the Department of Radiologic Technology, I understand that I am never to discuss or review, for personal purposes, any information from a clients' medical record or information relating to the care and treatment of any and all clients in the clinical or shadowing setting.

I understand that all field/clinical sites that I enter throughout this course will expect I maintain strict patient confidentiality. As a student in Career and Technical Studies, confidentiality means that I will not leave a field/clinical site and discuss patients I have encountered with anyone not involved with the direct care of a patient. I will not identify a patient with personal information such as medical history, assessment findings, and treatment. Any release of information without the express consent of the patient may result in a lawsuit against me for invasion of privacy, libel, slander, or breach of confidentiality.

I understand that violation of any portion of the policies and procedures of the Department of Radiologic Technology or the state and federal regulation governing the client's right to privacy will result in cause for immediate termination as a student in the program of Radiologic Technology.

AUTHORIZATION TO RELEASE INFORMATION

Southern has entered into educational agreements with agencies at which student complete clinical or job shadowing rotations. It is a privilege for students to have access to various hospital/clinic settings within the region.

Students will complete any orientation-required elements prior to rotations, which include those required by The Joint Commission. Students will review department specific policies on the first day of the rotation.

I, _____, hereby authorize **SOUTHERN WV COMMUNITY AND TECHNICAL COLLEGE** to release to the **West Virginia Radiologic Technology Board of Examiners, American Registry of Radiologic Technologists, and all clinical affiliate organizations** any and all information concerning me. This authorization includes but is not limited to any felony and/or misdemeanor records, disclosure of drug and/or background checks results, medical reports or records relating to my physical, mental, or emotional condition and any treatment rendered to me; any medical or hospital bills relating to my treatment; school transcripts or other records relating to my attendance at any school; employment information, including personnel and wage information; military or government service records; and any records of the West Virginia Workers' Compensation Fund, Social Security Administration, Veteran's Administration, West Virginia Department of Human Services, Department of Labor, or any other agency. A facility may decide to not allow a student to enter their facility if he or she will not release the information.

I hereby waive any privilege I have regarding such information with respect to my attorneys. A photocopy of this authorization shall have the same force and effect as the original.

* Signed during orientation.

Rating Scales

For clinical competency evaluations and objectives, the following ranking scale is used.

POINT SCALE:

1. **BELOW** EXPECTATIONS, COMPLETE ASSISTANCE NEEDED
2. **AVERAGE** EXPECTATIONS, SOME ASSISTANCE NEEDED
3. **MEETS** EXPECTATIONS, OUTSTANDING PERFORMANCE

Minimum passing score for image analysis in each position/projection is 13/15.

POINT SCALE for Final Competency categories:

Rank 1-5

1. **BELOW** expectations; needs maximum assistance; 75-100% error
2. **BELOW** expectations; needs assistance; 50-75% error
3. **SATISFACTORY**; expectations met; 25% error
4. **ABOVE AVERAGE**; expectations met; 10% error
5. **EXCELLENT**; expectations exceeded; less than 5% error

A= Adult C= child (age 6 and under) I = Infant (under 1 year old)

Geriatric is older adult (at least 65 years of age) who is also physically or cognitively impaired as a result of aging (according to the 2022 ARRT competency requirements) Clinical Preceptor or assigned technologist should use professional judgement in determining geriatric status.

Trauma is considered a serious injury or shock to the body that requires modification in positioning and monitoring of the patient's condition (according to the 2022 ARRT competency requirements)

The student's responsibilities:

Complete the top of the form completely.

Fill in the exam using the master comp. list titles for exams (c-spine, 5 projections, shoulder with Grashey, etc.); fill in technique.

Have each projection evaluated.

Turn in the form to the locked box, CI, or Trajecsys within 2 weeks of date completed.

Capstone competencies:

During the second year, the student will demonstrate proficiency in selected imaging procedures in a lab or actual setting with the Program Director or Clinical Coordinator.

Each student must perform the items using the competency evaluation items to include set up, positioning, setting technical factors, acquiring images, demonstrating knowledge of anatomy, evaluating the image, finalizing image processing. Also included are aspects of patient care, taking history, problem solving, and critical thinking. The student will be given a patient age and condition. The grading tool will be provided beforehand.

Capstone competencies will include procedures with a minimum of two projections:

1. One extremity procedure (upper or lower)
2. One spine procedure
3. One abdomen or chest
4. Headwork may include lateral, PA/AP, one PA/AP axial (Towne's or Haas), SMV, tangential. May be of different areas like skull, facial bones or sinuses, etc.

Scoring:

The student:

1. may sign up to practice in the lab.
2. will be scheduled a time/day for testing.
3. must pass with a minimum of 85% for each of the 4 above.
4. must repeat any that score below 85%. The repeat may be a different procedure in that category.

If the student fails the second attempt, s/he must complete an imaging lab with assigned images before scheduling another attempt. This may delay successful completion of the course thereby delaying graduation.

Southern West Virginia Community & Technical College Radiologic
Technology Program

Clinical Coordinator Semester End Evaluation	<i>revised 8/2020</i>
-----------------------------------------------------	-----------------------

Student Name: _____ 1st Fall 2nd Fall Summer 1st Spr 2nd Spr yr _____

- Scale: 1 = below expectations; complete assistance needed or poor performance
 2 = average expectations; minimal assistance needed; average performance
 3 = meets expectations; outstanding performance; no assistance needed

Expectation: Minimum of 2.0 average in first year; 2.5 for second year

Indicate the level of student performance in each of the following areas:

	1	2	3
Patient Care: Patient needs assessed & addressed; Caring demeanor			
Interaction: Uses appropriate introduction strategy (AIDET, i.e.) Effective communicator; cooperates with staff; Team player;			
Radiation Protection Methods: Demonstrates proper radiation protection methods; Collimation; Limited repeats			
Proper knowledge & use of exposure factors:			
Proper positioning knowledge & skills: Including anatomy & best demonstrated			
Quality of work: Speed appropriate for student level; Organization; Overall performance			
Quantity of work: completion of course requirements Completes more than required			
Ability to make decisions: Analyzes work and can make improvements Critically think Image analysis			
Dependability: Reports on time consistently; uses time wisely; Calls in according to policy			
Professionalism: takes initiative; follows dress code; well groomed Presents in professional attire; appropriate actions Follows program policies and hospital regulations			

Comments or notes :

Average: _____

Signatures: Student: _____ Date: _____

Clinical Coordinator: _____ Date: _____ rev 8/20

Venipuncture Competency

Venipuncture Guidelines for Radiologic Technology Students:

The ARRT requires competency in venipuncture to be eligible for the Registry exam. The following outline the Program's competency:

The student must:

1. be enrolled in RA 203, Special Procedures Positioning
2. participate in class discussion regarding procedure, safe practices, needle disposal, ethical and legal considerations. (Requires previous knowledge from patient care technology and other classes.)
3. pass quiz or test on the material with minimum or 85% accuracy.
4. participate in venipuncture lab on campus.
5. complete venipuncture check sheet as verified by the instructor.

The student may NOT:

1. perform venipuncture at any clinical site.
2. inject contrast media, manually or by injector.
3. administer any medications.

The form will be distributed before the lab

Class of 2023 - 2025

Radiologic Technology Handbook Review of General & Clinical Program Policies & Procedures



I have received a copy of the Radiologic Technology Student Handbook and completed orientation. I will abide by Program and College policies. I understand that I will be quizzed on its contents before attending clinical rotations and throughout the program. I must pass the quiz with a minimum score of 85%. The handbook quiz deadline will be provided via online learning system.

Changes may be made at the discretion of the program at any time.

Student Printed Name: _____

Student Signature: _____

Date: _____

Appendix 1

Additional Policies and Resources

SWVCTC Student Handbook policies apply and will be enforced just as program specific policies are.

<https://catalog.southernwv.edu/content.php?catoid=3&navoid=136>

SWVCTC abides by FERPA regulations for student privacy.

<https://www.southernwv.edu/privacy-policy/>

SWVCTC provides Disability Services to assist students who require accommodations. Information is available for services provided and how to request accommodations.

<https://www.southernwv.edu/disability-services/>

SWVCTC provides a variety of general Student Services to aid students on their academic journey.

<https://www.southernwv.edu/current-students/student-services/>

SWVCTC's Inclement Weather policy applies to Radiologic Technology courses including clinicals and should be monitored during times of severe weather.

<https://www.southernwv.edu/weather/>

JRCERT Standards for Accreditation

<https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf>

ARRT Requirements for Registry

<https://www.arrt.org/pages/earn-arrt-credentials/credential-options/radiography>

Revised 8/2023

Appendix 2

Alternate Contact Information and Geographic locations for Clinical Education Settings

For clinical education settings: In the event that the clinical preceptor is not available, a secondary contact person is noted. The charge tech., supervisor, or director may serve as the alternate contact and may vary. The time listed is the time to/from the Logan campus.

Logan Regional Medical Center 10-15 minutes

Shane Brumfield (CP) & Chris Reed (Director)
Shane.brumfield@LPNT.net CI
Chris.Reed@LPNT.net
304-831-1192 Fax: 304-831-1633

Tug Valley ARH Regional Medical Center 30 minutes

Angela Thompson (CP) & Teddy Hall (Director)
athompson@arh.org
tehall@arh.org
606-237-1741 Fax: 606 237-4927

Boone Memorial Hospital 35 minutes

Tahnee Mullins (Director) & Amy Lambert (CP)
CI 304-369-1230 ext 212
Fax: 304-369-2601

CAMC Memorial Hospital 65 minutes

Eric Halstead – CP Memorial
eric.halstead@camc.org
304-388-9220 Fax: 304-388-9707
or charge tech. alternate contact- same phone

CAMC General Hospital 65-70 minutes

Collen Webley - CP General
304-388-6045
or charge tech. alternate contact- same phone

Thomas Memorial Hospital 65-70 minutes

Shelby Smith, CP 304-766-3808
Shelby.Smith@ThomasHealth.org
Lora Hall, supervisor
Lora.Hall@ThomasHealth.org
304-766-4581

Thomas Imaging Center 65-70 minutes

Emily Muncy, CP 304-767-7730
Emily.Muncy@ThomasHealth.org

Pikeville Medical Center 60-75 minutes

Pikeville, KY
Joni Fields, Director
April Stump, CP
606-432-1357

For program faculty - The Program Director and Clinical Coordinator are alternate contacts for each other. The contact information is given in the current Handbook. CC info. is in each clinical syllabus also.

In the event of an emergency and family needs to be contacted, the clinical coordinator has student contact information.

