

DIVISION OF ALLIED HEALTH AND NURSING

RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

2025 – 2027



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

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Program Student Handbook Acknowledgement

2025 - 2027

Radiologic Technology students are responsible for reading and adhering to the policies and procedures outlined in both the current College Catalog and this Radiologic Technology Student Handbook.

The purpose of this handbook is to promote patient safety and to support the professional, ethical, and legal conduct expected of all Radiography students. Failure to comply with College or Program policies may result in a review of student conduct and could lead to disciplinary action, including dismissal from the Program.

Program faculty and Southern WV Community and Technical College reserve the right to modify, delete, or supplement any policies, procedures, or information contained in this handbook at any time, without prior notice. Such changes will become effective as determined by the appropriate authorities and will apply to current and future students.

Any changes to the Student Handbook will be communicated to students in writing through a formal addendum or via email notification if the change is immediate.

(8/2022 – HA)

Class of 2025 - 2027

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



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

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

Student Printed Name: _____

Student Signature: _____

Date: _____

Student Responsibility Statement

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

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

11. I realize that since I am a student in the radiologic technology program at Southern that I must complete a criminal background check (on admission) and have mandatory drug and alcohol testing. The cost of the drug screening is paid by the student and includes any random screens that may be necessary (see Allied Health Background Check and Drug and Policy). The criminal background check will be completed through a pre-selected company. Any positive background checks will require the student to complete the ARRT Ethics Review Pre-Application in order to continue in the program. Copies of the policy are available upon request and will be included in the student handbook. Random drug testing, if necessary, will also be the responsibility, and at the expense, of the student. Unauthorized use of controlled substances may result in restriction from the classroom and clinical areas and/or dismissal from the program. All students are reminded of the need to remain drug and alcohol free during their tenure as a student as well as throughout their professional health care career.
12. I realize that I am expected to attend **ALL** radiology classes and clinical courses. I further understand that all courses within the curriculum must have a "C" or better in order to successfully complete the program. I realize that I must have a 2.0 or higher program GPA in order to graduate from the radiologic technology program.
13. I understand that travel is required, for clinical and didactic courses, while enrolled in the radiologic technology program and that said travel is my responsibility. Clinical rotations may include early morning, morning, afternoon or evening hours. I may have an early morning class/clinic following an evening class/clinic.
14. I understand that I will be responsible for any expense incurred as a result of illness or accident while in the radiologic technology program.
15. I understand that e-mail is utilized as a method of communication within the program and will check my e-mail account **DAILY** in order to ensure that I have received information from instructors as well as any programmatic information that may be communicated through e-mail. I also understand that ALL communication from Southern faculty will be through the Southern **e-mail address** and **NO PERSONAL** e-mail addresses will be utilized. This Southern e-mail account is free and must be utilized by RA students throughout their tenure in the radiology program. This account can be utilized for as long as the student wishes past graduation as well. I may forward the Southern account to my personal account if that is what I wish to do but the faculty will use the Southern e-mail address for all correspondence.
16. I understand that if I leave the radiologic technology program for any reason that I must abide by the rules of the re-admission policy. I also understand that re-admission is on a space available basis and is not guaranteed. I also understand that upon re-admission I would have to complete a new background check and health assessment.
17. I understand that while I am participating in the radiologic technology program as a student that I must abide by Article 23: 2 & 3 of Chapter 30 of the West Virginia Code. This code states that I may participate in the radiography of patients as a course of study and NOT as outside employment.
18. I am aware that I may not be allowed to take the certification examination by the American Registry of Radiologic Technologists (ARRT) if I have been convicted of a misdemeanor and/or a felony. This may indicate a lack of good moral character for ARRT purposes. I understand that I may request an ethics review pre-application packet to allow ARRT to check to see if I will be eligible. This may be done any time after the first orientation and preferably before the fall class start date. I understand that if my criminal background check comes back positive, I **MUST** complete the pre-application and the cost of

this is at my own expense (\$100 fee). I also understand that if anything occurs during the program that would jeopardize being permitted to take the certification examination, I should discuss this with the program director immediately.

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

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

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

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

Welcome!

You are entering the exciting
and dynamic field of
Radiologic Technology!
There will be challenges and
milestones for you personally
and professionally. Change
will always be a part of your
future. New technologies and
advancements make this career
rewarding. You will never grow
tired of it.

Best Wishes!

Mission Statements

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

Reviewed and revised April 2015; reviewed 2023

Mission Statement of the College

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

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

Vision Statement

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

*Reviewed and revised 2015
Effective July 1, 2015
Southern WV Community and Technical College
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*

Non-Discrimination & Grievance Policy

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

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

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

Equal Employment Opportunity Officer and Title IX Coordinator

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

Section 504 Coordinator

Ms. Dianna Toler
Director of Student Success
100 College Drive, Logan, WV 25601,
Phone: 304-896-7315.
TTY: 304-792-7054
Email: diana.toler@southernwv.edu

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

College and Program Accreditation

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

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411

Telephone: 800-621-7440

Email: info@hlcommission.org

<https://www.hlcommission.org>

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

The Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182

Phone: (312) 704-5300

Website: www.jrcert.org

E-Mail: mail@jrcert.org

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

At the State level:

West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners

1124 Smith St., Suite B300 Charleston, WV 25301

Phone: (304) 558-4012

Website: www.wvrtboard.org

E-Mail: rtboard@wv.gov

Additionally, the state of WV must review the program. Their visit is usually in conjunction with the JRCERT. Students are a part of the accrediting process. JRCERT and WV state officials may ask to speak with you. To assure academic and program effectiveness, the College and Program are reviewed through an accreditation process. Documentation of student work and data may be requested. Samples of student work may be provided to an accrediting body throughout your time in the program or after. The College also completes a self-study for regional accreditation. Samples of student work may be submitted.

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

Graduates are eligible to apply for the National Registry Examination given by the American Registry of Radiologic Technologists (ARRT). Completion of the Program does not guarantee passing the ARRT certification exam. Upon successful completion of the registry exam, graduates may become licensed in any state (following individual state requirements). Registered radiographers and students may apply for membership to our

professional society known as the American Society of Radiologic Technologists (ASRT), as well as various state societies. In order to maintain their registered status, radiologic technologists must maintain 24 hours of continuing education every two years, based on their birth date (biennium). They must also fulfill the Continuing Qualification Requirements (CQR) established by the ARRT every 10 years. Refer to www.arrt.org for complete requirements.

Program Goals and Student Learning Outcomes

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

Revised 8/2023 ha

SWVCTC Radiologic Technology Program Faculty

Acting Radiologic Technology Program Director/Instructor

Kristin Collins, BSRT(R)(M)(CT)(ARRT)
Office: 319-C Logan Campus
Phone: 304-896-7535
Email: Kristin.Collins@SouthernWV.edu

Clinical Coordinator/Instructor

Morgan Maynard, BSRT(R)(ARRT)
Office: 123-C Logan Campus
Phone: 304-896-7465
Email: Morgan.Maynard@SouthernWV.edu

Clinical Preceptors (CP) - Each clinical education setting designates clinical preceptor(s).
Contact information for each CP will be provided in clinical syllabi as well as clinical handbook section.

Administration:

Interim President
Dr. Corley Dennison
Email: Corley.Dennison@SouthernWV.edu

Dean, Division of Allied Health and Nursing

Dr. Lisa Haddox-Heston, DDS
Phone: 304-896-7460
Email: Lisa.Haddox-Heston@SouthernWV.edu

Administrative Associate

Susan Wolford
Building C, 3rd floor, Logan Campus
Phone: 304-896-7385
Email: Susan.Wolford@SouthernWV.edu

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

April 28, 2025 revised on webpage, Handbook revised August 2025

Program Effectiveness

Benchmarks

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

Program Effectiveness Data (Program #0415)

The Radiologic Technology Program is accredited by the JRCERT in Radiography. The following program effectiveness data is made available to the public, prospective students, and communities of interest for compliance to the JRCERT standards. This data can also be accessed at the JRCERT website, JRCERT.org and at [JRCERT - SWVCTC](http://JRCERT-SWVCTC)

Program Completion Rate:

The JRCERT allows each program to set the benchmark for completion rate. For SWVCTC, the annual program completion rate is 50% or higher. Enrollment in the program is defined as those in the program by the drop date of the first semester of the radiologic technology program. The five-year completion rate is 77%.

Year:	Number Completing the Program	Number Initially Enrolled	Completion Rate
2020	11	13	11/13 = 84.6%
2021	10	12	10/12 = 83.3%
2022	11	14	11/14 = 78.6%
2023	12	16	12/16 = 75%
2024	14	20	14/20 = 70%
5-year Average	58	75	58/75 = 77% (2020-2024)

Job Placement Rate:

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

Year:	Number Employed	Number Actively Seeking Employment	Job Placement Rate
2020	11	11	100%
2021	10	10	100%

2022	11	11	100%
2023	12	12	100%
2024	14	14	100%
5-year average	58	58	58/58 = 100% (2020-2024)

Certification (ARRT) Pass Rate:

Graduates of the program may apply for certification by the American Registry of Radiologic Technologists (ARRT) after completing the program and college requirements for the AAS degree in radiologic technology. The benchmark for the five-year pass rate for the credentialing exam is 75% on the first attempt within six months of graduation. The five-year pass rate is 71% for 2020-2024.

Year:	Number Passing	Number of Examinees	Percent passage on the first attempt
<u>2020</u>	<u>7</u>	<u>11</u>	<u>64%</u>
<u>2021</u>	<u>6</u>	<u>10</u>	<u>60%</u>
<u>2022</u>	<u>7</u>	<u>11</u>	<u>64%</u>
<u>2023</u>	<u>8</u>	<u>12</u>	<u>67%</u>
<u>2024</u>	<u>13</u>	<u>14</u>	<u>93%</u>
5-year average	41	58	41/58 = 71% (2020-2024)

PED updated 8/2025

Rev. 8/2025 – knc

Student Support & Institutional Policies

Southern West Virginia Community and Technical College offers a range of services and institutional policies designed to support student success. Radiologic Technology students are expected to familiarize themselves with both College-wide and Program-specific policies. The information below serves as a general guide. Resources can be found in the College Catalog at this link: [SWVCTC College Catalog](#)

FERPA – Family Educational Rights and Privacy Act

The College protects the privacy of student education records in compliance with FERPA. Students have the right to inspect and request amendments to their records, and to control disclosure of information.

Disability Services & Accommodations

Students with disabilities are entitled to reasonable accommodations. Requests should be directed to the Director of Disability and Adult Services. Students are encouraged to initiate this process early in the semester.

Contact:

Diana Toler, Director of Disability and Adult Services
100 College Drive, Logan, WV 25601
Phone: 304-896-7315
Email: diana.toler@southernwv.edu

Student Services

Students are encouraged to utilize available services for academic and personal support. These include:

- Advising & Counseling
- Tutoring & Academic Support
- Financial Aid & Scholarships
- Career Services
- Library & Online Resources

Smoking Policy

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

Confidentiality Policy

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

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

I understand that I am not to photograph, copy, email, or otherwise save or share images of patients, patient medical images, patient medical information or records, or other private or sensitive patient information.

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 state and federal regulations governing the client's right to privacy will result in cause for immediate termination as a student in the program of Radiologic Technology.

****signed during orientation****

AUTHORIZATION TO RELEASE INFORMATION

Southern has entered into educational agreements with agencies at which students 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 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 check results, medical reports or records relating to my physical, mental, or emotional condition and any treatment rendered to me; any medical or hospital bills relating to my treatment; school transcripts or other records relating to my attendance at any school; employment information, including personnel and wage information; Military or government service records; And any records of the West Virginia Workers Compensation Fund, Social Security Administration, Veteran's Administration, West Virginia Department of Human Services, Department of Labor, or any other agency. A facility may decide to not allow a student to enter their facility if he or she will not release the information.

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

****signed during orientation****

Program Costs per Student

In-State			Cost (Estimate)
First Year – Fall Semester			
	Tuition and fees (14 credit hours)		3864
	Books (or rental fee \$350 - built into tuition)		985
	Drug Screen, Background Check		175
	Uniform		150
	Leather uniform shoes	Will vary	50-100
	Image Identification Markers		25
	Physical Exam, Immunizations	Will vary	100-200
	CPR Course	Will vary	30-100
	Travel (clinicals – gas, food, lodging)	Will vary	varies
	Professional State Conference (optional)	Will vary	varies
			\$4614 / \$5249 +
			(with rental / wo rental)
First Year – Spring Semester			
	Tuition and fees (15 credit hours)		4140
	Books (or rental fee \$375 - built into tuition)		100
	Immunizations	Will vary	50-100
	Travel (clinicals)	Will vary	varies
			\$4240 / \$3965 +
			(with rental / wo rental)
Summer Semester			
	Tuition and fees (3 credit hours)		828
	Books (or rental fee \$75 - built into tuition)		0
	Travel (more likely to include lodging)	Will vary	varies
	Financial Aid or scholarships will not cover summer courses. May be eligible for HEAPS as part time student.		\$828 / \$753 +
			(with rental / wo rental)
Second Year – Fall Semester			
	Tuition and fees (14 credit hours)		3864
	Books (or rental fee \$350 - built into tuition)		265
	Influenza vaccine	Will vary	0-50
	Travel (clinicals)	Will vary	Varies
	WVSRT student membership		10
	WVSRT annual conference (registration) – required		100
	WVSRT annual conference (lodging 1-2 nights)	Will vary	300
	WVSRT annual conference (travel)	Will vary	varies
			\$4324 / \$4239 +
			(with rental / wo rental)
Second Year – Spring Semester			
	Tuition and fees (14 credit hours)		3864
	Books (or rental fee \$350 – built into tuition)		260-320
	Travel (clinicals)	Will vary	Varies
	Review seminar for certification		260
	ARRT Registry application		225
	WV Radiologic Technologist temporary license	May vary by state	40
	National Honor Society + cord (Lambda Nu)	If eligible	30
	Graduation cap and gown		65
	Graduation photos	If desired	50-100
			\$4584 / \$4554 +
			(with rental / wo rental)
	Tuition & Books with rental		16,560
	Tuition & Books without rental		16,730
	Other Expenses		2,030+
	Total		\$18,590 + / \$18,760 +

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

Financial Assistance

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

Financial aid may be available through the school and can be evaluated on an individual basis. [SWVCTC Financial Aid](#)

Didactic Course Registration and Scheduling

Didactic courses must be taken in accordance with the program's established curriculum sequence. Students are responsible for:

- Registering early to ensure seat availability
- Not enrolling in on-campus didactic courses on clinical days unless the course is offered online

All schedule changes related to didactic courses must be approved by the Program Coordinator. Any changes to clinical site assignments or schedules must be made through the Clinical Coordinator.

Program Completion Timeline

To support student success and program retention, the Radiologic Technology Program must be completed within **three** years from the date of initial enrollment. *Enrollment* is defined as official registration in the program by the drop date of the first semester.

Admission and Re-entry

To be admitted, students must meet all current admission requirements outlined in the *Allied Health and Nursing Programs Application*, the *College Catalog*, and the general college entrance criteria in effect at the start of RA coursework.

Students are permitted to **re-enter the program only once**, regardless of the reason for withdrawal or dismissal.

Course Failure and Re-entry Policy

- **First Semester Course Failure (Grade D or F):**

- The student may be required to resubmit an application to the Allied Health and Nursing Programs.
 - Re-admission is not guaranteed.
 - If accepted, the student must follow the current handbook and curriculum in effect at the time of re-entry.
 - **Failure After First Semester:**
 - The student must submit a written request to the Program Director for permission to return.
 - If approved:
 - The student will rejoin the program in the next semester the failed course is offered.
 - The failed course must be repeated.
 - If more than one clinical semester has passed, the corresponding clinical course must also be repeated to refresh both didactic and clinical competencies.
 - Re-entry is not guaranteed, and students must follow the current handbook and curriculum upon return.
-

Support Course Failures (Non-RA Courses)

If a student fails a non-RA course, they may remain in the program only with approval from the Program Director, and only if the course is not a prerequisite for the next semester and can be successfully repeated before graduation

Grade Requirements

All courses in the program curriculum—including those taken prior to admission—must be completed with a grade of C or higher. Any course not passed with a C or better must be repeated.

Rev. 8/2025 – knc

Job Shadowing

Prior to final acceptance into the program, prospective students must complete job shadowing in accordance with the guidelines provided during the spring pre-orientation session. Although limited in duration, this observation experience is designed to help students make an informed decision about pursuing a career in radiologic technology.

Guidelines and necessary forms will be provided by the Program Coordinator/Director. All shadowing must be completed at preapproved clinical sites.

Before participating in job shadowing, students may be required to complete either online or on-site training, which may include instruction on HIPAA regulations, confidentiality policies, and other facility-specific protocols.

ARRT Certification and Registration Policy

ARRT Standards of Ethics

As a Radiologic Technology student and future radiographer, you are expected to understand, value, and follow the ARRT Standards of Ethics throughout your education and career. For full details, visit: [ARRT Standards of Ethics](#)

Certification Eligibility and Requirements

To be eligible for ARRT certification in radiography, candidates must:

- Complete an ARRT recognized educational program in the discipline of radiography.
- Earn an associate degree or higher from an institution accredited by an agency recognized by the ARRT.
- Meet ARRT's ethics requirements.

The associate degree must be awarded before sitting for the certification exam. Students must apply for ARRT certification and registration within three years of completing their educational program. Failure to apply within this period requires requalification through a new educational program.

Submitting the application

Applications for the computer-based examination can be submitted up to 90 days prior to the anticipated graduation date.

ARRT recommends allowing up to 30 days for processing, especially for paper applications or those requiring ethics reviews or ADA accommodations. Online applications are usually processed faster, but students should monitor their ARRT accounts and e-mail for status updates.

Educational Program Completion Verification

All program and degree requirements must be completed before the exam. The program director is contacted by ARRT to verify successful completion of the clinical and didactic phases, as well as confirmation that the degree has been awarded.

Examination Fees

The current application fee for the ARRT computer-based exam is \$225. The fee for repeating the exam is currently \$200. Fees are non-refundable and non-transferable to other exam categories.

Payment may be made online using Visa, MasterCard, Discover, or American Express. Paper applications may include personal checks or money orders payable to "The ARRT."

Ethics Review Pre-Application

If a student has been convicted of a misdemeanor or a felony or has a professional or academic ethics issue, they must submit an Ethics Review Pre-Application. This should be completed as soon as possible, especially if the student is more than eight months away from program completion.

A copy of the ARRT response letter must be submitted to the program director and will be kept in the students master file.

Reporting Ethics Violations

Any violation of ARRT's Standards of Ethics—including new charges, convictions, or disciplinary actions--must be reported within 30 calendar days to both the program director and ARRT. Failure to report a violation can itself result in disciplinary action.

Three Attempt Limit

Candidates have 3 attempts within a three-year window to pass the ARRT certification exam. The three-year window begins with the opening date of the first exam attempt window.

Continuing Qualifications and CE Requirements

ARRT Certification awarded on or after January 1st, 2011, is time limited to 10 years. Registered technologists (R.T.s) must meet continued qualification requirements (CQR) before the 10-year mark.

Additionally, every two years, RTs must complete 24 continuing education (CE) credits or pass an ARRT recognized discipline exam.

ID Requirements and Exam Scheduling

The name used on the ARRT application must exactly match the name on the two valid forms of ID presented at the test center. Students without proper ID will not be allowed to test.

ADA Accommodations

Students needing testing accommodations under the Americans with Disabilities Act (ADA) must request them during the ARRT application process. Accommodations are coordinated through Paradigm Testing and must be approved before exam scheduling.

Academic Standing & Curriculum Sequencing

Course Sequencing, Progression, and Grading Policies

Radiologic Technology students must follow the prescribed sequence of courses as determined by the Program Director and approved by the College. All RA (Radiologic Technology) courses must be taken during the assigned semester.

Support courses (non-RA) may be taken earlier than scheduled, provided there is no conflict with RA courses, including clinical rotations. Many courses have prerequisites that must be met prior to enrollment. Some support courses may not transfer into a specific degree program—students should consult with the Registrar or their intended transfer institution for confirmation.

All transfer coursework must be supported by an official, original transcript, which must be on file with the Registrar's Office.

Graduation Requirements

Students are responsible for monitoring their academic progress, reviewing their transcripts, and ensuring that all necessary substitutions or transfer credits are properly documented. A graduation application must be submitted several months prior to the anticipated graduation date.

Students who withdraw and are reaccepted into the program in a future year will be subject to the current curriculum and handbook in effect at the time of re-entry.

Course Requirements and Lab Progression

RA courses that include lab components may have separate lab requirements. In order to advance to the next course in the sequence, students must pass both the didactic and lab components. Unless otherwise stated in the course syllabus, the lab grade is incorporated into the overall course grade.

Grading and Incomplete (“I”) Grades

The College’s official grading policies, including information about letter grades, GPA calculation, and incomplete grades, can be found in the College Catalog under the section titled [Grading and Grade Point Average](#).

An Incomplete (“I”) grade may be assigned when a student has completed most of the coursework but is unable to finish due to an emergency or unforeseen circumstance (e.g., hospitalization, surgery, etc.). Coursework must be completed by the end of the following semester, or the “I” will automatically convert to an “F.” Students with an “I” on their record are not eligible for early registration for the following semester.

In clinical courses, an “I” may be assigned if a student is unable to complete required clinical hours due to an approved emergency. Once the clinical time is made up, the “I” will be replaced with the final grade.

(revised 8/2025 – knc)

Radiologic Technology Program Sequence

Department / Course	Title	Credit Hours
First Year - Fall Semester		
BS 124	Human Anatomy and Physiology I	4
MT 121	College Math for Gen Ed (or higher)	3
RA 100	Introduction to Radiologic Technology	3
RA 101	Imaging Procedures I and Image Analysis	3
RA 110	Clinical Practice I*	1
		Total Hours: 14
First Year - Spring 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*	3
RA 106	Radiologic Science I with lab	2
		Total Hours: 15
<i>*Note: Clinicals are on T & R and scheduled both day and evening hours. Therefore, no additional courses may be taken on T or R unless online.</i>		
Summer Semester		
RA 150	Clinical Practice III** (40 hours/week)	Total Hours: 3
<i>**Note: Includes early morning, day, and evening hours</i>		
Second Year - Fall Semester		
RA 200	Clinical Practice IV***	3
RA 202	Pathology	2
RA 203	Imaging Procedures III & Modalities	3
RA 208	Radiologic Science II with Lab	3
CT 260	Introduction to Computed Tomography	3
		Total Hours: 14
Second Year - Spring Semester		
CS 103	Introduction to Applications	1
AH 200	Health Care Ethics and Law	1
RA 201	Radiation Biology & Adv Radiation Protection	3
RA 209	Radiologic Science III with lab	3
RA 225	Seminar in Radiologic Technology	3
RA 250	Clinical Practice V***	3
		Total Hours: 14
<i>***Note: Clinicals are on M, W, F and scheduled both day and evening hours. Therefore, no additional courses may be taken on M, W, F unless online.</i>		
Total Program Hours: 60		

Grading Policy

The Radiologic Technology Program uses the following grading scale for all RA (Radiologic Technology) courses, including clinical courses:

Percentage	Grade
93–100%	A
86–92%	B
78–85%	C
Below 77.5%	F (Failure in a Radiology-assigned course)

Note: Final course grades are rounded to the nearest whole number.

- Example: A final average of 93.2% is recorded as 93% (A).

- A final average of 85.7% is recorded as 86% (B).

Weighted Grade Calculation Example

Some courses use weighted grading categories such as exams, quizzes, and a final exam. To calculate your overall course grade:

1. Determine the average score in each category
2. Multiply each average by the assigned weight
3. Add the weighted scores together to find your final course average

Example:

Exams (50% of grade)

Scores: 95 and 75

$$(95 + 75) \div 2 = 85$$

$$85 \times 0.50 = 42.5$$

Quizzes (25% of grade)

Scores: 80, 70, 60, 90, 90, 80

$$(470 \div 6) = 78.3$$

$$78.3 \times 0.25 = 19.6$$

Final Exam (25% of grade)

Score: 77

$$77 \times 0.25 = 19.25$$

Final Grade

$$42.5 \text{ (tests)} + 19.6 \text{ (quizzes)} + 19.25 \text{ (final)} = \mathbf{81.35\%}$$

Allied Health and other courses may use a different scale.

Test Review Policy

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

(reviewed 8/2025 knc)

Withdrawal from Class

Midterm Performance and Withdrawal Policy

Students who are failing a course at midterm will be notified either in writing or electronically. If you receive a notice of failure, you are strongly encouraged to consult with your academic advisor or course instructor to discuss options and resources for improvement.

It is the student's responsibility to stay informed of their academic standing throughout the semester and to seek help or tutoring as needed.

Course Withdrawal Guidelines

- If you withdraw during the official withdrawal period, a grade of "W" will be recorded. A "W" does not affect your GPA.
- If you withdraw after the official withdrawal deadline, the instructor will assign a "WP" (Withdraw Passing) or "WF" (Withdraw Failing):
 - WP will appear on your transcript but will not affect your GPA.
 - WF will appear on your transcript and will be calculated into your GPA as an F.
- Refer to the College Academic Calendar for the last day to withdraw with a "W".
- For financial implications, consult the Tuition Refund Policy on the College website.

Withdrawal from Radiologic Technology (RA) Courses

IMPORTANT: Withdrawing from a required Radiologic Technology course will result in removal from the program until the withdrawn course is retaken and successfully completed in the program's established course sequence.

All RA courses must be completed within a three-year period from initial program enrollment. Failure to maintain this progression may result in dismissal from the program.

Advancement Opportunities

A Baccalaureate degree may be earned by completing additional coursework at a college that accepts Southern's AAS degree in radiologic technology. Some courses may be completed at Southern and apply towards the BS/BA degree. If interested, contact the coordinator or college from which you are seeking the degree.

Electronic Device Usage in the Clinical and Didactic Education Settings

Electronic devices:

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

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

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

Official Communication

Students are required to set up their college-issued email and computer accounts. There is no additional cost for access to these services while enrolled. Students should promptly log in and become familiar with the following tools:

- Online registration
- Grade reporting
- College email system

The official method of communication is the Southern email account. Students are responsible for checking this account regularly, including during breaks.

The **MySouthern** portal provides secure access to:

- Financial aid and payment information
- Course registration
- Transcripts
- Degree Works

Students are responsible for promptly notifying both the College and the Radiologic Technology faculty of any changes to their email address, phone number, or physical address.

Faculty will communicate with students through Southern email and Brightspace. Faculty may also be contacted by phone using the directory available on the SouthernWV.edu website or through contact information listed in course syllabi.

Students will receive contact details for each clinical site and clinical instructor during the clinical education orientation. It is the student's responsibility to check their Southern email frequently for updates from the College or Program Director.

During summer months, the Program Director will be available via email. Students should also check Brightspace before the start of each course, as syllabi and course materials may be posted prior to the first-class session.

(rev. 8/2025 – knc)

Professionalism and Conduct Expectations

Radiologic Technology students are expected to conduct themselves professionally at all times, both in the classroom and in clinical settings. Professional behavior reflects positively on the student, the program, and the profession.

The **ARRT Code of Ethics**, available at [ARRT Standards of Ethics \(2023\)](#), outlines the expected standards of ethical and professional behavior for technologists and students in radiologic sciences.

The faculty is committed to fostering professionalism throughout the program. Students are encouraged to demonstrate professionalism in the following ways (this list is not all-inclusive):

1. Show respect for the opinions of others
2. Listen attentively when others are speaking
3. Address faculty using appropriate titles (Miss, Mrs., Mr., Dr., or Professor) unless instructed otherwise
4. Maintain a clean and professional appearance in both classroom and clinical environments
5. Use respectful language and communicate with appropriate tone and volume
6. Exhibit positive and engaged body language
7. Refrain from using electronic devices during class, clinic, or conferences unless permission is given
8. Accept constructive criticism with openness and a willingness to improve

Faculty members are responsible for maintaining a learning environment that supports academic and professional integrity. If a student's behavior is disruptive, inappropriate, offensive, or interferes with instruction, the instructor may dismiss the student from that class session. Further action may be taken depending on the nature and severity of the behavior—this may include disciplinary action up to and including dismissal from the program.

(revised 8/2025 – knc)

Social Media Policy

Division of Allied Health and Nursing

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

help clarify how to enhance and protect personal and professional reputations when participating in social media.

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

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

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

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

Best Practices:

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

Revised 8/2022

On-Campus Lab Dress Code

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

Professional Conduct at Conferences

When attending conferences, professional meetings, or similar events, students are representing Southern West Virginia Community and Technical College and the Radiologic Technology Program. Students are expected to dress and behave in a professional manner at all times.

- Wearing the Southern program polo or approved t-shirt may be permitted depending on the nature of the event.
- All college and program policies remain in effect while participating in these activities.

(reviewed and revised 8/2025 – knc)

Food & Drink Policy in RT Classrooms

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

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

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

(reviewed 8/2025-knc)

Grounds for Dismissal

Grounds for dismissal from the Radiologic Technology Program include, but are not limited to:

1. Earning a grade of D or F in the same Radiologic Technology course twice
2. Cheating or academic dishonesty
3. Falsifying Trajecsyst entries, including logging time inaccurately or submitting clinical data under false pretenses
4. Unethical behavior, refusal to accept constructive criticism professionally, or inappropriate speech or conduct
5. Dismissal from a clinical site, or engaging in disorderly, disruptive, or immoral behavior while on clinical premises
6. Insubordination, such as failure to follow instructions from program faculty or clinical staff
7. Three documented violations (same or different) within a single semester
8. A positive drug screen or failure to complete a required drug screen within the designated time
9. Criminal conviction after program acceptance (reviewed on a case-by-case basis)
10. Violation of college policies
11. Dosimeter misconduct, including repeated late submissions, non-payment, or sharing dosimeters
12. Negligent or unauthorized use of lab equipment, such as operating energized equipment without permission or supervision
13. Failure to complete clinical assignments or objectives

14. Falsification of clinical documentation, including signing for a technologist or obtaining signatures outside of the approved timeframe

Additional dismissal criteria are detailed in the College's [Academic Integrity Policy \(SCP-4710\)](#).

(revised 8/2025 – knc; 8/2022 ha)

Student Grievance (Due Process)

The Radiologic Technology Program adheres to the official student complaint and grievance procedures outlined by Southern West Virginia Community and Technical College. These procedures are published in the College Catalog and are available online at www.southernwv.edu.

Program-Level Complaint Process

Radiologic Technology (RA) students are expected to follow the appropriate chain of command to resolve issues at the program level before pursuing formal college grievance procedures.

- Students should first discuss the issue with the immediate instructor of record (either didactic or clinical).
- This initial conference should be requested within 10 class days of the concern, or within 10 class days of the start of a new semester, if the concern arises during a break.

Chain of Command – Examples by Issue Type

Clinical Issue or Concern:

1. Clinical Preceptor (CP)
2. Clinical Coordinator
3. Program Coordinator

Didactic/Classroom Issue or Concern:

1. Course Instructor
2. Program Coordinator

If the matter is not resolved at the program level, students should proceed to the College Student Grievance Procedure.

(reviewed and revised 8/2025 – knc)

JRCERT and Complaints (Due Process Policy)

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

Contact the JRCERT at the following address:

Joint Review Committee on Education in Radiologic Technology

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606–3182

Phone: (312) 704-5300

Fax: (312) 704-5304

Email: mail@jrcert.org

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

Didactic/Lab Attendance

- Attendance is required for all Radiologic Technology classes and labs. Each instructor may enforce an attendance policy specific to their course, as outlined in the course syllabus.
- If a student must miss class or lab, they are expected to notify the instructor prior to the start time or as soon as possible. Students are responsible for obtaining and completing any missed assignments or material.
- Notification should be made by phone or email to the instructor or the administrative assistant. If this is not done through the student's Southern email account, a follow-up message must be sent via Southern email.
- Unless otherwise specified in the course syllabus, missed work—including tests and quizzes—must be completed before the next scheduled class or lab, or by prior arrangement with the instructor.
- Excessive absences may result in a reduction of the course grade and/or dismissal from the program.
- Students who need additional time in the lab (e.g., to review radiographs) must make arrangements in advance with the course instructor.

Attendance and Absence Policy

Excused/Unexcused Absences for class or lab on campus

Excused Absences

Excused absences fall into two main categories:

1. Institutional Excused Absences

These include circumstances in which the College delays or cancels classes, such as:

- Inclement weather (e.g., snow days)
- Power outages
- Other emergencies that result in a campus or specific time block closure

Important Notes:

- Cancellations or delays may apply to specific campus locations and only certain class times (morning, afternoon, or evening).

- **Example:** If evening classes are canceled and you are scheduled for BS 124 lecture from 3:30–5:00 p.m. and lab at 6:00 p.m., you will attend lecture until 5:00 p.m. and the lab session will be canceled.

Impact on Coursework:

- These absences do not need to be made up and do not count against the student.
 - Missed work may be made up at the instructor's discretion, and course schedules may be adjusted as needed.
-

2. Unavoidable Personal Excused Absences

These include:

- Death of an immediate family member (see Bereavement policy in clinical handbook)
- Personal illness (with a physician's note)
- Illness of a spouse or child (with a physician's note)

Requirements and Considerations:

- Documentation must be submitted to the instructor or Program Coordinator.
- These absences do not count against the student and do not need to be made up, but missed work may be made up at the instructor's discretion.
- The student is responsible for obtaining all missed assignments and course materials.

Extended Absences:

- If a student has three or more unavoidable absences in a single semester, a meeting with the instructor will be scheduled to review attendance.
 - Extended absences may affect the student's ability to meet course and clinical requirements.
 - Students are expected to attend all classes and clinical rotations. Multiple violations of attendance policies (typically three) may result in a reduction of the course grade.
-

Unexcused Absences

An unexcused absence is defined as:

- Failing to inform the instructor in advance or within a reasonable time frame
- Missing class without acceptable documentation
- Absences that do not meet the criteria for excused absences outlined above

Consequences:

- Course grade deductions may be applied for each unexcused absence (refer to individual course syllabi).
- Multiple unexcused absences may require a meeting with the instructor or Program Director.

- Documentation of excessive unexcused absences will be placed in the student's file and may be grounds for program dismissal.

Bereavement Policy

In the event of a death in the family, the student must notify program faculty as soon as possible. Time off will be granted as follows:

The student will be granted three days off for the death of an immediate family member. One of the three days must be the day of the funeral. Immediate family members include:

- Spouse
- Child
- Parents
- In-Laws
 - Mother-in-law
 - Father-in-law
 - Brother-in-law
 - Sister-in-law
 - Son-in-law
 - Daughter-in-law
- Foster Parent or Legal Guardian
- Sibling
- Grandparent
- Grandchild

The student will be granted one day off to attend the funeral of the following:

- Aunt
- Uncle
- Niece
- Nephew

Upon return to campus, the student must provide program faculty with documentation of attendance, from the funeral home/church where the funeral was held. Clinical Coordinator will complete a bereavement form and place it in the student's file.

Make-up time is not required for days granted for bereavement.

See Appendix for Bereavement Form

(8/2025-knc)

Tardiness Policy

Tardiness for both didactic and clinical Radiologic Technology courses is defined as arriving 7 minutes or more after the scheduled start time.

Each didactic course syllabus will outline the specific policy regarding tardiness and how it may affect the student's grade.

If a student accumulates three instances of tardiness without proper notification to the instructor, a meeting will be scheduled to address the issue. Excessive tardiness may result in:

- A reduction in the course grade
- Delayed progression to the next course
- Possible dismissal from the program

Documentation of the meeting—whether with the instructor or the Program Director—will be placed in the student’s academic file.

Note: Refer to the clinical handbook or syllabus for the specific tardiness policy applicable to clinical education settings. (rev. 8/2025 – knc)

SWVCTC RADIOGRAPHY PROGRAM PREGNANCY POLICY

Policy: This policy should be signed by all students enrolled in the SWVCTC Radiography Program.

Procedure - A fetus may be endangered by radiation exposure, especially during the first three months of pregnancy. Radiation exposure to a pregnant person could also pose possible hazards for the person. Students are made aware of this fact from the very beginning of the program. Due to this potential danger, students are encouraged to refrain from pregnancy during training to discourage any possible dangers.

However, should a student become pregnant while they are enrolled in the SWVCTC Radiography Program, it is both practice and procedure of this program to offer the utmost in radiation protection to the student. “Enrolled” is defined as having registered for Radiography Courses at SWVCTC. They will have access to all protective devices and will be strongly encouraged to utilize all methods of protection throughout the pregnancy. A second radiation badge will be obtained so that they can wear it under their lead apron to monitor fetal dose, which must be purchased by the student.

Due to the curriculum design of the program, no special provisions will be made for that student. They will be expected to attend all scheduled didactic classes, as well as continuing their scheduled rotations through designated clinical sites. They will assume complete responsibility for their safety and their unborn child’s safety while attending school. SWVCTC will NOT be responsible for any injury either to the student or unborn child due to radiation exposure during the pregnancy.

This Pregnancy Policy becomes applicable only after the student VOLUNTARILY declares their pregnancy in writing. The student will then receive a copy of the NRC Regulations regarding pregnancy and fetal dose and be offered the opportunity to meet with the Radiation Safety Officer (RSO) to discuss any concerns that they might have.

If the student voluntarily declares in writing, they have the following options:

Option #1 ~ they will be given the option of taking a “Leave of Absence” from the SWVCTC Radiography Program. The following must be met in order to be eligible for the leave:

1. Student must provide written documentation from a physician (if applicable) that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician (if applicable) upon their return to the clinical component of training.

2. If Radiography classes have begun, the student must be making satisfactory academic, clinical, and professional progress at the time of the request. Satisfactory academic & clinical progress as defined by the SWVCTC Allied Health “Standards of Progress”.
3. If the student opts to take a “Leave of Absence”, they are only permitted to be absent from the program for a maximum of 1 year. If they do not return within 1 year, they will forfeit their spot as a student in the SWVCTC Radiography Program & will be required to re-apply to the program.
4. The leave of absence will be granted until the start of the next corresponding semester in which the leave of absence was granted. The student MUST notify the program faculty at least six weeks prior to the first day of the semester in which they plan to return.
5. To assure compliance with regards to JRCERT-imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment or pursue a student capacity waiver from the JRCERT.
6. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through re-application & re-evaluation.
7. Credit for didactic achievements will not be given for the semester in which the leave of absence is granted if the semester is not completed by the student. Credit for clinical time will be assessed on a case-by-case basis.
8. Each case will be handled on an individual basis. The final decision is left to the discretion of the program faculty.

Option #2 - the student may choose to stay in school & attempt to complete all didactic & clinical training as stated in the “SWVCTC Radiography Program Attendance Policy”. Refer to the attendance policy for specifics.

****The student is informed that if they are unable to complete their training as planned, the “Leave of Absence” option is available to them at any point of their “declared” pregnancy.**

Option #3 - After a student has voluntarily declared that they are pregnant in writing, they have the option of “undeclaring” the pregnancy for any reason.

Option #4 - The student has the option of not declaring their pregnancy & remaining in school. All attendance & clinical policies will apply to the student & any violations or infractions of these policies will be enforced.

Information regarding a student’s pregnancy will be held in strictest confidence.

I have read the above Pregnancy Policy carefully, understand its contents, and agree to comply with it.

STUDENT’S NAME (Printed)_____

STUDENT’S SIGNATURE_____

DATE_____

(Reviewed/Revised 8/2025 – KNC)

Declaration Forms located in Appendix

SWVCTC Radiography Program Leave of Absence Policy

Policy: This policy is applicable to enrolled students that have incurred an illness, injury, disability, or an unforeseen circumstance that would temporarily prevent them from performing the essential functions of the clinical and/or didactic education component. “Enrolled” is defined as having registered for Radiography Courses at SWVCTC. In the event of such, all reasonable efforts will be made to meet the student’s limitations or restrictions. However, if the student is unable to participate in their clinical/ didactic education for an extended period that will ultimately cause their clinical grade (i.e., Radiographic Procedures grade) or any other course grade to drop below a “C” in a given semester, a Leave of Absence can be granted – providing certain criteria are met.

Procedure:

Conditions for granting a Leave of Absence:

1. Student must provide written documentation from a physician (if applicable) that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician (if applicable) upon their return to the program.
2. If Radiography classes have begun, the student must be making satisfactory academic, clinical, and professional progress at the time of the request. Satisfactory academic & clinical progress as defined by the SWVCTC Health Science “Standards of Progress”. The option of taking a Leave of Absence does not become available to a student until a minimum of two-thirds (2/3) of the semester is completed.
3. If the student opts to take a “Leave of Absence”, they are only permitted to be absent from the program for 1 year. If they do not return within 1 year, they will forfeit their spot as a student in the SWVCTC Radiography Program & will be required to re-apply to the program.
4. The leave of absence will be granted until the start of the next corresponding semester in which the leave of absence was granted. If a student decides not to return to the Radiography Program, they must inform the Program Officials at least 6 weeks prior to the first day of the semester in which they plan to return. If they fail to do so, their spot as a student in the SWVCTC Radiography Program will not be held.
5. To assure compliance with regards to JRCERT-imposed student capacity restrictions, program officials will either reserve a position for the student in the next enrollment or pursue a student capacity waiver from the JRCERT.
6. Should the student be unable to re-enroll after the leave of absence, readmission must be obtained through re-application & re-evaluation.
7. Credit for didactic achievements will not be given for the semester in which the leave of absence is granted if the semester is not completed by the student. Credit for clinical time will be assessed on a case-by-case basis.
8. Each case will be handled on an individual basis. The final decision is left to the discretion of the program officials.

This policy is enacted for the purpose of:

1. Assuring that all students meet the required clinical education objectives so that student competency achievement & registry exam eligibility can be documented.
2. Assuring that the student’s didactic education is closely coordinated with the clinical component, thereby providing the student with the highest quality educational experience & learning environment.
3. Affording students who have made satisfactory academic, clinical, & professional progress in the program an option for completing their education after a leave of absence.

4. A student will be permitted to take only one leave of absence while enrolled in the SWVCTC Radiography Program.

STUDENT'S NAME (Printed) _____

STUDENT'S SIGNATURE _____

DATE _____

Leave of Absence Form located in Appendix

(Reviewed/Revised 8/2025 - KNC)

Outside Employment

Full-time employment while enrolled in the Radiologic Technology Program is strongly discouraged due to the demanding nature of both clinical and didactic course requirements. The long hours required for outside work may negatively impact a student's ability to:

- Meet assignment deadlines
- Remain alert and perform effectively in the clinical setting
- Fully engage in classroom and lab instruction

Outside employment, personal obligations, or other commitments do not excuse absences, incomplete assignments, or failure to meet program expectations and requirements.

(revised 8/2025 – knc)

Capstone Competencies:

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

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

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

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

Scoring:

The student:

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

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

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 of 85% accuracy.
4. participate in venipuncture lab on campus.
5. complete venipuncture check sheet as verified by the instructor.

The student may NOT:

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

The form will be distributed before the lab - Form located in appendix

Exit Exam Policy – RA 225

As part of the course requirements for RA 225 (Seminar in Radiologic Technology), all students in their final semester must complete a comprehensive mock registry exam. This serves as the course's final exam and also functions as an exit exam to determine eligibility for program completion and graduation.

The purpose of this exam is to simulate the American Registry of Radiologic Technologists (ARRT) national certification exam, providing students with a realistic assessment of their readiness for professional credentialing. Multiple mock registry opportunities will be offered throughout the semester to assist with review, reinforce course content, and identify areas for improvement.

The final exam will be generated through a third-party registry review platform utilized during the semester. The format and content will mirror the ARRT registry and will include randomized questions to ensure each attempt presents a unique exam.

Exit Exam Requirements

- The final mock registry (exit exam) will be administered during or around finals week.
- A minimum score of **75%** is required to pass the exam.
- Students will have up to **three (3) attempts** to pass during this period.
- Each attempt will reflect the ARRT format and evaluate knowledge from across the full scope of the program.

Failure to Pass

- Students who do not achieve a passing score after three attempts will receive a temporary grade of Incomplete (I) for RA 225 and will not be eligible for graduation at that time.
- Within one (1) week of the semester's end, the student must submit a written study plan to the Program Director.
- Upon approval of the plan, the student may complete up to three (3) additional attempts at the mock registry prior to the start of the following fall semester.

If the student does not pass the mock registry by the beginning of the fall semester, the course grade will convert from an "Incomplete" to a **D**, and the student will have officially failed the course.

Students who fail RA 225 must follow the program's course failure and re-entry policy as outlined in the Radiologic Technology Student Handbook.

(8/2025 – knc)

Professional Organizations

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

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

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

Students that attend on site will not be required to make up clinic time. Students may receive extra time for attending the conference on a non-clinic day or weekend. Students are responsible for letting instructors know ahead of time about conference attendance, including support courses. Work must be made up or completed

beforehand, at the instructor's discretion. Travel, lodging and registration fees are the responsibility of the student, but may be supplemented by the college or approved fundraising. While attending any function as a Southern student, students must adhere to college policies. Students are encouraged to join the American Society of Radiologic Technologists (ASRT), as well.

Class Representation

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

The offices are:

- President
- Vice President
- Secretary/Treasurer

Class officers may be asked to serve as ushers at graduation or pinning of their upperclassmen.

Only Southern approved T-shirt designs may be considered for those attending WVSRT conference or other functions.

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

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

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

Fundraising Participation

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

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

(reviewed 8/2025 – knc)

Joint Advisory Committee for Radiologic Technology

The Joint Advisory Committee for Radiologic Technology meets once or twice a year. This committee is made up of hospital representatives at which students rotate, a radiologist or radiation safety officer, supervisors, and

clinical instructors. This committee discusses any issues or concerns, reviews assessment data and makes suggestions for improvement. Class officers will serve as class representatives on this committee. Students will be excused from clinic for this meeting, but must make up any class work missed, if it is on a class day. Students may be asked to relay information from the class to the advisory committee or may be asked to speak on the students' behalf on something that is discussed at the meeting. Usually, the students give a brief summary of the meeting in class. These students must communicate well and be respected by others.

(reviewed 8/2025 – knc)

Assessment

Southern WV Community and Technical College is required to perform assessment to indicate student learning. Courses are evaluated after midterms. You will be given the opportunity to make comments and evaluate each instructor and course. These evaluations are completed online. You will complete a separate evaluation for clinic rotations. The CES evaluations are shared with each site so that improvements can be made or praises noted.

(reviewed 8/2025 – knc)

Other Forms and Policies

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

Background Check and Drug Screen

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

BACKGROUND CHECK

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

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

DRUG TESTING/SCREEN

Drug Screening Upon Admission

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

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

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

Disclaimer

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

DRUG SCREENING AFTER PROGRAM ENROLLMENT

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

While enrolled in a program, a random drug/chemical screen(s) may be requested. At any time, failure to comply with a request for a drug screen and/or a positive drug screen will result in **IMMEDIATE** dismissal from a program. Further, a student who demonstrates questionable behavior (classroom, laboratory, or clinical setting) or indicates that alcohol or drugs have been consumed will be requested to submit to a drug test. Failure to comply with the request immediately will result in dismissal from a program. The cost is the responsibility of the

student. Any future reapplication to an Allied Health or Nursing program may not be considered due to the facility requirements.

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

Drug/Chemical Dependency

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

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

Division of Allied Health and Nursing

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

****Signed at orientation****

Rev. 8/2024 – knc
Approved May 2016 reviewed 8/2022

HEALTH INSURANCE INFORMATION

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

TECHNICAL STANDARD REQUIREMENTS

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

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

These standards are in addition to the health physical.

Radiation Safety Program (ALARA)

I. Purpose:

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

II. Introduction:

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

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

PHASE I

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

PHASE II

Control operational procedures by the user of radiation sources.

PHASE III

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

RADIATION SAFETY PROGRAM (ALARA)

INTRODUCTION

A. Purpose

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

B. Policy

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

MANAGEMENT (*Faculty*) COMMITMENT

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

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

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

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

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

A. Review:

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

B. Educational Responsibilities for an ALARA Program:

- iv. The RSO will schedule briefings and educational sessions to inform students of ALARA program efforts, if necessary and requested by faculty. This will include individual education of participants reporting a pregnancy.
- v. The RSO will assure that authorized users, workers and ancillary personnel who may be exposed to radiation will be instructed in ALARA philosophy and informed that management and the RSO are committed to implementing the ALARA concept.

C. Cooperative Effort for Development of ALARA Procedures:

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

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

TABLE 1 Ref Reg Guide 10.8 rev 2

Investigational Levels – (mrem per calendar Quarter)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TMH Reviewed / Revised Dates: 2/1/2011 Revised to this handbook, 8/2013;

1/2014; 8/2022

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

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

Added 2016; revised 8/20

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

Protocols:

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

Safety information:

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

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

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

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

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

If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury. Also, the magnetic field of the scanner can damage an external

hearing aid or cause a heart pacemaker to malfunction. Some objects can also cause excessive heating and burns to the skin when exposed to the magnetic field.

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

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

Find additional information in the [ACR Manual on MR Safety: 2024.](#)

Screening Form found in Appendix

Radiation Protection Policy for Clinical Education and Labs

- All students will be issued a dosimeter at the start of the program. This badge must be worn at all times while in radiology/imaging departments and during laboratory sessions.
- Students are not permitted to hold patients or image receptors under any circumstance.
- During radiographic exposures, students must remain completely behind a lead barrier, unless assisting during fluoroscopy, where direct supervision and protection are required.
- A lead apron must be worn **during** portable radiography **and all** fluoroscopy procedures.
- Students must follow additional radiation protection policies specific to:
 - CT Room (Room 112)
 - Diagnostic Room (Room 113)
- Violations of any radiation protection or safety policy will result in formal documentation using the Student Session Documentation Form.
- The program strictly adheres to the Radiation Safety Program (ALARA) principles and expectations outlined in this handbook.

Reviewed and revised 8/2020; 8/21; 8/22; 8/25

Dosimeter Badge Policy

To ensure compliance with radiation safety standards, students are required to wear their dosimeter badge properly at all times during clinical and campus lab activities.

Proper Dosimeter Placement

- The dosimeter must be worn on the collar of the uniform, outside the lead apron, during all clinical activities.
- During on-campus labs, the dosimeter must also be worn at the collar level of the shirt or top.

Failure to Comply

- If a student is present at a clinical site without the dosimeter worn on the collar, it will be treated as a dress code violation and result in a documented warning.
- If a student reports to the clinical site without the dosimeter at all, the student will:
 - Receive a documented warning
 - Be sent home immediately
 - Be assigned an unexcused absence and required to use SATO for the missed clinical hours
- For campus labs, failure to wear the dosimeter as required may result in a zero attendance grade for the day.

Equipment Use and Care

Before operating any Radiologic Technology Program equipment, students must receive instruction on its proper use, handling, and care.

- Negligent or improper use of any equipment—whether intentional or due to disregard for instruction—may result in disciplinary action, up to and including dismissal from the program.
- School-issued laptops or devices are to be used exclusively for academic coursework related to the Radiologic Technology Program.

Lab Policies and Procedures

Room 112 – CT Lab Policy and Procedures

Location: Building C

The following policies apply to the use of **Room 112 (CT Lab)**. All students must adhere strictly to these safety protocols. Disciplinary action will be taken for any violations, as outlined in the Student Handbook.

Serious infractions—such as being in the CT room during an exposure or using equipment without supervision—may result in immediate counseling and may lead to suspension or dismissal from the program.

General Safety and Access Rules

1. The **main doors to Room 112 must remain closed at all times**. The **control room must be locked** when not in use.
2. **Students must be directly supervised** for all activities involving:
 - CT machine operations
 - Simulations
 - Exposures
 - Image reviews

Requirements for Student Use of CT Lab

- a. Students must complete an instructor-led review of the CT unit and radiation protection procedures, using the CT clinical objective guide.
- b. A radiation dosimeter must be worn at all times while in the CT room or control room.
- c. Lab use must be scheduled and approved by the instructor. The schedule must be posted on the door to Room 112.
- d. During positioning simulations, students are not permitted in the control room.
- e. Students are not permitted inside the CT room during exposures.
 - The control room door must be closed before exposure.
 - Students not involved must exit the room and remain outside until given permission to return.
 - The main door must remain locked during this time.
- f. Exposures may only be made with approved CT phantoms, under direct faculty supervision, and only after confirming that all doors are secured.
- g. When the “X-ray On” light is illuminated, do not enter the room under any circumstance.

(reviewed and revised 8/2025 knc)

Room 113 – Diagnostic Imaging Lab Safety Policy

Location: Building C

The following policies apply to all student use of Room 113 (Diagnostic Lab). These procedures are in place to ensure safe operation and compliance with radiation protection standards.

Violations of any listed policy may result in disciplinary action, per the guidelines in the Student Handbook.

Serious violations—such as unauthorized use of equipment or being present during exposures—will result in immediate counseling and may lead to suspension or dismissal from the program.

General Safety and Access Guidelines

1. Doors to Room 113 must remain closed at all times during scheduled labs.
 - A **“LAB IN PROGRESS – DO NOT ENTER”** sign must be posted on each door during lab sessions.
2. **Supervision Requirements**
 - Students must be **directly supervised** during all machine operations, simulations, exposures, and image reviews.
 - **Second-year students** may work under **indirect supervision**, as appropriate.

Diagnostic Lab Use Requirements

- a. Students must receive instruction in basic radiation protection methods (covered in the Introduction module) prior to participation in lab activities.
- b. A radiation dosimeter must be worn at all times while in Room 113 or its control room.
- c. Lab use must be scheduled and approved by the instructor. The schedule must be posted on the exterior door of Room 113.
- d. While simulating positioning, students are not permitted in the control room.
- e. No students may remain in the room during exposures.
 - Before any exposure, the supervising radiographer must clearly announce: “X-ray, clear the room.”
 - Some students may be required to step outside the lab doors due to space limitations.
 - The main doors must remain locked throughout the procedure.
- f. Exposures are permitted only using approved phantoms, under direct supervision, and only after confirming the doors are secured.
- g. The x-ray tube must not be aimed perpendicularly toward the CT control room wall unless the CT control room is confirmed to be unoccupied.
- h. The “**X-ray On**” light will illuminate automatically when the system is active.
 - If the light is on and you are outside the lab, do not enter under any circumstances.
- i. When the “**Lab in Progress**” sign is displayed, no one may enter unless they knock and are admitted by the instructor inside the room.

Radiologic Technology Program

CLINICAL HANDBOOK 2025-2027



(revised 8/2025 – knc)

Joint Commission and Clinical Orientation Requirements

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

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

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

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

Health and Communicable and Infectious Diseases

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

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

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

CPR

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

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

Health Requirements

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

1. complete the Hepatitis B series and provide documentation
2. obtain TB test annually
3. obtain influenza vaccination annually (by October 15 or date provided by the program for the current flu season)
 - For those allergic to eggs or other ingredients of the vaccine or who chose to not receive the vaccine, you will be required to wear a mask when in contact with patients as per hospital policy if allowed. Your placement may be jeopardized. Documentation from a physician must be submitted to the clinical education setting and program coordinator if declining for health reasons. Some CESs will not permit you to attend clinical rotations without an annual influenza vaccination. If requesting religious exemption, documentation must be provided to the program coordinator and prior approval obtained.
4. obtain titers (labs) showing immunity for Hep-B, varicella, MMR

Clinical Policies and Information

2025 – 2027

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

Health and Abilities of a Radiologic Technologist

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

HEALTH REQUIREMENTS

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

REQUIREMENTS:

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

- e. before and after patient care

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

(revised 8/2005 – knc)

Treating and Reporting Injury or Exposure to Transmitted Diseases

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

Filing procedure:

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

Physical Attributes

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

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

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

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

Visual: Visual ability sufficient for observation, and assessment of patients during radiographic procedures. Read forms, labels, & instructions, distinguish colors, and visualize detail on an image. Smell: Sense sufficient to maintain patient & co-worker safety (e.g. smell fire, gas, toxic agents, etc.).

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

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

(reviewed 8/2025 – knc)

Standard of Conduct and Performance for Radiology Depts.

All policies, rules, and regulations related to student rights, responsibilities, and conduct established for West Virginia colleges and universities also apply to the clinical portion of the Radiologic Technology Program. These policies are outlined in the Southern West Virginia Community and Technical College Student Handbook and the College Catalog.

In addition to institutional policies, clinical education sites may enforce their own professional standards and expectations. As stated in the Agreements for Clinical Education, clinical affiliates reserve the right to dismiss or refuse placement to any student whose behavior is considered unsafe, unprofessional, or hazardous to staff, patients, or the facility.

If a student is removed from a clinical site, the Program Faculty and/or the College will review the situation and determine the student's status in the program. All students are entitled to due process and will retain their rights under the student conduct policies referenced above.

Student Clinical Assignments and Procedures

All clinical placements are governed by formal contracts between Southern West Virginia Community and Technical College and each clinical site. These agreements include mutually approved schedules and terms for student placement.

Clinical sites reserve the right, under the terms of the agreement, to terminate their affiliation with the program within a specified notice period. Such terminations do not affect students currently completing clinical hours at that site.

If a clinical site ends its agreement or declines to host a student for any reason, the Radiologic Technology Program will make every reasonable effort to place the student at another clinical site within the College's service area. Students should be aware that the only available site may require longer travel or relocation to a different locale.

If a suitable placement cannot be made immediately, the student will be placed on a waiting list. Placement from the waiting list will occur based on:

- Academic performance in RA courses, and
- Availability of appropriate clinical sites

Once placed, the student's clinical education will be equivalent to that of their peers.

⚠ Note: Students who fail to meet a clinical site's onboarding or compliance requirements (e.g., background check, vaccinations, training modules) may limit their own placement options and risk not being able to complete the program requirements.

Situations That May Affect Clinical Placement

A student may be accepted into the Radiologic Technology Program under circumstances where clinical placement is not guaranteed. Additionally, events may arise during the program that delay or prevent placement. These situations include, but are not limited to:

1. Accommodation Needs That Cannot Be Reasonably Met

- The program will make every effort to place the student in a clinical site that meets their accommodation needs. However, if placement is not feasible, graduation may be delayed or not possible.

2. Disruption of a Clinical Site Agreement

- In the event that a clinical site or Southern must suspend a relationship due to unforeseen circumstances (e.g., staffing shortages, policy changes, pandemics), the program will work to reassign the student as quickly as possible to minimize delay.

3. Criminal Convictions or Legal Issues After Admission

- Students who are convicted of a felony or become involved in legal matters may be ineligible for clinical placement, which may delay or prevent program completion.

Clinical Rotation Schedule Examples

Sample clinical schedules from past years are available for review in the Clinical Coordinator's office. Please note that these are for reference only. Each year's schedule is unique and subject to change based on affiliate availability, student needs, and program capacity.

Clinical / Class Assignments

Clinical rotation times vary and may include early mornings, standard day shifts, or evening rotations. Examples of common shift times include:

- 7:30 AM – 11:30 AM
- 7:30 AM – 4:00 PM
- 7:30 AM – 6:00 PM (Summer term)
- 11:30 AM – 3:30 PM
- 12:30 PM – 11:00 PM (Summer term)
- 12:30 PM – 4:30 PM
- 2:30 PM – 11:00 PM
- 3:30 PM – 7:30 PM

During the first year, efforts are made to limit evening clinical assignments to 0–3 weeks per semester. However, students should be aware that they may have:

- A morning class after an evening clinical rotation, or

- An early clinical assignment following an evening class

Presence in Authorized Clinical Areas

Students are only permitted in clinical areas during their scheduled clinical rotation times. Due to patient privacy, HIPAA regulations, and facility protocols:

- Unscheduled presence at clinical sites may be considered trespassing and a violation of program policy
- Unauthorized use or possession of clinical supplies or materials outside of approved educational purposes is strictly prohibited and is grounds for dismissal from the program
- Students must wear the approved program uniform only during scheduled clinical hours

Clinical Code of Conduct

Specific rules and regulations for clinical behavior and expectations are outlined in the clinical course syllabi. Students are expected to review and follow all guidelines as provided at the beginning of each clinical rotation.

Clinical Attendance and Tardiness Policy

Clinical rotations are considered courses and are therefore subject to the same policies regarding attendance, tardiness, and inclement weather as didactic courses.

Excused Clinical Absences

A. Institutional (e.g., inclement weather):

- If Southern cancels classes due to weather or other emergencies, clinical attendance is also cancelled.
- Examples:
 - If Southern cancels all classes one day due to icy roads and you are scheduled for clinic that day, do not attend clinic.
 - If Southern cancels only evening classes (5–9 PM), students scheduled for morning or afternoon clinic must still attend. Students scheduled for evening clinic (3–11 PM) may leave at 5 PM or use SATO (RA Time Off – see below) for the remaining hours.
- If inclement weather occurs on a day when Southern does not normally hold classes (e.g., Fridays), the Clinical Coordinator will determine if clinical is cancelled.

B. Unavoidable Personal Circumstances:

- Includes death in the immediate family, personal illness (with a physician's note), illness of a dependent child (with a physician's note), emergencies, or hospitalization.
- Students must notify the Clinical Preceptor (CP) and Clinical or Program Coordinator as soon as possible.

- Proper documentation must be submitted to the Clinical Coordinator within one week to validate the excused absence.

Excused Absence Limits (per semester):

- RA 110, RA 125, RA 150: 1 excused absence
- RA 200, RA 250: 3 excused absences

Make-Up Policy for Excused Absences:

- **Fall semester:** Must be made up Monday–Wednesday of Thanksgiving Break or during finals week.
- **Spring semester:** Must be made up Monday–Wednesday of Spring Break or during finals week.
- **Summer semester:** Must be made up Monday – Thursday the week of 4th of July.
- SATO must be used before make-up days are scheduled. If no SATO remains, a grade reduction will apply if absence occurs after designated makeup periods (revised 8/2021).

Unexcused Clinical Absences

- Defined as absences that do not meet the criteria for excused absences.
- Must be made up, and each occurrence may result in a one-letter grade deduction.

Student Approved Time Off (SATO)

- SATO must be approved in advance by the Clinical Coordinator.
- Students must log SATO in Trajecsyst (or current system) with CI initials.
- One day = the number of hours assigned for one clinic day.
- SATO is only available during the semester it is assigned and cannot be carried over.

SATO Allotment:

- RA 110: 4 hours
- RA 125: 8 hours
- RA 150: 10 hours
- RA 200, RA 250: 12 hours
- All SATO must be used by the end of the semester.
- SATO must be used in whole-hour increments with prior approval.
- No SATO can be used on scheduled meeting days, orientations, or tours unless an exception is granted (e.g., inclement weather).

(reviewed and revised 8/2025 – knc)

Professional/Educational Activities

- Time missed due to approved professional educational events must be prearranged.

- Documentation must be submitted to the Clinical Coordinator prior to the event.

Clinical Tardiness

1. Tardiness is defined as arriving more than 7 minutes after the scheduled start time.
2. Three tardies will result in a one-letter grade deduction.
3. Continued tardiness may result in multiple grade deductions.
4. Students may not stay past their scheduled end time to make up for tardiness.

Lunch Breaks

- Students are allowed one 30-minute lunch break per clinical shift.
- The break must be free from patient care responsibilities and should occur at a time designated by the CP or supervising technologist.
- Concerns about break timing should first be addressed with the CP, then the Clinical Coordinator, and finally the Program Director if needed.

Inclement Weather Policy for Clinical Education

Clinical education is cancelled only when:

1. One of Southern's campuses is officially closed and classes are cancelled.
2. Clinical education is cancelled by program faculty or the Clinical Coordinator due to forecasted or current weather conditions.
3. A portion of clinical time (e.g., morning or evening) is cancelled—students are expected to attend the remaining shift unless they use SATO.

Student Decision-Making:

- Students may use local county school delays/closures (either where they live or where their clinical site is located) to help make informed decisions.
 - Clinical Site Counties
 - LRMC – Logan County, WV
 - BMH – Boone County, WV
 - WMH – Mingo County, WV
 - ARH and PMC – Pike County, KY
 - CAMC (General, Memorial, and W&C), Thomas, & TIC – Kanawha County, WV
 - Use the county school system to help make this decision. This also applies to time delays in the county school system. If your resident county or clinical site county has a delay, you may follow their schedule for safety concerns. The missed time will be made up in the restricted time frame or the student will use SATO* (8/2021).
- If Southern does not cancel classes, clinical hours must either be made up during the designated makeup period or SATO will be used. (8/2021 – rs)

Makeup Periods for Weather-Related Absences:

- The scheduled clinical education activity will be made up during the SAME shift and CES location and during the restricted period or SATO will be used.
 - **Spring semester:** Spring Break week (except Good Friday)
 - **Fall semester:** Thanksgiving Break week (except Thanksgiving Day and Friday)
 - **Summer semester:** Week of July 4th (except the holiday itself)

Additional Guidelines:

- Notify both the clinical site and Clinical Coordinator at least 30 minutes before start time if you are unsure about travel safety.
- Sign up for Southern's alert system for emergency notifications.
- This policy does **not** apply to isolated campus closures unrelated to weather (e.g., power outages, water line breaks).

Reviewed and revised: 5/2019, 8/2021, 8/2025 (knc)

COMPETENCY-BASED CLINICAL EDUCATION

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

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

By correlating didactic and clinical education, a unified goal is achieved in which competent technologists are trained that project professional maturity and a high degree of technical expertise.

Imaging examinations performed by, and accompanying responsibilities assigned to, a radiographer shall be at the direction of physicians qualified to request and/or perform imaging procedures. Upon completion of the program, the radiographer shall have met the following learning outcomes:

1. The student will utilize effective communication skills when interacting with the patient and other members of the health care team, demonstrating knowledge of both communication and critical thinking skills necessary to the profession.
2. The student will demonstrate ethical and professional behavior, practicing within the code of ethics and scope of practice for the profession.
3. The student will understand the function of medical image processing, with demonstration of knowledge concerning various forms of image processing and determine the proper sequence for proper filing of a completed radiograph.
4. The student will evaluate radiographic quality, applying the knowledge of positioning and technical selection necessary for diagnostic radiographs.
5. The student will provide the patient with proper care during medical imaging procedures. This will include knowledge of body mechanics, patient immobilization, basic life support techniques, patient education for examinations, and overall patient care and comfort.

6. The student will demonstrate the proper methods of radiation protection and exposure selection with regard to the patient, the equipment, other personnel, and to oneself.
7. The student will properly position the patient in correlation with medical imaging equipment for the production of a diagnostic radiograph.
8. The student will demonstrate knowledge of radiation physics, understanding the basic operation and maintenance of radiographic equipment and the interactions of x-ray with matter.
9. The student will utilize problem solving skills and exercise independent thinking while performing imaging examinations.

CLINICAL COMPETENCY POLICY:

A **minimum score of 85%** is required on each clinical competency evaluation for it to be considered successful.

Steps to Achieve Clinical Competency

1. Didactic Preparation

- Attend and actively participate in classroom instruction on positioning and equipment use.
- Demonstrate understanding through quizzes, exams, or informal faculty questioning.

2. Laboratory Demonstration

- Successfully perform positioning in the campus lab setting.
- Actively participate in hands-on lab activities.

3. Clinical Observation

- Observe the examination and positioning techniques in the clinical setting as performed by a qualified radiologic technologist.

4. Supervised Clinical Performance

- Perform the procedure during clinical rotations under **direct supervision**.

5. Competency Evaluation

- When confident and prepared, perform the exam as a formal competency evaluation.
- If a minimum score of 85% or higher is achieved, the student may then perform that exam under indirect supervision, except in the following cases:
 - Surgical suite procedures (e.g., C-arm)
 - Portable exams
 - High acuity or fragile patients

Competency Documentation and Guidelines

- Successful competencies are documented on the student's master clinical competency list and must include all standard projections and meet the evaluation form criteria.

- The Clinical Coordinator has final authority on whether a submitted competency meets program standards.
- The master clinical competency list is the official record and must be complete by finals week of the semester.
- Fluoroscopy-only procedures cannot be counted as a completed competency if not performed in conjunction with the required projections.
- **Headwork Competency Exception:**
 - If the Clinical Education Setting (CES) has a head phantom, additional required projections may be completed on the phantom on the same or following day and graded as part of the exam.
 - For example, if three skull projections are performed on a patient, a fourth projection may be completed on the phantom to meet requirements.

Simulation Policy

- If mandatory competencies are not completed by the final semester, simulated or phantom procedures may be performed under the supervision of the Clinical Coordinator, following ARRT simulation criteria.
- Not all exams are eligible for simulation.

Submission Requirements

- Completed competency forms must be submitted within two weeks via one of the following methods:
 - Locked drop box
 - Directly to the Clinical Coordinator
 - Via the Trajecsys online system

Once a competency evaluation has begun, it must be completed, unless interrupted by a patient emergency.

Forgetting a marker or poor positioning does not constitute a valid reason to halt or cancel an evaluation.

Procedure Practice: Imaging Skills in Laboratory Settings

In the on-campus lab, students will be expected to demonstrate appropriate imaging skills. Under faculty supervision, the student must:

1. Demonstrate proper positioning, including patient stabilization or immobilization when necessary.
2. Select the correct Image Receptor (IR) size.
3. Align the x-ray tube to the anatomy and image receptor.
4. Adjust the collimator to the appropriate field size.
5. Use the correct right (R) or left (L) marker.
6. Apply protective shielding as required.
7. Measure the anatomical part using a caliper, when applicable.

8. Select and set appropriate exposure factors.
9. Announce that an exposure is about to be made.
10. Perform the exposure on a phantom, if applicable.
11. Under instructor supervision, evaluate the image for correct positioning, exposure quality, and exposure index.

Clinical Objectives: Rooms, Skills, and Processes

Students will complete clinical objectives tied to specific exam rooms, equipment, skills, or procedures during clinical rotations. These objectives:

- Are designed to support course outcomes.
- May include assigned forms to be completed at the clinical site.
- Will be outlined and explained further in each clinical course syllabus.

Competency Requirements

All clinical course requirements are aligned with ARRT Clinical Competency Requirements and Program-specific expectations.

Clinical requirements may include:

- Room and equipment objectives
- Rotational evaluations
- Clinical competency evaluations
- Category-specific competencies
- Image analysis assignments
- Capstone projects
- Clinical rechecks
- Clinical Coordinator evaluations
- Timecard/time sheet submissions
- Case studies or online activities

The quantity and type of requirements will vary by semester. Faculty may modify assignments or requirements in response to clinical site availability or extenuating circumstances.

ARRT Requirements and Program Expectations

- Students must complete all mandatory and elective competencies required by the ARRT, including those in patient care and imaging procedures.
- The program also includes additional elective competencies beyond ARRT's minimum.

- Whenever possible, activities should be completed on actual patients, but simulation is allowed when institutional or state regulations prohibit student participation in live procedures.
- Competencies may also be satisfied through lab demonstrations or integrated into course-based objectives.

Additional Guidelines and Notes

- The Program Director will verify completion of general patient care competencies.
- Refer to the Appendix for the complete 2022 ARRT Clinical Competency Requirements (sourced from [ARRT.org](https://www.arrt.org)).
- Each clinical syllabus will specify the number of required competencies per semester.

Image analysis may be required as part of these clinical competencies, at the discretion of the Clinical Coordinator.

- The C-arm objective must be completed at each site by the Clinical Preceptor (CP) or a designated technologist prior to attempting a C-arm competency.

This requirement begins during the first spring semester (Effective 9/2018).

- Additional competencies completed beyond the semester requirement will be carried over to the final semester.

Note: Even if the total number exceeds the minimum, all ARRT mandatory competencies must be completed before program completion.

- All required forms will be distributed with the corresponding clinical course syllabus and discussed prior to the start of rotations.

Rating Scales for Clinical Competency and Final Evaluations

To ensure consistent and objective evaluation of student performance during clinical rotations, the following **point scales** are used:

Clinical Competency Evaluations & Objectives

3-Point Scale:

Score Description

- 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: 13 out of 15 points

Final Competency Evaluation Categories

5-Point Scale:

Score Description

- 1 **Below Expectations** – Maximum assistance needed; **75–100% error**
- 2 **Below Expectations** – Assistance needed; **50–75% error**
- 3 **Satisfactory** – Expectations met; $\leq 25\%$ error
- 4 **Above Average** – Expectations met; $\leq 10\%$ error
- 5 **Excellent** – Expectations exceeded; $< 5\%$ error

Patient Type Abbreviations

- **A** – Adult
- **C** – Child (*6 years and under*)
- **I** – Infant (*under 1 year of age*)

Special Considerations (per ARRT Competency Requirements, 2022)

- **Geriatric:** Patients 65 years or older who are also physically or cognitively impaired due to aging.
 - Determination of geriatric status should be made using professional judgment by the Clinical Preceptor or technologist.
- **Trauma:** Defined as a serious injury or shock requiring modifications in positioning and close monitoring of the patient's condition.

Student Responsibilities for Competency Evaluations

Students must complete the following steps for each competency evaluation:

1. Complete the top of the form fully and accurately.
2. Use official exam titles from the Master Competency List when filling in exam names (e.g., “C-Spine, 5 Projections,” “Shoulder with Grashey”).
3. Record technique used for each projection.
4. Have each projection evaluated by the supervising technologist or preceptor.
5. Submit the completed form within two weeks of the exam date using one of the following methods:
 - Locked submission box
 - Directly to the Clinical Preceptor (CP)
 - Trajecsyst

Clinical Exam Rechecks, Category Schedule, and Final Competency Policy

Clinical Recheck Policy

1. **Recheck evaluations** of radiographic procedures may be conducted during any semester by the Clinical Preceptor at the Clinical Education Setting (CES) or the Clinical Coordinator.
2. Recheck exams are conducted at the discretion of the instructor or coordinator based on student performance or program requirements.
3. **Returning students** (those re-entering clinical education after a break) are required to complete recheck radiologic exams during their first semester back in clinical.
 - These students may also complete new competencies during this time.
 - They must complete the same number of rechecks as assigned to currently enrolled students for that semester.
 - Image analysis will be included in these recheck evaluations.

Final Competency and Category Completion

4. Recheck exams are also a required part of the Final Competency Assessments in Categories I and II.
 - These final assessments are assigned at the discretion of the Clinical Preceptor or Clinical Coordinator.
5. Category I and II competencies must be completed by the designated deadlines as communicated each semester.
6. Capstone Competencies with image analysis are required and will be completed during the second year of the program.

Clinical Course Requirements and Grading

Each Radiologic Technology (RA) clinical course will include a variety of graded components, which may vary by semester. All expectations and evaluation criteria will be detailed in the clinical course syllabus.

Possible graded elements include:

- Rotation evaluations (completed by the Clinical Preceptor)
- Clinical Coordinator evaluations
- Completion of mandatory and elective competencies with a minimum score of 85%
- Room or equipment objectives
- Attendance, including absences or tardiness
- Adherence to the dress code
- Compliance with program policies

Violations such as excessive absences, tardiness, dress code non-compliance, or other policy infractions may result in a reduction of the final course grade.

(revised and reviewed 8/2025)

Computed Tomography in the Clinical Education Setting

As part of the Radiologic Technology Program, all second-year (senior) students are introduced to Computed Tomography (CT) through both didactic and clinical education components.

Course Requirement

- All students are enrolled in CT 260, *Introduction to Computed Tomography*, during the second fall semester as a required didactic course.

CT Clinical Rotation Overview

- All senior students will complete a clinical rotation in the CT department during their final year.
- The rotation will be scheduled for 1 to 2 weeks, depending on the student's progress in completing mandatory radiography clinical competencies.

CT Clinical Expectations and Requirements

1. Evaluation Requirement

- The assigned CT technologist will complete a clinical rotation/weekly evaluation for each student during the CT rotation.

2. Required Room Objective Competency

- All senior students must demonstrate competency in:
 - Room Objective: Gantry and Table Manipulation and Movement

3. Optional CT Exam Competencies

- Students may complete competency evaluations in the following six non-contrast CT examinations (subject to ARRT updates):
 - Non-Contrast Head
 - Non-Contrast Abdomen
 - Non-Contrast Chest
 - Non-Contrast Pelvis
 - Non-Contrast Sinuses/Facial Bones
 - Non-Contrast Spine

4. CT Competency Evaluation

- Senior students must complete a CT competency evaluation for the exams listed above as an opportunity to expand clinical knowledge and gain practical exposure.

5. Supervision and Contrast Use

- Students are **not** permitted to inject intravenous contrast media under any circumstance.
 - Direct supervision is required at all times when participating in or observing CT procedures.
6. **Additional Skills (with Direct Supervision)**
- During the CT rotation, senior students may also observe or assist with the following under direct technologist supervision:
- Loading and unloading of contrast injector systems
 - Sterile field preparation for procedures such as biopsies or fluid drainages.

Vacation and Attendance Policy

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

Compensatory Time & Staying Over Policy

- Compensatory time must be pre-arranged with the Clinical Coordinator and Clinical Preceptor.
- It is the student's responsibility to ensure all time is accurately recorded in Trajecsys.
- Comp time may be granted for approved out-of-program assignments or seminars, as defined by the Program Director, and must receive prior approval.

If a student is performing a competency exam at the end of a clinical shift, the Clinical Preceptor must be notified in advance if the student will remain past their scheduled end time.

- The student must log the extended time in Trajecsys and indicate the reason (e.g., "performing comp").
- If this occurs during an evening shift when the Clinical Preceptor is not present, the evaluating technologist should verbally confirm the comp with the Clinical Coordinator or Program Director.
- Additional minutes will be rounded to the nearest quarter hour and must be used by leaving early on the last clinical day of the same week.
- If the comp occurs on the final clinical day of the week, the student must notify the Clinical Coordinator, who may grant permission to leave early the following clinical day.
- If the competency is expected to extend more than 30 minutes beyond the shift end, the Clinical Coordinator must be notified in advance.

Travel to Clinical Settings

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

“I understand that it is my responsibility to arrange travel to and from clinical sites for scheduled clinical rotations, tours, and orientations and to ensure this does not interfere with class or other program obligations.”

Note: Signature for travel policy obtained at orientation.

Clinical Dress Code

Radiologic Technology students are expected to maintain a professional and conservative appearance at all times, including proper grooming and good personal hygiene. Compliance with the dress code is required for all clinical and lab experiences.

Clinical Uniform Guidelines

- Only approved Southern Radiology uniforms may be worn. Returning students must comply with the most current uniform policy.
- A plain white, black, gray, or navy undershirt is permitted—no visible logos or writing.
- Approved scrub pants are required. Leggings, yoga pants, and joggers are not allowed.
- For portable and surgery rotations, hospital-issued scrubs may be worn per facility guidelines and must not be removed from hospital grounds.
- Uniforms must be clean, pressed, and well-fitted:
 - Pants must not drag the floor and must be worn at the waist.
 - Skin or undergarments should not be visible when bending, stretching, or leaning.
- Only approved uniform jackets or fleece jackets with the Southern logo and program name may be worn.
- Hoodies and sweaters are not permitted.
- Uniforms are to be worn only at clinical sites or approved campus events and must be fully worn when entering or exiting a clinical site.

Shoes and Socks

- Students must wear standard white or black leather shoes with closed toes and full heels.
- White or black socks or hose are required.
- Shoes should be clean, in good condition, and supportive.

Hair and Facial Hair

- Hair must be clean, neatly confined, and kept out of the face in patient care areas. Hair longer than collar length must be tied up.
- Bangs must be kept out of the eyes.
- Only simple and inconspicuous hair accessories are permitted.
- Beards and mustaches must be clean and neatly trimmed.
 - Facial hair must not interfere with PPE (e.g., N95 mask fit).
- Hair color must be a natural tone. Students should ask for clarification before making changes if unsure.

ID Badges and Name Tags

- A Southern-issued student ID must be worn visible at the lapel or upper pocket, unobstructed by stickers, pins, or markers.
- If the clinical site requires an additional ID, it must be worn according to facility policy, but does not replace the Southern ID.

Radiation Dosimeter (Badge)

- Dosimeters must be worn at all times during clinical and lab.
 - Single badge: worn at collar, outside the apron.
 - Dual badge (e.g., pregnancy): second badge worn under apron at waist.
- Dosimeters may not be shared or altered.
- Students without their dosimeter will be sent home and clinic hours deducted from SATO.
- Badges are exchanged quarterly and must be paid for on time:
 - Unpaid fees may result in registration or graduation holds.

Gum and Fragrances

- Gum chewing is not permitted during clinical or lab.
- Fragrance-free policy: avoid perfume, cologne, scented lotion, or sprays due to patient and staff sensitivities.

Jewelry Guidelines

- Minimal jewelry is permitted for safety and professionalism:
 - Plain wedding/engagement rings may be worn unless restricted (e.g., sterile procedures).
 - A small, non-digital watch may be worn.
 - Up to two pairs of small, post-style earrings in one hole per ear.
 - No other visible piercings (e.g., tongue, eyebrow, nose, gauges) are permitted.
 - Clear spacers may be used to maintain non-compliant piercings.

- Bracelets are not permitted, including cause or awareness bands.
- A small pin may be worn during special events (e.g., RT Week) with approval.
- All jewelry must be removed when required by facility (e.g., MRI, OR).

Fingernails and Makeup

- Fingernails must be short, smooth, and clean—not to extend beyond fingertips.
- No artificial nails, gel, tips, or decals are permitted.
- Polish must be neutral/nude and free of chips or peeling.
- Makeup must be light and professional in appearance.

Tattoos

- All tattoos must be fully covered, including temporary or permanent designs.

Failure to meet dress code or professional behavior expectations at clinical sites or during professional events may result in the following:

- Immediate dismissal from clinic at the discretion of the clinical preceptor
- Reduction in total clinical hours
- Missed assignments, which may lead to a course grade deduction
- Written documentation of the incident will be placed in the student's academic file.

8/2025 - knc

Marker Policy

R/L Marker Policy

- Each student must purchase at least one set of R/L markers with their three initials (recommended: two sets).
- Markers must be:
 - Rectangular, plain (no glitter or novelty shapes)
 - In red and blue
- Markers must be visible on images for competencies to be graded.

Mismarking of Radiographic Images

Mismarking radiographic images is considered a serious clinical error and will be addressed according to the following progressive discipline process:

1. First Incident:

- The Clinical Preceptor (CP) will counsel the student regarding proper image marking procedures.

- The incident and discussion will be documented, and the CP will investigate the cause of the error.

2. Second Incident:

- The CP will notify the Clinical Coordinator, who will conduct a follow-up counseling session with the student.
- Additional remediation or corrective action may be required.
- The incident will be formally documented in the student's file.

3. Third Incident (within the same semester):

- The student will receive a one-letter grade deduction in the clinical course.

(reviewed/revised 8/2025 – kno)

Student Supervision

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

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

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

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

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

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

I. DIRECT SUPERVISION

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

Direct Supervision Guidelines:

1. Radiographer reviews the request for each examination.
2. Radiographer determines the capability of the student to perform the exam with reasonable success under supervision.
3. Radiographer determines the capability of the patient to complete the exam under the care of the student.
4. Radiographer ascertains that the student has obtained the necessary level of education to participate in the exam or complete it under supervision.

5. If the above criteria are met, the radiographer is present in the radiography room while the student is allowed to perform the exam.

II. INDIRECT SUPERVISION:

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

Indirect Supervision Guidelines:

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

During these situations, direct supervision must be maintained.

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

Repeat Policy

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

Modality Observations

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

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

At any time during the second year, beginning in the fall, a student may request a day for observation.

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

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

Protocol for Equitable Mammography

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

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

Appendix

Attendance & Leave Forms

Bereavement Leave Request Form

This form must be completed and submitted to the Program Director or Clinical Coordinator as soon as reasonably possible following the loss of an immediate family member. Documentation may be requested.

Student Information

Name: _____

Student ID #: _____

Program Year (1st or 2nd): _____

Date of Request: _____

Bereavement Leave Details

Name of Deceased: _____

Relationship to Student: _____

Date of Death: _____

Requested Leave Dates: _____

Total Days Requested (max 3 weekdays): _____

Acknowledgment

I understand that the program permits up to three (3) sequential weekdays of excused absence for the loss of an immediate family member. I affirm that the information provided is true and accurate to the best of my knowledge. I understand I may be required to provide documentation.

Student Signature: _____ Date: _____

Program Use Only

Received By: _____ Date Received: _____

Documentation Provided: ☐ Yes ☐ No

Approved Leave Dates: _____

Clinical Coordinator/Program Director Signature: _____

(Reviewed/Revised 8/2025 – KNC)

SWVCTC Radiography Program Leave of Absence Declaration

Policy: This is the form a student will complete if they opt to take a Leave of Absence from the SWVCTC Radiography Program

Procedure:

STUDENT'S NAME _____

The above named student is currently enrolled in the SWVCTC Radiography Program. This student has voluntarily opted to take a Leave of Absence from the Program. The Leave of Absence becomes effective on the following date:

The Leave of Absence will be terminated on the following date: _____

The student is permitted to be absent from the program for only one year. If they do not return within the previously stated time period, they will forfeit their spot as a student and will be required to re-apply to the SWVCTC Radiography Program. The Leave of Absence will be granted until the start of the next corresponding semester in which the Leave of Absence was granted. If a student decides not to return to the Radiography Program, they must inform the Program Officials at least six (6) weeks prior to their scheduled return.

If the Leave of Absence is for medical reasons, the student must provide written documentation from a physician verifying that they are temporarily unable to actively participate in the clinical component of the program. They must also provide written clearance from a physician for the clinical component of training upon their return to the program.

A student is permitted to take only one Leave of Absence while they are enrolled in the SWVCTC Radiography Program. Should any unforeseen circumstances arise prior to the effective date of the Leave of Absence, it is the responsibility of the student to inform the Program Faculty of this status change.

****The final decision is left to the discretion of the Program Faculty.**

STUDENT'S NAME (Printed)_____

STUDENT'S SIGNATURE_____

DATE_____

(Reviewed/Revised 8/2025 – KNC)

Pregnancy-Related Forms

SWVCTC Radiography Program Pregnancy Declaration Form

Policy: A student should complete this form when they voluntarily declare their pregnancy.

Procedure:

I, _____, do hereby make this voluntary declaration of pregnancy in writing. My estimated date of conception was _____, and my estimated date of delivery is _____.

By making this voluntary declaration of pregnancy in writing, I realize that no special provisions will be made for me by the SWVCTC Radiography Program (as stated in the previously signed "Program Pregnancy Policy"). I also agree to follow all information that is listed in the "Pregnancy Policy". I understand that any injuries to myself or my offspring are NOT the responsibility of Southern West Virginia Community and Technical College, or the SWVCTC Radiography Program. I have received a copy of the applicable NRC Regulations and read through them. I also agree to follow any specifications made in the Program's "Leave of Absence Policy", should any circumstances apply.

I have read the above "Voluntary Declaration of Pregnancy", as well as the Program's "Pregnancy" and "Leave of Absence Policies", and agree to comply with them. All information regarding my pregnancy will be held in strictest confidence.

Since I have voluntarily declared my pregnancy in writing, I am selecting the following option:

_____ **OPTION 1** – I am electing to take a "Leave of Absence" from the SWVCTC Radiography Program. I plan to return within a one-year period under the conditions set forth in the Pregnancy Policy.

_____ **OPTION 2** – I am electing to continue in the SWVCTC Radiography 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. I understand that a "Leave of Absence" is still an option if applicable.

STUDENT'S NAME (Printed)_____

STUDENT'S SIGNATURE_____

DATE_____

(Reviewed/Revised 8/2025 – KNC)

SWVCTC Radiography Program Pregnancy Undeclaration Form

Policy: A student should complete this form when they voluntarily undeclares their pregnancy.

Procedure:

I, _____, do hereby make this voluntary undeclaration of pregnancy in writing on _____. I agree to return my fetal radiation badge to the SWVCTC Radiography Program officials as soon as possible.

STUDENT'S NAME (Printed)_____

STUDENT'S SIGNATURE_____

DATE_____

(Reviewed/Revised 8/2025 – KNC)

Clinical, Safety, & Disciplinary Forms

Disciplinary Action:

VIOLATIONS IN ANY POLICY WILL RESULT IN DISCIPLINARY ACTION.

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

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Deduction of One (1) letter grade in the Clinical or Didactic course

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

See the form on the next page.

Student Session Documentation

Student: _____ Date: _____

Clinic: _____ or Class: _____

Reason(s) for Session:

- | | |
|--|--|
| <input type="checkbox"/> Clinical | () Verbal (1 st) |
| <input type="checkbox"/> Didactic | |
| <input type="checkbox"/> Disciplinary (Tardiness, clinical dress code, etc.) | () Written (2 nd , 3 rd) |
| <input type="checkbox"/> Student initiated | |
| <input type="checkbox"/> Other Policy or Procedure: _____ | |
| <input type="checkbox"/> Positives or Strengths | |

Comments/Description:

Suggestions to improve or Action plan:

Signatures:

Student: _____ CP/ Instructor: _____

Occupational Blood and Body Fluid Exposure

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

Occupational Blood and Body Fluid Exposure Form

Refusal/Acknowledgement Form

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

Student's/Faculty's Intended Course of Action

- ☐ I have already seen a physician and started a post-exposure protocol.
- ☐ I intend to see a physician and begin a post-exposure protocol.
- ☐ I refuse to participate in a post-exposure protocol.

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

Student's/Faculty's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

Dean of Allied Health and Nursing Signature: _____ Date: _____

Southern West Virginia Community and Technical College

Blood and Body Fluid Exposure Report

Name of Exposed Student/Faculty: _____

Date and Time of Exposure: _____

Type of Exposure: ☐ Needle Stick ☐ Cut ☐ Mucous Membrane ☐ Skin

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

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

Description of how and where exposure occurred:

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

Was source of exposure able to be identified? ☐ Yes ☐ No

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

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

If status of source is known, list here: _____

Has exposed received HBV vaccination? ☐ Yes ☐ No

If yes, is vaccine response known? ☐ Yes ☐ No ☐ Immune ☐ Not Immune

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

If yes, when and with whom? _____

If not, why? _____

Name of person completing report: _____

Date: _____

Southern West Virginia Community and Technical College

Report of Injury

To be completed by the supervisor or clinical preceptor

Name of Injured Student: _____

Date of Occurrence: _____ Time: _____

Clinical Site: _____

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

List any others present? (No patient names)

Was department supervisor or clinical preceptor notified immediately? __yes __no

Any emergency room treatment needed? If so, describe.

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

Is follow up with family physician needed?

Student signature: _____

Signature of person filling out report: _____

Notify clinical coordinator immediately and submit this form.

Magnetic Resonance Screening Form for Students

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Name: _____ Date: _____

		Circle Yes or No	
1.	Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____			
2.	Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe: _____			
3.	Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____			
4.	Please indicate if you have any of the following:		
	Aneurysm clip(s)	Yes	No
	Cardiac pacemaker	Yes	No
	Implanted cardioverter defibrillator (ICD)	Yes	No
	Electronic implant or device	Yes	No
	Magnetically-activated implant or device	Yes	No
	Neurostimulator system	Yes	No
	Spinal cord stimulator	Yes	No
	Cochlear implant or implanted hearing aid	Yes	No
	Insulin or infusion pump	Yes	No
	Implanted drug infusion device	Yes	No
	Any type of prosthesis or implant	Yes	No
	Artificial or prosthetic limb	Yes	No
	Any metallic fragment or foreign body	Yes	No
	Any external or internal metallic object	Yes	No
	Hearing aid	Yes	No
	Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. Should any of this information change, I will inform my program director.

Signature of Person Completing Form: _____ Date: ____ / ____ / ____

☐ ____ The student has not identified any contraindications to entering MR Zone III or IV.

☐ ____ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an approved MR Technologist onsite at each clinical setting.

Form Information Reviewed By:

Print name

Signature

Title

Student Initials

Remember: The magnet is always on!

Clinical Competencies, Objectives, & Evaluations

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 Clinical Preceptor the day the comp was completed.

CLINICAL COMPETENCY EVALUATION FORM

SITE: Circle LRMC BMH TMH TIC TUG WMH PMH CAMC: Mem__ Gen__ W&C __
 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		
Performance Evaluation:	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
1. Evaluate Request															
2. Physical facilities readiness															
3. Patient Care															
4. Equipment Operation															
5. Positioning Skills															
6. Applied Radiation Protect															
Image Evaluation:															
7. Anatomy Identification															
8. Proper Alignment															
9. Technique / CR Image Adjust															
10. Film Identification/Markers															
11. Collimation															
NUMBER OF POINTS SCORED	/33			/33			/33			/33			/33		
PERCENTAGE SCORE / GRADE															

MANUAL TECHNIQUE: KVP & MAS _____

Technologist's Comments:

Technologist Signature: _____

CI/CC only:

☐ Met
☐ Not

Student Signature: _____

8/16;9/1; 8/207 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"> -Verifies correct order versus request; student understands what exam should be performed -Communication skills: introducing oneself to patient, obtains 2 patient identifiers, LMP (if applicable), professionalism and friendliness, documentation of pertinent history for exam
2. Physical facilities readiness	<ul style="list-style-type: none"> -Exam room/area clean and ready -Needed supplies and equipment available (i.e. correct IR sizes, immobilization devices, grid, cassette holder, etc)
3. Patient Care	<ul style="list-style-type: none"> -Assesses patient needs and condition -Maintain patient modesty -Patient handling (i.e. assertiveness versus passiveness)
4. Equipment Operation	<ul style="list-style-type: none"> -Tube Alignment/Bucky -Proper SID -Correct IR/cassette size and placement (crosswise and lengthwise) -Use of accessory equipment (sponges, grids, etc.) -Sets technical factors for manual or automatic exposure -Effectively uses CR to annotate and window/level images when applicable; image archival
5. Positioning Skills	<ul style="list-style-type: none"> -Student shows confidence in knowledge of CR, angles, part rotations and positions -Speed -Organization of exam
6. Applied Radiation Protection	<ul style="list-style-type: none"> -Use of lead shield. Student must shield all patients in which the shield does not interfere with the quality of the exam. Failure to do so should result in a 0 for this category. If an exam cannot be shielded, tech may write N/A. -Practice radiation protection for self, patient, and other personnel
Image Evaluation:	
7. Anatomy Identification	<ul style="list-style-type: none"> -Correct anatomy for projection is obtained on image. (i.e. Water's view: must see petrous ridges below maxillary sinuses) -Student can correctly verbalize anatomy
8. Proper Alignment	<ul style="list-style-type: none"> -Correct central ray to part alignment and part to image receptor alignment -Rotation/Tilt of part
9. Technique / CR Image Adjust	<ul style="list-style-type: none"> -Image resolution -Contrast/density - LGM number within accepted limits
10. Film Identification/Markers	<ul style="list-style-type: none"> -Correct marker placement -Lead markers viewable on image. Digital annotated markers do not count.
11. Collimation	<ul style="list-style-type: none"> -Correct beam restriction for part as evidenced on image

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

Southern WV Community & Technical College

Student Radiographer

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 – ACCEPTABLE PER EXPECTATIONS, MINIMAL ASSISTANCE NEEDED

3 – MEETS OR EXCEEDS EXPECTATIONS, OUTSTANDING PERFORMANCE

Case:

Repeats:

Position/Projection	A			B			C											
Performance Evaluation:	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
1. Evaluate Request																		
2. Physical Facilities Readiness																		
3. Patient Care																		
4. Equipment Operation																		
5. Positioning Skills																		
6. Applied Radiation Protection																		
Image Evaluation:																		
7. Anatomy Identification																		
8. Proper Alignment																		
9. Technique / CR Image Adjust & EI w/in normal limits																		
10. Film Identification/Markers																		
11. Collimation																		
POINTS SCORED	/33			/33			/33			/33			/33			/33		
PERCENTAGE SCORE																		

MANUAL TECHNIQUE:

[KVP & mAs for each]

Comments:

Evaluator: _____ Student Signature: _____

Emh 4/2013; 5/15; 2/18; HRA 4/22

Southern WV Community & Technical College
Radiologic Technology Program

C-Arm *Competency for Exam type/AREA: _____

*C-arm OBJECTIVE must be before first.

Circle: Sterile Field or > 1 Projection

Student Name: _____ Date: _____

Clinical 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: _____

Comments: _____ 66

Student's Signature: _____

Technologist's Signature: _____

Southern WV Community & Technical College
Student Radiographer
CT Exam Competency

SITE:

LRMC___ WARH___ BMH___ TMH___ TIC___ PMC___ CAMC___

Student Name: _____ **Date:** _____

CT Exam:

- | | |
|---------------------------------|----------------------------------|
| () Non-Contrast Brain | () Non- Contrast Abdomen/Pelvis |
| () Non- Contrast Chest | () Non-Contrast Neck |
| () Non- Contrast Sinus/ Facial | () Non- Contrast Spine |

Activity	0	1	2	3
1. Obtain requisition, evaluate for pertinent data.				
2. Properly prepare patient for ordered exam.				
3. Obtain patient hx and vitals.				
4. Position and center 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.				

COMMENTS _____

Student Signature: _____ Date: _____

Technologist Signature: _____

Southern WV Community & Technical College
Radiologic Technology Program

Various Procedures & Fluoroscopy 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 Small Bowel
 UGI Myelogram Operative Cholangiogram Venogram
 Barium Enema Arteriogram Hysterosalpingogram Fistulagram
 Esophogram (Barium Swallow) Modified Barium Swallow (no images)

Student Name: _____ Date: _____

Clinical Site: _____

Student- List the projections completed: _____

ACTIVITY				
<i>RATING</i>	0	1	2	3
1. Demonstrated proper pre & post patient care				
2. Located necessary supplies / fill syringe / prepare cm				
3. Assisted & demonstrated sterile technique during exam				
4. Explained general purpose of exam				
5. Assisted with informed consent or informed pt of proc.				
6. Set up Fluoro; Completed at least 2-3 projections				
7. Identified anatomy on images				
8. Demonstrated knowledge of operation of equipment				
9. Demonstrated proper disposal of contaminated items				
10. Properly cleaned room				
11. Assembled/processed images for interpretation				

Total Points: _____/33

Comments

Student's Signature: _____

Technologist's Signature: _____

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

Routine Radiographic Room Objective Check Sheet

LOCATION: LRMC___TUG___PMC___BMH___TMH___TIC___WMH___CAMC Gen___CAMC Mem___

Complete at each new CES (1st fall semester ONLY)

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; 8/20; 8/25

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

Radiographic/Fluoroscopic Room Objective check sheet

LOCATION: LRMC___ PMC___ BMH___ TMH___ TIC___ TUG___ WMH___ CAMC Gen___ CAMC Mem___

Complete at each new CES in 1st spring/ 2nd fall semester

Student Name: _____ Date: _____

Activity	0	1	2	3	N/A
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: _____

Revised 4/2015; 8/16; 9/18; 8/20; 8/25

EVENING ROTATION: Check sheet (Must complete as a 1st and 2nd year)

Student Name: _____ **Date:** _____

Clinical Location: _____

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 nd year.			
7. Performed extremity procedures independently – 1 st year; Performed spine procedures independently – 2 nd 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

Southern WV Community & Technical College
Student Radiographer

Patient Movements and Wheelchair Transfers Objective Check Sheet

Student Name: _____

Complete once during the first clinical course.

Standby Assist- patient in/out of wheelchair (WC) to/from x-ray table.

Activity	0	1	2	3	N/A
1. Lower x-ray table; secure x-ray tube out of the way					
2. Move footrests out of the way					
3. Place WC at 45 degree angle to x-ray table					
4. Lock all wheelchair wheels					
5. Give patient instructions					
6. Direct patient to reach for table & turn until table is behind					
7. With both hands on the table, instruct pt to sit					
8. Move WC to safe location					
9. After x-rays, prepare WC & lock; standby as pt returns to WC					

_____/27

Comments: Student Signature: _____

Technologists signature: _____ Date: _____

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

Patient Movements and Wheelchair Transfers Objective Check Sheet

Student Name: _____

Complete once during first clinical course.

Pivot WC transfer- assisting patient in/out of WC to/from x-ray table

Activity	0	1	2	3	N/A
1. Lower x-ray table; secure x-ray tube out of the way					
2. Move footrests out of the way					
3. Place WC at 45 degree angle to x-ray table w pt strong side closest to table					
4. Lock all wheelchair wheels					
5. Give patient instructions					
6. Stand at side of pt, bending your knees; block pts feet with your foot if pts unstable & assist pt upright					
7. Ask if pt feels alright; if not dizzy pivot pt towards table					
8. Direct patient to reach for table & turn until table is behind					
9. With both hands on the table, instruct pt to sit					
10. Move WC to safe location					
11. After x-rays, prepare WC & lock wheels; assist with pivot of pt to WC					

_____/33

Comments: Student Signature: _____

Technologists signature: _____ Date: _____

New 6/2020 emh

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

Cart/Stretcher Transfers Objective Check Sheet

Student Name: _____

Complete in first clinical course

Circle LOCATION: LRMC___BMH___TMH___TIC___TUGARH___ CAMC Gen___ CAMC Mem ___CAMC W&C _

Cart/Stretcher Assisted Transfer (to/from pt cart to/from x-ray table) [with 1-2 other]

Activity	0	1	2	3	N/A
1. Move cart along side table preferable on pts strong or less affected side					
2. Level cart with table; lock cart wheels; secure any tubes, IV, oxygen, etc.					
3. Roll up draw sheet on both sides of pt; make sure it is straight and under hips and torso					
4. Instruct patient the next steps					
5. One person on far side supports head and upper body; other person supports pelvis; 3 rd person supports legs					
6. Instruct pt to cross his/her arms across the chest					
7. On your count, all grasp rolled up draw sheet and slowly pull pt to the edge					
8. On your second command, gently lift and pull patient onto the table.					
9. Make certain pt is safely in the middle of the table before unlocking the cart & moving it to a safe location.					
10. If a moving device is available, instruct patient to roll up some and place device to midpoint of the back. Tell patient to roll back; complete 3-9					

Comments:

_____/30

Student's signature: _____

Technologists signature: _____ Date: _____

New 6/2020 emh

OBJECTIVE: Patient Care (1st Year RA 110, 125 or 150 & 2nd 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, 6/23

C-Arm Objective (pre comp)

Southern Radiologic Technology Program

Guidelines: To be completed in the 1st spring semester

Completed by the Clinical Preceptor 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; Preceptor discretion to energize C-arm if room available.

Student Name: _____ Date: _____

CES: (circle) CAMC Gen. CAMC Mem. Boone MH LRMC Thomas MH TIC CAMC W&C TUG ARH
Pikeville

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 tableS			
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: _____

CP or Technologist's Signature: _____ 8/2018 eh; rev8/20

Southern WV Community & Technical College
Student Radiographer

CT Room Objective

SITE: LRMC___ BMH___TMH___TIC___TUGVARH___CAMC___ Pikeville___

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's signature: _____ Date: _____

Technologist signature: _____

Revised 8/16; 8/20

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: 1st Fall-1 1st Spring-2 Summer-3 2nd Fall-4 2nd 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.

ALL ARRT required competencies must be completed by the end of the program. These include mandatory and some elective one. See the ARRT competency list. Program requirements include room and equipment objectives, categories, capstones or case studies, etc. Specific numbers of comps. Will be in the syllabi.

8/15; 8/16; 8/17; 9/19; 8/20 emh

Self-Directed Clinical Orientation Treasure Hunt

Name _____ Clinical Site _____

Complete ALL parts during 1st fall semester at each new CES. Complete Part 1 during all other semesters at each new CES.

Clinical Preceptor or tech Signature: _____ Date: _____

Part 1:

Emergency/Alarm Code Names and Hazards

Code Name

How to Call

Cardiac and/or Respiratory arrest: _____

Fire: _____

Trauma Call, if applicable _____

Bomb Threat: _____

Baby/Child Abduction: _____

R.A.C.E. stands for? _____

Name of disinfectant(s) used to clean x-ray tables and wall Buckys: _____

Location of Important Supplies and Equipment

Where are the following items located in your imaging department?

Sharps containers:

Gowns and gloves:

Hand sanitizers:

Sinks with soap and water:

Crash cart:

Fire extinguisher and pull station:

Complete specific training for coronavirus or other infectious procedures:

Initialed by dept. CP or supervisor or education dept. _____ Date: _____

Confidentiality

HIPAA: For what do these letters stand for? Why is HIPAA important?

Imaging Department

List the room numbers and if radiographic, R, and fluoroscopic, F, rooms; CXR only; CT, etc. and if in ER or outpatient.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Exposure Techniques

1. What model of equipment does the department use? (Agfa, Carestream, etc?) _____

a. Mobile/Portable unit models? _____

b. Provide the kVp & mAs techniques for the following mobile exams:

1. AP Chest _____
2. Abdomen _____ grid or non grid?
3. Hand _____
4. Foot _____

2. Hospitals/Imaging centers: What are the kVp & mAs techniques for the following exams?

a. Adult Chest PA/LAT: _____

b. Pediatric Chest PA/LAT: _____

b.

Abdomen: _____

3. Where do you find a printed copy/notebook listings of all the exam procedures projections/ views?

4. Does the department have a separate technique chart for each room? Yes No

Part 2: The student will ask the CI if any equipment, policy or protocols have changed. Students should review the information in Part 1. The CI or CC will ask the student random questions until 5 are correctly answered. To be completed within first week of returning. Once Part 2 is completed, the form enters the student's file.

Clinical Preceptor or CC Signature: _____

Date: _____

Revised 6/2020; Emh 8/2019

Southern WV Community & Technical College

Radiologic Technology

WEEKLY or ROTATION

CLINICAL EVALUATION

LOCATION: LRMC___ TUG___ BMH___ TMH___ TIC___ TUG___ PMC___ WMH___ CAMC Gen___ CAMC Mem___ W&C___
 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	
TOTALS:						/75
Personal Traits: 25% of Grade	2.0	2.2	2.3	2.5	2.7	Student's Comments
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	
TOTALS:						/24.3

List a strength or positive comment:

List an area to improve:

Technologist Signature: _____ Student Signature: _____

RA 203

Name: _____

Venipuncture & IV Injection Competency

Date: _____

Equipment:

- Disposable Gloves
- Gauze, tape, and/or adhesive bandage
- Intravenous IV catheter
- Syringe
- Tourniquet
- Venipuncture training arm

Point Scale: **0 – Does not perform task** **1 – Performs with SIGNIFICANT help**
 2 – Performs with SOME help **3 – Performs as expected with no help**

Procedure:	0	1	2	3
1. Wash hands thoroughly or use alcohol-based hand sanitizer.				
2. Check two patient identifiers.				
3. Explain the procedure to the patient. Ask about any allergies.				
4. Assemble all needed supplies and prepare the drug for administration if necessary.				
5. Put on disposable gloves.				
6. Select appropriate site for venipuncture.				
7. Apply a tourniquet above the site, using sufficient tension to impede the flow of blood in the vein. Ask the patient to open and close the fist to fully distend the vein.				
8. Cleanse the site with an alcohol swab, using circular motion while moving from the center to the outside. Allow the area to dry for 30 seconds.				
9. Hold the needle with the bevel facing upward.				
10. Insert the needle into the vein at a 15-30 degree angle.				
11. Upon blood flashback visualization in the catheter chamber, lower the catheter to parallel with the skin and gently advance into the vein.				
12. Advance the plastic catheter completely into the vein. Pull the needle back to remove from catheter or activate the safety mechanism to withdraw the needle.				
13. Apply pressure just above the insertion site to reduce blood flow out of the catheter.				
14. Connect IV tubing or adaptor to catheter.				
15. Remove tourniquet.				
16. Flush catheter to confirm patency.				
17. Secure IV access.				
18. Administer drug if necessary. (May verbalize)				
19. Remove IV securement.				
20. Apply pressure at insertion site with gauze.				
21. Gently pull catheter from vein, maintaining pressure at insertion.				
22. Apply adhesive bandage or tape over gauze.				
23. Dispose of supplies appropriately.				
Total				

Score: ____/69 = ____ %

An 85% is required to pass (59 points).

Signature of Evaluator: _____

Name: _____

Date: _____

Equipment: Sterile Gloves, Sterile Tray, Table/Counter, Sterile Object, Sterile Liquid

Sterile Gloves: Open Technique	Yes	No
1. Open sterile package		
2. Lay inner wrapper on clean, dry surface		
3. Open inner wrapper without contaminating sterile field		
4. Pick up first glove by the inside cuff with one hand, avoiding touching the outside of the glove or glove wrapper		
5. Slide glove onto opposite hand		
6. With gloved hand, pick up other glove by sliding fingers under cuff, touching only the outside surface of the glove		
7. Slide glove onto opposite hand, avoiding contaminating the gloved hand or outside surface of second glove		
8. Make any necessary adjustments while avoiding contaminating gloved hands		
9. Keep hands above waist level and avoid touching non-sterile items/surfaces		
10. Maintained sterility throughout process		
Pass (Must achieve 10/10)		

Sterile Field	Yes	No
1. Open sterile package		
2. Lay inner package on clean, dry surface with top flap set to open away from self		
3. Pinch the first flap on the outside and, reaching around the packing and not over, pull the flap open and lay it flat on the surface		
4. Open the side flap that is next on top using the hand on the same side (use the left hand to open the left flap; use the right hand to open the right flap), avoiding touching the inner surface of the package or sterile contents		
5. Open the second side flap using the hand on the same side (use the left hand to open the left flap; use the right hand to open the right flap), avoiding touching the inner surface of the package or sterile content		
6. Pinch the folded corner of the final flap and fold down toward self to lay it flat on the surface		
7. Ensure all sides of package are flat on the surface and contents do not touch the outer 1 inch of the sterile field or extend off of the sterile field		
8. Add a solid object to the sterile field (carefully drop from edge of field approximately 6 inches up)		
9. Add a liquid to the sterile field (carefully pour from the edge of field approximately 1-2 inches up)		
10. Maintained sterility throughout process		
Pass (Must achieve 10/10)		

Evaluator: _____

NAME: _____

DATE: _____

Monitoring Patient Vital Signs

Objective

- To measure a patient's vital signs of temperature, pulse, respiration, and blood pressure

Procedures

- On completion of this laboratory activity, the student will be able to perform the following skills:

Temperature: Oral Method

- Place the oral thermometer under the patient's tongue
- Ensure that the thermometer is kept in place until a stable reading is obtained.
- Read the oral thermometer and record the reading.

YES NO

Respiration

- Measure a patient's respiration by observing the patient's chest or abdomen for a 60-second period.
- Record the number of respirations per minute.

Pulse

- Measure a patient's pulse rate at the radial artery near the wrist for a 60-second period.
- Record the patient's pulse rate per minute.

Blood Pressure

- Obtain a sphygmomanometer and stethoscope.
- Place the cuff of the sphygmomanometer on the patient's upper arm midway between the shoulder and elbow.
- Inflate the cuff above the systolic pressure to stop blood flow to the arm.
- With the stethoscope placed over the brachial artery in the antecubital fossa of the elbow, slowly release the cuff of the sphygmomanometer.
- When the first sound of blood flow is heard through the stethoscope, record the systolic pressure reading.
- When the sound of blood flowing through the arm ceases, record the diastolic pressure reading.

Student Reading: _____

Instructor Reading: _____ (must be within ± 5)

Comments:

Evaluator's Signature: _____

(8/2025 – KNC)

Image Analysis

SITE: LRMC BMH TMH TIC TUG PMC WMH CAMC: Mem Gen W&C

Student Name: _____ Exam: _____

POSITION/ PROJECTION	A				B				C				D				E			
PERFORMANCE EVALUATION	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Can properly identify anatomy.																				
Ability to tell if proper collimation was utilized.																				
Ability to tell if image is properly aligned.																				
Can set manual technique for exam type (must be within close range).																				
Ability to identify image quality mistakes.																				
Able to provide accurate modification to image quality.																				
NUMBER OF POINTS SCORED	/24				/24				/24				/24				/24			

1= Below Expectations 2= Near Expectations 3= Meets Expectations 4= Exceeds Expectations

PERCENTAGE SCORE/ GRADE _____

70% Minimum to pass

What does the student need to improve on for next time:

Student Signature: _____

Date: _____

Technologist Signature: _____

7/2022; 8/2025 - KNC

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

Scale: 1 = below expectations; complete assistance needed or poor performance

2 = average expectations; minimal assistance needed; average performance

3 = meets expectations; outstanding performance; no assistance needed

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

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

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

Comments or notes :

Average: _____

Signatures: Student: _____ Date: _____

Clinical Coordinator: _____ Date: _____

Contact Information and Geographic Locations for Clinical Education Settings

If the assigned **Clinical Preceptor (CP)** is unavailable, students should contact the listed alternate—such as the charge technologist, supervisor, or director. Travel times listed are from the Logan campus.

Clinical Site Contact Sheet

Logan Regional Medical Center (10–15 min)

CP: Shane Brumfield | Shane.Brumfield@scionhealth.com

Director: Chris Reed | Chris.Reed@scionhealth.com

Phone: 304-831-1192 Fax: 304-831-1633

Tug Valley ARH Regional Medical Center (30 min)

CP: Angela Thompson | athompson@arh.org

Director: Teddy Hall | tehall@arh.org

Phone: 606-237-1741 Fax: 606-237-4927

Boone Memorial Hospital (35 min)

CP: Alyxandra Toppins | atoppins@bmh.org

Director: Lora Ballard | lballard@bmh.org

Phone: 304-369-1230 ext. 212 Fax: 304-369-2601

Williamson Memorial Hospital (30–35 min)

CP: Allison Hanshaw | ahanshaw@williamsonhealthwellness.com

Director: Neal Murphy | nmurphy@williamsonhealthwellness.com

Phone: 304-235-2500 ext. 4125

Pikeville Medical Center (60–75 min)

CP: April Stump | april.stump@pikevillehospital.org

Manager: Donetta Chaney | donetta.chaney@pikevillehospital.org

Phone: 606-432-1357

CAMC Women's & Children's Hospital (60–65 min)

CP: Brandi Taylor | Brandi.N.Taylor@vandaliahealth.org

Phone: 304-388-2414

Or charge tech – same phone number

CAMC Memorial Hospital (65 min)

CP: Eric Halstead | eric.halstead@camc.org

Phone: 304-388-9220 Fax: 304-388-9707

Or charge tech – same phone number

CAMC General Hospital (65–70 min)

CP: Nancy Anderson | nancy.anderson@vandaliahealth.org

Phone: 304-388-6045

Or charge tech – same phone number

Thomas Memorial Hospital (65–70 min)

CP: Shelby Smith | shelby.smith6@wvumedicine.org

Phone: 304-766-3808

Supervisor: Lora Hall | lora.hall@wvumedicine.org

Phone: 304-766-4581

Thomas Imaging Center (65–70 min)

CP: Emily Muncy | emily.muncy@wvumedicine.org

Manager: Teresa Simmons | teresa.simmons@wvumedicine.org

Phone: 304-767-7730

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