



Radiologic Technology Program

STUDENT HANDBOOK

Spring 2016



Celebrating the past
•
Leading the present
•
Changing the future



February 7, 2015

Dear Radiologic Technology Student:

On behalf of the Wenatchee Valley College Radiologic Technology faculty and staff, it is my 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 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 College Student Handbook is available in the Student Programs office. Please read them carefully and do not hesitate to ask questions for clarification. The exchange of ideas and information between students, faculty and staff is essential. 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,

Shelly Zimmerman, M.A.,RT. (R)(ARRT)
Radiography Program Director
Wenatchee Valley College

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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 to instruct and evaluate the student's progress toward the goal of becoming a competent radiologic technologist.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

A. Code of Ethics of the American Society of Radiologic Technologists (ASRT)

1. The radiologic technologist conducts herself or himself 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 concerns of person 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 purpose 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 health care 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.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists (ARRT), February 2003

B. 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

C. 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.

Goals

The goals of the Wenatchee Valley College Radiologic Technology Program are to:

- a. Provide students with abundant learning opportunities to prepare them to successfully pass the American Registry of Radiologic Technologists (ARRT) National Board Examination.
- b. Prepare students to enter the workforce as competent entry-level radiographers or transfer to upper level education institutions.

D. Radiologic Technology Expected Outcomes

The Wenatchee Valley College Radiography Program is committed to providing proficient, caring radiographers where students successfully complete all academic requirements in order to apply knowledge and skills toward the practice of radiologic technology:

- 75% of the students that initially enroll will complete the Program.
- 90% of graduates will pass the ARRT national registry exam in radiography at first attempt.

Respondents to annual employer survey will indicate

- Satisfaction with graduates by rating overall performance with good to excellent - 90%,
- Graduates possess good to excellent communication skills - 80%,
- Graduates possess good to excellent problem solving ability - 80%,
- Graduates locate, use and analyze patient information - 80%,
- Graduates act responsibly as an individual and as a member of a team or group - 80%.

Respondents to the graduate survey will report:

- The program adequately prepared them to perform as competent radiographers with ratings of good to excellent – 90%
- 74% of graduates will be employed within 6 months of graduation or enrolled in further education.

E. 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 provides 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. This prepares students to enter the clinical environment with a good foundation in the principles of radiographic imaging and safety. The second year is dedicated to experience in the clinical facilities. This experience progresses from close supervision to limited 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 students are involved in the clinical and academic environments we believe that ethical principles, ASRT Code of Ethics and ARRT Honor Code, are a necessary guide to professional development. The Wenatchee Valley College Radiologic Technology Program is designed in accordance with the requirements set forth in the ASRT Professional Curriculum for Radiography and ARRT guidelines. 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. It is an expectation that competencies be retained quarter to quarter and expanded in ensuing quarters.

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.

F. 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 competencies, 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.

G. 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 physical from a qualified physician stating that the prospective student is physically qualified is required, as part of the acceptance process. If a prospective student questions their ability to perform to the above standards, 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.
- Practices 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.
- Respects 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 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.

H. Radiologic Technology Advisory Committee

The Radiologic Technology Advisory Committee is made up of community members, clinical partners, faculty, and students. The committee meets at least yearly, to seek input from communities of interest regarding Program planning and evaluation. A student representative is selected from the Radiant Knights Club officers to attend.

II. GENERAL

A. Accreditation

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 Northwest Commission on Colleges and Universities 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 Northwest Commission on Colleges and Universities 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 Northwest Commission on Colleges and Universities 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 institutional accreditation mechanism acceptable to ARRT.

There are some states, employers and advanced degree institutions that have mandated that the student graduate from a programmatically accredited radiography program, i.e. The Joint Review Committee on Education of Radiologic Technology (JRCERT). The student should 1) look at the licensure laws in the state/s they may want to be employed to determine if graduation from a regionally accredited program is sufficient for that state, 2) look at upper level education institutions for specialty imaging education to determine if graduation from a regionally accredited program is sufficient for application at that institution.

B. Facilities

The Radiologic Technology lab includes four energized radiographic rooms: 1) Radiography and fluoroscopy room with CR imaging and digital fluoroscopy, 2) fully digital Universal radiographic room, 3) one general imaging room, 4) fully digital, two detector radiography room. There is also a mini PACS/RIS system, 2 mobile imaging units and a dry laser printer. 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 Handbook (available in the Student Services Office) the WVC catalog and clinical education centers 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 ASRT Code 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, performance or misconduct they may be dismissed from the clinical site.

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 Program.

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. 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 and the policy in the Wenatchee Valley College Student Handbook will be followed. This handbook is distributed annually to enrolled students and is available in the Student Programs Office and the Student Development Office.

Departmental Guidelines

The WVC Radiologic Technology Program expects students, staff, and faculty to act in a professional manner at all times. 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,
- Group concerns should be addressed through the Student Faculty Committee, please see the Student faculty Committee procedure in this handbook,
- The copy machine in the Allied Health office is **not** for student use. The student photocopier is located in the Library.
- 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 students 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.

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. During the second year clinical assignments a radiation-monitoring device will be provided by the clinical education center and students must adhere to the Radiation Protection Policy of the clinical education center and Wenatchee Valley College.

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 Clinical Handbook requirements during the hours employed by a clinical education center. 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 may include, but are not limited to: academic or clinical failure, family/medical emergency, personal choice, etc. Withdrawal from any Radiologic Technology class will result in a student being dismissed from the Program.

Any student exiting the Program must follow the Withdrawal/Dismissal and Reentry policy, Section IV, 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

Grades are available on the WVC web site (www.wvc.edu) and can be accessed using the student ID number and student pin number. A hard copy of the transcript may be obtained via a written request to the Registrar. 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 apply for graduation (see L below).

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 college calendar. The application is required for the Associate of Technical Science Degree in Radiologic Technology to appear on the student's official transcript. If application for graduation is not made, the earned degree will not be posted to the official transcript; this may prevent you from applying for licensure in various states. The form is available at the registrar's office or on 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. Students are also responsible for their own travel arrangements, food, and exam fees. Depending on the location of the test site, overnight lodging may be required. The ARRT Application for Certification asks: "Have you ever been convicted of a felony or misdemeanor?" All alcohol and/or drug related violations are included. "Conviction," includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. 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 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 review of the violation before or during training, 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 pre-application review form is downloadable from the "Ethics" section of the ARRT website (www.arrt.org), or you may request a copy by phoning ARRT at (651) 687-0048. The ARRT address is: American Registry of Radiologic Technologist, 1255 Northland Dr., St. Paul, MN 55120

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. Dean of Allied Health and Nursing: Jenny Capelo
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: Shelly Zimmerman: Responsible for the organization, administration, periodic review, records, continued development, and general policy and effectiveness of the Program under the general direction of the Associate Dean of Allied Health and Nursing and instruction.
4. Clinical Coordinator: Jacqueline Alderson: The Wenatchee Valley College instructor responsible for coordination and evaluation of clinical education and instruction.
5. Part-time Program Faculty: responsible for course instruction and evaluation of students to fulfill course needs, general policy and effectiveness of the program. Part-time: Todd Busse: Radiation Physics instructor and others as needed.

6. Clinical Instructor: The identified ARRT Radiologic Technologist at the clinical education center responsible for overseeing clinical instruction and clinical competency evaluation of students.
7. Simulation Lab Coordinator: Marilyn Brincat: Responsible for coordination of the Nursing Lab.
8. Allied Health Educational Planner: Bridget Grove: 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 RADT 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 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 jump 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

Student Mailboxes

Students are assigned a mailbox in Wenatchi Hall located on the second floor in the hall outside the Allied Health Office. Correspondence, announcements, registration information, course information, etc., may be placed in student mailboxes. *Students are responsible for all information placed in their mailboxes and are expected to check them regularly.* A \$20.00 fee is charged for replacement of a lost or unreturned mailbox key. See Allied Health Secretary Supervisor, Rhonda Yenney, regarding a lost key.

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 for the instructor's direct phone number and e-mail.

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.

Assignments

Clinical assignments are on a two-quarter rotation and are chosen by lottery draw during fall quarter of the first year. Any student who has not fully completed the Complio immunization tracker requirements by the required date will not be a part of the clinical draw and will be assigned to clinical sites that have not been filled. Local and out-of-town clinical assignments are given. At least one rotation must be at a hospital. Students have one week to trade clinical assignments once given. 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 and receive their clinical schedule. Day, evening and weekend hours may be assigned. Thirty-nine (39) hours each week are scheduled for clinical education during fall, winter and spring quarters. Thirty-seven (37) hours are scheduled during summer quarter. Students are required to adhere to the institutional policies of each clinical education center to which they are assigned. At no time are students to replace qualified staff. Clinical education is considered a distance learning class and it is the student's responsibility 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. 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 Facility

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 Handbook will be followed.

Clinical Education Centers

This list is subject to change, and students may also find their own clinical site. The instructions and letter following this section should be used by the student if interested in doing this.

1. Capital Medical Center (360) 754-5858
3900 Capital Mall Way SW Preston Ampe, R.T.(R), CI

- Olympia, WA 98502 Acute Care Hospital, 110 bed
2. Cascade Medical Center
817 Commercial Street
Leavenworth, WA 98826
(509) 548-5815
Scott Mitchell, R.T.(R)(CT), Imaging Manager, CI
Critical Access Hospital: 12 bed
 3. Columbia Basin Hospital
200 S.E. Boulevard
Ephrata, WA 98823-1973
(509) 754-4631
Cammy Zabala, R.T.(R),CI
Critical Access Hospital: 58 beds;
Assisted Living: 37 beds
 4. Columbia Valley Community Health
600 Orondo Avenue
Wenatchee, WA 98801
(509) 664-3570
Brenda Eldridge, R.T.(R), Radiology Manager, CI
Multispecialty Clinic
 5. Confluence Health CWH
1201 South Miller
Wenatchee, WA 98801
509-664-3460
Rachel Scaife-Ellis, R.T. (R), CI
Integrated Rural Health Care Delivery System
 6. Confluence Health MLC
840 Hill Ave
Moses Lake, WA 9883
(509) 765-0216 ext. 8023
Ray Ownby, R.T.(R), Radiology Supervisor, CI,
Integrated Rural Health Care Delivery System
 7. Confluence Health WVMC
820 N. Chelan Ave
Wenatchee WA 98801
(509) 663-8711
Brooc Barb, R.T.(R), CI
Integrated Rural Health Care Delivery System
 8. Ferry County Public Hospital Dist. 1
36 Klondike Rd.
Republic, WA 99116
(509) 775-3333
Adam Volluz R.T. (R), Radiology Manager, CI
Rural NE Washington Healthcare Network
 9. Grays Harbor Community Hospital
915 Anderson Drive
Aberdeen, WA 98520
(360) 537-5163
Dawn Heckathorn, R.T.(R), CI
Acute Care Hospital: 140 bed
 10. Gritman Medical Center and Clinics
700 South Main Street
Moscow, ID 83843
(208) 883-2228 Direct
Teresa Crocker, R.T. (R), CI
Rural Hospital, 25 bed with outpatient clinic
 11. KVH - Hospital
603 South Chestnut
Ellensburg, WA 98926-3875
(509) 962-9841
Sharon Davis R.T.(R), Imaging manager, CI
Critical Access Hospital, Hospital: 50 bed
 12. Lake Chelan Community Hospital
503 East Highland Avenue
Chelan, WA 98816-0908
(509) 682-2531
Susan Young, R.T.(R), Radiology Supervisor, CI
Total Hospital: 34 beds; Acute Care: 15 beds
 13. Mason General Hospital
360-426-1611

- | | |
|--|---|
| 901 Mountain View Dr. SW
Shelton, WA 98584 | Holly Hawk, R.T.(R)(CT), CI
Critical Access Hospital |
| 14. Mid Valley Hospital
810 Valley Way
Omak, WA 98841-0793 | (509) 826-1760 ext. 3653
Wendy Christoph, R.T.(R), CI
Critical Access Hospital: 44 bed |
| 15. North Valley Hospital
203 South Western Avenue
Tonasket, WA 98858 | (509) 486-2151
Shane Pyper, R.T.(R), Imaging Manager, CI
Critical Access: 27 beds, Long-Term Care: 70 bed |
| 16. Olympic Medical Center
939 Caroline Street
Port Angeles, WA 98362 | (360) 385-2200
Rob Elofson, R.T.(R), CI
Level III Trauma Hospital: 126 bed |
| 17. Providence Centralia Hospital
914 South Scheuber Road
Centralia, WA 98531 | (360)330-8606
Tarin Drevniak, R.T. (R), CI
127 bed Community Hospital |
| 18. Quincy Valley Medical Center
908 10 th Avenue S.E.
Quincy, WA 98848 | (509) 787-3531
Amy Porter, R.T.(R), CI
Critical Access Hospital: 25 beds |
| 19. Salem Clinic
2020 Capital Street NE
Salem, OR | 503-375-7476
Dana Ackerman, R.T.(R), Imaging Manager, CI
Multispecialty Clinic |
| 20. Samaritan Hospital and Clinic
801 East Wheeler Road
Moses Lake, WA 98837-1899 | (509) 765-5606
Dylan Bowers, R.T.(R), CI
Acute Care Hospital: 50 bed |
| 21. St Alphonsus Medical Center
3325 Pochontas Rd
Baker City, Or 98714 | 425-228-3440
Brent Wilson R.T.(R), Imaging Manager, CI
Acute Care Hospital |
| 22. Valley Medical Center
4033 Talbot Rd. South
Renton, WA 98055 | (425) 228-3440
Rebecca Padovan-McCaslin
Level III Trauma Center |
| 23. Walla Walla Clinic
55 West Tietan
Walla Walla, WA 99362 | (509) 525-3720
Brenda Criss, R.T.(R)(M), Radiology Manager, CI
Multispecialty Clinic |

Clinical education centers and clinical instructors may be added or deleted.

To recommend your own clinical education center, submit the letter from Section VI to the radiology manager and follow the guidelines listed next.

Guidelines for recommending a clinical education center not listed above:

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 Fall Quarter 2016.

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 2017: Early April thru mid-August excluding the college holidays and break between quarters
 - b. Fall 2017 and Winter 2018: mid-September thru mid-March excluding the college holidays and break between quarters
- 5) If they are interested in pursuing a contract give them my name, phone # and email : Shelly Zimmerman, 509-682-6677 or szimmerman@wvc.edu or hand them the letter in Section IV Forms of this handbook.
- 6) If they are not interested thank them for their time.
- 7) The contract is generated between the facility and the college. (it is to be discussed between the Wenatchee Valley College Radiologic Technology program coordinator and the facility)

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. Coordinator 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, on the day and time 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 or by calling their office at (509) 682-6810 or toll free at 1-877-982-4968 or by e-mail at financialaid@wvc.edu.

S. Registration

Registration information will be provided to first and second-year students via email or student mailboxes. Students register online at www.wvc.edu. Students are to contact their advisor for any questions regarding an education plan.

T. Bookstore

The WVC Bookstore is located in Van Tassel Center. Textbooks, school supplies, art supplies, clothing, snacks among other items are available for purchase. They can also be found on the WVC web site or contacted by calling 509-682-6532.

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. Feel free to stop to make an appointment or call 509-682-6850.

V. Computer Labs

Computer labs are available for use by students. Computer labs are located in Wenatchi Hall on the second floor, in the library, and the “write lab” for writing papers is available in Sexton Hall. Students should be conscientious about logging on and off when utilizing computers and will be responsible to the policies surrounding use.

W. Tutoring

Tutoring services are available, free of charge, to all WVC enrolled students. The Tutor Center is located in the Library and can be reached by calling 509-682-6863. Hours and subject content is posted each quarter.

X. Library Services

The library is a full service library with access to a variety of information resources. Additional information can be found at <http://commons.wvc.edu/library> such as peer review journal articles, an online catalog of the libraries' holdings, and other resources.

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

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, in Section VI a form is enclosed to send to clinical education centers and 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. WVC 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. Your nine (9) digit ID number will be needed. 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 policies section 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.

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	5	RADT 241 Radiographic Seminar	1
RADT 121 Principles of Exposure I	3		
RADT 131 Rad. Positioning I	4		
Summer Quarter		Summer Quarter	
ENGL 101* Composition	5	RADT 232 Clinical Education II	9
PSYC 101* Intro to Psychology	5	RADT 242 Radiographic Seminar II	1
RADT 122 Principles of Exposure II	3	RADT 171 Radiographic Pathology	2
RADT 132 Rad. Positioning II	4		
RADT 151 Imaging Modalities	1		
Fall Quarter		Fall Quarter	
RADT 123 Principles of Exposure III	2	RADT 233 Clinical Education III	13
RADT 133 Radiographic Positioning III	4	RADT 243 Radiographic Seminar II	1
RADT 141 Radiation Biology & Prot	2		
RADT 152 Patient Care	3		
Winter Quarter		Winter Quarter	
RADT 134 Radiographic Positioning IV	4	RADT 234 Clinical Education IV	13
RADT 161 Special Procedures	2	RADT 244 Radiographic Seminar IV	1
RADT 162 Clinical Observation	1		
RADT 191 Sectional Anatomy	3		
Total Credits	53	Total Credits	54

Total Credits for Degree 107

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

Educational Training

First year: Academic classes on campus with limited on-line format or on-line supported (hybrid).

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. Thirty-seven (37) hours per week clinical and one-and-one half (1 ½) hours seminar are required summer quarter. Clinical assignments may require day, evening, and weekend shifts. (refer to P. in this section)

The general model of clinical education has the student begin by 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 to an independent clinical performance stage. At this point, the student actually performs the examination under direct supervision of a radiologic technologist. Direct supervision means that the qualified radiologic technologist:

1. Reviews the request for the examination in relation to the student's achievement;
2. Evaluates the condition of the patient in relation to the student's achievement;
3. Is present during the conduct of the examination, and
4. Reviews and approves the images.

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. Indirect supervision means that the qualified practitioner:

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 presence of a qualified radiologic technologist 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.
3. Reviews and approves the images.

"Repeat Examinations" are any repeat exposure/s that must be made for any reason. All Repeat Examinations must be made under Direct Supervision. 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 the requirements for Direct and Indirect Supervision and that they at all times ensure 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 effective skills practice. 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 advanced 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.

Lab Safety

Safety is everyone's concern. Mainly accidents are caused by failure to use common sense. To prevent accidents and make the lab a safe environment for the faculty, staff and students the rules listed below must be followed. ACCIDENTS: **Report all accidents immediately to your instructor.** In the event of an accident use the appropriate emergency procedures.

Accidents:

- Seek help / first aid immediately as needed
- Report to lab coordinator/faculty/lab assistant
- Complete accident/injury form and return it to the instructor

Rules for labs:

- Place coats, backpacks, extra clothes, etc. in the cubbies provided;
- Food and drink are not allowed, except in designated areas;
- Cell phones must be turned off;
- 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 III. D.);
- 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 and before leaving;
- Wash your hands after any type of glove use;
- Respect manikin 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 manikin phantoms 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.

Radiologic Technology lab - additional rules:

- **Wear your radiation monitoring device** on or near your collar, when in the energized lab;
- Before making an exposure
 - Verify that all persons are out of the room and - Close the exam room door;
 - Clearly identify (label) each film
 - Use lead numbers to indicate which exposure number you are on;
 - Put the name of the experiment, date, and the initials of the students performing the experiment as exam ID;
- Clearly identify the technical factors (mA, time, kV, SID) for each exposure;
- Evaluate the first exposure for quality before proceeding to make sure the image quality and positioning (refer to the EI #, Rex # as a beginning point, magnify the image to evaluate for noise) is adequate for the procedure. If it is not of quality then repeat the first exposure until it is of quality. Then adjust the technique appropriately for the exposures that remain. ***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 can refer to them for future work and tests;
- If you alter the experiment in any way record the changes on the lab assignment and on the image;
- 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 (i.e. IR's, sponges, tape, etc.). 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 flipped over between mock patients and covered with paper towel;
 - Image Receptors plates cleaned and detectors returned to proper room/place and organized;
 - Lights off in the exam rooms and door closed;
 - Imaging rooms properly turned off - unless otherwise directed by instructor;
 - Processor shut down properly - unless otherwise directed by instructor
 - Counters / tables in lab and imaging rooms free of clutter and clean;
 - Chairs neatly pushed in under study tables;
 - Cubbies area neat;
 - Patient carts are to be covered with a clean sheet;
 - Supply rooms locked

Simulation lab – Nursing

- Review Nursing simulation lab rules posted in that lab
- In the nursing lab beds will be made with a bottom sheet, draw sheet, incontinence pad, top sheet, blanket and spread, and will have mitered corners; clean pillow case when done practicing;

- Beds placed in the low position and the over-bed table placed over the foot of the bed, call button within reach of the manikin and upper rails at side of bed up;

C. Required Textbooks

Course	Text Publisher		Author
RADT 101	Introduction to Radiologic Technology Medical Dictionary	Gurley/ Calloway Any	Mosby Any
RADT 111	Principles of Radiographic Imaging	Carlton	Mosby
RADT 121-123	Principles of Radiographic Imaging	Carlton	Mosby
RADT 131-4	Merrill's Atlas of Radiographic Positioning and Procedures and workbook	Frank/Long/Smith	Mosby
RADT 141	Radiation Protection in Medical Radiography	Statkiewicz/Sherer	Mosby
RADT 152/161	Basic Medical Techniques and Patient Care Essentials of Pharmacology for Health Occ. Pharmacology and Drug Administration	Torres Woodrow Jensen	Lippincott Delmar Mosby
RADT 171	Comprehensive Radiographic Pathology	Eisenberg & Johnson	Mosby
RADT 191	Introduction to Sectional Anatomy	Madden	Lippincott
RADT 231-4	Radiologic Technology Clinical Handbook	WVC Staff	WVC
RADT 241-4	Lange Q & A Radiographic Examination Comprehensive Review of Radiography	SAIA Calloway	Appleton & Lange Mosby

**Textbooks may be added or deleted. Check with the WVC Bookstore for the most recent list.
The most recent edition available is used.

D. Disability Support Services / Reasonable Accommodations

The Disability Support Services Office has been designated by the college as the primary office to guide, counsel and assist students with disabilities. The Special Populations Services office is located on the first floor of Wenatchi Hall and additional information is available in the WVC Students Handbook. If you believe you qualify for or may need to receive accommodations for class, make an appointment with the Special Populations 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 at all learning experiences. Most lab assignments are made 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 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. Tardiness is disruptive to students and instructors and is a habit, which is not compatible with responsible performance in any health care occupation. If you are not acquainted with the exact time schedule of class hours, this information is available on your syllabus or from your instructor.

Second Year Clinical

The Wenatchee Valley College Student Calendar will be followed for scheduling. The college holidays will be observed and students may not be scheduled 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

Students 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 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 there is no make-up. Supporting documentation from appropriate individuals that support the rationale for the absence may be requested. **All** make-up tests and assignments 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.

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 final score average 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 and a satisfactory final professional evaluation. The pass/no pass clinical grade is determined as follows:

Final Professional Evaluation	Passing
ARRT Competency Requirements	as designated/quarter
Competency Tests (3x20)	60 points
Quarterly Objectives	as designated/quarter
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 email not received by the clinical coordinator there will be a 1 point reduction that cannot be made up.

Eight of the ten attendance points can be earned back by following the make-up guidelines.

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 an "incomplete grade". The request must be completed by the student via the "Incomplete Form" found in the registration office. Supporting documentation must be included and approved by the clinical coordinator before the end of the quarter. Otherwise the student may return on space available basis. See "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 instructor. A passing final evaluation is required to continue to the next quarter. The evaluation is completed by the Clinical Instructor with input from the clinical staff in second year. 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, 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 free of polish. Acrylic nails are not acceptable.
- 7. Scented perfumes and after shave lotions may be objectionable and/or unsafe and their use is discouraged.
- 8. Gum chewing 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. Pierced body parts are considered a hazardous risk to the student in the clinical setting and are unacceptable. All adornments to any body part or structure (whether pierced or otherwise attached) must be

removed for coursework. The only exceptions to this requirement are small stud-like earring on each ear.

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 instructor's or clinical facility's discretion must 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 centers will be observed. Unacceptable attire includes jeans, stretch pants, flip-flops, clogs, 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 facility. Any student reporting to the clinical education center 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 facility.
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. Gum chewing 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 facilities discretion must 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.

Electronic devices (cell phones, smart phones, beepers, etc.): As a general rule, these must be turned off 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 clinical experience, this device must be used for legitimate educational purposed only.

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, peers, patients, family members, or any clinical facility on any electronic venue (ie: my Space, Face book, Twitter, 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 sites. 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

No invasive procedures may 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. *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 coordinator and clinical instructor at the clinical facility, 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 - Incident Form

The deficiency notice is issued when a deficiency or incident has occurred in the RADT program. 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 ASRT 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 that is 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, instructor or clinical instructor and program coordinator. 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 Associate 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 for a recommendation (see the WVC Student Handbook).

****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 ASRT 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 prior clinical failure.

This form is found in Section VI of this handbook

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 healthcare agencies 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. 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; 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 www.summitamerica-ins.com
- CPR Certification for Health Care Providers
- AIDS Certificate – 7 hours as required by the WA State WAC 246-12-260, 270, and 280
- 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 centers providing clinical experiences 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 centers associated with the Radiologic Technology Program of Wenatchee Valley College require that students be covered by accident insurance during their clinical experience. 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 to entering a clinical education center for observation or clinical experience. 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 immunization tracker. No student may attend a clinical field trip or a 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 centers 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

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 in Section VI.

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.

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 failure incident.

1. A student wishing to re-enter the Program in the first quarter will follow the procedure of a new 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. This students seeking readmission must meet the above requirements and 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;
- a. The returning student must also submit a **new** Wenatchee Valley College Application for Admissions and meet with the Allied Health Educational Planner. A new supplemental application (available on the WVC website) must be completed and program entry requirements 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 readmission after one year of absence from the Program, according to WVC 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:

- 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. 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 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, or current policy, 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.
4. The student shall wear two (2) radiation-monitoring devices as follows:
 - a. One above the outside of the apron.
 - b. One underneath the apron, at waist level.
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" 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 revoke her declaration at any time

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

N. Provision of Care Policy

Students 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

Students may not discriminate in their provision of care by refusing to be assigned to a client who has been diagnosed with a communicable disease, including HIV infection 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 clinical instructor and clinical coordinator. 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

Students may be exposed to, and risk infection by, infectious diseases. Infectious diseases include, but are not limited to, HIV, meningitis and hepatitis. Students are to follow the infection control policy of the clinical education center 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

Radiologic Technology students risk harm from a variety of sources and may accidentally become injured or exposed to unsafe pathogens, fluids, radiation or other materials. As students are not employees of clinical facilities to which they have been assigned, students 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. Students are 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 darkroom (Room 2150) and have the ability to provide urgent care with proper use of Personal Protective Equipment available. If chemical exposure, students must follow SDS recommendations. Any exposures or injuries must be reported to the instructor present and a WVC Incident report completed within twenty-four (24) hours of the incident.

Exposures/Injuries on Clinical Education Rotation

Students are 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;

- 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, can then 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 Coordinator within twenty-four (24) hours.

The clinical instructor will call the Radiologic Technology Program Coordinator on the day of the incident and will provide written documentation, in narrative form, to the Radiologic Technology Program Coordinator within twenty-four (24) hours. The Radiologic Technology Program Coordinator will attach written documentation, in narrative form, and the WVC Accident Report Form and submit originals to WVC Business Office within twenty-four (24) hours. The clinical instructor and Radiologic Technology Program 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 in the Wenatchee Valley College Student Handbook and Academic Planner.

S. Substance Abuse/Impaired Practice Policy

The Alcohol and Other Drug Abuse Policy as outlined in the Wenatchee Valley College Student Handbook and Academic Planner 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 to a urine based or oral swab drug screen and must comply with all the Clinical Affiliate Standards 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 sample, or the sample may be required. This expense is the responsibility of the student. If the student refuses to submit to a urine or oral swab 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 Associate Dean of Allied Health may recommend to the Vice President of Student Development or designee 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 Associate Dean 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 centers and is grounds for dismissal from the Program. 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. Radiation Protection Policy

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

1. Students must wear a radiation-monitoring device on their collar while working around radiation. Badges are to be placed above the lead apron.
2. A lost radiation monitoring device is to be reported immediately to the instructor.
3. Protect the patient from unnecessary radiation by following ALARA:
 - a. Collimating to the area of interest as close as possible.
 - b. Using shielding for reproductive and radiosensitive organs whenever necessary.
 - c. Using appropriate technical factors with the lowest possible mAs to minimize radiation exposure.
 - d. Minimizing repeat exposures.
 - e. Seeking assistance when needed.
4. Protect yourself and others by:
 - a. Wearing the minimum of a lead apron and thyroid shield when assisting with fluoroscopy.
 - b. Standing behind a mobile barrier when possible during fluoroscopy.
 - c. Shutting the door to the x-ray room before making an exposure.
 - d. Checking to make sure all persons possible are standing behind appropriate lead protection before making an exposure.
5. When it is necessary for someone to hold a patient during an examination the following rules should be observed:
 - a. No person 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.

- c. An individual making the decision to hold a patient during an x-ray must be adequately protected by proper collimation, wearing lead apron and thyroid shield and lead gloves, and not placing themselves in the direct line of the central ray.
- 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 R.T. students are reviewed by the clinical instructor and shared with the student. A radiation overdose shall be considered any dose that exceeds 5 rem per calendar year. In the event of a radiation overdose the following procedure will be followed within 24 hours:

1. Upon receipt of the monitoring contractor's report, the clinical instructor shall:
 - a. Notify the student involved.
 - b. Notify the clinical coordinator.
 - c. Notify the State Department of Health, Office of Radiation Protection at (206)682-5327 and follow with a confirming letter.
2. Upon notification from the clinical instructor, the student will:
 - a. Withdraw from the clinical area pending further investigation.
 - b. Outline in writing his/her activities for the period in question to include:
 - 1) Where the radiation monitoring device has been stored.
 - 2) Where the radiation monitoring device was worn.
 - 3) Was the radiation monitoring device left in the x-ray room.
 - 4) Where was the student scheduled during this period, i.e., fluoroscopy, etc.
 - 5) Any other reason for a high exposure.
3. The student may return to the clinical area when the investigation is complete and final exposure results are obtained.

U. X-Ray Lab Usage

Radiographic equipment in the x-ray lab may only be used when students are 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.

Students are 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

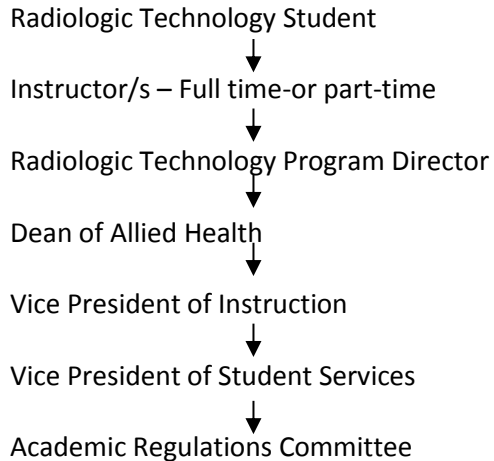
Any accident involving any student or equipment in the x-ray lab must be reported to the instructor immediately. Any radiation exposure in the x-ray lab involving a student must be reported immediately to the instructor.

Lab Uniform

See the dress code policy in this handbook

V. Due Process Procedures

Students 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 and follow the procedure described in the Wenatchee Valley College Student Handbook and Academic Planner. Following is an organizational chart detailing the flow of the due process procedure:



W. 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 and Academic Planner. Plagiarism may be cause for immediate dismissal from the Program.

Honesty/Integrity

All students and faculty are expected to uphold the highest standards of professional honesty and integrity. This includes expecting students 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 Coordinator within twenty-four (24) hours, if possible, any proscribed conduct that violates the standards of professional safety, honesty, and integrity.

Students are 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 facilities 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 may be cause for immediate dismissal from the Program.

V. STUDENT AFFAIRS

A. Radiant Knights

The Radiant Knights 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 student services 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 Wells Hall.

C. Washington State Certification

The State of Washington requires certification thru the Radiologic Technologist Program or registration thru the X-Ray Technicians Program for persons applying ionizing radiation at the direction of a licensed practitioner. Information and the application may be obtained online at <http://www.doh.wa.gov>. Students employed in Washington State after clinical hours must be registered with the state of Washington. It is the employee's responsibility to be familiar with the licensure law governing the profession. If employed in another state, please 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 coordinator 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 coordinator's Office until Program completion, and then archived with the student's file in the Allied Health office.



Date: March 9, 2016

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 M. A., R.T. (R) ARRT
Radiologic Technology Program Director
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801

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WVC Radiologic Technology Program: Deficiency Notice / Incident Form

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 / incident described below has resulted in the issuance of this Deficiency / Incident Form
(see Deficiency Notice – Incident Form Policy in the WVC RADT Student Handbook)**

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:

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**Program Withdrawal / Dismissal
WVC Radiologic Technology Program Exit Interview**



Student Name _____ Exit Date _____
 Student ID # _____ Eligible for Re-entry [] Yes [] No
 Currently enrolled in _____ Contact Number & Email _____

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

Return: 1) Mail box Key 2) Clinical affiliate name tag 3) radiation monitoring device

Questionnaire

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

2. What did you find most rewarding about your participation in the program?

3. What did you find most frustrating about the program?

Student Comments:
Administrator /Faculty Comments:

Student Signature _____ **Date** _____

Administrator Signature _____ **Date** _____

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Sample

PREGNANCY COUNSELING FORM
WENATCHEE VALLEY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

After written declaration of pregnancy to the 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. One device above and outside the apron at neck level
- b. One device underneath the apron at waist level

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, or current policy, and discussed any questions with the Program Director and Medical Advisor.

Student Signature: _____ Date _____

Radiography Program Director: _____ Date _____

Radiography Medical Advisor: _____ Date _____

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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.

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**WENATCHEE VALLEY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
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. I give my permission for release of the following information to my assigned clinical education center.

Legal Name (Please print: first, middle, last)

SSN or ID number used for lifetime radiation monitoring

Birth date

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

College email address

Signature

Date

(Please sign and return to Radiologic Technology Program Coordinator)

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**WENATCHEE VALLEY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL AFFILIATE RECORDS RELEASE FORM for
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Birth date

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

College email address

Signature

Date

Student Copy

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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 Coordinator)

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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

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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 electronic 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 agree that I will conduct myself in a manner that exhibits professional values and in accordance with the ASRT Code of Ethics, 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 facilities 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 Associate 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 Coordinator)

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