



Radiologic Technology Program

STUDENT HANDBOOK

Spring 2020



Celebrating the past

•

Leading the present

•

Changing the future

Prepared by Radiologic Technology Program Faculty



March, 2020

Dear Radiologic Technology Student:

On behalf of the Wenatchee Valley College Radiologic Technology faculty and staff, it is our pleasure to welcome you to the Program. You are to be congratulated for your hard work in preparing to enter the next two years of concentrated study. We are happy to have you as a part of our college and especially the Radiologic Technology Program.

You are about to begin an exciting and demanding program of study. While we cannot foresee the needs of each individual student, this handbook has been prepared to provide information about important policies, procedures, guidelines and contact information necessary for your successful completion of the Program. In addition, you should become familiar with the Wenatchee Valley College Student Handbook. The Wenatchee Valley College Student Handbook provides information for all WVC students on the structure, policy, regulations and procedures of the College that govern their relationship to the college in the academic and personnel progress toward the ultimate educational goal. A copy of the Wenatchee Valley College Student Handbook is available in the Student Programs office and on-line at wvc.edu. Please read both handbooks thoroughly and do not hesitate to ask questions for clarification. This handbook is improved as students, faculty, and staff exchange ideas and information so please feel free to communicate with us and exchange your ideas on the educational process. Your success in the Radiologic Technology Program is important to us.

Radiologic Technology is an integral part of the interdisciplinary health care community. You are entering a profession that requires individuals to become team players that provide high quality care and make a difference in the lives of patients. Welcome to the Radiologic Technology "team" as we embark on the next two years together.

We are happy you are here and ready to work with you to achieve your professional goals. Welcome to our learning community!

Sincerely,

The WVC Radiologic Technology Team

Claire Tompkins, BA, RT (R)(ARRT)
Faculty, Program Director

Shelly Zimmerman, M.A., R.T. (R)(ARRT)
Faculty, Clinical Coordinator

Jacqueline Lund, BSRS, RT(R)(M)(ARRT)
Lead Clinical Coordinator

Table of Contents

I. Introduction	
A. Wenatchee Valley College Mission and Core Themes	1
B. Wenatchee Valley College Radiologic Technology Program Mission and Goals	1
C. Radiologic Technology Program Goals	1
D. Radiologic Technology Program Effectiveness Data	1
E. Code of Ethics and Standards of Ethics of ARRT	2
F. Philosophy / Learning Principles	4
G. Qualifications for a Radiologic Technologist	5
H. Technical Standards / Essential Functions	5
I. Disability Support Services / Reasonable Accommodations	7
J. Radiologic Technology Advisory Committee	7
II. General	
A. Accreditation: JRCERT and NWCCU	8
B. Facilities	9
C. Standards of Conduct/ Department Guidelines	9
D. Personal Appearance	11
E. Radiation Monitoring	11
F. Employment	11
G. Extension of Program	11
H. Program Withdrawal/Dismissal and Refunds	11
I. Grades / Transcript	12
J. Transfer Students	12
K. Degree	12
L. Graduation / Application for Graduation.....	12
M. Application for ARRT Certification / Pre Application Review	12
N. Program Completion	13
O. Instruction Administration / Communication / e-mail / Address / Phone # ...	13
P. Clinical Education / Assignments / Removal from Clinical / Education Affiliates	14
Q. Radiologic Technology Student-Faculty Committee	18
R. Financial Aid / Scholarships	19
S. Registration	19
T. Bookstore	19
U. Counseling Services	19
V. Computer Labs	20
W. Tutoring	20
X. Library Services	20
Y. FERPA (Family Educational Rights and Privileges Act) and Recommendation Requests ...	20
Z. All Campus Emergency Alert / Weather Conditions	20

III. Program of Study	
A. Radiologic Technology Curriculum / 1 st and 2 nd year	21
B. Radiologic Technology Lab and Nursing Simulation Lab Facilities / Lab Safety / Incidents / Accidents	23
III. Program of Study, continued	
C. Required Textbooks	26
D. Disability Support Student Access Services / Reasonable Accommodations	26
IV. Policies	
A. Attendance / 1 st and 2 nd Year	27
B. Testing Procedure / Make-up	27
C. Grading—1 st and 2 nd year / Professional Evaluation	28
D. Dress Code / Appearance	31
E. Electronic Devices / Social Media	32
F. Adverse Weather Conditions	33
G. Invasive Procedures	33
H. Latex Sensitivity/Allergies	33
I. Deficiency Notice	33
J. Allied Health Admission Records	34
K. Student Insurance / Liability and Medical	35
L. Program Withdrawal / Dismissal / Re-Entry	36
M. Pregnancy Policy	37
N. Provision of Care	38
O. Communicable Disease	38
P. Clinical Infectious Control	38
Q. Workplace Hazards Policy / Exposures / Injuries / 1 st and 2 nd year	38
R. Harassment	39
S. Substance Abuse	39
T. Imaging Safety / Radiation Protection Policy	40
U. Imaging Safety – MRI Safety	42
V. X-Ray Lab Usage	42
W. Due Process Procedures	43
X. Plagiarism and Academic Dishonesty / Honesty and Integrity	43
V. Student Services	
A. Radiant Knights	44
B. Student Finances	44
C. Washington State Certification	44
VI. Forms / Student Agreements	
Letter for Locating Clinical Site	46
Deficiency Notice	48
Program Withdrawal / Dismissal Form	50
Radiologic Technology Pregnancy Counseling Form (sample)	52
Student Reference Request / FERPA Release	54
Radiation Monitoring Device / Legal name and Address Release Form	58
Radiation Work Experience	62
Student Agreement	66

I. INTRODUCTION

This handbook is designed to provide information which governs Wenatchee Valley College Radiologic Technology students. This information is in addition to the Wenatchee Valley College Student Handbook and College Catalog as well as the policies as designated by the individual Clinical Education Affiliates. This Handbook is meant to guide and assist the student, faculty and staff as they work together in the pursuit of fair and equitable academic practice and to instruct and evaluate the student's progress toward the goal of becoming a competent radiologic technologist.

A. Wenatchee Valley College Mission and Core Themes

Wenatchee Valley College enriches North Central Washington by serving educational and cultural needs of communities and residents throughout the service area. The college provides high-quality transfer, liberal arts, professional/technical, basic skills and continuing education for students of diverse ethnic and economic backgrounds.

Core Themes

- Educational Achievement
- Support for Learning
- Responsiveness to Local Needs
- Diversity and Cultural Enrichment

B. Wenatchee Valley College Radiologic Technology Mission and Goals

Mission

The Wenatchee Valley College Radiography Program, in close cooperation with quality affiliate health care centers, is committed to providing proficient, caring radiographers by providing students with abundant learning opportunities to prepare them to successfully pass the American Registry of Radiologic Technologists (ARRT) National Board Examination and to enter the workforce as competent entry-level radiographers and/or transfer to upper level education institutions.

C. Radiologic Technology Program Goals (from RADT Assessment Plan)

1. Students/Graduates will possess effective communication skills.
2. Students/Graduates will possess critical thinking skills (problem solving ability).
3. Students/Graduates will demonstrate clinical competency.
4. Students/Graduates will exhibit professionalism (act responsibly as an individual and member of a team).

D. Radiologic Technology Program Effectiveness Data

Program Effectiveness Data is used to evaluate the effectiveness of meeting the Radiologic Technology Program mission. The information is obtained from students enrolled in the program, graduates and employers. This information is required by, defined by, and reported to the Joint Review Committee on

Education in Radiologic Technology (JRCERT). The following indicators are evaluated and the current five (5) year data is available at www.wvc.edu on the RADT website.

1. **Program Completion Rate:** Defined by the JRCERT as the number of students who complete the program within 150% of the stated program length. WVC Program Completion is 2 years (8 consecutive quarters) and the program benchmark is 75%.
2. **Credentialing Examination with the American Registry of Radiologic Technologists (ARRT).** Defined by the JRCERT as the number of student graduates who pass, on first attempt, the ARRT certification exam or an unrestricted state licensing examination compared to the number of graduates who take the examination within six months of graduation. The WVC program benchmark is a 5 year average of not less than 90% and the JRCERT benchmark is a five year average of not less than 75%.
3. **Job Placement Rate in the field of radiologic sciences within 12 months of graduation:** Defined by JRCERT as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. A description regarding the students not seeking active employment, as defined by JRCERT, is 1) graduate fails to communicate with program officials regarding employment status after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education. The WVC program benchmark is a five year average of not less than 75% and the JRCERT benchmark is a five year average of not less than 75%.
4. **Graduate Surveys:** Respondents to the graduate survey will report:
 - a. The program adequately prepared them to perform as competent radiographers with ratings of good to excellent – 90%
5. **Employer Surveys:** Respondents to annual employer survey will indicate
 - a. Satisfaction with graduates by rating overall performance with good to excellent - 90%,
 - b. Graduates possess good to excellent communication skills - 80%,
 - c. Graduates possess good to excellent problem solving ability - 80%,
 - d. Graduates locate, use and analyze patient information - 80%,
 - e. Graduates act responsibly as an individual and as a member of a team or group - 80%.

E. Code of Ethics and Standards of Ethics as written by ARRT

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to the treatment of and respect for students, faculty, staff, and quality patient care. This is a key document to guide the student's behavior and is expected of radiologic technologists. This Code and ARRT Standards of Ethics should be referred to frequently and is used as a basis for reporting any ethics violation/s to the state or ARRT. (www.arrt.org)

Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics and serves as a guide by which Registered Technologists may evaluate their professional conduct as it relates to patients, employers, colleagues, and other members of the healthcare team. The Code of Ethics is aspirational. See the entire document for ethics rules.

- 1 The radiologic technologist acts in a professional manner; responds to patient needs, and supports colleagues and associates in providing quality patient care.
- 2 The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- 3 The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
- 4 The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
- 5 The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 6 The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
- 7 The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
- 8 The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- 9 The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 10 The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.



THE AMERICAN REGISTRY
OF RADIOLOGIC
TECHNOLOGISTS®

GOLD STANDARD
PATIENT CARE 

F. Philosophy

Radiologic Technologists are members of the health care team and, as such, care for diverse individuals and families across the lifespan in a variety of settings, by providing culturally sensitive, individualized care. Professional values guide interactions with individuals, families, and the health care team. Radiologic Technologists demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. They uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining professionalism.

As members of the profession, Radiologic Technologists are accountable for maintaining professionally established standards of practice, adhering to practice regulations specified by federal and local government, American Society of Radiologic Technologists (ASRT) and American Registry of Radiologic Technologists (ARRT), as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued education may provide an opportunity for personal advancement within the profession.

The Radiologic Technology Program was developed under the philosophy that extensive academic preparation should precede clinical experience. The first year is devoted to attaining this. During the first year the student learns the theoretical information necessary to develop and perform as a technologist and gain experience in the energized laboratory, where they have the opportunity to practice the technical skills and begin to model professional behavior. This prepares the student to enter the clinical environment with a good foundation in the principles of radiographic imaging and safety. The second year is dedicated to experience within clinical education affiliates. This experience progresses from close direct supervision to indirect supervision. Students have the responsibility to society in learning the academic theory and clinical skills needed to provide care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. As the student is involved in the academic environments we believe that ethical principles, ARRT Code of Ethics-Standards of Ethics and ARRT Honor Code, are a necessary guide to professional development. It is an expectation that competencies and personal growth be retained quarter to quarter and expanded in ensuing quarters.

The Wenatchee Valley College Radiologic Technology Program is designed in accordance with the requirements set forth in the ASRT Professional Curriculum for Radiography, ASRT Practice Standards for Medical Imaging, ASRT Position Statements, ARRT Task Inventory, and ARRT Content Specifications for the Radiography Examination. These important documents and organizations provide the guidelines for the competent practice for entry-level radiographers and we recommend that you review the content provided on their web sites.

Learning Principles

We believe that there are certain learning principles that we support and practice.

- a. Learning experiences are most meaningful when progress is made from the simple to complex, from familiar to unfamiliar, and from single principles to conceptual wholes.
- b. The learner brings a unique set of life experiences and abilities, which may enhance or inhibit the ability to learn. Learning occurs at different rates, depending upon the motivation and life experiences.
- c. There are many styles of learning. Learners may progress through cognitive, affective and psychomotor domains with different patterns of learning.

- d. Learning is enhanced in a climate of caring, respect, acceptance, and support, which are necessary elements between educator and the learner as well as between learners.
- e. The teacher is a facilitator, a resource person, and a role model. The learner bears the responsibility for his or her own learning.
- f. An individual will learn when desire and willingness are present and enhanced.
- g. Transfer of learning is facilitated when the learning situation recreates as closely as possible, the actual situation.
- h. Reinforcement should be directly or closely sequenced to promote desired learning.
- i. Knowledge becomes meaningful to the learner as it is integrated in a given situation.
- j. Evaluation is based upon an ongoing assessment of the learning and is a function of both the educator and learner. The goal of evaluation is to promote continuous improvement in learning and to verify competence.

G. Qualifications for a Radiologic Technologist

It is the radiologic technologist's duty to perform complete quality service to the patient. This requires substantial specialized knowledge, critical thinking skills, clinical competency, and a commitment to caring. A professional character demonstrating maturity, motivation, positive attitude, and a desire for life-long learning is essential. The radiologic technologist must be able to receive and respond to instructions and audio signals, be able to differentiate subtle shades of gray, accept criticism, take initiative, and communicate with patients and the health care team.

H. Technical Standards / Essential Functions

The following Technical Standards / Essential Functions have been established through consultation of various sources such as the American Society of Radiologic Technologists (ASRT) Practice Standards, and the American Registry of Radiologic Technologists (ARRT) Task Inventory for Radiography which applies to the ARRT Clinical Competency Requirements and Content Specifications, and the Occupational Outlook Handbook.

Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. The radiologic technology student must have the ability to perform all requirements of the essential functions. They are the major functions for which the person is held accountable. Following are the essential functions of the job. Other duties, responsibilities and requirements may be added by the employer.

A Health Care Provider/Medical Statement by a qualified physician stating that the prospective student is physically, emotionally, and academically able to demonstrate completion of required learning activities is required, as part of the acceptance process. If a prospective student questions their ability to perform to the listed Technical Standards/Essential Functions, they should inquire from their health care provider. Therefore, in order to be admitted to the Program, or to be retained in the Program after admission, all applicants must be able to:

Accomplish the mental and concentration demands of imaging.

- Concentrate / work effectively for extended period of time amidst on-going distractions.
- Learn and retain new information.
- Apply theoretical concepts underlying the clinical practice of radiology imaging.

- Assume responsibility for one's actions and the patient's needs during exams.
- Gather, analyze and correctly interpret information.

Communicate effectively in hand written, electronic and verbal modes (in person or on phone)

- Communicate in English effectively and professionally with patients and their families, medical staff and providers, co-workers:
 - To provide information regarding the exam and related patient education'
 - Confirm the identity of the patient and explain exam procedures to reduce anxieties and obtain patient cooperation'
 - Assess the patient's condition by asking questions and listening to and responding to inquiries'
 - Explain and direct the patient in the breathing instructions required for an exam.
- Maintain accurate records/documentation, including the ability to fill out patient histories on requisition forms and other written communications in an understandable fashion.

Professionalism

- Adhere to national, organizational and departmental standards, protocols, policies and procedures regarding radiologic technology; established practice standards of the profession.
- Respect of the patient's right to privacy and confidentiality within HIPAA requirements.
- Perform safe, ethical and legal practices.
- Practice accepted radiation protection techniques for patient, technologist and others.
- Provide patient-centered, clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
- Adapt to changes and varying clinical situations by applying critical thinking skills and professional judgment to organize and complete multiple tasks accurately and within an assigned time that will improve the therapeutic outcome.
- Work within a clinical environment, which involves exposure to persons with physical and mental disabilities; and to pain, death, stress, communicable diseases, blood and body fluids, toxic substances and noxious odors.
- Respect cultural variations and provide patient care and service free from bias or discrimination.
- Comprehension:
 - The ability to understand and follow basic instructions and guidelines'
 - The ability to understand, remember and communicate routine, factual information'
 - The ability to understand complex problems and to collaborate and explore alternative solutions.

Vision and Hearing

- Read typewritten, handwritten and computer information.
- Distinguish colors and opacity.
- Depth perception and acuity to judge distances and spatial relationships.
- Ability to observe patients directly during the imaging process to ensure the patient's well-being:
 - To recognize emergency situations such as adverse reactions to contrast administration, breathing difficulty, cardiac arrest, diabetic-related problems, shock, etc.
- Work effectively in areas with varying light levels from bright to dim.
- Vision, correctable to a level sufficient to read normal print, observe patients, manipulate equipment and accessories, evaluate radiographs for quality, and function with computers;
 - To detect, interpret and appropriately respond to non-verbal communication, acoustically generated signals (call bells, monitors, phones, alarms).
- Hearing, correctable to a level to detect specific noises, proper equipment operation, and communicate effectively with patients and members of the health care team on the telephone or when your back is turned:

- The ability to read lips is not sufficient as masks may be worn, obstructing other's lips from view,
- Background or distracting noise may be present in the examination or work area.

Physical (stamina, manual dexterity and agility factors)

- Stamina to stand or walk throughout the workday (8 to 10 hours) with and without radiation safety devices on, such as a lead apron.
- Stand, crouch, stoop, bend, balance, twist, and reach/grasp in front of body, to sides of body and below knees. Reach above shoulder and head to manipulate the x-ray tube and equipment.
- Bending body downward and forward by bending spine to aid in patient transfer, lifting image receptors, accessories and moving the x-ray tube and objects horizontally and vertically from one position to another
- Ability to walk within a small confined area so that sterile trays or patients will not be disturbed in small rooms.
- Moderate strength is required in order to frequently lift and carry/transport 15-50 pounds (or more) routinely from one location to another. Includes items such as accessory equipment, mobile units, wheelchairs, stretchers and immobilization devices.
- Display physical strength to move patients and assist patients with medical equipment and respond to their needs of safety, comfort and modesty.
- Manual dexterity and eye-hand coordination to manipulate the imaging table, position the patient properly on the imaging table, operate associated equipment (beam restriction, cart, wheelchair, oxygen tank, etc.) and manage equipment controls.
- Must use eyes, hands and fingers with skill in a limited time period to set the technical factors at the generator console and to deliver the radiation.
- Sufficient gross and fine motor coordination to manipulate equipment and accessories and respond promptly to a patient medical emergency, including CPR.
- Sufficient fine motor coordination to perform venipuncture and maintain venous access.
- Maintain sterile or aseptic technique in patient care, medication administration, venipuncture, vital signs and infection control.
- Ability to administer first aid and/or provide life support.

I. Disability Support Services / Student Access Services Office

The student access services office provides information and accommodation on benefits, rights and privileges of college services, and programs and activities for every qualified student with a disability. The Student Access office is located on the first floor of Wenatchi Hall and additional information is available in the WVC Students Handbook and on the college website. If you believe you qualify for or may need to receive accommodations for class, make an appointment with this Office as soon as possible to discuss your needs. Please voluntarily inform your instructors of approved accommodations.

J. Radiologic Technology Advisory Committee

The Radiologic Technology Advisory Committee is made up of community members, clinical partners, faculty, and students. The committee meets face-to-face at least yearly, to seek input from communities of interest regarding Program planning and evaluation. The student representative is selected from the Radiant Knights Club officers (when an active ASWVC group). Otherwise a student representative is selected from first-year students enrolled in the program.

II. GENERAL

A. Accreditation

Joint Review Committee on Education in Radiologic Technologists

Wenatchee Valley College is accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry (jrcert.org).

If a student believes the program has acted contrary to any JRCERT accreditation standard or believes conditions at the program appear to jeopardize the quality of instruction or the general welfare of students the student should become familiar with the reporting process at the JRCERT website. At the college, the student must 1) notify the program director or any full-time faculty member, 2) provide a written statement about the concern/complaint to initiate the Student/Faculty Committee in an effort to resolve the concern/complaint directly with the program. 3) if unsatisfied with the outcome continue with the Due Process Procedure outlined in the RADT Student Handbook.

If unable to resolve the concern/complaint with the full-time program faculty or institution or believes the concern/s has not been properly addressed, allegations of non-compliance may be directed to the JRCERT at:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Ph: (312) 704-5300
Fax: (312) 704-5304
Email: mail@jrcert.org

Northwest Commission on Colleges and Universities

Wenatchee Valley College is accredited by the Northwest Commission on Colleges and Universities (NWCCU); an independent, non-profit membership organization recognized by the U.S. Department of Education.

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

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

Inquiries regarding an institution's accredited status by the NWCCU should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, Suite 100
Redmond, WA 98052
425.558.4224
www.nwccu.org

At the completion of the Wenatchee Valley College Radiologic Technology Program, you will have successfully completed a program of formal education by an accreditation mechanism acceptable to ARRT.

B. Facilities

The Radiologic Technology lab is equipped with four energized radiographic rooms: one radiography and fluoroscopy (R&F) room with CR imaging and digital fluoroscopy; one fully digital Universal radiography room; one general imaging room; and one fully digital radiography room; plus two mobile imaging units. Many accessory devices, manikins and phantoms are available to students.

The Nursing Simulation Lab is also utilized by radiologic technology students. It is divided into four POD bays that are set up to simulate the hospital environment as well as private rooms set up to simulate a clinic environment. The lab houses high, medium and low fidelity manikins, IV arms, critical care monitors, patient assessment equipment, IV pumps and more.

C. Standards of Conduct

As a member of the health service community, you are needed and you are welcome, but there are responsibilities involved. The Radiologic Technology Program requires that the students adhere to the standards, policies, philosophy, and regulations of the college set forth in this handbook, the WVC Student Code of Conduct the WVC catalog and clinical education affiliates assigned for clinical education. Students must attend to the diverse needs of individuals across the lifespan regardless of race, creed, religion, color, national origin, gender, sexual orientation, age, economic status, and mental or physical handicaps / disabilities and foster an environment in which all individuals are treated with respect, courtesy, and dignity. The ARRT Standards of Ethics and ARRT Honor Code and Practice Standards shall guide your practice.

Students do not have the right to refuse the assignments for clinical education. Out of town clinical education assignments are to be expected.

If the students' performance is deemed unacceptable for continuing in clinical for reasons of health or performance they may be dismissed from the clinical site and the program with the option for reentry.

Failure of a student to practice in a safe manner in a clinical facility is cause for immediate dismissal from the clinical education center and the RADT Program without the option for reentry.

As required by law, each student shall comply with all privacy, security, confidentiality, consent, and access and disclosure requirements of applicable federal and state law, rules and regulations. Medical and personal information pertaining to clients must be held in strict confidence according to federal HIPAA guidelines and state guidelines. Any violation of confidentiality, electronic, hard copy or verbal may result in the student's dismissal from the Program and a financial penalty issued by the Department of Health and Human Services. If access to, or knowledge of, information of a confidential or sensitive nature, including but not limited to medical records, business or financial records, or other matters or practices, in a direct or indirect manner occurs disclosure or use of any such information for purposes other than those necessary and proper for the performance of the services rendered is prohibited.

Impaired function due to the use of or abuse of drugs, alcohol or other chemical substances (prescribed [legend], over-the-counter or illegal is strictly prohibited and may result in the student's dismissal from the Program. The Substance Abuse policy in this handbook (Section IV) and the policy in the Wenatchee Valley College Student Handbook will be followed.

Departmental Guidelines

The WVC Radiologic Technology Program expects students, staff, and faculty to act in a professional manner at all times. The following guidelines are to be respected:

- When faculty/departmental/college meetings are in progress, instructors will be unavailable to meet with students.
- Students wishing to meet with an instructor should verify the instructor's availability, either by phone, by email, or in person.
- Students are expected to follow the proper channels of communication; please see the Radiologic Technology Program organizational chart in this handbook (Section IV),
- Group concerns should be addressed through the Student Faculty Committee, please see the Student Faculty Committee procedure in this handbook (Section IV),
- The copy machine in the Allied Health office is **not** for student use. A photocopier for student use is located in the Library and computer labs around campus.
- Students should not ask WVC personnel to retrieve mail from the student's mailbox.
- Information about students, including job references, will not be released without written consent of the student (see Student Reference Request and FERPA Release in this handbook).

D. Personal Appearance

The personal appearance and demeanor of Wenatchee Valley College Radiologic Technology student reflects both the college and the Program standards and are indicative of the student's interest and pride in their profession. Students in clinical or on college business shall always demonstrate professionalism; please see the Dress Code policy in this handbook (Section IV).

E. Radiation Monitoring

The student will use and be exposed to ionizing radiation during their education. Students in the x-ray lab are to wear their radiation-monitoring device on their collar and follow the Radiation Protection Policy in this Handbook (Section IV). During the second year clinical assignments a radiation-monitoring device will be provided by the clinical education affiliate and students must adhere to the Radiation Protection Policy of the clinical education affiliate and in this Handbook.

F. Employment

Many students work while enrolled in the Program. School should be the student's primary priority when s/he is enrolled in the Program; student employment is secondary. The quality of the student learning experience will not be compromised to adjust to student employment. Each student must evaluate his/her academic success in relation to family, school, and work.

If holding an outside job while in the Radiography Program, lab assignments and clinical scheduling will not be changed for any student.

A student may have an opportunity to be employed by a clinical education center or other radiology department. Wenatchee Valley College is not responsible for such employment. The transaction is a private agreement between the student and the employing institution. Wenatchee Valley College will not be held responsible for any action taken by the student while employed. A student may not complete the RADT Clinical Handbook requirements during the hours employed by a medical facility. Paid time must be separate from clinical education.

G. Extension of Program

The Radiologic Technology Program will not be extended more than two years.

H. Program Withdrawal/Dismissal and Refunds

Withdrawal

Students may exit the Program during any quarter. An exit for any reason before completion of the RADT program is a withdrawal from the Program. Reasons for withdrawal/dismissal may include, but are not limited to: academic dismissal, incident(s) resulting in a violation of WVC program policies listed on page 68 in student agreement form, clinical failure, family/medical emergency, personal choice, etc. Withdrawal from any Radiologic Technology class will result in a student dismissal from the Program at that time in the quarter.

Any student exiting the Program must follow the Withdrawal/Dismissal and Reentry policy, Section IV, Policies- L, in order to be considered for reentry to the Program at a later date.

Program Withdrawal/Dismissal/Refunds

If the student exits the program, s/he must check the WVC Office of Admission regarding 'The Last Day to Withdraw or Change to Audit'. Students must formally withdraw from their courses with the Registrar's Office in order to not receive a failed grade due to nonattendance. Tuition refund depends

upon the time the withdrawal application is filed. Consult the Wenatchee Valley College Business Office (Wenatchi Hall) for details.

I. Grades / Transcript

Grades are available on the WVC web site (www.wvc.edu). An official hard copy of the student's transcript may be obtained by written request to the Registrar using the "Transcript Request" form found online at wvc.edu or available at the Admissions/Registration office. Consult the WVC Student Calendar for the date grades are available for students.

J. Transfer Students

Advance placement is not granted.

K. Degree

Upon successful completion of the Program, the student receives an Associate of Technical Science degree in Radiologic Technology. To have this degree posted to the student's transcript, the student must complete the "Application for Degree/Certificate" form online at wvc.edu or available at the Admissions/Registration office. If application for the degree is not made, the earned degree will not be posted to the student's official transcript; this may prevent applying for licensure in various states.

L. Graduation / Application for Graduation

Applications for graduation must be submitted during the last quarter of the program and before the deadline listed on the WVC Academic Calendar. The form is available at the Registrar's Office or online at the college website. Candidates for graduation will receive commencement ceremony information from the student development office. If attending graduation please notify the program director.

M. Application for American Registry of Radiologic Technologist (ARRT) Certification / Pre Application Review

Students successfully completing all aspects of the Radiologic Technology Program will be **eligible** to apply to take the ARRT registry examination. The application is distributed by the Program Director. It is the student's responsibility to complete the application and to schedule a test date. The student is also responsible for their own travel arrangements, food, and exam fee/s. Depending on the location of the test site, overnight lodging may be required.

The ARRT is serious about their ethics requirements and the candidate must exhibit good moral character based on their Standards. The ARRT Application for Certification asks multiple ethics questions of the applicant. These questions and further information can be found at the ARRT website- under "Earn ARRT Credentials". Anyone who answers "Yes" is asked to provide a detailed explanation and official court documentation of the charges. Court documentation must verify the nature of the conviction, the sentence imposed by the courts, and the current status of the sentence. If a candidate's status changes due to a conviction after applying but before taking the exam, the candidate must inform ARRT immediately. Rules of Ethics also address military court-martials that involve substance abuse, sex-related infractions or patient-related infractions.

Pre-Application Ethics Review

If a candidate is concerned about whether his or her conviction record will affect eligibility, there is a way to find out in advance. ARRT investigates all potential violations in order to determine eligibility, and such investigations can cause delays in processing applications. Candidates can avoid delay by requesting a pre-application ethics review of the violation before or during your radiologic technology education, rather than waiting until completing the educational program. ARRT will rule on the impact of the violation on eligibility for ARRT certification. Once eligibility is established, the candidate proceeds with application. The ethics review pre-application form is downloadable from the ARRT website (www.arrt.org); you may call the ARRT Ethics Department for information.

N. Program Completion

The last day of winter quarter, in the second year, is recognized as the last day of the Program.

O. Instruction Administration / Communication / Email / Mailboxes / Address / Phone #'s

1. VP of Instruction and Dean of Allied Health and Nursing: Tod Treat
2. Secretary Supervisor Allied Health and Nursing: Rhonda Yenney: Responsible to the Dean of Allied Health and Nursing and the Allied Health Student Admission Records.
3. Program Director: Claire Tompkins, Program Director: Responsible for program instruction and the organization, administration, periodic review, records, continued development, and general policy and effectiveness of the Program under the general direction of the Dean of Allied Health and Nursing.
4. Clinical Coordinator: Jacqueline Lund, Shelly Zimmerman: The Wenatchee Valley College instructor responsible for coordination and evaluation of clinical education and instruction.
5. Full-time Program Faculty: Claire Tompkins, Shelly Zimmerman: responsible for course instruction and evaluation of students to fulfill course needs, general policy and effectiveness of the program.
6. Part-time Program Faculty: responsible for course instruction and evaluation of students to fulfill course needs, general policy and effectiveness of the program.
7. Clinical Instructor: The identified ARRT Radiologic Technologist at the clinical education center responsible for overseeing clinical instruction and clinical competency evaluation of students.
8. Simulation Lab Coordinator: Marilyn Brincat: Responsible for coordination of the Nursing Lab.
9. Allied Health Educational Planner: Noah Fortner: Responsible for evaluation of records for admission to Allied Health Programs.

Communication between Students and WVC Personnel

All administrators, faculty members, and support staff are available via appointments, phone or e-mail. Refer to college contact information below, college website or course syllabi.

Student E-Mail Accounts and On-Line course email accounts

E-mail is a means of communication for the RADT Department. Therefore, all WVC students are required to utilize their WVC and Canvas e-mail accounts for the purpose of communication with administrators, faculty members, and support staff. Program announcements, registration information, course information, etc., may be sent via e-mail. *Students are responsible for all information sent via their*

college e-mail and Canvas on-line course email and course announcements, and are expected to check their accounts regularly.

Students can access their WVC e-mail by going to the WVC web site (<http://www.wvc.edu/>) and then select 'student e-mail' on the quick links menu. The user name for any student e-mail account is the student's first initial, last name, and last four digits of his/her student identification number (SID)@student.wvc.edu. Following is an example of an e-mail account for a student named "College Student, SID number 905-00-0000": cstudent0000@student.wvc.edu

Change in Contact Information

A student who changes their name, address, or telephone number must report the change to the Allied Health Secretary Supervisor and submit a change of information form to the registrar.

College Contact Information

WVC address:

ATTN: (Instructor's Name, RADT)

Wenatchee Valley College

1300 Fifth Street

Wenatchee, WA 98801-1799

WVC telephone number: 509-682-6800

WVC toll free telephone number: 1-877-982-4968

Allied Health fax number: 509-682-6661

WVC web site address: www.wvc.edu

Frequently Requested Telephone Numbers

Bookstore	682.6532	Registration	682.6833
Cashier	682.6500	Counseling	682.6850
Financial Aid	682.6810	Library	682.6710

Refer to the course syllabi or the Learning Management System Courses on Canvas for the instructor's contact information.

P. Clinical Education

The Clinical Master Plan provides that every student shall be assigned to clinical education centers such that a student of average accomplishment, initiative and confidence will have the opportunity to achieve all required competencies within the two (2) assignments and the four (4) quarters of the clinical education portion of the program. The patient population and load at each Clinical Education setting determines which procedures are done frequently and which are infrequent or not done at all. Consequently, not every clinical education setting can provide the student with sufficient experience to achieve all competencies. The student, clinical instructor and coordinator will monitor the student's competency achievement and assure that the opportunity to achieve all needed competencies is given. In order to continue in the program, the student must achieve a minimum level of performance each quarter in order to progress to the next clinical quarter.

Clinical Assignments

Clinical assignments follow the college calendar and college holidays are observed. Each assignment is a two-quarter rotation and is chosen during fall quarter of the first year. Any student who has not fully completed the 'Complio' electronic document tracker requirements by the required date will not be a

part of the clinical draw and will be assigned to clinical education affiliates that have not been filled. Local and out-of-town clinical assignments are given. At least one rotation must be at a hospital as designated by the Radiologic Technology Program.

The clinical placement process is a systematic drawing: opaque cups are labelled with the name of each clinical site; each student privately places their name in a cup that represents the clinical site they wish to go to; the number of student/s is drawn by a non-RADT faculty that matches the site capacity. Those students that were not chosen must continue to place their name in the cups that still have unfulfilled student capacity until all have been awarded a site. This process is repeated for placement at the second clinical rotation. Following the draw, students have over winter break (~3 weeks) to discuss and exchange sites if they wish. Any change requests are completed over Canvas messaging and awarded on a first come-first serve basis; approved changes and new openings are posted at three designated times over the break. At the end of the first week in winter quarter, assignments are considered permanent and students may not trade assignments after that time.

Students are responsible for living expenses and transportation to and from the clinical sites. Students will report to the assigned education setting at 8:00 a.m. the first clinical day unless their clinical schedule states otherwise. Day, evening and weekend hours will be assigned with a maximum of 10 hours scheduled per day and no total didactic and clinical assignment of more than 40 hours per week. Thirty-nine (39) hours each week are scheduled for clinical education during fall, winter and spring quarters. Thirty-four (34) hours each week are scheduled during summer quarter. Students are required to adhere to the institutional policies of each clinical education center to which they are assigned. The student to clinical staff technologist ratio must be 1:1 and at no time is the student to replace qualified staff. Clinical education requires access to the Canvas learning management system and it is the student's responsibly to have computer access.

Students who require additional clinical opportunities due to their own failure to meet course requirements in the time allotted will have to reenter the program. Remediation for not meeting clinical course requirements/expectations will be required by repeating first year theory courses prior to reentering the clinical setting in the quarter exited. This student will be assigned a clinical education setting on a space available basis. This holds true regardless of the reason a student fails to complete within the expected four (4) quarters.

Removal from Clinical

A student may be immediately removed from the clinical facility when his/her performance violates Program policy and/or threatens patient safety; immediate removal of the student from the clinical facility may result in the assignment of a no pass clinical grade and dismissal from the program. As soon as possible after the removal, the clinical instructor and coordinator will discuss the infraction with the student, and provide him/her with a written statement of the infraction. If the student's behavior instigates disciplinary action, procedures outlined in the WVC Student Code of Conduct will be followed.

Clinical Education Affiliates

This list is subject to change: Clinical education centers and Clinical Instructors may be added or deleted.

1. Capital Medical Center
3900 Capital Mall Way SW
Olympia, WA 98502
Denise Burke, R.T.(R) RRA, CI
Acute Care(full service) Hospital

- | | |
|---|---|
| 2. Cascade Medical Center
817 Commercial Street
Leavenworth, WA 98826 | Scott Mitchell, R.T.(R)(CT), Imaging Manager, CI
Critical Access Hospital |
| 3. Columbia Basin Hospital
200 S.E. Boulevard
Ephrata, WA 98823-1973 | Kristin Moreno, R.T.(R),CI
Critical Access Hospital and Long-Term Care |
| 4. Columbia Valley Community Health
600 Orondo Avenue
Wenatchee, WA 98801 | Brenda Eldridge, R.T.(R), Radiology Manager, CI
Multispecialty Community Health Center |
| 5. Confluence Health CWH
1201 South Miller
Wenatchee, WA 98801 | Ben Torres, R.T. (R), CI
Integrated Health Care Delivery System |
| 6. Confluence Health MLC
840 Hill Ave
Moses Lake, WA 9883 | Ray Ownby, R.T.(R), Radiology Supervisor, CI
Integrated Health Care Delivery System |
| 7. Confluence Health WVH & Clinics
820 N. Chelan Ave
Wenatchee WA 98801 | Brooc Barb, R.T.(R), CI
Integrated Health Care Delivery System |
| 8. Ferry County Public Hospital District
36 Klondike Rd.
Republic, WA 99116 | Adam Volluz R.T. (R), Radiology Manager, CI
Rural NE Washington Healthcare Network |
| 9. Grays Harbor Community Hospital
915 Anderson Drive
Aberdeen, WA 98520 | Kim Streeter, R.T.(R)(CT), CI
Acute Care Hospital |
| 10. Gritman Medical Center and Clinics
700 South Main Street
Moscow, ID 83843 | Teresa Crocker, R.T. (R), CI
Rural Hospital with outpatient clinic |
| 11. Kittitas Valley Healthcare
603 South Chestnut
Ellensburg, WA 98926-3875 | Joselyn Lavera R.T.(R), Imaging Manager, CI
Critical Access Hospital |
| 12. Lake Chelan Community Hospital
503 East Highland Avenue
Chelan, WA 98816-0908 | Susan Young, R.T.(R), Radiology Supervisor, CI
Critical Access Hospital with outpatient clinic |
| 13. Mason General Hospital
901 Mountain View Dr. SW
Shelton, WA 98584 | Lisa Sandoval, R.T.(R), CI
Critical Access Hospital |

- | | |
|--|--|
| <p>14. Mid Valley Hospital
810 Valley Way
Omak, WA 98841-0793</p> | <p>Wendy Christoph, R.T.(R), CI
Critical Access Hospital</p> |
| <p>15. North Valley Hospital
203 South Western Avenue
Tonasket, WA 98858</p> | <p>Shane Pyper, R.T.(R), Imaging Manager, CI
Critical Access and Long-Term Care</p> |
| <p>16. Olympic Medical Center
939 Caroline Street
Port Angeles, WA 98362</p> | <p>Rob Elofson, R.T.(R)(CT), CI
Level III Trauma Hospital with outpatient clinic</p> |
| <p>17. Providence Centralia Hospital
914 South Scheuber Road
Centralia, WA 98531</p> | <p>Tarin Drevniak, R.T. (R), CI
Community Hospital</p> |
| <p>18. Quincy Valley Medical Center
908 10th Avenue S.E.
Quincy, WA 98848</p> | <p>Amy Porter, R.T.(R), CI
Critical Access Hospital</p> |
| <p>19. Saint Alphonsus Medical Center
3325 Pochahontas Rd
Baker City, Or 98714</p> | <p>Noa Tower, Radiology Site Manager
Acute Care Hospital</p> |
| <p>20. Salem Clinic
2020 Capital Street NE
Salem, OR</p> | <p>Deena Schriener, R.T. (R), CI
Multispecialty Clinic</p> |
| <p>21. Samaritan Healthcare
801 East Wheeler Road
Moses Lake, WA 98837-1899</p> | <p>Dylan Bowers, R.T.(R)(NM), CI
Acute Care Hospital with outpatient clinic</p> |
| <p>22. Valley Medical Center
4033 Talbot Rd. South
Renton, WA 98055</p> | <p>Darrick Harker, R.T. (R), CI
Level III Trauma Center</p> |

Guidelines for recommending a clinical education affiliates not listed above:

A student may also recommend their own clinical site. To recommend your own clinical education center, submit the letter in Section VI to the radiology manager and follow the guidelines below. If recommending your own clinical site, clinical placement is guaranteed on the approval of the affiliation contract, and the site must be accepted as your clinical rotation. All paperwork must be completed before the end of winter quarter 1st year.

When calling to ask about clinical placement at a new site contact the Diagnostic Imaging (Radiology) Department Manager.

- 1) Identify you are currently a student at Wenatchee Valley College in the Radiologic Technology program
- 2) Ask if they have time to talk with you. If no then ask to make an appointment with them
- 3) Let them know our program allows students to recommend their own clinical site instead of utilizing our current clinical sites.
- 4) Your placement would be for two consecutive academic quarters, either:
 - a. Spring and Summer ----: Early April thru mid-August excluding the college holidays and break between quarters
 - b. Fall and Winter ----: mid-September thru mid-March excluding the college holidays and break between quarters
- 5) If they are interested in pursuing a contract give them the Clinical Coordinator name: Shelly Zimmerman, phone # and email or hand them the letter in Section VI Forms of this handbook.
- 6) If they are not interested thank them for their time and let your Program Director know the outcome.
- 7) The contract is generated between the facility and the college. (this is to be discussed between the WVC Radiologic Technology Program Director and the facility / not the student)

Q. Radiologic Technology Student-Faculty Committee

The purpose of the student faculty committee is to provide continuous, effective communication between the faculty and students in open forum. The committee addresses issues of joint concern to students and faculty.

Membership

1. Director of the Radiologic Technology Program
2. One full-time faculty co-chair
3. One first-year student co-chair selected by student members
4. Student members elected to represent the class
5. College Guidance Counselor assigned as liaison to the Allied Health Programs

Functions

- a. Defines and discusses all issues, grievances and concerns of the radiologic technology student body which require faculty response or action.
- b. Defines and discusses all issues, grievances and concerns of faculty which require student response or action.

- c. Formulates recommendations about students / faculty concerns for the Radiologic Technology Department. In addition, submits these recommendations in writing, with a request, to the appropriate concerned groups or individuals.
- d. Receives reports of action taken by students or faculty on recommendations of this committee and refers them to the appropriate concerned groups or individuals.

Meetings

The committee shall meet once a month during each quarter when there are agenda items. The day and time is set by the members of the committee. Special meetings may be called as needed.

Communication Lines

- a. Matters for discussion may originate with any individual student or faculty member, any faculty or student committee, organization, or teaching department.
- b. Any person or group wishing to present a matter for discussion to the committee shall request that the matter be placed on the agenda. The request is to be made to the co-chairs one (1) week in advance.
- c. The co-chairs shall post and place the agenda, three (3) days prior to each meeting, in each committee member's mailbox.
- d. Meetings are open to all members of the radiologic technology student body and the faculty. Discussion is limited to committee members.
- e. The Student Faculty Committee reports all policy recommendations and content of meeting discussion to the Radiologic Technology department and students.

R. Financial Aid/Scholarships

The Financial Aid Office is available to assist students in finding and applying for financial assistance, including grants, work study opportunities, Veteran's benefits, scholarships and student loans. Their office is located on the first floor of Wenatchi Hall and information can be found on the Wenatchee Valley College web site.

S. Registration

Registration information will be provided to first and second-year students via email or by appointment. Students register online at www.wvc.edu. Students are to contact their advisor for any questions regarding an education plan. Students who are enrolled in courses in addition to Rad Tech courses must notify the Rad Tech Program Director at the time of registration via WVC email.

T. Bookstore

The WVC Bookstore is located in Van Tassel Center and operated by Barnes & Noble College. Textbooks, school supplies, snacks, etc are available for purchase. Bookstore resources are also found on the WVC web site.

U. Counseling Services

WVC counselors provide academic, career and personal counseling services, which are free and confidential for WVC students. The counseling office is located on the first floor of Wenatchi Hall and information is also on the WVC website. Feel free to stop to make an appointment or call 509-682-6850.

V. Computers for Student Use

Computers are available for use by students across campus. Computer labs are located in Sexton Hall and in the Brown Library. The “write lab” is a computer lab located in Sexton Hall with provides help with writing papers. Students should be conscientious about logging on and off when utilizing computers and will be responsible to the college policies surrounding use.

W. Tutoring

Tutoring services are available, free of charge, to all WVC enrolled students. The Tutor Center is located in the Brown Library and additional information is available on the college web site. Hours and subject content is posted each quarter.

X. Library Services

The WVC Brown library is a full service library with access to a variety of information resources. The building it is located in is called the Brown Library. Additional information regarding hours and resources such as peer review journal articles, books, media, popular databases, and more can be found through the college webpage under the Quick Link - Library.

Y. FERPA (Family Educational Rights and Privacy Act) and Recommendation Requests

The Family Educational Rights and Privacy Act of 1974, as amended (also referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Academic records, or information from disciplinary or counseling files, shall not be available to unauthorized persons on campus, or to individuals off campus, without written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved (WVC Student Handbook). This also includes entrance requirements and radiation monitoring information.

In order to comply with FERPA regulations, there are 2 forms in Section VI: 1) allows personal information to be send and received from the clinical affiliates to onboard the student (as required by our clinical affiliation agreements) and to order the student’s radiation monitoring device, and 2) for students to use when requesting professional recommendations for scholarships, employment, etc. A copy of the completed request will be put in the student’s file as proof of this request and the student’s permission to release information.

Z. All Campus Emergency Alert / Weather Closure

WVC emergency information, including campus closure information, will be posted on the college website under Quick links, in the Safety and Security Tab. WVC also has an emergency text alert system to notify students, faculty and staff about a campus emergency or unplanned closure. For details to sign up for the text alerts go to the college web site. WVC does not charge for this service; however, it is the user’s responsibility to pay for any charges from their service receiving the emergency text alert. This would include occasional functional tests of the system and emergency drills. This system will not be used for any other messages from the college. See “Adverse Weather Conditions” in the Section IV for the policy to follow during clinical.

III. PROGRAM OF STUDY

A. Radiologic Technology Curriculum

Following is the suggested Course Sequence: Associate of Technical Sciences Degree Program offered at Wenatchee campus. . Radiologic Technology classes will not be adjusted to accommodate support courses not taken in sequence as identified in the catalog or any other non-RADT course.

First Year	Credits	Second Year	Credits
Spring Quarter		Spring Quarter	
*RADT 101 Intro to Rad Tech	2	RADT 231 Clinical Education I	13
RADT 111 Radiation Physics (online)	5	RADT 241 Radiographic Seminar(online)	1
RADT 121 Principles of Exposure I	3		
RADT 131 Rad. Positioning I	4		
RADT 105 RADT Success (optional)	1		
Summer Quarter		Summer Quarter	
*ENGL 101 Composition	5	RADT 232 Clinical Education II	9
*PSYC 101 Intro to Psychology	5	RADT 242 Rad Seminar II (online)	1
RADT 122 Principles of Exposure II	3	RADT 171 Rad Pathology (online)	2
RADT 132 Rad. Positioning II	4		
RADT 151 Imaging Modalities	1		
Fall Quarter		Fall Quarter	
RADT 123 Principles of Exposure III	3	RADT 233 Clinical Education III	13
RADT 133 Radiographic Positioning III	4	RADT 243 Rad Seminar II (online)	1
RADT 141 Radiation Biology & Prot	2		
RADT 152 Patient Care	3		
RADT 106 RADT Success (optional)	1		
Winter Quarter		Winter Quarter	
RADT 134 Radiographic Positioning IV	5	RADT 234 Clinical Education IV	13
RADT 161 Special Procedures	3	RADT 244 Rad Seminar IV (online)	1
RADT 162 Clinical Observation	1		
RADT 107 RADT Success (optional)	1		

Mandatory Credits 53

Credits 54

Total Credits for Degree 107

* Course may be taken before being accepted into the Radiologic Technology Program.

Educational Training

First year: Most academic classes are on campus. Many are supported by the learning management system, Canvas. RADT111: Radiation Physics may be taught on-line.

Second year: Clinical education centers in town and out of town are used. Out-of-town assignments are to be expected. Thirty-nine (39) hours per week clinical experience and a one-hour seminar class are required spring, fall, and winter quarters. Thirty-four (34) hours per week RADT242, one-and-one half (1 ½) hours for RADT 232 and two and one-half (2 ½) hours for RADT 171 are required on-line summer quarter. Clinical assignments will require day, evening, and weekend shifts. (refer to section 1. P)

The general model of clinical education begins with the student observing and assisting a radiologic technologist in the performance of duties. As the student acquires experience, he or she moves from passive observation to assisting the radiologic technologist in radiographic examinations. The rate at which the student progress is dependent upon the ability of the student to comprehend and perform the various assigned tasks (skills).

As the student gains experience in the various examinations, the student moves from direct supervision to an independent clinical performance stage. The student must actually be mentored by and perform the examination/s under direct supervision of a radiologic technologist. Students must be directly supervised until competency is achieved and recorded in the clinical handbook through the proper forms. **Direct supervision means that the qualified radiographer:**

- 1. Reviews the procedure in relation to the student's achievement;**
- 2. Evaluates the condition of the patient in relation to the student's knowledge;**
- 3. Is physically present during the conduct of the procedure, and**
- 4. Reviews and approves the procedure and/or image.**

After demonstrating competence in performing a specific radiographic exam/procedure while directly supervised by a radiologic technologist, the student may then be permitted to perform those procedures under indirect supervision. "The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients" (jrcert.org). **Indirect supervision means that the qualified radiographer:**

- 1. Reviews the request for the examination in relation to the student's achievement and approves the procedure.**
- 2. Is immediately available to assist the student regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients (jrcert.org).**
- 3. Reviews and approves the procedure and/or images.**

"Repeat Examinations" are any repeat exposure/s that must be made for any reason. All Repeat Examinations must be made under Direct Supervision to assure patient safety and proper education. This is true even though the student has already been checked off as competent in the procedure and despite the reason the repeat is necessary.

It is critical that the student understands and follows the requirements for Direct and Indirect Supervision and that the student ensures, at all times, that they do not independently perform any radiologic procedure prior to establishing competency in that specific procedure.

The student is responsible for assuring that proper supervision is provided for every exam and repeat image they perform. *Failure to observe these requirements are very serious and will result in disciplinary action with possible dismissal from the program*

In order to continue in the program, the student must achieve a minimum level of performance each quarter in order to progress to the next clinical quarter.

B. Radiologic Technology Lab and Nursing Simulation Lab Facilities

We pride ourselves on maintaining a clean, state of the art, realistic simulation environment for the effective skills practice in the cognitive, psychomotor and affective domains. The labs provide an active learning environment that replicates the healthcare setting in which graduates will find employment. Students practice and develop skills through hands-on learning experiences. The labs provide a safe teaching and learning environment for students to apply critical thinking and decision making skills. Frequent hands-on contact with technology and critical situation scenarios in a safe, controlled, non-threatening environment is designed to reduce the students' performance anxiety. When the time arrives for the student to be with a "real" patient s/he can have the confidence that the skills required have already been successfully performed in the lab.

Safety/Incidents/Accidents

It is very important that a student report incidents and accidents which have occurred on Wenatchee Valley College property or in Clinical Education Centers. An institutional accident or incident report must be filled out immediately, as soon as safe, and a copy sent to the WVC RADT program director. The forms are found on the Wenatchee Valley College webpage under the Quick Links tab --Human Resources – department Forms - Safety and should be completed within two working days of the incident.

Incident Report: Examples of incidents which should be reported include security issues, medical situations (non-injury), property damage, lost or stolen property, harassment, observation of unusual behavior, academic dishonesty, any time the police, ambulance or fire are called and any other situation where in your judgment a report should be on file. The incident report can be completed online and does not require any signatures. For an incident that occurs in Clinical Education follow the Clinical Education Center policy and notify the Program Director.

Accident Report: *In case of serious injury or immediate threat call 911 or emergency service.* The accident form is used to report workplace injury accidents, an occupational illness or any other accident to an employee, student or visitor that involves an injury on the WVC campus OR to an employee or student off campus during clinical status. Print and submit the completed form to the Program Director for review and signature. Signatures are required on this form prior to being submitted unless the affected party is unable to sign at the time of the accident, then follow up will take place at a later date. For an accident that occurs in Clinical Education follow the Clinical Education Center policy and notify the Program Director as soon as possible.(Also see section IV, Q)

Safety is everyone's concern. Mainly accidents are caused by failure to use common sense. To prevent accidents/incidents and make the lab a safe environment for the faculty, staff and students the rules listed below must be followed.

Accidents / Incidents in the WVC lab or clinical: (see section IV, Q for more info)

- Seek help / first aid immediately as needed
- Report to Faculty or Clinical Instructor and Clinical Coordinator
- Complete a WVC Accident or Incident Report form and return it to the Program Director
 - If in clinical also include the completed clinical affiliates accident/incident report form

Rules for all Radiologic Technology labs:

- Place coats, backpacks, extra clothes, etc. in the cubbies provided;
- Food and drink are not allowed, except in designated areas;
- Cell phones/computers must be turned to silence; pictures may be taken of patient positioning for study purposes only and only if all students involved give full permission for picture/s to be taken. Obtaining permission is the full responsibility of the student taking the picture.
- Clean scrubs and shoes (close toed with heel straps or backs – no sandals) are to be worn along with the WVC ID / name tag (see Dress Code in Section III);
- Lab spaces and patient care stations are to be kept neat and orderly, CLEAN UP your work area when you are finished;
- Wash your hands or use hand sanitizer before beginning practice, between practice patients, and before leaving;
- Wash your hands after any type of glove use;
- Respect manikins/phantoms as if a patients. All manikins must have gowns on, will have all parts attached and in working order, will be lying supine in the bed and under covers when appropriate;
- Do not use Betadine or iodine based products on the manikin phantoms or other lab equipment;
- Clean manikins/phantoms and accessories (ex: sandbags, tables, grid holders, IR's, etc.) after use, i.e. wipe down and remove **any tape and residue**, medications, etc; Only use soap and water or alcohol, no Clorox or bleach based cleaners;
- Please stay home if you are ill, if you choose to come to lab you will be required to wear a mask for airborne or droplet type illness;
- Do not perform unauthorized experiments.
- **Wear your radiation monitoring device** on or near your collar, when in the energized lab;
- Use table pad when positioning phantom parts on the table. This will protect the table from accidental chipping and damage caused by positioning hard surfaces of the phantom against the table.
- Before making an exposure
 - Verify that all persons are out of the room and - Close the exam room door;
- If it is not of quality then repeat the first exposure until it is of quality. ***If unsure – ask!!!***
- Even though you will do most exercises with other students, you must be familiar with all parts of each exercise / experiment. Keep accurate notes of the procedures and results so you may refer to them for future work and tests;
- **CLEAN UP your work area when you are finished. If the lab is not left in order the entire lab will lose 1 point off their lab score.**
- A clean lab consists of:

- All equipment and phantoms returned to its proper place in each room (IR's, sponges, tape)
- Replace any supplies that have run out or are low. This sort of accountability is expected in clinical education; ask the instructor if you do not know where the extra supplies are;
- X-ray tables have a clean pillow with a paper cover and the open edge away from the door
- Place tables in lowest position;
- Tube placed lightly on clean pillow case with paper when leaving lab;
- Lab linens need to be changed after each mock patient or after second mock patient and the pillow may be flipped over between mock patients and covered with paper towel;
- Image Receptors cleaned and returned to proper place and organized- **BARCODE UP**;
- Corded detectors must be left in the Bucky or holder on the wall – never left on TT

I. Lights off in the exam rooms and door closed;

J. **Imaging rooms properly turned off** - unless otherwise directed by instructor;

K. Counters / tables in lab and imaging rooms free of clutter and clean;

L. Chairs neatly pushed in under study tables;

M. Cubbies area neat;

N. Patient carts/stretchers are to be covered with a clean sheet;

O. Return the portable to the storage room, turn it off properly and plug in.

It is the responsibility of the student to check with the instructor for instructions for clean-up following a lab demonstration (Patient care labs/special procedures). All students are expected to assist the instructors to break down demonstrations and return items to their proper place before leaving. Failure to do so will result in 1 point deduction from the entire lab for the week.

Simulation lab:

An orientation is required before use. Follow simulation lab dress code and rules posted in that lab.

C. Required Textbooks

Course	Text	Author	Publisher
RADT 101	Introduction to Radiologic & Imaging Sciences & Patient Care, 7 th Ed.	Adler & Carlton	Elsevier
	Medical Dictionary	Adler/Carlton/Balac	Cengage
RADT 111	Principles of Radiographic Imaging, 6 th Ed.		
RADT 121-123	Principles of Radiographic Imaging, 6 th Ed.		
RADT 131-4	Merrill's Atlas of Radiographic Positioning and Procedures and workbook, 14 th Ed.	Frank/Long/Smith	Elsevier
RADT 141	Radiation Protection in Medical Radiography, 8 th Ed.	Statkiewicz/Sherer	Elsevier
RADT 152/161	Introduction to Radiologic & Imaging Sciences & Patient Care	Adler & Carlton	Elsevier
	Essentials of Pharmacology for Health Occ.	Woodrow	Delmar
	Pharmacology and Drug Administration	Jensen	Mosby
RADT 171	Comprehensive Radiographic Pathology	Eisenberg & Johnson	Mosby
RADT 231-4	Radiologic Technology Clinical Handbook	WVC Staff	WVC
RADT 241-4	Lange Q & A Radiographic Examination	SAIA	Appleton & Lange
	Comprehensive Review of Radiography	Calloway	Mosby

****Textbooks may be added or deleted**** Check with the WVC Bookstore for the most recent list. The most recent edition available is used unless specifically requested by lead faculty of the course

D. Student Access Services and Reasonable Accommodations - Formerly Disability Services

The student access services office provides information and accommodation on benefits, rights and privileges of college services, and programs and activities for every qualified student with a disability. The Student Access office is located on the first floor of Wenatchi Hall and additional information is available online at the college website. If you believe you qualify for or may need to receive accommodations for class, make an appointment with this office as soon as possible to discuss your needs. Please voluntarily inform your instructors of approved accommodations.

IV. POLICIES

A. Attendance

There is a strong correlation between class attendance and academic success. Therefore, it is strongly encouraged to be present and engaged at all learning experiences. Most lab assignments are scheduled by the instructor and will be made available before the quarter begins.

First Year

Attendance in theory courses and labs is highly encouraged and **may be required at the instructor's discretion** to fulfill course requirements. When students are unable to attend class s/he must call or message in canvas the instructor prior to the class start-time and leave a message. If a student misses a class or lab, it is his/her responsibility to obtain information provided for that class. If a student misses a scheduled test or quiz the make-up policy below applies. The student is responsible for all required work in each course, including work missed due to absence. It will be assumed that s/he has fulfilled this obligation and is fully prepared upon returning to class.

Students are advised that absence from class is a serious matter. Such absence should be based on good and sufficient cause. It is strongly advised that students make appointments (doctor and/or dentist, etc.) when they do not conflict with class time, if at all possible. Any instructor or administrator may, at his/her discretion, request a physician's note, from any student, following any absence to qualify for a makeup quiz or assignment, etc.

Tardiness is disruptive to students and instructors and is a habit, which is not compatible with responsible performance in any health care occupation. The exact time of class is available on the syllabus for the course or from your instructor.

Second Year Clinical

The Wenatchee Valley College Academic Calendar will be followed for scheduling. The college holidays will be observed and students may not be scheduled on college holidays' or between quarters. The clinical handbook used second year will include specific scheduling guidelines. A time sheet is used for verification of attendance. It is the responsibility of the student to verify that the correct information is recorded.

If the student is unable to be in attendance when scheduled, it is the student's responsibility to talk to the clinical instructor, via telephone or in person, prior to the designated time and notify the clinical coordinator at the college. If a student fails to notify the appropriate people, clinical points will be lost as outlined in the "clinical education grading section" and a deficiency / incident notice may be given.

Make-up is voluntary. If a student chooses to make up time, s/he must make-up all the clinical time missed on that given day. Voluntary make-up time must be scheduled with the clinical instructor to ensure the hours are educationally valid and properly supervised.

B. Testing Procedure

The student will arrive on time for examinations. Any student arriving late will not be given an extension of time beyond the testing limits. There is no reason to talk to another student or look at another

student's test. During testing, notes, books or other communication devices may not be used unless specifically directed by the instructor. On-line testing requires that the student does not leave the testing site or access any other site for any reason until the test is submitted. If any cheating occurs, the examination of the student(s) involved in this academic dishonesty will be removed at the time the infraction is noticed. This violation, with adequate cause, is required to be reported on the student's ARRT Certification Application and may be cause for immediate dismissal from the Program.

Make-Up Tests and Assignments

Make-up of *scheduled* tests, quizzes and assignments will only be allowed if the student has contacted the instructor before class either by phone, e-mail or in person; any missed tests, quizzes and / or assignments that are *not scheduled* may not be made-up; unless the instructor's syllabus states otherwise. Supporting documentation from appropriate individuals that support the rationale for the absence may be requested. **All** make-up tests and assignments, whether early or late, will automatically receive a ten percent (10%) reduction. Make-up tests and assignments not completed on the first returning day to the Program will result in an additional ten percent (10%) reduction per day. After three days a grade of zero will be given. Any requests to take a test or quiz early will also receive a 10% reduction per day for every day it is taken early.

C. Grading – First and Second Year

Once a student has been accepted into the WVC Radiologic Technology Program and course work has begun, a minimum cumulative grade point average of 2.5 must be maintained. It is necessary to receive a 3.0 (B) or better or a pass in all required Radiologic Technology courses and a passing Professional Evaluation per quarter and a 2.0 (C) or better in support courses to remain in the Program. Any student not meeting the above requirement will be dismissed from the Program.

Students are responsible for monitoring their own test scores and class averages. Radiologic Technology classes will not be adjusted to accommodate support courses not taken in sequence as identified in the catalog or any other non-RADT courses.

The following scale of grading has been established for all Radiologic Technology courses except Clinical Education, Observation and Positioning Practicum which are graded as pass / no pass.

95 – 100 A	4.0	77 - 79 B-	2.7	64 - 66 D+	1.3
90 - 94 A-	3.7	74 - 76 C+	2.3	63 - 60 D	1.0
85 - 89 B+	3.3	70 - 73 C	2.0	0 - 59 F	0.0
80 – 84 B	3.0	67 - 69 C-	1.7		

In calculating the final grade the following procedure is utilized: Individual scores are recorded as they are awarded without any rounding; the average of the final score is rounded up to the next highest number for anything .5 or higher and rounded down to the next lowest number for anything .4 or lower. For example, a final score of 84.5 becomes 85; a final score of 84.4 becomes 84.

Clinical Education Grading

Clinical Education courses earn a pass/no pass grade. The student must maintain a passing grade to continue in the Radiologic Technology Program. To receive a passing score, students must receive at

least 80 percent of the total points possible, a minimum percent section, and a satisfactory final professional evaluation. The pass/no pass clinical grade is determined as follows:

Competency Tests (3x20)	60	points
ARRT Competency Evaluations (min of 75%)		as designated/quarter
Objectives (min of 75%)		as designated/quarter
Final Professional Evaluation		Passing
Punctuality/Attendance (minus as stated below)	_____	points
Missed weekly emails (minus as stated below)	_____	points
TOTAL	_____	Points

Punctuality and attendance point reductions are as follows:

- a. If a student does not notify the clinical instructor at their assigned clinical site **and** clinical coordinator at WVC to identify their absence there will be a six point reduction.
- b. If a student is tardy (up to ten minutes late) there will be a two point reduction.
- c. If a student is absent for more than ten minutes, there will be a ten point reduction.
- d. If a student is absent for a clinical site visit there will be a ten point reduction.
- e. For each weekly CET not received by the clinical coordinator there will be a 1 point reduction that cannot be made up.

Attendance points that can or cannot be earned back are as follows: Make-up is voluntary. If a student chooses to make up time, s/he must make up all the clinical time missed on that given day to earn back eight of the ten point reduction. Points missed for being tardy cannot be made up. Points missed for not calling in properly cannot be made up. Voluntary make-up time must be scheduled with the clinical instructor to ensure the hours are educationally valid and properly supervised. A student can earn back eight of the ten point reduction for missing a site visit by scheduling an appointment at Wenatchee Valley College with the clinical coordinator during non-scheduled clinical hours.

In extreme circumstances a student who misses due to an emergency or illness may request a “work in progress” and make-up the course work in the next quarter. The “work in progress” form, located in the registration office, must be collaboratively completed by the student and course instructor. Supporting documentation must be included and submitted before the end of the quarter. Otherwise the student may exit the program and return following the Program Reentry Policy in this handbook.

Professional Evaluation

Students will receive one mid-quarter and one final Personal and Professional Evaluation each quarter from their clinical instructor (CI). A passing final evaluation is required to continue to the next quarter. The evaluation is completed by the CI with input from the clinical staff. The evaluation provides an opportunity for guidance and assistance. All evaluations will be discussed with the student and signed. The following categories are used in the evaluation process:

Attitude

- a. Displays an interest in assignments, has positive and courteous attitude, is willing to learn, and complies voluntarily with department and program rules and policies.
- b. Is receptive to suggestions or corrections without excuses, exercises self-control.

Initiative

- a. Actively seeks varied and challenging learning opportunities to expand the level of knowledge and/or experience which the student possesses (even if already checked off).
- b. Productive use of slow time (i.e. helps in cleaning, film control, patient transport, etc.).
- c. Participates in exams whenever possible-even if checked off; is accessible, does more than just observe.

Dependability

- a. Observes attendance rules, does not overstay breaks, gives prompt notification of absence or tardiness; does not ask to leave early.
- b. Completes assigned tasks from beginning to end and when needed seeks advice of staff; does not jump from exam to exam without fully completing prior exam.

Team Participation

- a. Accepts constructive criticism and applies the offered suggestions to improve performance – without giving excuses.
- b. Provides constructive feedback when appropriate; in a positive, professional manner.
- c. Works together effectively and efficiently; is responsive and reliable.
- d. Displays a cooperative, courteous attitude toward others. No gossip!

Communication

- a. Uses appropriate, courteous and polite oral, written and non-verbal communication skills with faculty and staff. Gives appropriate information, speaks clearly and effectively. Challenges the topic or issue and not the person.
- b. Demonstrates effective communication skills- speaking clearly and effectively with sincere interest, respect, and care. When with patients communicates to the comprehension level of the patient.
- c. Demonstrates listening and observation skills; knows when to stop arguing and start helping.

Efficiency/Adaptability

- a. Evaluates needs of each procedure and adjusts normal routines to meet the needs of the patient and physician. In 1st year adjusts to meet the needs of the exam, scenario or experiment presented.
- b. Accepts assignment changes with a positive attitude, objectively handles conflict with others.
- c. Adjusts to new rooms, radiographers, and radiologist in a timely fashion.
- d. Is able to perform examinations independently depending on the level of experience, with supervision to be direct or indirect.
- e. Demonstrates speed and accuracy in performance of duties.

Professionalism and Ethical Judgment

- a. Presents and conducts oneself in a professional manner
- b. Exhibits critical thinking in making decisions and recommendations.
- c. Practices within scope of education, training, and personal capabilities, take responsibility for decisions and actions taken. Follows requirement of direct and indirect supervision – does not attempt exams without supervision if not signed off.
- d. Consistently follows standard precautions.
- e. Performs within established practice standards, demonstrates safe, ethical and legal practices, acknowledges and accepts responsibility for decisions made, action taken and oversights-notifies appropriate personnel and takes appropriate corrective action when needed.
- f. Integrates appropriate personal and professional values and behaviors into clinical practices.
- g. Adheres to national, institutional, college and clinical affiliate standards, policies and procedures.
- h. Delivers care free from bias or discrimination, respects patient dignity, age specific needs and culture.

Professional Appearance

- a. Uniform meets college and clinical affiliate guidelines; neat and clean.
- b. Practices good personal hygiene; neat and clean.

Patient Care (Clinical and as simulated in RADT and Nursing Lab)

- a. Establishes a professional rapport with patients.
- b. Shows concern for patient safety. Anticipates and responds to patient needs, provides appropriate care and comfort; protects the modesty of the patient at all times.
- c. Is able to accommodate changes in patient conditions; recognizes emergency conditions and initiates first-aid and basic life-support procedures.

- d. Applies principles of body mechanics to protect safety of patient, self and others, obtains help when appropriate.
- e. Applies radiation protection devices according to state and federal law and keeps repeat images to a minimum; has an acceptable repeat rate.
- f. Maintains patient confidentiality standards and meets HIPAA requirements.
- g. Complies with departmental/institutional response to emergencies, disasters and accidents.

Technical Application

- a. Operates radiographic and fluoroscopic imaging equipment and accessory devices correctly.
- b. Correctly positions the patient for radiographic exams and procedures.
- c. Properly uses markers.
- d. States and demonstrates part-film reference points for exams.
- e. Sets exposure factors on the x-ray control panel correctly.
- f. Recognizes positioning errors on images, demonstrates knowledge of human structure, function, and pathology in discussing patient exam needs and reviewing images.
- g. Recognizes the correct amount of compensation to be used if an image needs to be repeated for technique; follows WVC repeat policy and has radiographer present during all repeats.
- h. Adapts exposure factors for various conditions: i.e. patient, equipment, accessories, and contrast media to maintain appropriate image quality.
- i. Evaluates the performance of radiographic systems, knowing the safe limits of equipment operations, and reporting malfunctions to the proper authorities.
- j. Continues to be proficient in examinations after competency has been completed.
- k. Applies the principles of Total Quality Management or facility management philosophy.

Unsatisfactory Ratings

- 1. Failure of a student to function in a safe manner, or violation of the ASRT Code of Ethics or Honor Code, in the clinical facility is grounds for immediate dismissal from clinical and the Program.
- 2. A total of five (5) inadequate ratings on the final Personal and Professional Evaluation will result in a failed evaluation and a no-pass grade.

D. Dress Code/Appearance

During the **first year** in positioning labs, patient care labs, the nursing simulation lab and any skills testing lab clean scrubs will be required along with clean, closed toed shoes and WVC Allied Health ID card visible. A \$20.00 fee will be charged for replacement of the WVC Allied Health ID card

- 1. The uniform must provide enough coverage that the student's skin does not show when they are on the imaging table or reaching overhead.
- 2. Any student reporting to lab in improper uniform or attire, or in a soiled or untidy uniform and/or with dirty shoes, will be dismissed from lab. The uniform should be washed daily to control cross infection and odors.
- 3. Picture ID provided by WVC is required and must be worn as designated by the lab instructor.
- 4. Hair should be worn well contained, i.e., does not fall forward into the student's or patient's face.
- 5. Body and oral hygiene is necessary. Careful attention should be given to these areas.
- 6. Fingernails should be short, neat, clean, and preferably free of polish. Acrylic nails are not acceptable in the clinical environment.
- 7. Scented perfumes and after shave lotions may be objectionable and/or unsafe and their use is discouraged.
- 8. Chewing gum and tobacco use is prohibited while caring for mock and real patients.
- 9. Accessories and adornments should be kept to a minimum as a safety measure. All adornments to any body part or structure (whether pierced or otherwise attached) must be safely secured for coursework.

10. Male facial hair should be neatly trimmed, short, and not interfere with Personal Protective equipment (PPE).
11. Visible tattoos may detract from a professional appearance and at the clinical facility's discretion may be required to be covered.
12. Athletic shoes are acceptable, open-toed shoes or sandals are unacceptable.

During the **second-year** clinical assignments, a dress code mutually agreed upon by Wenatchee Valley College and its clinical education affiliates will be observed. Unacceptable attire includes jeans, stretch pants, flip-flops, heavy (work- type) boots, shorts, high heels and any clothing article that is extremely short, tight or revealing.

1. Students must conform to the dress code of the assigned clinical education affiliates. Any student reporting to clinical education in improper uniform or attire, or in a soiled or untidy uniform and/or with dirty shoes, will be sent home by the department supervisor or clinical instructor. Time missed will be made up according to the attendance policy. The uniform should be washed daily to control cross infection and odors.
2. An ID badge is required and must be worn as designated by the clinical education affiliate.
3. Hair should be well contained, i.e., does not fall forward into the student's or patient's face.
4. Body and oral hygiene is necessary. Careful attention should be given to these areas.
5. Fingernails should be short, neat, clean, and free of polish. Acrylic nails are not acceptable.
6. Scented perfumes and after shave lotions may be objectionable and/or unsafe to patients and their use is discouraged.
7. Chewing gum and tobacco use is prohibited while caring for patients.
8. Jewelry should be kept to a minimum as a safety measure. Small stud-like earrings are acceptable. Jewelry or adornments on facial structures is not allowed in clinical areas; they are considered hazardous. Students will be asked to remove jewelry that places them or their clients at risk for injury.
9. Visible tattoos may detract from a professional appearance and at the clinical facility's discretion may be required to be covered.
10. Male facial hair should be neatly trimmed, short, not interfere with PPE and comply with the facility dress code.
11. Shoes are to be clean. Athletic shoes are acceptable, open-toed shoes or sandals are unacceptable.

E. Electronic Devices / Social Media Policy

Recording of Class: audio or video recording of any class, lecture, or meeting is allowed only with the permission of the instructor. No student/mannequin/patient condition may be imaged or placed on social media.

Electronic devices (cell phones, smart phones, smart watches, etc.): As a general rule, these must be turned to silent during class, labs, or clinical education. Cell phone conversations including texting must be conducted outside of the classrooms, labs, or clinical facilities. In the event that the instructor approves of use during the first year in the laboratory they must be silent; pictures may be taken of patient positioning for study purposes only, all students involved must give full permission for pictures to be taken. Obtaining permission is the full responsibility of the student taking the picture. In second year clinical experience, all electronic devices must not be used in the clinical area.

Emergency messages may be routed through the Secretary Senior in Wenatchee (682-6660) or the clinical facility switchboard.

The student shall not post or discuss any information about faculty or peers, patients or family members, or about any clinical facility on any social media venue (ie: Facebook, Twitter, Instagram, Snapchat, cell phones, etc). Postings on Canvas must be for legitimate educational purposes only.

F. Adverse Weather Conditions

Adverse weather conditions may create a potential danger for students traveling to clinical assignments. In this situation, the student will contact the clinical instructor at the clinical facility and clinical coordinator at the college regarding the weather conditions and absence.

G. Invasive Procedures

Invasive procedures may not be practiced on humans. This includes placing a urinary catheter, inserting an NG tube, injections, IV's, etc. 'Not practicing on humans' includes people *on* the WVC campus and *off* the WVC campuses. The insertion of a rectal catheter or tip for a barium enema examination is allowed and considered a critical element of this competency. *Failure to adhere to this policy may result in dismissal from the Program.*

H. Latex Sensitivity/Allergies

Students may be exposed to latex and other allergens when in the WVC classrooms or laboratories and in the clinical setting. It is recommended that, if a student has a known sensitivity or allergy to any element which may be found in the college or clinical environment, s/he should consult with his/her healthcare provider about risks and treatment. The student must also inform the RADT Program Director and Clinical Instructor at the assigned clinical education affiliate, in writing, and his/her plan to handle any exposure and reaction. All healthcare costs incurred due to sensitivity or allergies are the responsibility of the student.

I. Deficiency Notice - form in Section VI of this handbook

The deficiency notice is issued to the student when a deficiency or incident has occurred in the RADT program. In some cases an institutional accident or incident form may also need to be initiated. It is designed to provide documentation, if in the judgment of the instructor or clinical facility, the student:

- Is not prepared or is not suitably attired for the educational experience;
- Acts of omission or commission potentially or actually endanger the safety and/or welfare of others or self;
- Fails to follow through with instructions regarding safety and potentially or actually endanger the safety and/or welfare of others or self;
- Has unexcused absence/s from the class or clinical, orientation or a required meeting, or violates the attendance policy;
- Fails to demonstrate expected level of competency;
- Fails to maintain competence in performance;
- Demonstrates impaired function due to the use of drugs, alcohol or other chemical substances (prescribed [legend], over-the-counter or illegal);
- Demonstrates impaired function that, due to physical or mental exhaustion or illness, etc. that potentially or actually endanger the safety and/or welfare of others or self;

- Violates the ARRT Code of Ethics for Radiologic Technologists;
- Violates the ARRT Honor Code or Practice Standards;
- Violates WVC or Clinical Affiliate policy

When a student demonstrates a deficiency or inadequate clinical performance the following will occur:

1. The student will receive written notice of performance deficit/s. This is via the Deficiency Notice form filled out by the WVC instructor or Clinical Instructor and Radiographer involved.
2. An informal meeting will be scheduled in person or by phone with the student and instructor or Clinical Instructor, Clinical Coordinator / Program Director. This is to allow the student the opportunity to discuss the deficiency notice and place behaviors into a reasonable context that meets the standards of performance expected by the Program.
3. If the student is dissatisfied with the outcome of the meeting, a review of the details may be requested with the Dean of Allied Health who will render a decision or refer the case to the Vice President of Student Services, who will follow the appropriate WVC procedure, which may include referral to the Academic Regulations Committee (see the WVC website).

**Please note that this procedure is an informal process. The due process procedure will be utilized for all other issues of student appeals within the Radiologic Technology Program.

It is important to understand that failure of a student to function in a safe manner or the violation of the ARRT Code of Ethics or ARRT Honor Code or Practice Standards is grounds for immediate dismissal from the program and a reportable offense to ARRT upon application for Certification. The course of action that the clinical facility may take will depend upon their policies and the circumstances surrounding the incident.

***A student may not re-enter the Radiologic Technology Program following a clinical failure due to unsafe practice, an ethics violation or a program policy violation.**

J. Allied Health Admission Records

Documentation of student immunization status is essential to ensure the health and safety of students and the patients/clients/residents in clinical education affiliates that provide clinical learning experiences. It is the student's responsibility to ensure that adequate documentation of the requirements as stated in the Radiologic Technology new student information packet is provided for the student's file in the Allied Health office and with the electronic immunization tracker during each quarter of the program. The student should keep his/her original documents in his/her personal records. Any student who has not fully completed the electronic tracker requirements by the required date will not be a part of the clinical draw and will be assigned to clinical education centers that have not been filled. Lapses in renewal or updating of any required data (such as yearly PPD testing, CPR training and purchase of insurance) during the clinical portion of the Program and submission of the renewal to the electronic tracker will result in the student being excused from clinical education. The attendance policy will be followed and may jeopardize the student's enrollment in the Program. Lack of compliance with any of these requirements will also prevent a student from entering a clinical area for a clinical field trip or clinical observation assignment.

Some facilities may require annual drug screening or random drug screening in clinical; all costs are covered by the student. Any positive drug result may be reviewed by a certified Medical Review Officer

(MRO). This review will require an additional fee. If the MRO deems that the positive drug result is due to the use of illegal drugs, the student will not be allowed in clinical and will be dismissed from the Program.

WVC reserves the right to modify these requirements as needed.

The following student records, including all required documentation, must be on file in the Allied Health Office (see the Radiologic Technology application for details):

- Criminal History Check: see section titled *Application for Registry (ARRT)* in this handbook as conviction of certain crimes may prevent entrance into clinical observation or clinical education coursework and may also prevent future licensing or employment in the health field. (see II. M.);
- Negative drug screen - 10 panel;
- Immunization records:
 - 2 step PPD (tuberculin Skin Test) and yearly one step renewal
Renewal placed and read within 1 year of initial 2-step PPD
 - Hepatitis B Vaccines – series of three (3) injections or titer
 - Measles, Mumps, Rubella (MMR) Vaccines or titer
 - Tetanus / Diphtheria /Pertussis Immunization (Tdap) within last 10 years
 - Chickenpox (Varicella) Immunization or positive titer
 - Flu vaccine by the announced date
- Medical Accident Insurance or enrollment in the Student Injury and Sickness Insurance plan for students of Washington State Community Colleges
- CPR Certification for Health Care Providers
- AIDS Certificate – 7 hours as required by the WA State WAC 246-12-260, 270, and 280
- First Aid card
- Proof of Liability Insurance purchased at WVC each fall quarter with tuition indicated as “II” on tuition receipt and used as proof of purchase.

****Clinical Education centers may have additional requirements, at the cost of the student.***

K. Student Insurance

Liability Insurance

Wenatchee Valley College is required by contract with the clinical education affiliates to assure professional liability coverage for students. During registration fall quarter of the first and second year, malpractice liability insurance is automatically billed to the student. The student’s registration receipt provides documentation of payment for liability insurance. The original registration receipt should be retained by the student and a copy loaded onto the Immunization Tracker. The coverage is for one academic year. No student may attend a clinical field trip or a clinical assignment without proof of current liability insurance.

Accident Insurance (Health/Medical Insurance)

Clinical education affiliates associated with the Radiologic Technology Program require that students be covered by accident insurance during clinical observation and clinical education. Some private insurance companies may deny a student claim for an accident or injury that occurred in a class or clinical environment. It is the student’s responsibility to prove that they are covered by accident insurance prior entering a clinical education affiliate for RADT 162: Clinical Observation and RADT 231-234: Clinical

Education. A “Student Injury and Sickness Insurance Plan” designed especially for the students of Washington State Community Colleges is available and is the carrier approved by the Washington State Board of Community and Technical Colleges. Enrollment forms are available at the Cashier’s station for the State Board approved insurance plan. Students are responsible for acquiring accident insurance, completing the forms, and providing proof of insurance to the Allied Health Office, via the “Complio” document tracker. No student may attend a clinical field trip, clinical observation or clinical assignment without proof of current accident insurance.

It is the student’s responsibility to pay for any medical or dental expenses incurred while in the Radiologic Technology Program. It is not the responsibility of any of the clinical education affiliate or Wenatchee Valley College to provide this service. Dental services are not covered by the plan made available by the Washington State Community Colleges.

L. Program Withdrawal or Dismissal / Program Re-Entry - form in Section VI of this Handbook

Program Withdrawal or Dismissal

If a student, for any reason, exits the program before completion of the program, written notification must be made to the RADT Program Director via the Student Withdrawal/Dismissal form found in Section IV of this handbook.

Program Re-entry

Any student who exits the Program for any reason and wishes to be readmitted may:

- 1) Return to the Radiologic Technology Program during the first quarter and retake every course or
- 2) Return to the quarter previously exited on a space available basis. The student may retake the failed/uncompleted course from the first year or a didactic course of the program in their 2nd year when they re-enter the program. In addition, students who require additional clinical opportunities due to their own failure to meet course requirements in the time allotted during their clinical rotation will have to reenter the program. Remediation for not meeting clinical course requirements/expectations will be required by repeating first year theory courses as listed in dismissal form **prior to** reentering the clinical setting in the quarter exited. This student will be assigned a clinical education setting on a space available basis.

A student may re-enter the Radiologic Technology Program one time only. If the student fails a radiologic technology course a second time, the student will be dismissed from the Program with no opportunity for readmission into the Program.

A student may not re-enter the Radiologic Technology Program following a clinical violation incident, ethical violation or a program policy violation.

1. A student wishing to re-enter the Program in the first quarter will follow the procedure of a prospective student / applicant. It will be expected that, if accepted, this student will reenter and retake all RADT courses.
2. Readmission on a space available basis ***must be initiated within a year of exiting the program.*** Space available includes classroom space and availability of clinical space. The student seeking readmission must meet the current application requirements and provide updated/renewed allied health records. The student must also send a letter of intent to the Radiologic Technology Program Director, which includes:

- Dates of program attendance;
- Reason(s) for leaving program;
- Outline of course content completed (WVC unofficial transcript);
- Appraisal of theory and clinical performance, and prediction for success after return;
- List of courses and requirements as dictated by the program director that the student will enroll in.
 - a. The returning student must be in communication with the program director for program re-entry requirements which must be met to secure an available slot.
 - b. All documentation and immunization records must be current and loaded on the Immunization Tracker (refer to the WVC web site and the supplemental application form for specific information).
 - c. Obtain a current Radiologic Technology Student Handbook.

3. A student who left the Program due to chemical dependency and/or substance abuse may apply for Re-admission to the Program and must follow the readmission guidelines as outlined above. In addition to the readmission criteria, this student must provide evidence of rehabilitation related to the alcohol/drug illness, which includes the following:

- Approval and documentation from ARRT Ethics Review Pre-application.
- Documentation of a completed treatment program from a recognized facility.
- Evidence of after-care attendance upon completion of the treatment program.
- Acknowledgement of continued attendance in a 12 Step Anonymous Program.
- Letter/documentation from treatment facility and therapist stating that the student would be able to function effectively and provide safe and therapeutic care for patients in a clinical setting.
- Repeat drug screen for alcohol/drugs immediately prior to readmission and random testing for the duration of the Program.

M. Pregnancy Policy

The student has the right to choose whether or not she would like to declare her pregnancy. If pregnancy is not declared no accommodations will be made and the student may continue in the program without the modifications below.

If a student becomes pregnant and plans on continuing in the Radiologic Technology Program, the following must occur if she chooses to declare her pregnancy:

1. The student will voluntarily declare the pregnancy to the Wenatchee Valley College RADT Program Director. This must be in writing, dated and should include the estimated delivery date. The student will then be counseled by the Radiologic Technology Program Medical Director, using the NRC Regulatory Guide 8.13 and/or additional current data, as to precautions to be taken.
2. The student will sign a statement indicating her knowledge and understanding of the potential hazards. The original will be placed in the student's file and a copy will be given to the student.
3. After a written declaration of pregnancy, a second radiation-monitoring device will be ordered for monitoring the fetal exposure. During the gestation period, if the dose equivalent to the embryo-fetus exceeds the NRC recommendation, the student will withdraw from labs with ionizing radiation and from clinical assignments. It is recommended that fetal dose be limited to an equivalent dose limit of 5.0 mSv (0.5 rem) for the entire pregnancy (WAC 246-221-055).

4. The student shall wear two (2) radiation-monitoring devices as follows:
 - a. The student's badge at the collar level and additionally kept above the outside of the apron when worn.
 - b. The fetal device at waist level and additionally kept underneath a lead apron when worn.
5. If the gestation period ends prior to graduation, and the student would like to continue in the Program, the student will follow the WVC academic policy regarding "incomplete or work in progress" in the WVC college catalog.
6. All clinical competencies must be met prior to graduation.
7. The student with written declaration of pregnancy who does not follow these procedures must withdraw from the Program.
8. The student has the right to voluntarily revoke her declaration at any time; this must be declared to the RADT Program Director in writing and dated.

A sample copy of the "Pregnancy Counseling Form" is available in the "Forms" section of this handbook.

N. Provision of Care Policy

The student must be able to engage in patient care delivery in various settings and be able to deliver care to all patient populations including, but not limited to, infants, children and adults, developmentally disabled, medically compromised, and vulnerable adults.

O. Communicable Disease Policy

The student may not discriminate in their provision of care by refusing to be assigned to a client who has been diagnosed with a communicable disease, with or without symptoms. OSHA and clinical facility guidelines must be followed.

Any communicable disease contracted by the student is to be reported through the student's physician to the program director if in the first year of the program and clinical instructor and clinical coordinator if in the second year of the program. Coursework and clinical assignments will be adjusted or restricted until cleared by the attending physician. The cost of medical care is the responsibility of the student.

P. Clinical Infectious Control Policy

The student may be exposed to, and risk infection by, infectious diseases. Infectious diseases include, but are not limited to, influenza, HIV, meningitis and hepatitis. The student is to follow the infection control policy of the clinical education affiliate to which they are assigned. It is the student's responsibility to be aware of the procedures at each clinical assignment and take precautions as required for the safety of the patient, personnel and others. The cost of personal medical care is the responsibility of the student.

Q. Workplace Hazards Policy/Exposures/Injuries

The radiologic technology student risks harm from a variety of sources and may accidentally become injured or exposed to unsafe pathogens, fluids, radiation or other materials. The student is not considered an employee of clinical facility to which they have been assigned and are required to carry appropriate insurance in order to cover medical care.

First Year

Policies and procedures regarding workplace hazards are identified in the “Wenatchee Valley College Safety Manual” available in the x-ray lab. The student is informed of workplace hazards in the first two weeks of the quarter and it is the student’s responsibility to become familiar with the SDS sheets posted in the x-ray lab and have the ability to provide urgent care with proper use of personal protective equipment available. If a chemical exposure were to occur the student must follow SDS recommendations. Any exposures or injuries must be reported to the instructor present and a WVC Incident/Accident report completed within twenty-four (24) hours of the incident. See section III. B. in this Handbook.

Exposures/Injuries in Clinical Education

The student is expected to adhere to the following protocol upon accidental injury or exposure during a clinical experience. The student will:

- Access emergent care; i.e., flush eyes, stop bleeding, CPR; etc
- Notify clinical instructor, who will assist in following clinical policy of facility. If chemical exposure, follow the Material Safety Data Sheet (Global Harmony) recommendation; Notify Employee Health in a facility that offers that service; or, if there is no Employee Health, follow facility protocol or notify the Chief Nursing Officer. After hours in an acute care facility, notify the House Supervisor. This contact assures that an attempt will be made, in the case of blood borne pathogens (HIV, Hep B and Hep C), to contact the source patient, who, if contacted, ask if they can be tested. Results of testing can then be made available to the treating provider;
- If urgent care is required, seek evaluation and medical care at the emergency department of the closest hospital or urgent care facility;
- If urgent care is not required, seek evaluation and medical care at Primary Care Provider’s office.
- Complete a facility specific event report and route to the designated person;
- Fill out a WVC Accident Report Form and submit it to the Radiologic Technology Program Director within twenty-four (24) hours. See section III. B. in this Handbook.

The clinical instructor at the clinical affiliate will call the program’s clinical coordinator on the day of the incident and will provide written documentation within twenty-four (24) hours. The clinical coordinator will attach written documentation to the WVC Accident Report form and submit originals to Dean of Allied Health within forty-eight (48) hours of the accident. The clinical instructor and clinical coordinator will follow-up with student.

R. Harassment Policy

It is the policy of Wenatchee Valley College to maintain an academic and work environment free of sexual and discriminatory harassment. Harassment of faculty, staff or students is against the law and will not be tolerated. Wenatchee Valley College policies regarding harassment can be found on the Wenatchee Valley College website.

S. Substance Abuse/Impaired Practice Policy

The Alcohol and Other Drug Abuse Policy as outlined in the Wenatchee Valley College Student Handbook will be followed. This Policy refers to the use/misuse of or being under the influence of alcoholic beverages, illegal drugs, or drugs which impair judgment while on duty in any health care

facility, school, institution, or other facility location or school activity on or off campus. All entering and continuing WVC Rad Tech students are required to submit a urine based or oral swab drug screen and must comply with the clinical education affiliate policies in order to successfully complete clinical courses. Per policy, random drug screen may be performed. If the instructor or staff at the college or facility where the student is assigned has reasonable cause to suspect that the student is mentally or physically impaired due to use or misuse of alcohol or other drugs, then the student will be given the opportunity to refute the allegation by producing a negative blood or urine drug screening sample; the expense is the responsibility of the student. If the student refuses to submit to a drug screen, the student will be removed from the setting pending further investigation. The student will be transported home and will remain out of the lab and/or clinical area until the investigation is complete and a decision is finalized.

If the results of the test are positive, the VP of Allied Health may recommend to the Vice President of Student Services that the student be dismissed from the Program. If the results of these tests indicate a negative drug screen for alcohol or other illegal substances or for non-prescribed legal substances, the student shall meet with the VP of Allied Health within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired clinical behavior. If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

Being under the influence of drugs, including alcohol is not tolerated at school functions or in the clinical education affiliate and is grounds for dismissal from the Program and disciplinary action by WVC. The Washington State Legislature under RCW 198.130.180 identifies the above (the misuse of alcohol, controlled substances, or legend drugs) as unprofessional conduct and may deny an application for licensure or grant with conditions of the applicant.

If a student, after being readmitted to the RADT Program (after leaving due to chemical dependency and/or substance abuse), has positive results on an alcohol/drug screen a second time, s/he will be permanently dismissed from the Program.

T. Imaging Safety- Radiation Protection Policy

The goal of **As Low As Reasonably Achievable (ALARA)**, in relation to occupational radiation exposure, is designed to keep the radiation workers occupational dose below the applicable Washington Administrative Code - WAC 246-221 regulations. Per WAC 246-221-010/50, the annual limit for whole body exposures to the adult occupational worker is a total dose equivalent of 0.05 Sv (5 rem); the dose for a minor, under the age of 18 years, is a total dose equivalent of 0.005 Sv (0.5 rem). With ALARA in mind, radiation workers (radiology students) should try to keep their individual exposures below 10% of the applicable WAC limits.

Students will observe the following radiation protection rules at all times.

1. Students must wear their assigned radiation-monitoring device on their collar while working around radiation and the device is to be placed above the lead apron when a lead apron is worn.
2. A lost radiation monitoring device is to be reported immediately to the instructor.
3. A radiation monitoring device that is exposed while not being worn by the assigned individual must be reported to the program director. The device will be processed and recorded as soon as possible

and a replacement device ordered immediately. A record of the circumstances will be written by the parties involved and retained.

4. Persons shall not be exposed to the useful beam except for the healing arts purposes with a proper prescription provided.
5. Protect the patient from unnecessary radiation by following ALARA (WAC 246-225):
 - a. Collimate to the clinical area of interest as close as possible; this is evidenced by collimation shown on at least 3 sides
 - b. Use lead shielding for reproductive and radiosensitive organs whenever necessary.
 - i. gonadal shielding of not less than 0.5 mm lead equivalent shall be used for patients of reproductive age during radiographic procedures in which the gonads are in the direct beam, except for cases when gonad shielding may interfere with the diagnostic procedure (WAC 246-225-020 f); and shall be used when the gonads lie within close proximity (about 5 centimeters), despite proper beam limitation (Code of Federal Regulations Title 21-Chapter 1-Subchapter J).
 - c. Use appropriate technical factors with the optimal kVp and lowest possible mAs to minimize radiation exposure.
 - d. Minimize repeat exposures and be under direct supervision during any repeat.
 - e. Seek assistance when needed.
 - f. Students must not hold image receptors during any radiographic procedure.
 - i. it is expected that mechanical holding devices shall be used.
6. Protect yourself and others:
 - a. When standing in an unprotected area during the exposure wear, at a minimum, a lead apron and thyroid shield Additional protective devices may be worn.
 - i. in fluoroscopy, also stand behind a mobile barrier or practitioner with a lead apron when possible.
 - ii. in mobile imaging, also stand 6-12 feet from the exposure area and not in line of the primary beam. Announce "x-ray" before making the exposure and check to make sure others in the room have a chance to step away or behind a barrier.
 - b. Shut the door to the x-ray room before making an exposure.
7. Holding a patient during an examination this should be in very unusual or rare circumstances only and it is expected that mechanical holding devices shall be used when possible. When it is necessary for someone to hold the following rules should be observed:
 - a. No person/student in the radiology department is obligated to hold a patient during an x-ray examination.
 - b. Holding a patient during an x-ray is a matter of personal decision about the urgency and expediency of the situation and a mechanical immobilization method is the appropriate standard of care.
 - c. An individual making the decision to hold a patient during an x-ray must be adequately protected by proper collimation and not place themselves in the direct line of the central ray. Appropriate lead protective devices should be worn and may include a lead apron, thyroid shield, lead gloves, eyewear, etc.
 - d. An individual who holds a patient during an x-ray must never be ordered to do so or be expected to do so on a repeat basis.

Radiation reports for 1st year students are reviewed by the program director and then shared with and signed by the student. A terminal radiation report is provided to the student and first clinical affiliate assigned to.

Radiation reports for 2nd year students: when the student is on site and a radiation report is received the clinical instructor will share the student's report with the student/s within 30 days. Confirmation of this process is completed by the student initialing the report next to their name and a copy of the report sent to the college. Once the student leaves the clinical affiliate a terminal radiation history report must be sent to the college for review by the program director and then distributed to the student within 30 days following receipt of the data.

A radiation overdose shall be considered any dose that exceeds 0.05 Sv (5 rem) per calendar year. An informal investigation will occur if the student badge receives 2.5% of the annual dose in any given quarter (125 mrem / 1.25 mS). In the event of a radiation overdose the following procedure will be followed within 24 hours:

1. Upon receipt of the radiation monitoring report received at:
 - a. Wenatchee Valley College the program director shall:
 - i. Notify the student involved.
 - ii. Notify the State Department of Health, Office of Radiation Protection at (206)682-5327 and follow with a confirming letter.
 - b. At the clinical affiliate the clinical coordinator shall:
 - i. Notify the student involved.
 - ii. Notify the clinical coordinator.
 - iii. Notify the State Department of Health, Office of Radiation Protection at (206)682-5327 and follow with a confirming letter.
2. Upon notification of the overdose, WAC 246-221-260 will be followed.
 - a. The student will be released from radiation areas pending further investigation.
 - b. The student will write a report to describe his/her activities for the period in question based on the above WAC and clinical affiliate protocol.
3. The student may return to the radiation areas when the investigation is complete and final exposure results are obtained.

U. Imaging Safety- MRI Safety Policy

The concept of 'As Low As Reasonably Achievable' (ALARA) includes not only ionizing radiation yet the magnetic or radiofrequency hazards used for magnetic resonance imaging. The second year student in the Radiography Program at Wenatchee Valley College will be assigned to observe in MRI. The MRI suite has a very strong magnet and to help assure the student's safety and the safety of others a safety screening protocol will be completed first year before clinical education and in second year during orientation at the clinical affiliate.

V. X-Ray Lab Usage

Radiographic equipment in the x-ray lab may only be used when the student is directly supervised by Radiography Program faculty. Exposures may only be made using phantoms or other inanimate objects. Humans may not be imaged in the x-ray lab. Any student found x-raying a human in the lab will be immediately dismissed.

The student is to follow the Radiation Protection Policy when assigned to the x-ray lab (see above "Radiation Protection Policy" in this handbook).

All students and faculty are expected to maintain a set of standards in the lab. These rules and standards are listed in Section III of this handbook –Radiologic Technology and Nursing Simulation Lab Facilities.

Lab Accidents

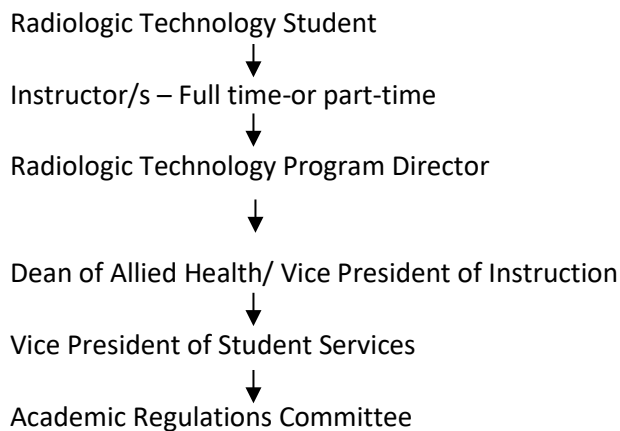
Any accident involving any student or equipment in the x-ray lab must be reported to the instructor immediately. Any radiation exposure in the x-ray lab involving a student must be reported immediately to the instructor. A WVC Accident Report must be completed.

Lab Uniform

See the dress code policy in this handbook

W. Due Process Procedures

The student may initiate due process if they wish to challenge a decision or action. This process must be initiated within ten (10) school days after the incident has occurred. Following is an organizational chart detailing the flow of the due process procedure:



X. Plagiarism/Academic Dishonesty/Honesty and Integrity

Plagiarism is defined in the WVC Student Handbook as “The deliberate adoption or reproduction of ideas or words or statements of another person as one’s own without acknowledgement.”

Academic dishonesty and plagiarism are unacceptable. In order to avoid plagiarism, all sources must be fully and clearly acknowledged in student work. Sources from which students might plagiarize are patient records, agency brochures, other students’ papers, lecture notes, personal communication with faculty or staff, preceptor, physician, journals, textbooks and / or student presentations. If proper citation is not included in the work, it is considered plagiarism and will be handled as such. Refer to the college plagiarism policy in the Wenatchee Valley College Student Handbook. Plagiarism may be cause for immediate dismissal from the Program and disciplinary action on the part of the college.

Honesty/Integrity

All students and faculty are expected to uphold the highest standards of professional honesty and integrity. This includes expecting every student to act on their honor. Students and faculty must accept responsibility for acting in an ethical manner. Together they create an atmosphere conducive to professional integrity.

Students and faculty are expected to report to the RADT Program Director within twenty-four (24) hours, if possible, any proscribed conduct that violates the standards of professional safety, honesty, and integrity.

The student is required to abide by the ASRT Code of Ethics, ARRT Honor Code and Practice Standards, the college policies and procedures as well as the policies in this handbook and the clinical affiliate assigned to for clinical education. Breaches of / or violations of these professional behaviors, with adequate cause, are required to be reported on the student's ARRT Certification Application and can be cause for immediate dismissal from the Program.

V. STUDENT SERVICES

A. Radiant Knights

The Radiant Knights club is a recognized Associated Students of Wenatchee Valley College (ASWVC) student club that meets beyond the classroom through co-curricular activities. The club is open to all interested Radiologic Technology Program students. A student representative and officers are elected. The Radiant Knights encourages fellowship and professional unity. Students take an active role in school-sponsored activities and help earn money to help send its members to educational functions, meetings and / or seminars. Officers are elected annually.

1. Representative: attends the weekly ASWVC council meetings on campus and is the liaison between the student council and the Radiant Knights club.
2. President: responsible for conducting weekly Radiant Knights' meetings.
3. Vice-president: responsible for assisting the president and organizing fund raising projects and student representative to the Radiologic Technology Advisory Committee.
4. Secretary: responsible for the minutes of the meetings and keeping track of points earned.
5. Treasurer: responsible for the paperwork and delivery of the money earned in fund-raising activities.

The club Constitution and By-Laws are available in the Campus Life office and club advisor office. Meetings are held, at a minimum, bimonthly at a time agreed upon each quarter.

B. Student Finances

Financial assistance and scholarship information is available at the Financial Aid office in Wenatchi Hall.

C. Washington State Certification

The State of Washington requires state certification as a Radiologic Technologist or state registration as an X-Ray Technician for any person applying ionizing radiation at the direction of a licensed practitioner. Information and the application may be obtained online at <http://www.doh.wa.gov>. Any students employed in Washington State to 'take' x-rays on humans (not clinical hours) must be registered with the State of Washington as an 'X-Ray Technician'. It is the student/employee's responsibility to be

familiar with the licensure law governing the profession. If the student is employed in another state, check their laws governing radiation workers.

VI. Student Forms / Agreements

When finished reading the Wenatchee Valley College Radiologic Technology Program Student Handbook, please sign the statements on the following pages and return them to the RADT Program Director before mid-spring quarter of the first year. Your signature acknowledges you agree to abide by the policies as stated. The forms will be kept in your file in the RADT Program Director's Office until Program completion, and then archived with the student's file in the Allied Health office.



Date: March 9, 2020

To whom it may concern,

The Radiologic Technology program at Wenatchee Valley College is a two year program. The first year is the didactic classroom/lab portion and the second year is full-time clinical education. We require our students to attend two clinical education centers. Each assignment is two quarters in length; being spring and summer quarters or fall and winter quarters.

We allow our students to make inquiries at clinical facilities to find out if they may be interested in partnering with Wenatchee Valley College to provide part of the student's clinical education. We always have sufficient clinical affiliates to place our students; however, we also recognize the value of creating new partners and locating a student at a clinical site closer to an area with significance to them.

If you are interested and would like more information please call me at 509-682-6677 or send an email to szimmerman@wvc.edu. I look forward to talking to you about the details of our program and finding out about what your facility and department has to offer.

Sincerely,

Shelly Zimmerman

Shelly Zimmerman M. A., R.T. (R) ARRT
Radiologic Technology Clinical Coordinator
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801

This page left blank intentionally

WVC Radiologic Technology Program: Deficiency Notice

Student:	Date:
Course ID and Name	Academic Quarter
WHO RAISED THE CONCERN: (CHECK ONE) <input type="checkbox"/> STUDENT <input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> OTHER: _____	
COUNSELING DUE TO: (CHECK ONE) <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> ACADEMIC <input type="checkbox"/> ATTITUDE/BEHAVIOR <input type="checkbox"/> OTHER: _____	

The deficiency described below has resulted in the issuance of this Deficiency Form
(see Deficiency Notice Policy in the WVC RADT Student Handbook p. 30)

Concern/s (Please be specific, indicate dates, identified behaviors expected to change, etc.)

Remediation Plan (Response to be identified and written by student or accurate note of student's response)

Consequence/s that will result if student does not comply with this agreement

I have received a copy and been given an explanation for the "deficiency notice" above. I understand this will be placed in my record at Wenatchee Valley College and could result in failure of the program.

Student Signature:	Date:
Clinical Instructor Signature:	Date:
Radiologic Technology Program Director / Dean of Allied Health Signature:	Date:

Revised 1/2017

This page intentionally left blank

Program Withdrawal / Dismissal
WVC Radiologic Technology Program Exit Interview



Completed at time of exit – must complete to be considered for reentry

Student Name _____ Exit Date _____
Student ID # _____ Eligible for Re-entry Yes No
Quarter Exiting _____ Courses below "C" _____
Contact Phone & Email _____

Reason for Exit: Personal Reasons Relocation Academic Performance
 Violation of Program Policy Other _____

Return: 1) Clinical affiliate name tag 2) Radiation monitoring device

1. What are your primary reasons for leaving the Wenatchee Valley College RADT Program?

Administrator /Faculty Comments:
Remediation Required: Yes No

Student Signature _____ Date _____

Administrator Signature _____ Date _____

This page intentionally left blank

Sample

PREGNANCY COUNSELING FORM
WENATCHEE VALLEY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

After written declaration of pregnancy to the Wenatchee Valley College RADT Program Director, the student will be counseled as to precautions to be taken. A second radiation-monitoring device will be ordered to begin monitoring radiation exposure to the fetus. During the gestation period, if the embryo-fetus dose-equivalent exceeds 5.0 mSv (0.5 rem) the student will be asked to withdraw from the labs with ionizing radiation and clinical. It is recommended that fetal dose be restricted to an equivalent dose limit of 0.5 mSv (0.05 rem) per month.

The pregnant student will wear two radiation-monitoring devices as follows:

- a. The student's badge at the collar level and additionally kept above the outside of the apron when worn.
- b. The fetal device at waist level and additionally kept underneath a lead apron when worn.

The college, clinical facility and student will monitor the radiation exposure report.

Items to consider are:

- a. The unborn child is most sensitive to radiation exposure during the first three months of pregnancy.
- b. You could reduce your exposure, where possible, by decreasing the amount of time you spend in fluoroscopy, portable, and surgical procedures.
- c. Universal precautions and good hand washing must be followed.
- d. The non-immune student should not care for patients with Rubella, Rubeola, Tuberculosis, Chicken Pox, Herpes, radioactive implants, or administered radiopharmaceuticals.
- e. There is not yet sufficient data to establish the safety of Magnetic Resonance field exposure to the fetus.

I have read the Pregnancy Policy and NRC Regulatory Guide 8.13, and discussed any questions with the RADT Program Director and Medical Advisor.

Student Signature: _____ Date _____

RADT Program Director: _____ Date _____

Radiography Medical Advisor: _____ Date _____

This page intentionally left blank

Wenatchee Valley College
Student Reference Request and FERPA Release

In accordance with FERPA (Family Educational Rights and Privacy Act) regulations, any student wishing a recommendation from radiologic technology faculty/clinical instructor will provide the following information.

Student name (please print): _____

I request (please print RADT faculty name) _____ to serve as a reference for me and to provide requested reference in written form.

The purpose of the reference is (check all applicable spaces):

- Application for employment All forms of scholarship or honorary award
- Admission to another education institution

I authorize the above person to release information and provide an evaluation about any and all information from my education records at WVC, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at WVC, to the following (please print):

1. _____
(Name and Address)
2. _____
(Name and Address)
3. _____
(Name and Address)
4. _____
(Name and Address)

I understand that I have the right not to consent to the release of my education records; I have a right to receive a copy of any written reference upon request; and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above faculty member, but that any such revocation shall not affect disclosures previously made by said faculty member prior to the faculty member's receipt of any such written revocation.

Student Signature

Date

This **Student Reference Request and FERPA Release** will be attached to a copy of each reference sent on behalf of the requesting student and will be maintained in the student's allied health file.

This page intentionally left blank

This page intentionally left blank

**WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
WVC and CLINICAL AFFILIATE RECORDS RELEASE FORM for
RADIATION MONITORING DEVICE INFORMATION
LEGAL NAME AND PERMANENT ADDRESS**

The clinical facilities you will be scheduled in require the following information for onboarding and to order your radiation monitoring device.

By signing this form you:

- 1) Give permission for the release of the following information to your assigned clinical education center.
- 2) Give permission for your clinical education centers to send the WVC Program Director or Clinical Coordinator your terminal radiation history for the time assigned at the clinical site.

Legal Name (Please print: first, middle, and last – please indicate if you do not have a middle name)

SSN or ID number used for lifetime radiation monitoring

Birth date

Permanent Address (street, city, state, zip code)

College email address

Signature

Date

Rev 9/11/2017 **(Please sign and return to Radiologic Technology Program Director)**

This page intentionally left blank

**WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM
WVC and CLINICAL AFFILIATE RECORDS RELEASE FORM for
RADIATION MONITORING DEVICE INFORMATION
LEGAL NAME AND PERMANENT ADDRESS**

The clinical facilities you will be scheduled in require the following information for onboarding and to order your radiation monitoring device.

By signing this form you:

- 1) Give permission for the release of the following information to your assigned clinical education center.
- 2) Give permission for your clinical education centers to send the WVC Program Director or Clinical Coordinator your terminal radiation history for the time assigned at the clinical site.

Legal Name (Please print: first, middle, and last – please indicate if you do not have a middle name)

SSN or ID number used for lifetime radiation monitoring

Birth date

Permanent Address (street, city, state, zip code)

College email address

Signature

Date

(Student Copy)

This page intentionally left blank

RADIATION WORK EXPERIENCE

Prior to my acceptance into the Radiologic Technology Program:

_____ I have not had any previous work experience around radiation.

_____ I have had previous work experience around radiation.

Give dates and place(s) of employer(s) that provided radiation monitoring.

*Please obtain your prior radiation exposure records and provide a copy to the Radiologic Technology Program Coordinator

Date

Place

Date

Place

Name (Please print)

Signature

Date

(Please sign and return to Radiologic Technology Program Director)

This page intentionally left blank

RADIATION WORK EXPERIENCE

Prior to my acceptance into the Radiologic Technology Program:

_____ I have not had any previous work experience around radiation.

_____ I have had previous work experience around radiation.

Give dates and place(s) of employer(s) that provided radiation monitoring.

*Please obtain your prior radiation exposure records and provide a copy to the Radiologic Technology Program Coordinator

Date

Place

Date

Place

Name (Please print)

Signature

Date

Student Copy

This page intentionally left blank

WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY STUDENT AGREEMENT

I understand that, as a Radiologic technology student, I am a member of a profession which places me in a position of confidence, requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that, as a member of the radiologic technology profession, I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

_____ I agree to protect the privacy of faculty, peers, patients, family members of patients or assigned clinical facility by not inappropriately disclosing confidential information about them that is disclosed to me in my capacity as a WVC radiologic technology student. This includes discussion, or posting of information on any social media venue or leaving open access to an open desktop or hard drive.

_____ I have/will read the syllabi of the courses. I also understand the grading standards that require a letter grade of 'B' - 80% or higher in order to attain a passing grade in the RADT courses and remain in the program. I understand that it is my responsibility to monitor my academic and clinical progress.

_____ I understand there are on-line courses in the program that I must enroll in.

_____ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the ARRT Code of Ethics and Standards, ARRT requirements for application for registry and the Practice Standards. I will maintain and uphold the policies of Wenatchee Valley College, the WVC Radiologic Technology program and clinical education affiliates I am assigned.

_____ I will not condone or participate in any activities of academic dishonesty, including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation. I will not recreate any items or portions of an exam for my own use, or for use of others, during my enrollment in the Radiologic Technology Program. I will sign my own papers and other documents with my name or initials and will not forge any other person's name on my coursework, including attendance sheets.

_____ I understand that I must keep my Allied Health Admissions Records current throughout the Program as indicated by the Immunization Tracker. Failure to do so will result in the inability to be a part of the clinical draw or be admitted to any clinical education center, which may result in the inability to complete course work.

_____ I understand that out-of-town clinical education assignments are to be expected. I further understand that transportation, housing, and additional required clinical expenses are my responsibility for any clinical assignment.

_____ I release my assigned clinical education centers and its employees, agents, and volunteers from all liability relating to participation in any training program at the facilities.

_____ I understand that I may be exposed to ionizing radiation, and risk infection by, infectious diseases. Infectious diseases include, but are not limited to, HIV, meningitis and hepatitis.

_____ I certify, to the best of my knowledge, all statements made on the required forms in this handbook are true.

_____ I agree to inform the Dean of Allied Health on the next business day if my status regarding legal convictions changes.

Name (Please print)

Signature

Date

(Please read and if in agreement initial each line and sign. Return to RADT Program Director)

This page intentionally left blank

WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY STUDENT AGREEMENT

I understand that, as a Radiologic technology student, I am a member of a profession which places me in a position of confidence, requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that, as a member of the radiologic technology profession, I have a responsibility to act in a manner consistent with the essential attributes of the profession. In this regard:

_____ I agree to protect the privacy of faculty, peers, patients, family members of patients or assigned clinical facility by not inappropriately disclosing confidential information about them that is disclosed to me in my capacity as a WVC radiologic technology student. This includes discussion, or posting of information on any social media venue or leaving open access to an open desktop or hard drive.

_____ I have/will read the syllabi of the courses. I also understand the grading standards that require a letter grade of 'B' - 80% or higher in order to attain a passing grade in the RADT courses and remain in the program. I understand that it is my responsibility to monitor my academic and clinical progress.

_____ I understand there are on-line courses in the program that I must enroll in.

_____ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the ARRT Code of Ethics and Standards, ARRT requirements for application for registry and the Practice Standards. I will maintain and uphold the policies of Wenatchee Valley College, the WVC Radiologic Technology program and clinical education affiliates I am assigned.

_____ I will not condone or participate in any activities of academic dishonesty, including, but not limited to, plagiarism, cheating, stealing or copying another's assigned work, or lying about any situation. I will not recreate any items or portions of an exam for my own use, or for use of others, during my enrollment in the Radiologic Technology Program. I will sign my own papers and other documents with my name or initials and will not forge any other person's name on my coursework, including attendance sheets.

_____ I understand that I must keep my Allied Health Admissions Records current throughout the Program as indicated by the Immunization Tracker. Failure to do so will result in the inability to be a part of the clinical draw or be admitted to any clinical education center, which may result in the inability to complete course work.

_____ I understand that out-of-town clinical education assignments are to be expected. I further understand that transportation, housing, and additional required clinical expenses are my responsibility for any clinical assignment.

_____ I release my assigned clinical education centers and its employees, agents, and volunteers from all liability relating to participation in any training program at the facilities.

_____ I understand that I may be exposed to ionizing radiation, and risk infection by, infectious diseases. Infectious diseases include, but are not limited to, HIV, meningitis and hepatitis.

_____ I certify, to the best of my knowledge, all statements made on the required forms in this handbook are true.

_____ I agree to inform the Dean of Allied Health on the next business day if my status regarding legal convictions changes.

Name (Please print)

Signature

Date

Student Copy

This page intentionally left blank