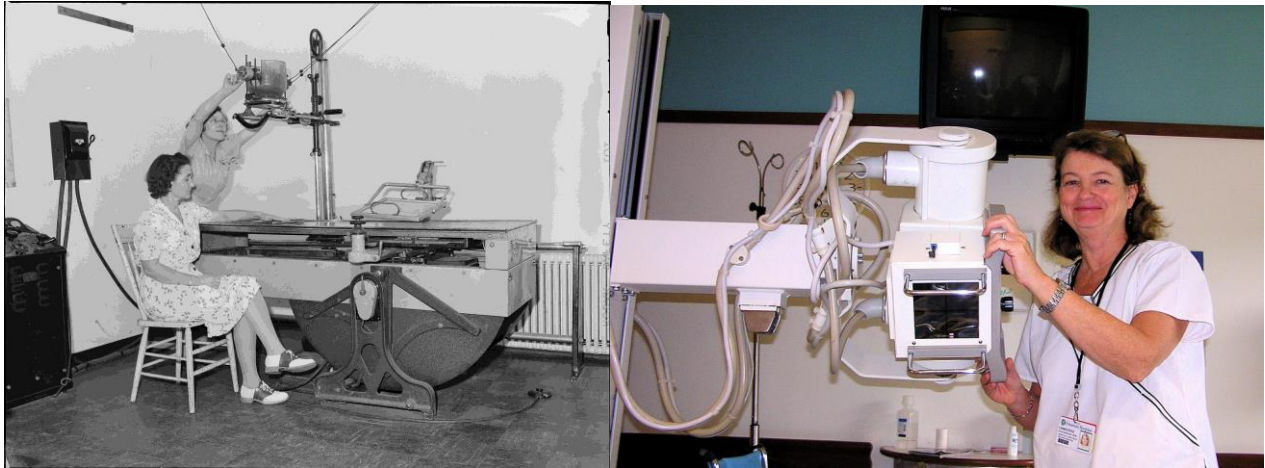


Southern West Virginia  
Community and Technical College

School of Career and Technical Studies  
Allied Health and Nursing

Radiologic Technology Program



Student Handbook

2018 – 2020

*Any part or whole of this handbook may be revised or updated at any time,  
at the discretion of the Coordinator.*

*Handbook reviewed annually and revised as needed*

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# ***Welcome!***

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

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

***New technologies and advances make  
this career rewarding.***

***You will never grow tired of it.***

***Best Wishes!***

Southern West Virginia Community and Technical College  
P. O. Box 2900 – Dempsey Branch Road  
Mount Gay, West Virginia 25637

## **Mission Statements**

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

Reviewed and revised April 2015; reviewed 2010, 2011, 2012, 2013, 2014, 2018

## **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*

## **Institutional Commitments**

As a comprehensive community and technical college, Southern is committed to providing:

1. Developmental and pre-college level education for those who lack the necessary academic background for direct entry into college-level courses.
2. Programs of study leading to the associate in arts and the associate in science degrees, which can be effectively transferred and applied toward the baccalaureate degree.
3. Programs of study in career and technical fields leading to a skill-set certification, certificate degree and/or the associate in applied science degree for entry into the workforce.
4. Workforce development, continuing education and training programs that support the needs of employees and employers and serve as a mechanism for economic development.
5. Support services that assist students in achieving their education and training goals.
6. Community interest programs and activities that promote personal growth and cultural enrichment.

*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*

## Goals and Student Learning Outcomes

Revised May 2011; 3/2018

### 1. Prepare students to become safe and competent radiographers.

- a. SLO - The student will evaluate radiographic images for appropriate positioning and image quality.
- b. SLO - The student will produce diagnostic quality images.
- c. SLO - The student will demonstrate patient care knowledge.

### 2. Provide educational opportunities for students to possess critical thinking skills.

- a. SLO – The student will recognize and solve problems.
- b. SLO – The student will make appropriate decisions regarding clinical procedures and patients abilities.

### 3. Demonstrate responsible professional attitudes and behaviors.

- a. SLO - The student will identify state and national professional organizations by name and purpose. (3/2018)
- b. SLO – The student will participate in the annual state conference as a second year.
- c. SLO - The student will develop personal and professional goals. (3/2018)
- d. SLO - The student will investigate a professional issue of concern.

### 4. Use effective communication.

- a. SLO – The student will understand and demonstrate effective oral communication. (3/2018)
- b. SLO – The student will demonstrate appropriate written communication. (3/2018)
- c. SLO - The student will work well in a team atmosphere.

## The Radiologic Technology Faculty

Radiology Coordinator/Professor

Eva Hallis, M.S., RT(R) ARRT    Office: 321C Logan campus  
304-896-7335  
Eva.Hallis@Southernwv.edu

Clinical Coordinator/Instructor

Karrie L. Spears, BS, RT, (R), (CT) ARRT    Office: 123C Logan  
304-896-7465  
Karrie.Spears@Southernwv.edu

### Clinical Instructors

Each clinical education setting designates a clinical instructor(s).  
See the contact information page for CES's.

### Administration and Staff:

Dr. Deanna Romano  
Vice President for Academic Affairs  
Office: (304) 896-7412 Office on Logan campus, building B, room 406

Russell Saunders, MA, RT, R, CT, ARRT  
Dean of the School of Career and Technical Studies  
304-896-7385 Office on the Logan campus, building B, room 230  
Russell.Saunders@Southernwv.edu

### Administrative Assistant:

Susan Wolford 304-896-7385 Logan campus, B Building

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

January 2014 revised on webpage and handbook

### **Program Effectiveness (Benchmarks)**

- Graduate satisfaction average for expectations met, will be “yes”
- Employer satisfaction average for graduates, will be “usually or always”
- 75% of graduates will pass credentialing exam on first attempt, past 5 yrs.
- 75% of graduates will be employed within 12 months, five year average.
- 50% of students will complete the program within three years.

\*full outcomes and tools can be found in the annual assessment plan available upon request.



## Program Effectiveness Data

Southern West Virginia Community and Technical College  
Radiologic Technology Program  
Program #0415

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The following program effectiveness data is made available to the public and perspective students, for compliance to the JRCERT Standards. This data is also accessible using the following link: <https://portal.jrcertaccreditation.org/accredited-educational-programs/details/47bae04f-23a9-43b1-a68c-58bed83e70b5>

### ARRT Pass Rate

The five-year average for the credentialing exam pass rate is 75% on the first attempt within 6 months of graduation.

Year:	Number Passing	Number of Examinees	Percent passage on the first attempt
2013	3	6	50%
2014	No graduates, N/A	No examinees, 0	0%
2015	6	6	100%
2016	No graduates, N/A	No examinees, 0	0%
2017	11	11	100%
5 year average	20 total passing	23 total examinees	<b>20/23 = 86.9%</b> <b>2013-2017</b>

### Job Placement Rate

The five-year average for job placement rate will not be less than 75% within 12 months of graduation. Not actively seeking employment is defined as the graduate: 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 continuing education.

Year:	Number Employed	Number Actively Seeking Employment	Job Placement Rate
2013	4	5	80%
2014	No cohort	No graduates	0
2015	5	5	100
2016	No cohort	No graduates	0
2017	11	11	100
5 yr. avg.	20	21	<b>20/21 = 95.2%</b> <b>2013-2017</b>

## Completion Rate

The annual Program completion rate will be 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 (revised/approved by the advisory committee 2017).

Year:	Number Completing the Program	Number Initially Enrolled	Completion Rate	Justification for non-completion
2013	6	13	46	Failed courses; voluntarily withdrew
2014	No cohort	No cohort	0	No class taken 2014
2015	6	10	60	2 academic dismissal 2 voluntarily withdrew-1 financial & 1 personal reasons.
2016	No cohort	No cohort	N/A 0	No class accepted 2014
2017	11	14	78.5	4 academic failure 2 reapplied

For more information regarding program effectiveness data visit the JRCERT website at <http://jrcert.org>

Reviewed and revised 7/2018

Reviewed and revised 4/2017

Reviewed and revised 9/2016

Reviewed and revised 4/20/2016

Revised 9/22/2015

Reviewed and revised 4/29/2015

Reviewed & revised 3/24/15

Revised 6/16/14

Reviewed and revised April 16, 2014

## **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 must 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 in the semester the failed course was taught. If more than one semester of clinic has passed, the student may be required to take a Special Topics course the semester and/or scheduled labs, before re-entering to refresh clinical and didactic competency. Return is not guaranteed. The student will be under the handbook of the class entered.

If a student voluntarily withdraws from the radiologic technology program, (s)he may request to return or reapply according to the above paragraphs, depending on the semester withdrawn from.  
*Revised & added 8/2017*

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 and 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. (8/2018)

## **CERTIFICATION REQUIREMENTS THE AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS**

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 examinations are certified in Radiography.

### **Submitting the application\***

Applications for the computer-based examinations do not have a postmarking deadline. Examination applications may be submitted for only one category at a time. Applicants should allow up to 4 weeks from the date the application is received at the ARRT for examination application processing to be completed. Individuals anticipating graduation should submit an application early (up to 3 months prior to graduation) to ensure securing the desired testing appointment time.

### **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.

### **Examination Fees\***

The application fee for computer-based examinations is **\$200** for the initial application and examination. The fee for repeating this examination is subject to ARRT and is currently \$175. Fees are not refundable and may not be transferred to another category of examination. Fees may be paid by personal check or by money order. **Please make checks or money orders payable to “The ARRT.”** Separate checks should be provided for each applicant and cannot be sent in the same envelope with more than one application. Examination application fees are sent to the bank after the examination application has been processed. This may result in delayed check clearing.

\*Excerpt from the ARRT *Examinee Handbook*, and are subject to change. Check the ARRT.org site

### **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 contact ARRT at 1-651-687-0048 ext. 8580. The pre-application review form may also be downloaded at [www.asrt.org](http://www.asrt.org) from the “Ethics” section.

**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.**

### **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. After three unsuccessful attempts or three years have expired, you are no longer eligible.

### **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 [ARRT.org](http://ARRT.org)

## **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. Per SCP policy.

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

Radiologic Technology faculty will use email & WEB/Blackboard to send information to individuals or classes. The Class of 2018-2020 Blackboard shell will be accessible during the entire program.

All College campus faculty and staff have voice messaging available. Students may access faculty by phone using the directory on the website under Quick Links, provided in syllabi or on office doors.

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 campus bulletin boards, notices posted and mailed.

During the summer, the program director will be available by email. Check online course logons before the course begins. Syllabi may be distributed or in the Class of 2018-2020 Blackboard shell.

## **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.

Perspective 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.

## **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 student-instructor or Coordinator session will be scheduled to discuss the problem and will be placed in the students file. See specific tardiness policy for Clinic.

## **Excused/Unexcused Absences for class or lab on campus**

Excused absences are in these two categories:

- 1- Institutional: snow days, power outage closes a campus...
  - >Those days the College calls off classes, or places them on late schedule.
  - >The college may delay or cancel only specific campus locations. Or AM 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.
  - >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. Students are expected to attend all classes and clinic. Three violations of any policy may drop course grade. (8/2018)

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

>An unexcused absence is one that the student does not inform the instructor at all, or days later. 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 Coordinator. Documentation will be placed in the students file. Excessive unexcused absences may be grounds for dismissal.

**School of Career and Technical Studies  
Background Check and Drug Screen  
2018**

**Programs of Allied Health and Nursing**

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 Coordinator 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 Coordinator.

**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 Coordinator 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 performance. 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 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.

Policy distributed at May orientation with student signature acknowledging receipt of it.

Reviewed and revised May 2015

## **Electronic Device Usage in the Clinical and Didactic Education Settings**

Electronic devices

1. must be turned off once entering the clinical/didactic education center; some CES's will not allow cell phones in the department (CAMC General) revised 8/2017
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...
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.

## **Social Media Policy**

## **School of Career and Technical Studies**

Social Media are 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 Division of Health Care and Business Programs has created a policy to help clarify how to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and My Space,

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 is at the risk of disciplinary action or dismissal from your respective program. Also 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 put Southern, the program or clinical agencies in a bad light or incite litigation.
- Respect copyright and fair use.
- Do not use Southern logos for endorsement.
- Respect College property.
- Do not utilize or access social media platforms during clinical hours. Do not utilize cell phones during clinical hours.

### **Best Practices**

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

Approved 8/11/2011

## **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. (8/2018)

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.

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

Students attending radiologic technology labs in room 112 or 113C will wear the approved monogrammed polo shirt. Long pants or slacks must be worn and khaki or tan in color, in good condition. No leggings (2017). Close toes shoes are to be worn with socks. Shirts and pants/slacks should be wrinkle free, and not drag the ground. A professional appearance is to be reflected.

Added May 2016; revised 8/2017

## **Academic Standing & Curriculum Sequencing**

Radiologic Technology students must follow a specific succession of courses as determined by the Coordinator 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; or support courses may be taken the scheduled semester. 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. MT 128 usually does not transfer, so a higher or different math may be required. 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, 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.

### **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 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 <http://bluefieldstate.edu/b-s-imaging-science>.

**Recommended Sequence**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
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**First Year - First Semester**

BS 124	Human Anatomy and Physiology I	4
MT 128	Algebra for Allied Health (or higher)	3
RA 100	Introduction to Radiologic Technology	3
RA 101	Imaging Procedures I and Image Analysis	3
RA 104	Principles of Radiographic Exposure	2
RA 110	Clinical Practice I*	1

**Total Semester Hours: 16****First Year - Second Semester**

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 107	Digital Imaging Acquisition and Display	1

**Total Semester Hours: 13****Summer**

RA 150	Clinical Practice III (40 hours/week)	4
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**Total Semester Hours: 4****Second Year - First Semester**

PH 200	Conceptual Physics (previously called Introduction to Physics)	4
RA 200	Clinical Practice IV **	3
RA 201	Radiation Biology & Advanced Radiation Protection	2
RA 202	Pathology	2
RA 203	Imaging Procedures III and Modalities	3

**Total Semester Hours: 14****Second Year - Second Semester**

AH 200	Health Care Ethics and Law	1
CS 103	Introduction to Applications	1
RA 204	Imaging Equipment	2
RA 206	Pharmacology in Radiology	1
RA 210	Quality Management in Imaging Systems	2
RA 225	Seminar in Radiologic Technology	3
RA 250	Clinical Practice V **	3

**Total Semester Hours: 13****Total Program Hours: 60**

Note: \*Clinicals are on Tuesday and Thursdays scheduled both day and evening hours, therefore no additional courses may be taken on those days unless online.

\*\*Clinicals are on M, W and F, both day and evening hours so no additional courses may be taken on those days unless online.

### **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).

### **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.

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, darkroom. No food or drink 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 containers and drink cans 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, Clinical, Health and Orientation Requirements**

The Joint Commission (JC), 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, but realize it is for the safety of you, staff and patients.

Your signature means 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 module and online. Please take it serious. 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 Instructor, 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. (8/2018)

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.

**CPR:** All clinical sites require that you maintain current CPR. 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. Hospital's accept the AHA BLS Healthcare 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 or about October 15 (8/2017), when available.
  - a. For those allergic to eggs or other ingredients of the vaccine that year, who chose to not receive the vaccine, you will be required to wear a mask when in contact with patients as per hospital policy. Revised 8/2016. Documentation from a physician must be submitted to the clinical education setting and program coordinator. Some CES's will not permit you to attend clinical rotations without an annual influenza vaccination (6/2017).
- 4- titres (labs) showing immunity for HepB, etc.

## **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. 5 imaging plates each may weigh from 2-6 lbs.) 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 to the radiographic room and 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, move patients, involves lifting a minimum of 30 lbs., and possesses the ability to support 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, 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 ER 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 not be highly allergic to developer or fixer chemicals or latex
- Must be physically free of non-prescription drugs, illegal drugs, and/or alcohol

*These standards are in addition to the health physical.*

## **Professional Organizations**

First year students may join the West Virginia Society of Radiologic Technologists, WVSRT, during the first year and attend the conference. While attending any function as a Southern student must adhere to college policies, like 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)
- 5- serve on the WVSRT Board of Directors
- 6- assist at the conference; introduce speaker, etc.
- 7- assist the conference chairs by obtaining donations for door prizes (added 8/2017)

Students that attend on site will not be required to make up clinic time. The 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 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. (8/2018)

Students are encouraged to join the American Society of Radiologic Technologists, ASRT.

## **Other Policies:**

For policies, the program does not have specific ones; the college catalog will take precedence. The student is responsible for these which are warranted. See online catalog for these and other policies.

Due Process	Sexual harassment
Drug-Free Work Place and Schools	Affirmative Action
Individuals with Disabilities	Family Education Rights to Privacy Act
Student Right-to-Know Act	Inclement weather and emergency situation policy
Refund policy and schedule	Counseling
Special services, programs and facilities	
Academic Dishonesty	Computer use
Tobacco use	Student Grievance Procedure

## **Cleary Act:**

Institutions must publish campus security policies and crime statistics in a timely manner for student/public/community review. To learn more about the Jeanne Cleary Act, go to [www.securityoncampus.com](http://www.securityoncampus.com) and click "public policy."

## 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 (not limited to looking at another's test, copying homework, ...)
- 3- Timecard fraud (clocking someone else in/out; misrepresenting time card....)
- 4- Unethical behavior
- 5- Clinical setting dismisses student
- 6- Insubordination
- 7- Three documentations of the same event/action/behavior in the same semester (9/17)
- 8- Multiple violations of different policy or behavior (8/2018)
- 9- Positive drug screen or failure to complete drug screen in timely manner
- 10- Convicted of a criminal offense after acceptance into the program; depends on severity added 8/2017
- 11- Abuse college policy
- 12- Dosimeter conduct: repeated late submission; non-payment, late payments.

## 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 multiple that by the weight.

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

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 endterm. Midterm progress may be distributed by the instructor.

## TEST REVIEW POLICY

The students will be given an opportunity to review their test in class with the instructor after the test has been graded. During this time the student will *not* be allowed to write down or record 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. Added 9/2017

## Accrediting Agencies and Standards

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The Joint Review Committee on Education in Radiologic Technology, JRCERT, monitors Radiography programs. Reports are submitted and visits are made according to the schedule set by the JRCERT.

The document that states what each program follows is called Standards for Accredited Educational Programs in Radiologic Science. A copy may be viewed on the JRCERT.org website. The address and phone number are listed in the back of this handbook or review the brochure provided to you.

The state of WV also must review the program. Their visits are usually in conjunction with the JRC's.

Students are a part of the accrediting process. JRC 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 my 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 send you a graduate survey six months to five years after graduation. The program will ask your employer to complete a survey asking about you. By signing below, you are giving the program and college permission to send the survey to your employer and allowing them to respond to questions on the survey or via other communications.

## Accrediting Agencies and JRCERT

I understand that samples of my work (class or clinical) or other documentation may be requested by accrediting agencies for the college or program, during my time in the program or after.

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Class Representation**

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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 September, the class will elect officers. These officers will serve the entire two years. Candidates should display honesty, integrity, leadership and great communication skills. Officers may attend Student Government Association 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, etc. 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.

Reviewed 2013, 2014; and revised 2015

## **Fund raising participation**

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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.

## **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. One student from each class will be selected by the program director. This student will be excused from clinic for this meeting, but must make up any class work missed, if it is on a class day. This student 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 student gives a brief summary of the meeting in class. This student must communicate well and be respected by others.

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## Assessment

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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 usually 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

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The Code of Ethics for Radiologic Technologists, found at ASRT.com, states how (s)he should conduct him or herself. The faculty would like to promote professionalism while the student is in the program. The following are a list of some of the ways in which the student can display professionalism, but may include others.

1. Respect others opinions
2. Listen as others speak
3. Address faculty as Miss, Mrs., Mr. or Professor unless told by them otherwise
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

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.

**Statements of Understanding**

**2018**

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. Complete the Pre-ethics procedures explained at ARRT.org. The ARRT requires registrants to report such activity within 30 days if you are an RT. (8/2018) 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.

Printed Name: \_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_ Program official initials: \_\_\_\_\_

Southern West Virginia Community and Technical College  
 Radiologic Technology Program Costs per Student

2018

^Tuition costs with fees (may vary w/ the number of credit hours) \$ 8,805 In-state  
 \$ 12,945 Out-of-state

First Year-

First semester:

Drug screening and background check	\$ 150.00
Uniform 2 sets pants/top or shirt	\$ 120.00
Leather uniform shoes	\$ 60.00
Film Identification Markers 1 set	\$ 20.00
Radiation Monitoring holder and monitor	\$ 35.00
Physical exam (co-pay with health insurance and without)	\$ 20.00-100
Textbooks (price for new)	\$ 1593
Immunizations (majority over the first year)	\$ 80.00
Influenza (flu) vaccination	\$ 35.00
CPR course or renewal (in or before fist fall)	\$ 30.00 - 80
Supplies (notebooks, pencils, pens, etc.)	\$ 50.00
Travel to clinical sites	\$ varies
Travel and lodging to annual state conference (optional)	

Second Semester (spring):

Textbooks includes support courses	\$ 61.00
Immunizations continued	\$ 80.00
Supplies	\$ 50.00
Radiation Monitoring	\$ 35.00
Travel to clinical sites	\$ varies

Summer:

Radiation Monitoring	\$ 35.00
Travel to clinical sites (Charleston area)	\$ varies
Lodging (optional for those who want to remain in Charleston)	\$ varies

Second Fall:

Textbooks, including support courses	\$ 431.00
Supplies	\$ 50.00
Influenza vaccination	\$ 35.00
Travel to clinical sites	\$ varies
WVSRT annual conference registration	\$ 100.00
WVSRT annual conference lodging (1-2 nights)	\$ 300.00
Travel to/from WVSRT annual conference	\$ varies

Second Spring:

Textbooks, including support courses	\$ 485.00
Supplies	\$ 50.00
Travel to/from clinical sites	\$ varies
Online review 6 months – 1 yr.	\$ 100.00-250
Review Seminar for certification exam preparation	\$ 260.00
ARRT Registry application fee	\$ 200.00
WV Radiologic Technology Temporary License	\$ 40.00
National Radiology Honor Society (if eligible)	\$ 20.00
National Radiology Honor Society honor cord (if eligible)	\$ 10.00
Pin for awards ceremony	\$ 10.00
Passport photo. For ARRT application	\$ 15.00
Graduation Photos (optional)	\$ 50.00-100
Graduation Fee (cap & gown, diploma)	\$ 50.00
<b>Total Approximate Cost of Program</b>	\$ 13,753 (In state)
	\$ 18,000 (Out-of-state)

Tuition depends on number of enrolled hours.

*^A 2% tuition increase for beginning fall 2017 will be implemented.*

*These are estimated costs intended to give you an estimate of costs over the two-year period. Tuition and book costs may change. Costs do not take into consideration grants, Promise or other deductions earned by the student.*

### **Sherry Adkins Memorial Scholarship**

#### **Scholarship History:**

Established in 2008 to honor the life of the late Sherry Stepp-Adkins. Sherry was a Radiologic Technologist at Putnam General Hospital. Her family and friends established the scholarship.

Criteria: Designated to assist non-traditional students (22 years and older) with their educational expenses while attending clinical settings in our area.

The Scholarship is currently inactive due to no funds.

### **Other 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, etc. but may always seek assistance from the office of financial aid. Logan Regional Medical Center offers a scholarship, for example.

**2018-2020**

I have received a copy of the Radiologic Technology Student Handbook and completed its orientation. I understand that I will be quizzed on its contents before attending clinical rotations and throughout the program. I must pass the quiz found in the Blackboard class shell. I must pass with a minimum of 85%. I may retake the quiz. The handbook quiz deadline will be announced.

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

I understand that I am responsible for the information, changes or revisions of the handbook as necessary. I will abide by the policies and procedures.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

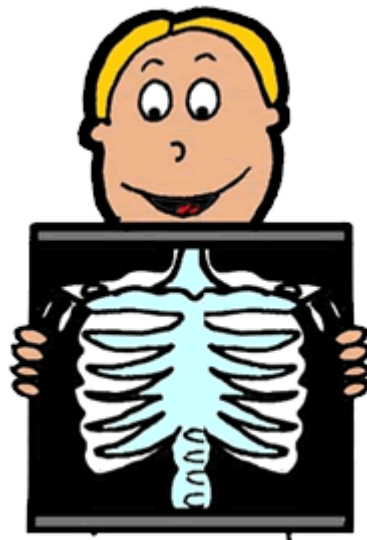
\_\_\_\_\_  
Date

**Southern West Virginia Community  
and Technical College**

**School of Career and Technical Studies**

**Radiologic Technology Program**

**Clinical Handbook  
2018-2020**



Reviewed & Revised: August 2007, 8/2008, 5/2009, 8/2010, 8/2013, 8/2015; 8/16; 8/17 KS & EH; 8/18 KS & EH  
Developed by: Russell Saunders August 2006

Some documents and forms may be part of clinical practice syllabi and distributed at the beginning of the clinical course.



## 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. Prolonged **DRUG** or **ALCOHOL** use will be cause for dismissal from the program. If behaviors threaten self or others, immediate alcohol and/or drug testing will be conducted at the students' expense.

### 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. The **IMMUNIZATION** for Tetanus must be current.

#### REQUIREMENTS:

1. A recent physical with forms to be submitted to the Program.
2. A recent Tuberculin Skin Test or recent Chest X-Ray.
3. A recent Hepatitis B Test or Waiver will be submitted to the Coordinator.
4. A titer (blood test) showing Hep B results
5. Annual influenza vaccination (usually by October 15)

Hand washing must be performed:

1. prior to all invasive procedures
2. if contaminated with blood and/or body fluids
3. Immediately after gloves are removed.
4. Before and after eating

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.

### Physical Attributes

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

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**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, and assist patients.

**Hearing:** Auditory ability efficient to hear alarms, patient's requests, take phone orders from physicians, and hear 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, smell fire, gas, toxic agents, etc...

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

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

### **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 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, and equipment, workload and patient demographics. Students travel distance is considered when making schedules. 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 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 coordinators 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.

Revised from Dept. of AH/N policy and procedure. 12/2012

### **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, we will try to keep the number of evening clinical rotations to 0-3 per semester. All students should note that they may have a morning class after evening clinic or clinic rotation following an evening class. (8/2018)

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

Any course changes in schedules for Radiology students must go through the Program Director.

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 time periods as an enrolled student in the program due to capacity and confidential issues. Student presence at these sites during unscheduled times may be considered as 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.

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## Clinical Absences

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

### EXCUSED ABSENCES REFER TO:

#### A. INSTITUTIONAL (such as snow days, etc...)

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. (moved from page 14).

Examples:

a. Southern cancels all Tuesday classes due to icy conditions; if you are scheduled for clinic, you DO not attend.

b. 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 weather bad and you choose to use SATO for the 2 hours.

See weather policy for clinic.

#### B. UNAVOIDABLE- Death in the immediate family, personal illness (with physician's excuse), emergency and admitted to hospital...

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

Excused absences permitted per semester:	(8/2018)
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 fall semesters must be made up Monday – Wednesday of thanksgiving break.

Excused absences in spring semesters must be made up Monday – Wednesday of spring break.

Any excused absence occurring after scheduled college breaks- students must use SATO. If no SATO remains, a grade reduction will be applied.

UNEXCUSED clinical absences: those not meeting the excused criteria. Unexcused clinical absences cannot be made up. There could be a 1 letter grade deduction for each.

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

*Reviewed and revised 5/2015*

## 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 grade deduction(s).
4. Students may not stay over the rotation end time to make up for tardy(ies). (8/2018)

## Student Approved Time Off

Clinical Policy and Procedure

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. 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. If an emergency occurs, contact the Clinical Instructor and Clinical Coordinator.

The amount of SATO per semester follows:

RA 110	1 day
RA 125	1 day
RA 150	1 day

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	1 day
RA 250	1 day

During the second year (RA 200 & 250) SATO must be taken by the end of the spring semester.

*Reviewed & revised 5/09; 4/2015; 5/2015*

## 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 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 it must be rescheduled.

Clinical Sites Counties:

Tug ARH, Pike County

Williamson MH – Mingo County

LRMH- 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 county residence or clinical education center county has a delay, you may follow their schedule for safety concerns. The missed time will be made up in the restricted time frame below or the student will use SATO.
  - Please use your discretion and judgment in traveling to your clinical education center.
  - For safety reasons, you do NOT have to attend clinical education that particular day or evening if the county school system in which you reside and/or attending clinical education has cancelled school. The missed time will be made up in the restricted time frame below or SATO will be used by the student.
  - HOWEVER, if Southern WV Community & Technical College classes are NOT cancelled, the scheduled clinical education activity must be rescheduled in the restricted time frame below 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 and during the restricted time frame below or SATO will be used by the student:
    - a. **Spring Semester:** Spring break week except Good Friday - same CES & shift
    - b. **Fall Semester:** Thanksgiving break week except for Thanksgiving Day or Friday - same CES and shift.
    - c. **Summer Semester:** July 4<sup>th</sup> break week except for the actual holiday - same CES and shift.
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.

Students are urged to sign up with the Southern alert system for notifications.

*Reviewed and Revised: August 2010; August 2011; August 2013; 1/2015; 4/2015; 8/18*

### **Vacation and Attendance Policy**

The accrediting body (JRCERT) for Radiology Program 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.

## **Compensatory Time & Staying Over Policy**

Compensatory time must be pre-arranged with the Clinical Coordinator and Clinical Instructor. 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.

If a student is performing a competency exam, the Clinical Instructor is to be notified in order for the student to remain at the clinical setting after the scheduled end time. The Clinical Instructor must initial the student's timecard and state reason (performing comp.). For evening hours when the clinical instructor is not present, the radiologic technologist who evaluated the student's comp. will initial the time card 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.

Paragraph added 9/2017

Compensatory time will be granted for out-of-program assignments and seminars- this may be used as clinic time as defined by the Program Director.

## **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 on different imaging systems, types, and the maximum 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.

Note: Signature obtained at May or August orientation.

## **Clinical Dress Code**

Students must maintain a professional appearance at all times. A conservative appearance in grooming is mandatory. 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 or black shirt or turtleneck may be worn under the top. Students working on portable and surgery may substitute hospital issued scrubs for the assigned uniform. Uniforms must be neatly pressed and pants at a length not below the shoe heel edge. Pants should not drag the ground. Pants must be worn at the waist, not below. Do not use plain bleach or uniforms will yellow. Hospital scrubs are the property of the hospital and MAY NOT be worn home.

Hoodies, sweaters are not permitted. A white or black long sleeve, plain t-shirt or turtleneck may be worn under the uniform top. The shirt may not have any writing or logos.

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.

Undergarments, bare skin and/or cleavage should not show when leaning or bending over.

A white lab jacket may be worn that has Southern logo and program name.

### SHOES & SOCKS

Standard white or black leather shoes are required. Good quality shoes will be important to your feet and back. White or black socks or hose must be worn.

### HAIR AND BEARDS

Hair must be confined neatly out of the face when in patient care areas. If below collar length, it must be pulled up (this also includes men). Plain, inconspicuous barrettes may be worn. Beards and mustaches are permitted if kept clean and neatly trimmed.

### 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.

### RADIATION MONITORING (DOSIMETER) BADGE:

The dosimeter must be worn properly.

If only one badge is worn, it will be worn at the collar, outside 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 he/she will be sent home with the remaining hours for the day deducted from clinic SATO time. The dosimeter must be worn for on campus labs.

Dosimeters are exchanged every quarter after the first semester. Students are expected to pay the fee promptly each quarter. If the student drops out of the program for any reason, they are reasonable for the dosimeter fee if it has already been processed for the next quarter. Fees not collected by commencement will place a hold on the diploma. (8/2018)



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 the situation where ALL jewelry is contraindicated (operating room, applying sterile gloves, etc...). A small, plain watch may be worn.

You may wear one 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. Ear gauges are not permitted. Bracelets that promote a cause or make a statement may not be permitted within the facility. You may be permitted to wear a small pin, badge during national RT week, with permission.

FINGERNAILS AND NAIL POLISH and 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 both your and the patients' safety. Only clear nail polish is permitted. Acrylic nails (acrylic or gel) or tips are not permitted. Decals on nails are not permitted. No HEAVY make-up is permitted. You are to appear clean and professional.

TATTOS:

Tattoos may not be visible whether temporary or permanent. They 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 shaped. 9/17

Mismarked images is serious. 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 will result in a letter grade cut in that clinical course. The 3 mismarks in the same semester or at same clinical site. 9/2018

Dress Code at Professional Meetings/Conferences:

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

Individual clinical instructors 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.

*Reviewed and revised 5/2015; 9/18*

**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 different violations or of the same, will result in one letter grade deduction.

See the form on the next page.

Student Session Documentation

Radiologic Technology Program

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Clinic: \_\_\_\_ or Class: \_\_\_\_

Reason(s) for Session:

- Clinical ( ) Verbal (1<sup>st</sup>)
- Didactic
- Disciplinary (Tardiness, clinical dress code, etc.) ( ) Written (2<sup>nd</sup>, 3<sup>rd</sup>)
- Student initiated
- Other Policy or Procedure: \_\_\_\_\_
- Positives or Strengths

Comments/Description:

Suggestions to improve or Action plan:

Signatures:

Student: \_\_\_\_\_ CI/ Instructor: \_\_\_\_\_

Copy will be maintained on file; Revised 4/2015; 8/2018

**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. Some specifics are not pertinent. When user or worker are mentioned, it refers to students. Additions are in italics usually to include program faculty.

**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.

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## **RADIATION SAFETY PROGRAM (ALARA)**

### **INTRODUCTION**

#### **A. Purpose**

This program sets forth the philosophy and general management policies that are established by this hospital 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 hospital are committed to the program described herein for keeping radiation exposures, individual and collective, to as low as reasonably achievable.
- B. We 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 radiation protection staff or outside consultants.
  - a. Modification to operating and maintenance procedures and to equipment and facilities will be made where they will reduce exposures unless the cost, in our judgment, is considered unjustified. We will be able to demonstrate, if necessary, that improvements have
  - b. 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.
  - c. 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 HIS 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 usually monthly when students are in clinicals.* The RSO will review at least quarterly (*usually monthly*) 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*) workers of ALARA program efforts, *if necessary and requested by faculty.*
- 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, 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.

- vi. The RSO will be in close contact with all users and workers in order to develop ALARA procedures for working with radioactive materials.
- vii. 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:**

- x. The authorized user will explain the ALARA concept and her/his commitment to maintain exposures ALARA to all of those s/he supervises.
- xi. 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 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 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 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 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 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 students 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.

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



## **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 film 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 to any radiation protection/safety policy will result in student session documentation.

The radiation safety program (ALARA) will be followed.

Reviewed and revised 4/2/2010; 8/2013

### **CT Lab, Room 112 Use**

The following policy and procedures are to be followed about 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 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. 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.
4. 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 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 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.

### **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 either perform the exam or be present in the room.

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 states of West Virginia and Kentucky 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 years and in all out-of-the-department situations.

### **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.
3. Radiographer determines if the capability of the patient contraindicates the performance of the exam by the student.
4. Radiographer is to ascertain that the student has obtained the necessary level of competency to perform the exam.
5. If any of the above is questionable or negative, the radiographer should be present in the radiography room during the exam.

## **II. Indirect Supervision Guidelines:**

Definition of indirect supervision: 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.

1. Once a competency is obtained with a minimum score of 85%, the student will be under indirect supervision.
2. Exception: C-arm, Portable exams of trauma; Intensive/critical care patients where efficiency, time, and patient condition are of extreme importance: During these situations, direct supervision must be maintained.

Indirect usually applies to students at 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 to assist if needed. If the repeat is not satisfactory, the Technologist must do the additional radiographs/images while the student observes.

### **Modality Observations**

In an effort to provide opportunities for students to learn about additional modalities, observations may be permitted. Possible observations include, but are not limited to:

1. CT \*
2. MRI
3. PET
4. Ultrasound
5. Bone Densitometry
6. Mammography \*\*
7. Nuclear Medicine
8. Special Procedures

At any time during the second year, beginning in the fall, a student may request a day for observation. This will take place of a regular clinic day. This must be scheduled with the Clinical Instructor. The Clinical Instructor 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. The student may elect to not observe.

Observation is defined as no direct patient care contact. No competency evaluations may be performed. The student is to ask questions to learn about the modality.

Following the observation the student must complete the following questions and submit to the CI to keep in the students file:

- 1- Observation date, location and modality
- 2- Why you selected this modality to observe
- 3- Discuss what you observed (type of procedures.....)
- 4- What questions you asked, including education necessary to be certified in this modality.
- 5- Are you interested in pursuing certification in this area following graduation? Why or why not?

\* Scheduled CT rotation will be in RA 250. During this rotation, students will obtain competencies. See CT competency policy.

\*\* 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.

5/09

### **Protocol for Equitable Mammography**

Goal: To ensure compliance with JRCERT Standard Four, Curriculum and Academic Practices, 4.7, 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.

8/2010; 8/2013

## **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 20-23-3. A copy of the WV Radiologic Health Rules is in the Program Director's office, or can be found at [wvrtboard.org](http://wvrtboard.org).

### **Due Process (Student Grievance)**

The Radiologic Technology Program follows the college policy for any issue needing resolved. The policy can be found in the College catalog online at [Southernwv.edu](http://Southernwv.edu).

RA Students are to follow the chain of command by first discussing the issue or concern with the immediate instructor (didactic or clinical). Each would have 5 working days to make a decision and notify the student. 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: Clinical coordinator, then Coordinator, then Dean of Career and Technical Studies, then VP of Academic Affairs, then college President. 9/17; 9/18

For specific program issues related to non-compliance to JRCERT Standards, see Complaints Due Process policy.

### **JRCERT and Complaints Due Process Policy**

Students in the program may submit a complaint or compliance issue in respect to JRCERT Standards. The following outlines the steps.

1. The student must submit the complaint or compliance issue in writing to the Coordinator.
2. The Coordinator will meet with the student within five (5) working days of receiving the student's letter. The Coordinator may include other faculty or involved persons as necessary. Discussion will be aimed at resolving the complaint or compliance issue. The student will receive a letter stating the resolution, within five (5) working days of the meeting.

If the student does not agree with the outcome, he/she may request a conference with the Dean of Career and Technical Studies. This request must be in writing and within five (5) working days of receiving the Coordinator's letter. The Dean will review the documentation and may request to meet with the student. The Dean will send the student a letter stating a decision to uphold the Coordinator's decision or offer another. The letter must be sent to the student within five (5) working days of this meeting.

3. If the student does not agree with the outcome from the Chair he/she may contact the Vice President for Academic Affairs, in writing (within 5 days), and request a meeting. A response from the VP of Academic Affairs will be sent to the student within five (5) working days.
4. If the student remains dissatisfied with the outcome, he/she may contact the JRCERT. See contact information in the back of the Student Handbook or go to [www.jrcert.org](http://www.jrcert.org).

### **Clinic Code of Conduct: Rules and Regulations**

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1. The student will report to their assigned clinical session as soon as possible after clocking in.
2. On a daily basis, the student is responsible for periodically checking the workload for their clinical station in order to set the needed professional pace. This will assure that all radiologic examinations will be completed as soon as possible.
3. A student who has been assigned to a NON-OPERABLE or NON-FUNCTIONING ROOM must report to the department supervisor for reassignment. Before entering the newly assigned station, the student must report the change to the clinical coordinator for final approval. **IF THERE IS WORK GOING ON IN THE CLINIC, A STUDENT SHOULD BE OBSERVING OR ASSISTING WITH IT.**
4. A student who is assigned to another clinical affiliate for education in “specialty areas” must abide by that clinic’s rules of conduct. If the equipment in a particular specialty station is inoperable (broken), the student will report to the affiliate’s clinical instructor for further instructions or for reassignment to another specialty station.
5. The student should not leave the Radiology Department at any time during their clinical assignment; but if the need should arise, the student **MUST ASK PERMISSION** of their supervising staff technologist before departure.
6. Students are allowed 30 minutes for meals during their clinical assignment. If the student is unable or prefers not to eat meals during clinic, they should write “NO LUNCH (DINNER)” on their time card and this must be initialed by their supervising staff technologist.
7. Students are allowed a 15-minute break period per four (4) hours clinical assignment. Students must obtain permission from their supervising staff technologist for these breaks.
8. A student who had permission from the clinical instructor to leave clinic at an appointed time must also inform their supervising staff technologist at the beginning of the assigned shift.
9. When it is time for the student to leave clinic for the day, he/she may do so if:
  - a. The supervising staff technologist is properly **INFORMED** and gives their permission for you to leave.
  - b. The required evaluations (if any) have been completed.

#### **NOTE:**

**IN THE EVENT YOUR ROOM or STATION HAS A DIFFICULT PATIENT ON THE TABLE OR IS PERFORMING A SPECIAL PROCEDURE, THE STUDENT MUST INFORM THE DEPARTMENT CI/SUPERVISOR OF THEIR DEPARTURE. DOING SO WILL CLEAR THE STUDENT OF FURTHER PROFESSIONAL RESPONSIBILITY FOR THE PATIENT’S CARE.**

10. When the student's room/station has concluded its patient load for the day, or has an inadequate patient load, the student must utilize their clinical time by: (in the order listed)
- a. Assisting in another radiographic station.
  - b. Practice positioning with the supervising staff technologist or another available student.
  - c. Practice and utilization of all equipment within the radiographic room.
  - d. Cleaning and stocking supplies for the assigned station.
  - e. Perform image analysis/critique Laboratories.
  - f. Study material in didactic courses.
  - g. observe in a modality

### Occupational Blood and Body Fluid Exposure

### Refusal/Acknowledgment Form

I, \_\_\_\_\_ am aware that through my exposure to blood/body fluid, that I may have been exposed to a blood-borne pathogen which may include but not 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 exists that may be effective in the prevention/treatment of theses 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.

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

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Student's/Faculty's Signature

Date

---

Program Coordinator's Signature

Date

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Dean, School of Career and Technical Studies Programs 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  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 HBV vaccination?  Yes  No

If yes, is vaccine-response known?

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

If yes, when and with whom?

If not, why?

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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 instructor 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. Insurance may be obtained through Southern or a private agency.

Filing procedure:

1. Notify clinical instructor or supervisor of department and clinical coordinator. 9/2018
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 instructor/ 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.

## 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 instructor of the student’s clinical education settings will have the student counseled by a radiation safety advisor 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 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 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:

## **Pregnancy Policy, continued**

### Option 2, continued

1. The student may be required to purchase an additional film 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.

Reviewed and Revised June 2009; page 1, January 2014

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, 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> ).
3. Review and discuss NRC Appendix 8.13 with the Radiation Safety Officer.
4. Receive an additional film badge 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 if it becomes necessary.

\_\_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: \_\_\_\_\_

*Revised formatting 8/15*

## **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.

Throughout the course of study, students must demonstrate psychomotor skills at acceptable competency levels. Specific competency evaluations are completed during each semester in accordance to 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 medical imaging examinations.

## **CLINICAL COMPETENCY POLICY:**

Clinical competency achievement follows these steps: Clinical Competency = 85% minimum

1. The student attends and participates in didactic instruction of positioning and equipment. Successful assessment of knowledge is by quiz, exam or informal questioning.
2. Demonstration of positioning in the lab setting on campus and active participation in lab.
3. Observe the exam (positioning) during clinical rotations, as performed by qualified Radiologic 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 are O.R., C-arm.
6. 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 comp. will count. Added 9/2017
7. The master clinical competency list is the official documentation. All competencies must be submitted by the end of finals week of that semester. (added 9/2017)
8. When the procedure standard is fluoro. only, it may not count as the competency exam if done in the department. (added 9/17)
9. 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 4<sup>th</sup> may be performed on the head phantom and be graded along with the others. (Added 9/17)
10. 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. (added 9/17)
11. Competency forms must be submitted to the locked box location or to the clinical coordinator within two weeks of completion in order to count. (9/18)

## **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. Use correct R/L marker.
5. Demonstrate the application of necessary protective shielding.
6. Measure the part by caliper utilization, if applicable.
7. Select & set exposure factors.
8. Notify others that an x-ray exposure is about to be made.
9. Expose the IR (if utilizing phantom).
10. Evaluate the image for accuracy of positioning and exposure quality, exposure index.

### **Objectives for clinical areas, rooms, skills or processes**

The objectives for various rooms, skills or processes are given here so that the student understands the expectations beforehand. Some of the areas have a specific form to be completed during clinical rotations. Further explanations are given in each clinical syllabus.

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## **GENERAL RADIOGRAPHY**

The Student Radiographer Will:

1. Differentiate between types of examinations.
2. Recognize methods of radiation protection to patients and self.
3. Be responsible for all aspects of equipment manipulation.
4. Identify each film cassette/size.
5. Prepare radiographic room with necessary supplies.
6. Provide a clean and orderly environment.
7. Establish professional student-patient-technologist relationships.
8. Observe all examinations in assigned areas.
9. Perform and/or assist staff as much as possible.
10. State location of emergency equipment (Crash cart, drugs, etc.).
11. Properly identify radiographs with pertinent information. (Name, Date, etc.)
12. Recognize universal protection, infection control procedures.
13. Maintain confidentiality of all patient examinations.
14. Assist with patient comfort and safety.

**OFFICE/ Clerical/ Reception**

revised 9/17; removed 9/2018



## **TRANSPORT**

The Student Radiographer Will:

1. Demonstrate proper method of patient transfer procedure.
2. Demonstrate proper method of wheelchair operation.
3. Raise footrests before allowing patient in or out of the wheelchair.
4. Keep wheelchair locked during procedure.
5. Provide assistance to patient to maintain their modesty.
6. Assist patient in movement to wheelchair and/or stretcher utilizing body mechanics and maintaining patient care and modesty.
7. Provide assistance to the transport personnel.
8. Observe methodology to provide proper support to injured and/or trauma patients.
9. Demonstrate proper placement and movement of medical equipment. (IV's, catheters, oxygen units, etc.)
10. Differentiate between disabilities and distinguish when assistance is necessary.
11. Communicate effectively with patients, staff, and peers.
12. Recognize universal protection, infection control procedures.
13. Demonstrate procedure for caring for patient's personal belongings.
14. Assist with patient comfort and safety.

**FILE ROOM not applicable in most settings eliminated 9/2018**

## **IMAGE PROCESSING**

revised 9/2017

not applicable at CES with DR

The Student Radiographer Will:

1. Identify and locate size and type of IR plates available.
4. Provide a clean and neat environment.
5. demonstrate proper storage of IR plates (regular and tethered)
7. be able to use the Computed Radiography and PACS systems at each facility, with supervision, if given permission.

## **IMAGE ANALYSIS**

added 9/17

The student radiographer will be able to analyze images for:

1. Identification of exam and positions or projections
2. Proper positioning
3. Proper technical factors
4. Proper brightness and contrast
5. Accurate centering and alignment
6. Anatomic structures identification
7. Proper annotation (R/L) markers- placement and correct side
8. Proper collimation
9. Critical thinking – does image meet diagnostic quality appropriate to the study?

## Clinical Assignments & Rules

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- ✓ Clinical schedules will not be changed in any manner without the approval of the clinical coordinator. This also includes starting & ending times.
- ✓ Dress code: may not be modified (only approved uniforms may be worn, this also includes shoes, visible name and dosimeter) failure to adhere to this policy would constitute the student being sent home and an unexcused absence.
- ✓ Competency forms & Weekly Evaluations: must be completed in full (it is your responsibility to fill in the Exam, Adult or Child, Technique, and ALL POSITIONS performed) failure to adhere to this policy will constitute the exam not being counted and a reduction in your grade.
- ✓ Failure to do an exam when asked will result in disciplinary action. Each experience will enhance your learning. If instructors hear you reply, “I don’t need that exam,” or “I already have one” you will be counseled.
- ✓ See other specific policies/procedures associated with clinical education.
- ✓ The clinical instructor may assign you to a room or imaging area. (9/17)
- ✓ It is an educational privilege to attend clinical educational settings. Other programs may share the same site, so be respectful of other students. (9/17)

### **COMPETENCY REQUIREMENTS:**

reviewed and revised 9/2017

#### **All students must successfully complete mandatory competencies required by the ARRT**

**First Fall Semester** – 8 exam competencies minimum & room objectives completed  
(2 may be carried over into the first spring semester)

**First Spring Semester** – 25 exam competencies minimum & advanced room objectives completed  
(5 may be carried over into the summer semester)

**Summer Semester** – 35 exam competencies minimum, 20 early morning portables & headwork assignment, 5 trauma competencies & Category I Final Competencies completed  
(8 may be carried over into the second fall semester)

**Second Fall Semester** – 25 exam competencies minimum & Category II Final Competency completed  
(5 may be carried over into the second spring semester)

**Final Spring Semester** – 25 exam competencies and/or capstone comps if deemed necessary

Image analyses may be a part of the clinical requirements as determined by the clinical coordinator.

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

**Grand Total** – 123 exam competencies in the 5 semester program

Any extra comps. 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.

## Clinical Exam Rechecks/Category Schedule/Final Competency Policy

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1. Radiographic procedures completed by the student may be rechecked during any semester by the clinical instructor 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 instructor or clinical coordinator.
5. Category I must be completed by the summer semester.
6. Category II must be completed by the second fall semester.
7. Capstone competencies with image analysis will be completed during the last semester.

## Computed Tomography in the Clinical Education Setting

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1. 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.
2. All senior students will have the CT technologist complete a clinical weekly evaluation for this rotation.
3. 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
4. Senior students are permitted to be exam competent by the end of their CT rotation in the following five\* examinations: **1. Non-Contrast Head 2. Non-Contrast Abdomen 3. Non-Contrast Chest 4. Non-Contrast Pelvis 5. Non-Contrast Sinuses/Facial**
  - Subject to change as ARRT requirements are revised
5. 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.
6. Senior students are not permitted to inject intravenous contrast.
7. Senior students are not permitted to perform CT examinations without direct supervision.
8. Senior students also may complete the following during this rotation:
  1. Injector loading & unloading
  2. Sterile procedure set-up for biopsy or drainage procedure

## Confidentiality Policy

### CONFIDENTIALITY STATEMENT

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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Radiologic Technology Coordinator Signature

\_\_\_\_\_  
Date

Revised 5/2015

**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.

\_\_\_\_\_ I agree to allow the facility to have access to the above information.

\_\_\_\_\_ I request that my results for the information not be released to the facility.

\_\_\_\_\_  
Student signature  
(Must sign in presence of faculty witness)

\_\_\_\_\_  
Date

Faculty Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **COMPETENCY BASED CLINICAL EDUCATION FORMS**

- Weekly Evaluation Form
- Exam Competency Form; Capstone competency form
- Clinical Coordinator End of Semester Evaluation
- C-Arm objective
- C-Arm Competency Form
- Various Special Procedures Competency Form
- Various Miscellaneous Procedure Competency Form
- Venipuncture Competency Form
- Routine Radiography Room Competency Form
- Radiography/Fluoroscopy Room Competency Form
- Evening rotation objective
- Patient care objective
- CT room and gantry/table objective
- CT competency form
- Master Competency (checkoff) List
- Category I – II forms

Others may be developed and implemented as equipment changes, etc.

\*\*Some forms will be given out in the associated semester.

## 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 is:

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 who is physically or cognitively impaired as a result of aging (according to the 2017 ARRT competency requirements)

Trauma is considered a serious injury or shock to the body and requires modification in positioning and monitoring of the patient's condition, according to the ARRT (Jan. 2017)

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

Has each projection evaluated.

Turn in the form to the locked box or CI and within 2 weeks of date done. 9/18

**CLINICAL COMPETENCY EVALUATION FORM**

**SITE:** LRMC\_\_\_ WMH\_\_\_ BMH\_\_\_ TMH\_\_\_ TIC\_\_\_ TugVARH\_\_\_ CAMC: M\_\_\_ G\_\_\_  
 CT site: \_\_\_\_\_ Cath Lab: \_\_\_\_\_ Interventional: \_\_\_\_\_ Ortho. \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Technologist: \_\_\_\_\_ Exam: \_\_\_\_\_ **A C I**

**Type of Evaluation:** **COMPETENCY ( ) RECHECK ( ) IMAGE ANALYSIS, #7-11 ( )**

The competency evaluation form is designed for evaluation a maximum of 5 projections per radiographic procedure – ie: Chest A. PA B. Lateral Use a second form if more than 5 projections.

Mark each area with a check mark to indicate point value. Criteria is given on the back of this form.

**POINT SCALE:** **1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**  
**2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**  
**3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

Position/Projection	A			B			C			D			E		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<b>Performance Evaluation:</b>															
1. Evaluate Request															
2. Physical facilities readiness															
3. Patient Care															
4. Equipment Operation															
5. Positioning Skills															
6. Applied Radiation Protect															
<b>Image Evaluation:</b>															
7. Anatomy Identification															
8. Proper Alignment															
9. Technique / CR Image Adjust															
10. Film Identification/Markers															
11. Collimation															
<b>NUMBER OF POINTS SCORED</b>	<b>/33</b>			<b>/33</b>			<b>/33</b>			<b>/33</b>			<b>/33</b>		
<b>PERCENTAGE SCORE / GRADE</b>															

**MANUAL TECHNIQUE: KVP & MAS** \_\_\_\_\_

Technologist's Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Technologist Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

5/2013;8/14;8/15;8/16;9/17 emh

*Infant is under age of 1; C = age 6 and under; Geriatric = physically or cognitively impaired due to aging.*



Performance Evaluation:	Criteria for clinical competency evaluation
1. Evaluate Request	<ul style="list-style-type: none"> <li>-Verifies correct order versus request; student understands what exam should be performed</li> <li>-Communication skills: introducing oneself to patient, obtains 2 patient identifiers, LMP (if applicable), professionalism and friendliness, documentation of pertinent history for exam</li> </ul>
2. Physical facilities readiness	<ul style="list-style-type: none"> <li>-Exam room/area clean and ready</li> <li>-Needed supplies and equipment available (i.e. correct IR sizes, immobilization devices, grid, cassette holder, etc)</li> </ul>
3. Patient Care	<ul style="list-style-type: none"> <li>-Assesses patient needs and condition</li> <li>-Maintain patient modesty</li> <li>-Patient handling (i.e. assertiveness versus passiveness)</li> </ul>
4. Equipment Operation	<ul style="list-style-type: none"> <li>-Tube Alignment/Bucky</li> <li>-Proper SID</li> <li>-Correct IR/cassette size and placement (crosswise and lengthwise)</li> <li>-Use of accessory equipment (sponges, grids, etc.)</li> <li>-Sets technical factors for manual or automatic exposure</li> <li>-Effectively uses CR to annotate and window/level images when applicable; image archival</li> </ul>
5. Positioning Skills	<ul style="list-style-type: none"> <li>-Student shows confidence in knowledge of CR, angles, part rotations and positions</li> <li>-Speed</li> <li>-Organization of exam</li> </ul>
6. Applied Radiation Protection	<ul style="list-style-type: none"> <li>-Use of lead shield. <b>Student must shield all patients in which the shield does not interfere with the quality of the exam.</b> Failure to do so should result in a 0 for this category. If an exam cannot be shielded, tech may write N/A.</li> <li>-Practice radiation protection for self, patient, and other personnel</li> </ul>
Image Evaluation:	
7. Anatomy Identification	<ul style="list-style-type: none"> <li>-Correct anatomy for projection is obtained on image. (i.e. Water's view: must see petrous ridges below maxillary sinuses)</li> <li>-Student can correctly verbalize anatomy</li> </ul>
8. Proper Alignment	<ul style="list-style-type: none"> <li>-Correct central ray to part alignment and part to image receptor alignment</li> <li>-Rotation/Tilt of part</li> </ul>
9. Technique / CR Image Adjust	<ul style="list-style-type: none"> <li>-Image resolution</li> <li>-Contrast/density</li> <li>-LGM number within accepted limits</li> </ul>
10. Film Identification/Markers	<ul style="list-style-type: none"> <li>-Correct marker placement</li> <li>-Lead markers viewable on image. Digital annotated markers do not count.</li> </ul>
11. Collimation	<ul style="list-style-type: none"> <li>-Correct beam restriction for part as evidenced on image</li> </ul>

*Copy this page on the back of the competency forms*

85% minimum score to meet competency outcome.

MK 6/2011; RS 5/2013; 8/15; 9/17

### **Capstone competencies:**

At the end of the final semester, the student will demonstrate proficiency in selected imaging procedures in a lab or actual setting.

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: one lateral, one PA/AP, one PA/AP axial (Towne's or Haas), SMV. 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.

1/2013

**CLINICAL COMPETENCY EVALUATION FORM: CAPSTONE**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

**Benchmark:** Score of 85% minimum required per exam; repeat if not met.

**SITE:**

Campus Lab The competency evaluation form is designed for evaluation a maximum of 6 projections per radiographic procedure – ie: Chest A. PA B. Lateral Mark each area with a check mark to indicate point value.

**POINT SCALE:** 1 – **BELOW EXPECTATIONS, ASSISTANCE** Needed 100% of the time  
 2 – **AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**  
 3 – **MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

Case: \_\_\_\_\_ Exam: \_\_\_\_\_

Position/Projection	A			B			C			D			E			F		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
<b>Performance Evaluation:</b>																		
1. Evaluate Request																		
2. Physical facilities readiness																		
3. Patient Care																		
4. Equipment Operation																		
5. Positioning Skills																		
6. Applied Radiation Protect																		
<b>Image Evaluation:</b>																		
7. Anatomy Identification																		
8. Proper Alignment																		
9. Technique / CR Image Adjust																		
10. Film Identification/Markers																		
11. Collimation																		
<b>POINTS SCORED</b>	<b>/33</b>			<b>/33</b>			<b>/33</b>			<b>/33</b>			<b>/33</b>			<b>/33</b>		
<b>PERCENTAGE SCORE</b>																		

MANUAL TECHNIQUE:  
 [KVP & mAs for each]

Comments:

Evaluator: \_\_\_\_\_ Student Signature: \_\_\_\_\_

**Southern WV Community & Technical College WEEKLY CLINICAL EVALUATION**  
**Radiologic Technology**

**Week#** \_\_\_\_\_

LOCATION: LPMC\_\_ TugVARH\_\_ WMH\_\_ BMH\_\_ MPR\_\_ TMH\_\_ TIC\_\_ TVARH\_\_ CAMC Gen\_\_ CAMC Mem\_\_  
 CT: \_\_\_\_\_ Cath. Lab: \_\_\_\_\_ Interventional: \_\_\_\_\_ Ortho.: \_\_\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Performance: 75% of Grade	5.0	5.5	6.0	6.5	7.5	Evaluator's Comments
Quality of Work	Seldom Accurate	Repeated Mistakes	Acceptable	Consistent	Exceeds	
Quantity of Work	Slow	Needs Prodding	Acceptable	Above Average	Exceeds	
Patient Care	Poor	Fair	Average	Good	Excellent	
Equipment Care	Careless	Occasional Care	Acceptable	Careful	Exceeds	
Radiation Protection	Unconcerned	Seldom Shields	Occasionally Shields	Usually Shields	Always Shields	
Ability to Follow Directions	Poor	Fair	Average	Good	Excellent	
Judgment	Poor	Fair	Average	Good	Excellent	
Knowledge	Poor	Fair	Average	Good	Excellent	
Organization of Work	Poor	Fair	Average	Good	Excellent	
Ability to Follow Through	Poor	Fair	Average	Good	Excellent	
<b>TOTALS:</b>						<b>/75</b>
<b>Personal Traits:</b> 25% of Grade	<b>2.0</b>	<b>2.2</b>	<b>2.3</b>	<b>2.5</b>	<b>2.7</b>	<b>Student's Comments</b>
Professional Appearance	Unprofessional	Fair	Acceptable	Good	Excellent	
Professional Behavior	Unprofessional	Fair	Average	Good	Excellent	
Punctuality	Consistently Late	Occasionally Late	Acceptable	Always on time	Usually Early	
Dependability	Inadequate	Often Absent	Fair	Good	Excellent	
Adaptability	Poor	Fair	Average	Good	Excellent	
Confidence Level	Poor	Fair	Average	Good	Excellent	
Attitude	Hostile	Fair	Average	Good	Excellent	
Compassion	Poor	Fair	Average	Good	Excellent	
Ability to take criticism	Hostile	Fair	Average	Good	Excellent	
<b>TOTALS:</b>						<b>/24.3</b>

List a strength or positive comment:

\_\_\_\_\_

List an area to improve:

\_\_\_\_\_

Technologist Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

C-Arm Competency

Exam type/AREA: \_\_\_\_\_

Student Name: \_\_\_\_\_

Southern Rad. Tech.

Date: \_\_\_\_\_ Site: \_\_\_\_\_

POINT SCALE:     **1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**  
                           **2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**  
                           **3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

ACTIVITY			
RATING	1	2	3
1. Evaluate request			
2. Dress Properly for surgery			
3. Wipe down C-Arm before entering surgery			
4. Transport C-Arm to surgery			
5. Properly positioned C-Arm for exam			
6. Properly hooked up C-Arm cables, etc.			
7. Knowledge of on/off controls			
8. Knowledge of exposure factors			
9. Knowledge of tube locks			
10. Knowledge of Fluoro control			
11. Manipulated forward/reverse image controls			
12. Knowledge of exposure switch			
13. Knowledge of controls for image quality			
14. Assisted physician in fluoroscopy of the patient while maintaining a sterile field			
15. Properly recorded images			
16. Properly made hard copy images as needed			
17. Identified anatomy on film			
18. Explained general purpose of exam			
19. Removed C-Arm away from sterile field			
20. Properly unhooked all electrical cables			
21. Properly cleaned C-Arm			
22. Removed unit from surgery to storage area			

Total Points: \_\_\_\_\_

66

Comments \_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_

Technologist's Signature: \_\_\_\_\_

Southern WV Community & Technical College  
Radiologic Technology Program

Various Special Procedures Competency Form

Rating:

- 1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**
- 2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**
- 3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**
- N/A – Not Applicable

Circle Procedure:    Arthrogram                      T-Tube Cholangiogram                      ERCP  
                                  Myelogram                      Operative Cholangiogram                      Venogram  
                                  Arteriogram                      Hysterosalpingogram                      Fistulagram

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ACTIVITY				
<i><b>RATING</b></i>	0	1	2	3
1. Demonstrated proper pre & post patient care				
2. Located necessary supplies / fill syringe / injector				
3. Assisted & demonstrated sterile technique during exam				
4. Explained general purpose of exam				
5. Assisted with informed consent				
6. Performed filming/CR when applicable				
7. Identified anatomy on radiographs/images				
8. Demonstrated knowledge of operation of equipment				
9. Demonstrated proper disposal of contaminated items				
10. Properly cleaned room				
11. Assembled/processed radiographs/images for interpretation				

Total Points: \_\_\_\_\_  
33

Comments \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Technologist's Signature: \_\_\_\_\_

*Reviewed and revised 5/15*

Southern West Virginia Community & Technical College  
Radiologic Technology Program

<b>Clinical Coordinator Semester End Evaluation</b>
---

Student Name: \_\_\_\_\_ 1<sup>st</sup> Fall 2<sup>nd</sup> Fall Summer 1<sup>st</sup> Spring 2<sup>nd</sup> Spring 20\_\_\_\_\_

- Scale: 1 = below expectations; complete assistance needed  
 2 = average expectations; minimal assistance needed  
 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: 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:			
Quality of work: Organization; Overall performance			
Quantity of work: [depends on semester]			
Ability to make decisions: Analyzes work and can make improvements Critically think Image analysis			
Dependability: Reports on time; uses time wisely; Calls in according to policy			
Professionalism: takes initiative Presents in professional attire; appropriate actions			

Comments:

Signatures: Clinical Coordinator: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

12/08; 8/09; 8/15; 9/17; 9/18

## **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.



**Southern WV Community & Technical College**  
**Radiologic Technology Program**  
**Venipuncture**  
**Competency Evaluation**

After steps 1-3 of the venipuncture guidelines for the Program have been met, the student will complete the following under the direction of qualified personnel, in lab. Additional time may be arranged. Competency for this lab requires successful completion of every step.

Yes is defined as successful completion of the step. No is defined as unsuccessful completion of the step.

Student Name: \_\_\_\_\_

Steps:

Completion:

Yes

No

		Yes	No
1	Wash hands.		
2	Check patient's identification, state/assess for possible adverse reactions.		
3	Explain the procedure to the patient.		
4	Assemble necessary supplies. In actual practice, don gloves.		
5	Select appropriate venipuncture site.		
6	Cleanse site with alcohol wipe. (circular moving outward or one direction)		
7	Apply tourniquet with appropriate tension; ask pt to open and close fist to distend vein; hold a clenched fist.		
8	Stabilize vein, placing thumb on tissue just below site and gently pull skin toward hand.		
9	Hold needle at sides with bevel facing up.		
10	Insert needle at 15-degree angle, gently advancing into vein. Blood will floor into tubing when needle is correctly positioned. Decrease angle as needle is inserted.		
11	Attach syringe to hub; gently turn syringe to lock it in place if a luer lock syringe is used.		
12	Draw/pull back the syringe plunger to ensure blood return; tape the needle in place carefully.		
13	Remove the tourniquet.		
14	After injection of contrast media by qualified radiographers, don gloves and remove the needle; apply gentle pressure using a 2x2 gauze sponge or alcohol wipe; (follow institutional protocol)		
15	Dispose of the syringe and needle properly.		
16	Record relevant information.		

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

## Southern WV Community & Technical College Student Radiographer

### Routine Radiographic Room Objective Check Sheet

**LOCATION:** LRMC \_\_\_ WARH \_\_\_ WMH \_\_\_ BMH \_\_\_ TMH \_\_\_ TIC \_\_\_ TVARH \_\_\_ CAMC Gen \_\_\_ CAMC Mem \_\_\_

Complete at each new CES or if equipment has changed

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Activity	0	1	2	3	N/A
1. Identified & operated room circuit breaker					
2. Located emergency supplies & medications					
3. Located radiation protection devices					
4. Located & employed immobilization devices					
5. Demonstrated proper tube manipulation					
6. Demonstrated table bucky					
7. Demonstrated proper table manipulation					
8. Demonstrated operation of upright bucky					
9. Demonstrated operation of control panel					
10. Stocked room with necessary supplies					

Comments:

Technologist Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Revised: 4/2015; 8/16; 9/18

**Southern West Virginia Community and Technical College  
Student Radiographer**

**Radiographic/Fluoroscopic Room Objective check sheet**

**LOCATION:** LRMC \_\_\_ WARH \_\_\_ WMH \_\_\_ BMH \_\_\_ TMH \_\_\_ TIC \_\_\_ TVARH \_\_\_ CAMC Gen \_\_\_ CAMC Mem \_\_\_

Complete at each new CES or if equipment has changed

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Activity</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>
1. Identified and operated room circuit breaker					
2. Located glucagon if applicable to department					
3. Located radiation protection devices					
4. Located and employed immobilization devices					
5. Loaded and operated image intensifier					
6. Demonstrated proper tube manipulation					
7. Demonstrated operation of table bucky					
8. Demonstrated operation of fluoroscopy imaging device					
9. Demonstrated proper table manipulation					
10. Demonstrated operation of control panel					
11. Located supplies for fluoroscopy					
12. Unlocked and pulled fluoroscopy tower across table					
13. Identified and demonstrated all locks and/or controls					
14. Identified hand exposure switch					
15. Demonstrated setting imaging device to different settings					

Comments

Student Signature: \_\_\_\_\_

Technologist Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**EVENING ROTATION: Check sheet (Must complete as a 1<sup>st</sup> and 2<sup>nd</sup> year)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Location: \_\_\_\_\_ Southern Rad. Tech.

Rating Scale:

- 1 – **BELOW** EXPECTATIONS, COMPLETE ASSISTANCE NEEDED
- 2 – **AVERAGE** EXPECTATIONS, MINIMAL ASSISTANCE NEEDED
- 3 – **MEETS** EXPECTATIONS, OUTSTANDING PERFORMANCE

Activity:	1	2	3
1. Described differences in day and evening operations.			
2. Located emergency supplies and medications.			
3. Stated radiation protection methods for trauma calls.			
4. Employed immobilization devices for difficult patients.			
5. Demonstrated proper tube manipulation for non-routine exams or critical patients.			
6. Assisted with C-Arm operation in dept. or O.R. as first year Or manipulated C-Arm as 2 <sup>nd</sup> year.			
7. Performed extremity procedures independently – 1 <sup>st</sup> year; Performed spine procedures independently – 2 <sup>nd</sup> year.			
8. Responds well to emergency situations- stays composed, etc.			
9. Accurately sets techniques for the radiographer.			
10. Briefly write about a radiographic procedure you assisted with or completed alone that you had to adapt your positioning and why. Do not use patient identifiers.			
Comments:			
Student's Signature:			
Technologist's Signature:			

**Total possible points: 30**

\_\_\_\_\_ / 30

**OBJECTIVE: Patient Care (first year RA 110, 125 or 150)**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

- 1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**
- 2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**
- 3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

ACTIVITY			
RATING	1	2	3
1. Provide clean table and equipment			
2. Check patient ID bracelet & address by last name			
3. Ask patient/family if comfortable			
4. Provide basic needs for patient comfort			
5. Maintain patient modesty (gown tied, etc.)			
6. Room door closed during procedure			
7. Demonstrate concern with direct eye contact			
8. Proper care of any patient medical equipment like oxygen tank, IV tubing....			
9. Technologist: Give the student a scenario of a patient's condition or situation, with patient age. Student must tell you how (s)he would handle it. (i.e. screaming 5 yr old)			

Total possible:        /27

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Technologist's Signature: \_\_\_\_\_

08/08; 8/15;8/16

**OBJECTIVE: Patient Care (SECOND YEAR RA 200 or 250)**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

- 1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**
- 2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**
- 3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

ACTIVITY			
RATING	1	2	3
1. Provide comfort and safety for pt & family			
2. Check patient ID band & address by last name			
3. Anticipate physical needs of patient			
4. identifies emotional needs of pt & family			
5. Asks patient history prior to exam			
6. Room door closed during procedure			
7. Demonstrate concern with direct eye contact			
8. Asks LMP of all female pts of child bearing age			
9. Proper care of any patient medical equipment like oxygen tank, IV tubing....			
10. Utilizes collimation			
11. Technologist: Give the student a scenario of a patient's condition or situation, with patient age. Student must tell you how (s)he would handle it & why. (i.e. screaming 5 yr old)			

Total possible: /33

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Technologist's Signature: \_\_\_\_\_

08/08; 8/15; 8/16

**C-Arm Objective**

**Southern Radiologic Technology Program**

Guidelines: To be completed beginning first spring through second year

Completed by the CI or designee prior to competency exams w/ C-arm

C-arm equipment must be mobile C-arm not stationary like cath.lab, i.e.

May simulate sterile field; CI discretion to energize C-arm if room available.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

CES: (circle) CAMC Gen. CAMC Mem. Boone MH LRMC Thomas MH TIC WMH TUG ARH

POINT SCALE: **1 – BELOW EXPECTATIONS, COMPLETE ASSISTANCE NEEDED**  
**2 – AVERAGE EXPECTATIONS, MINIMAL ASSISTANCE NEEDED**  
**3 – MEETS EXPECTATIONS, OUTSTANDING PERFORMANCE**

ACTIVITY			
RATING	1	2	3
1. State location & correct supplies for wiping down C-arm			
2. State how to properly wear radiation safety attire, move, & stand around in the room; Dosimeter worn outside apron at collar level.			
3. Transport C-Arm to a location			
4. Properly move C-Arm to starting location for given exam (angle, PP...) at surgical table			
5. Properly hooked up C-Arm cables, etc. foot pedal. Know how to help drape C-arm if asked			
6. Knowledge of on/off controls			
7. Set given technique of exposure factors			
8. Properly operate tube locks			
9. Set Fluoro control; set to record; intermittent			
10. Manipulated forward/reverse image monitor controls			
11. Locate and describe use of exposure switch			
12. Knowledge of controls for image quality			
13. Discuss how to maneuver C-arm while maintaining a sterile field; including AP to lateral (“rainbowing”), inferior & superior...			
14. Properly record images (or state)			
15. Properly discuss how to print hard copy images as needed			
16. Removed C-Arm away from sterile field			
17. Properly unhooked all electrical cables			
18. Stated Proper cleaning of C-Arm			
19. Removed unit from “surgery” to storage area			

Total Points: \_\_\_\_\_  
 57 possible

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

CI or Technologist’s Signature: \_\_\_\_\_

**Southern WV Community & Technical College  
Student Radiographer**

**CT Room Objective**

SITE: LRMC\_\_WARH\_\_WMH\_\_BMH\_\_TMH\_\_TIC\_\_TVARH\_\_CAMC\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Gantry and Table control/function**

Activity	0	1	2	3
1. Identify gantry and gantry control panel.				
2. Explain the function of buttons on the control panel.				
3. Demonstrate the use of the gantry controls.				
4. Identify table, table controls, table restrains, and table attachments.				
5. Demonstrate the table functions and safety devices.				
6. Demonstrate and perform the proper procedure for cleaning the table and gantry.				
7. Identify the gantry and table emergency stop buttons.				

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technologist signature: \_\_\_\_\_

Revised 8/16



**Southern WV Community & Technical College  
Student Radiographer**

**CT Exam Competency**

**SITE:** LRMC\_\_\_WARH\_\_\_WMH\_\_\_BMH\_\_\_TMH\_\_\_TIC\_\_\_TVARH\_\_\_CAMC\_\_\_

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

¶ CT Exam:

- ( ) Non-Contrast Brain    ( ) Non-Contrast Abdomen  
 ( ) Non-Contrast Chest    ( ) Non-Contrast Pelvis    ( ) Non-Contrast Neck  
 ( ) Non-Contrast Sinuses/Facial    ( ) Non-contrast Spine

Activity	0	1	2	3
1. Obtain requisition, evaluate for pertinent data.				
2. Properly prepare patient for ordered procedure.				
3. Obtain patient history and vitals.				
4. Positioned and centered patient properly on CT table.				
5. Input patient data into scanner computer.				
6. Programmed proper parameters for ordered procedure.				
7. Released patient with proper education and instructions.				
8. Filmed/networked procedure in proper sequence.				
9. Gathered all required material and placed material in designated area to be read by the radiologist.				

COMMENTS \_\_\_\_\_

\_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Technologist signature: \_\_\_\_\_

revised 8/16

# Master Competency check sheet (documentation form) “Master List”

**The ARRT requires competency of certain exams or content area. General patient care is also a part of the required competency. See ARRT.org for content specifications.**

**Each student will be given a copy of the updated clinic rotation competency check sheet at the beginning of each semester. It is the responsibility of the student to maintain accurate documentation.**

A different version of the form will be given to the student at the end of each semester.

**Circle Semester:** 1<sup>st</sup> Fall-1    1<sup>st</sup> Spring-2    Summer-3    2<sup>nd</sup> Fall-4    2<sup>nd</sup> Spring-5

Fill in the year            20\_\_

## CLINIC ROTATION COMPETENCY CHECK OFF SHEET

NAME: \_\_\_\_\_

A = adult            C = child            I – Infant

As defined by the ARRT, Pediatric is age 6 and under; Geriatric is physically or cognitively impaired as a result of aging.

The Program defines infant as under 1 year old.

Trauma is considered a serious injury or shock to the body and requires modification in positioning and monitoring of the patient’s condition, according to the ARRT (Jan. 2017)

Some competencies will be completed multiple times. For example, C-Arm procedures.

2017 ARRT C-arm competency requirements include:

- C-arm procedure requiring manipulation to obtain more than one projection.
- Surgical c-arm procedure requiring manipulation around a sterile field.

*8/15; 8/16; 8/17 emh*

**ARRT MASTER CLINICAL COMPETENCY EVALUATION LIST 2018-2020**

Student: \_\_\_\_\_

<b><u>Mandatory</u></b>	<b>Adult, A</b>	<b>Pediatric, C</b>	<b>Infant, I</b>	<b>Mandatory, continued</b>	<b>A</b>	<b>C</b>	<b>I</b>
Chest Routine				Cervical spine			
Chest AP (WC or Stretcher)				Thoracic spine			
Ribs				Lumbar spine			
Thumb or finger				Cross-table (horizontal beam) Lat spine			
Hand				Pelvis			
Wrist				Hip			
Forearm				Cross table (horizontal beam) lat. Hip			
Elbow				Abdomen, supine (KUB)			
Humerus				Abdomen, upright			
Shoulder				Mobile C-arm: c-arm requiring manipulation to obtain more than one projection			
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)				Surgical C-arm requiring manipulation around a sterile field			
Clavicle				Portable chest			
Trauma: Upper extremity (non shoulder)				Portable Abdomen			
Foot				Portable orthopedic			
Ankle				Portable CXR, pediatric (age 6 or under)			
Knee							
Tibia-Fibula				Geriatric, Chest routine			
Femur				Geriatric, upper extremity			
Trauma: Lower extremity				Geriatric, lower extremity			
				One UGI or contrast enema plus one other elective- Sm Bo, esophagus, cysto/cystoureth., ERCP, Myelogram, Arthrogram, HSG. 9/18			

Page 1 of 3

Mandatory comps. Should be filled in first on this page; and recorded on pages 2-3.

<b>THORAX</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>	<b>VERTEBRAL COLUMN</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>
CHEST – 2 Views				CERVICAL Spine 3 Views			
CHEST – Decubitus				CERVICAL Spine 5 Views			
CHEST – Lordotic				CERVICAL Spine 7 Views (flexion & extension)			
CHEST – Oblique(s)				CERVICAL Spine – Portable XTL			
CHEST – Portable ERECT				CERVICAL Spine – with Fuchs			
CHEST – Portable SUPINE				CERVICAL – with Judd			
CHEST – Black Lung Evaluation				CERVICAL - Soft Tissue Neck			
CHEST – Wheelchair				COCCYX			
CHEST – Stretcher, AP				SACRUM			
RIBS				LUMBAR Spine - 3 Views			
STERNUM				LUMBAR Spine - 5 Views			
				LUMBAR Spine - 7 Views			
<b>ABDOMEN</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>	LUMBAR Spine - Port w X-table or Trauma			
				THORACIC- 2 views			
3 views				THORACIC Spine - 3 Views with Swimmers			
Flat & Upright				THORACIC Spine - Port w X- table or Trauma			
Decubitus				SCOLIOSIS Series			
Port or Tube Placement				<b>URINARY SYSTEM</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>
KUB (SUPINE)				Cystogram or VCUG			
Portable Decubitus				IVP or Hypertensive			
Prone				Retrograde Pyelogram or Stent Placement			
Portable Flat / Upright				<b>DIGESTIVE SYSTEM</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>
<b>UPPER EXTREMITY</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>	1 Barium Enema - (Double or Single Contrast)-			
CLAVICLE				1 UGI - (Double or Single Contrast)- w 3 views			
ELBOW				Barium Enema – Colostomy			
FINGER				Esophagram or Barium Swallow with 1-2 views			
FOREARM				Modified Barium Swallow (Video)			
HAND				Small Bowel Series- min. of 4 views			
HUMERUS – Non-trauma				ERCP or T-Tube Cholangiogram			
HUMERUS – Trauma - (TRANSTHORACIC)				Operative Cholangiogram			
SCAPULA				<b>SURGERY MISCELLANEOUS</b>			
AC JOINTS OR SC joints				C-ARM Exams – x 5 (see mandatory list for 2)			
SHOULDER – Non-trauma				1 mandatory hip			
SHOULDER – Trauma - (TRANSTHORACIC)				1 mandatory femur			
SHOULDER -- with Axillary				1 mandatory rodding (tibia or humerus)			
Shoulder with Y view							
SHOULDER – Grashey with Series							
THUMB							
WRIST				Hysterosalpingogram			
NAVICULAR or Scaphoid				Arthrogram			
BALL CATCHER’S HANDS				Myelogram			
PORTABLE - UPPER EXTREMITY							
Trauma- upper extremity							
CAST Upper Ext or Extr Foreign Body							

<b>LOWER EXTREMITY</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>	<b>CT exams</b>			
ANKLE				CT Head NC			
FEMUR				CT Chest NC			
FOOT				CT Abdomen NC			
FOOT or ANKLE – Weight Bearing				CT Pelvis NC			
HIP – (Non-trauma)				CT Neck NC			
HIP – (Trauma) – X-table				CT Spine NC			
INTERCONDYLOID FOSSA (Any)							
KNEE SERIES 3 OR 4 VIEW							
KNEE – (Trauma) – X-table							
KNEE – Weight Bearing							
LOWER LEG – Tibia/Fibula				<b>GERIATRIC</b>			
OSCALCIS – Calcaneus				Geriatric routine Chest			
PATELLA				Geriatric upper extremity:			
PELVIS or Standing/Weight Bearing				Geriatric lower extremity:			
SACROILIAC Joints							
TOE				SPECIAL EXAMS: (at the discretion of the CC)			
PORTABLE - LOWER EXTREMITY							
Trauma- lower extremity							
CAST Lower Extremity or Extr Foreign Body							
<b>CRANIUM</b>	<b>Adult</b>	<b>Child</b>	<b>Infant</b>				
FACIAL BONES 2 views							
FACIAL BONES- 3-4 views							
MANDIBLE				<b>SEMESTER</b>	<b>Exam s</b>	<b>Hours</b>	<b>Completed</b>
TMJ's				<b>Fall – 1</b>	<b>8</b>		
NASAL BONES				<b>Spring – 2</b>	<b>25</b>		
SINUSES Series - (3 OR 4 views)				<b>Summer – 3</b>	<b>35</b>		
SKULL Series - (4 OR 5 views)				<b>20 A.M. portables</b>			
SKULL Series with X-table Laterals				<b>5 trauma</b>			
ORBIT Series w or w/o Rhese				<b>Fall – 4</b>	<b>25</b>		
ZYGOMA or SMV of any area				<b>Spring – 5</b>	<b>25</b>		
MASTOIDS							
Portable - any headwork, 2 views							

revised 8/15 RS; 8/16; 8/17;9/18 emh & kls

See separate list (pg 1) of mandatory as required by the 2017 ARRT clinical competency requirements. Must comp. on pediatric chest; Must comp. on geriatric Chest, an upper and a lower extremity.

<b>OBJECTIVES</b>	<b>CES &amp; semester number</b>	<b>Category:</b>	<b>Semester completed:</b>
Sterile Procedures/Field Set-Up		Category I	
Patient Care Objective – 1 <sup>st</sup> Year		Category II	
Patient Care Objective – 2 <sup>nd</sup> Year			
Evening Clinical Rotation- first year			
Evening Clinical Rotation – second year			
Room Set-Up – Radiographic			
Room Set-Up – Radiographic/Fluoroscopic			
CT Gantry and Table			
C-Arm objective			
Automatic Injector Loading/Unloading with CT rotation (optional)			

ARRT candidates must have demonstrated competence in all six patient care activities listed below. **The activities should be performed on patients whenever possible, but simulation is acceptable if state or institutional regulations prohibit candidates from performing the procedures on patients.**

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

The Program Director will complete this for each student and is part of the students file.

Student: \_\_\_\_\_

Class of 2018-2020

Mandatory General Patient Care Procedures:    Date completed:    Competency verified by:

CPR (AHA BLS HCP course)		
Vital signs – Blood pressure		
Vital signs – temperature		
Vital signs - pulse		
Vital signs - respiration		
Vital signs- pulse oximetry		
Sterile and Aseptic Technique		
Transfer of Patient		
Venipuncture		
Care of Patient Medical Equipment (Oxygen tank, IV Tubing)		

Per the ARRT clinical Competency Requirements as of 2017, from ARRT.org.

*8/2015 emh*

On the first day of clinic, the clinical instructor will begin the orientation to the department using the following check sheet. It should be completed by the end of the second week of clinic.

- Introductions: introduce yourself, RT's, Director, Radiologists, transporters, other staff
- Roles of above members of dept.; discuss expectations
- Location of timeclock and timecards; Locker location or where they can secure personal items, coats....
- Entrances- main and to dept. & if security access required.
- Parking
- Cellphone policy
- Smoking/tobacco policy
- Tour of other associated departments: ER, Lab, Registration, Infection Control; OR; where and how to obtain scrubs. Policy on wearing of scrubs.
- Emergency numbers within hospital/clinic: fire, respiratory, cardiac..... and what will be paged. Location of fire extinguisher, fire pull; crash cart.... Also, how to contact infection control.
- General operation of registration (if done in dept. or main Regis.), who approves images; how to answer the phone;
- Location of procedure protocols (projections for exams); Location of technique books/charts
- Documentation: what & where student is to document (history, LMP, shielded, initials....) R/L marker use; policy for what to do if not shown or forgotten
- General operation of each room; Location of PPE
- Student should review policies from the handbook regarding:
  - competency system
  - tardiness & absences- obtain phone number to call
  - repeats
  - dress code
- Review JC policies if not done above. **\*\* Student must submit required signed pages For some clinical sites**
- Other

The CI will have the document completion on the signature page each semester, per class.

\*Maintain this in a file at your clinical site. *revised 8/15;9/17*





## **Alternate Contact Information and Geographic locations for Clinical Education Settings**

For clinical education settings:

In the event that the clinical instructor 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 (acting) & Chris Reed (& Director)  
Shane.brumfield@LPNT.net  
Chris.Reed@LPNT.net  
831-1192 Fax: 831-1633

**Tug Valley ARH Regional Medical Center (formerly Williamson Appalachian Regional Hospital)**  
Kristin Collins & Tammy Hensley **30 minutes**  
Teddy Hall - Director  
krcollins@arh.org  
tehall@arh.org  
606 237-1700 ext 1741 Fax: 606 237-1600

**Williamson Memorial Hospital 35 minutes**  
Justina Stallard (Claudette- 899-6182) CI and Director **Charge tech.- alternate contact**  
Justina.Stallard@williamsonmemorial.net  
235-2500 ext 140 Fax: 235-7030

**Boone Memorial Hospital 35 minutes**  
Toni Williams, CI & Director; Angel Kimble (acting CI)  
twilliams@bmh.org  
akimble@bmh.org  
369-1230 ext 212 Fax: 369-2601

**CAMC Memorial Hospital 65 minutes**  
Eric Halstead –CI Memorial  
eric.halstead@camc.org  
304 388-9220 Fax: 388-9707  
Charge tech.- Alternate contact

**CAMC General Hospital 65-70 minutes**  
Chuck Wilson –CI General - 388-6045  
chuck.wilson@camc.org  
Kristen or charge tech. alternate contact- same phone

**Thomas Memorial Hospital 65-70 minutes**  
Amanda Young, CI 304 766-3808  
Amanda.Young@ThomasHealth.org  
Lora Hall, supervisor  
Lora.Hall@ThomasHealth.org  
Lora Hall, supervisor alternate contact  
304 766-4581

**Thomas Imaging Center 65-70 minutes**  
Emily Muncy, CI 304 767-7730  
Emily.Muncy@ThomasHealth.org

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.  
*Revised 8/15; 8/16; 7/17 ;9/18*

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

Added 2016

Southern will screen radiologic technology students entering MRI scanner areas whether observing or entering the scan room, to ensure their safety.

### 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 students 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.

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 beepers or cell phones
- Hearing aids
- Metallic jewelry, watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins
- 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.

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

- Pacemaker
- Implantable cardioverter defibrillator (ICD)

- Neurostimulator system
- Aneurysm clip
- Metallic implant
- Implanted drug infusion device
- 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 Guidance Document on MR Safe Practices: 2013.*

With permission from Brad Holben MSHA, RT(R)(MR)  
MRI Education Program Coordinator  
WVU Medicine  
WVU Hospitals Revised: 6-18-14

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

This questionnaire is designed to assist Southern in determining if it is safe for you to enter into the MRI exam room at any clinical education setting (during a procedure or not). It is important that you answer all of the following questions. **If for some reason you don't understand the question please ask the MRI Technologist for assistance.**

**Circle One**

- |    |  |     |    |
|----|--|-----|----|
| 1  | Do you have a pacemaker, wires, defibrillator, stents or implanted heart valves?   | YES | NO |
| 2  | Have you ever had a head surgery requiring an aneurysm clip or coil?   | YES | NO |
| 3  | Have you ever had any type of surgery?   | YES | NO |
| 4  | Do you have any metal implanted in your body from a surgical procedure?  | YES | NO |
| 5  | Have you ever had an injury to your eyes or body where metal fragments could be lodged?  | YES | NO |
| 6  | Do you have any electronic pumps, stimulators, shunts or t.e.n.s. units implanted in your body?  | YES | NO |
| 7  | Do you have any metal pins, joints, prosthesis or metallic objects in or attached to your body?  | YES | NO |
| 8  | Do you have dentures, hearing aids, or middle/inner ear prosthesis?  | YES | NO |
| 9  | Do you have any form of body piercing (ear, tongue, nose, exotic)?   | YES | NO |
| 10 | For females, are you pregnant or is there a possibility that you could be pregnant?  | YES | NO |
| 11 | Is there any device or item that you think should be brought to the attention of the MR technologist prior to your entry into the MRI scan room? | YES | NO |

If yes, list \_\_\_\_\_

I certify that I have read and understand the questions asked in the questionnaire and have responded to the best of my ability. I have read the safety information. I understand that it is my responsibility to inform Southern and the clinical site of any metal or implanted devices that may be in my body and that failing to do so may cause serious injury or be life threatening. I agree that should I have any metal in my body that after review and screening by the physician/technologist, elect to enter the MRI scan room whether having the procedure or not, I agree to release Southern and the clinical site from any and all liability for any injury.

_____	_____	_____
Student's Signature	Print Name	Date
_____	_____	_____
Witness or Interpreter	Print Name	Date
_____	_____	_____
*Physician/MRI Technologist	Print Name and Title	Date

\*The physician/MRI Technologist signature will be obtained only if required by the clinical setting. Or a department specific form/release may be used.

Developed 11/2015 & adopted 1/2016

# Standards for an Accredited Educational Program in Radiography

**EFFECTIVE JANUARY 1, 2014**

Adopted by:  
**The Joint Review Committee on Education  
in Radiologic Technology - October 2013**

*Joint Review Committee on Education in Radiologic Technology*  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
312.704.5300 • (Fax) 312.704.5304  
[www.jrcert.org](http://www.jrcert.org)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.  
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## **Introductory Statement**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

**The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.**

# Standards for an Accredited Educational Program in Radiography

## Table of Contents

<b>Standard One: Integrity</b> .....	<b>4</b>
The program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.	
<b>Standard Two: Resources</b> .....	<b>23</b>
The program has sufficient resources to support the quality and effectiveness of the educational process.	
<b>Standard Three: Curriculum and Academic Practices</b> .....	<b>35</b>
The program’s curriculum and academic practices prepare students for professional practice.	
<b>Standard Four: Health and Safety</b> .....	<b>47</b>
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.	
<b>Standard Five: Assessment</b> .....	<b>57</b>
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.	
<b>Standard Six: Institutional/Programmatic Data</b> .....	<b>64</b>
The program complies with JRCERT policies, procedures, and <b>STANDARDS</b> to achieve and maintain specialized accreditation.	
<b>Awarding, Maintaining, and Administering Accreditation</b> .....	<b>73</b>

**For the complete Standards, go to [JRCERT.org](http://JRCERT.org).**

**The Radiography Standards are undergoing a review process for revisions for future implementation.**



## **Affirmative Action and Title IX**

### Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment, and maintenance of student educational records. Southern West Virginia Community and Technical College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations. These policies and guidelines may be obtained from the Central Records Office. Each student has the right to inspect personal educational records. Under limited circumstances, copies may be obtained from the College with payment of appropriate fees. If a student believes personal education records contain inaccurate or misleading information or violate privacy or other rights, the student may submit a written appeal to the Registrar seeking to amend them. Within twenty days after receipt of the appeal, the Registrar will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing. All transcripts and documents submitted from other institutions become the property of Southern West Virginia Community and Technical College, and, as such, come under the control of the Registrar's Office. Southern is not required to provide copies of these documents. Transcripts submitted to Southern for review of transfer credit also become the property of Southern and cannot be returned to the student or forwarded to other institutions. Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated there under with the United States Department of Education (FERPA), Office of the Review Board, Washington, D.C. 20202.

Southern West Virginia Community and Technical College does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. The following persons have been designated to handle inquiries regarding nondiscrimination policies and complaints:

Title IX Coordinator

Darrell Taylor

Director of Enrollment Management & Student Engagement

Office: 304-896-7432

Darrell.Taylor@southernwv.edu

Affirmative Action Officer

Doug Kennedy

Director of Human Resources

Office: 304-896-7408

Doug.Kennedy@southernwv.edu

Section 504 Coordinator:

Dianna Toler, Director of Disability and Adult Services

304-896-7315

Dianna.Toler@Southernwv.edu

### **Disability Services**

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Southern West Virginia Community and Technical College ensures that qualified individuals with disabilities are afforded equal opportunity to participate in its programs and services. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities.

Disability Services offers a supportive environment to ensure students with disabilities have equal access to the programs, services and activities offered by Southern. Disability Services provides and coordinates reasonable accommodations and disability-related services, advocates for an accessible learning

environment through the removal of physical, informational and attitudinal barriers, and encourages self-advocacy and personal responsibility on the part of students with disabilities.

Immediately following application to Southern, persons with disabilities should contact Disability Services to plan for potential accommodation.

Reasonable and effective academic accommodations are provided on an individual basis and are based upon appropriate documentation of the disability and the significant functional limitations associated with the disability. Students having accommodation needs must:

- schedule an initial interview with the Office of Disability Services
- provide written documentation of disability from an appropriate professional licensed to diagnose such disability
- request services on an academic term basis

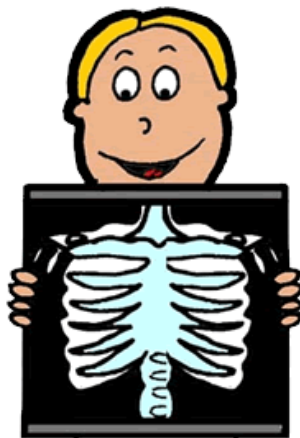
This process of providing disability-related services follows guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and is designed to assure that reasonable accommodations are provided to all qualified students in a timely manner. Information provided regarding Disability Services is considered confidential and is not disclosed without the written permission of the student. For further information contact:

**Section 504 Coordinator**

Ms. Dianna Toler  
Director of Disability and Adult Services  
304.896.7315  
Dianna.Toler@southernwv.edu

Updated 9/2017; 3/2018

## Class of 2018-2020



### **CLINICAL MANUAL AGREEMENT**

I have received a copy of the Southern WV Community & Technical College Clinical Manual in Radiologic Technology. I agree to abide by the policies and procedures that are within this manual and understand that changes may occur during the program and that I will be notified of such changes.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_