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I. INTRODUCTION

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

1. The radiologic technologist conducts himself or herself 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 personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the 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.

American Society of Radiologic Technologists
B. WENATCHEE VALLEY COLLEGE MISSION

Wenatchee Valley College, the public comprehensive community college in North Central Washington, serves the educational and cultural needs of its communities and the residents throughout its service area. The college provides high quality transfer, liberal arts, technical/professional, basic skills and continuing education to students of diverse ethnic and economic backgrounds. We seek opportunities to work with the district's communities to meet their changing needs.

C. WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY-MISSION AND GOALS

1. Mission

The Wenatchee Valley College Radiography Program, in close cooperation with quality affiliate health care centers, is committed to providing proficient, caring radiographers.

2. 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 National Board Examination.
   b. prepare students to enter the workforce as competent entry-level radiographers.

D. RADIOLOGIC TECHNOLOGY EXPECTED OUTCOMES

The Wenatchee Valley College Radiography Program is committed to providing proficient, caring radiographers where:
   - 90% of graduates will pass the ARRT at first attempt.
   - 90% of respondents to annual employer survey will indicate satisfaction with graduates by rating overall performance with good to excellent.
   - 90% of graduates will report the program adequately prepared them to perform as competent radiographers, with ratings of good to excellent.
   - 80% of respondents to annual employer survey will indicated graduates possess good to excellent communication skills.
   - 80% of respondents to annual employer survey will indicate graduates posses good to excellent problem solving ability.
   - 80% of respondents to annual survey will indicate graduates act responsibly as an individual and as a member of a team or group.
   - 80% of respondents to the annual employer survey will indicate graduates locate, use and analyze information and technology resources.
   - 80% of graduates will indicate they seek professional development and growth.
   - 80% of graduates will be employed within 6 months of graduation.
   - 75% of the students that initially enroll will complete the program.
   - 100% of graduates will complete all required clinical performance and competencies.
E. PHILOSOPHY

1. ACADEMIC
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 this time 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.

2. 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. A professional character demonstrating maturity, motivation and a positive attitude is essential. The radiologic technologist must be able to receive and respond to instructions, accept criticism, take initiative, communicate with patients. Health care providers and co-workers, accept responsibility for the patient and operation of radiographic room and care for the patient.

G. TECHNICAL STANDARDS
Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of the radiologic technical functions.
G. TECHNICAL STANDARDS (continued)

Therefore, in order to be admitted to the program, or to be retained in the program after admission, all applicants must be able to:

1. Observe patients, manipulate equipment and accessories, and evaluate radiographs for quality;
2. Communicate effectively with members of the health care team and patients;
3. Have sufficient motor coordination, strength and manual dexterity to respond promptly, to move, adjust and manipulate equipment, to position, lift and transport patients, required in meeting health needs related to radiologic technology;
4. Have verbal, reading and written skills to effectively and promptly communicate in English;
5. Have intellectual and emotional functions to ensure patient safety and to exercise independent judgement and discretion in the performance of assigned responsibilities.

II. General

A. ACCREDITATION

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

B. JRCERT COMPLIANCE

A copy of the JRCERT Standards is posted on the information bulletin board in the x-ray lab, room 3016. Any alleged areas of non-compliance can be addressed in writing to:

JRCERT
20 North Wacker Drive
Suite 900
Chicago, IL 60606-2901

Resolution of areas of non-compliance will be addressed with the JRCERT and shared with the involved parties.

C. FACILITIES

Instructional facilities include three energized radiographic rooms and a fully equipped darkroom. Many accessory devices are available to students. Self-instructional material/equipment is utilized to enhance and promote student learning. Clinical education centers in town and out of town are used.

D. EDUCATIONAL TRAINING

First year: All academic classes.

Second year: Thirty-nine (39) hours per week clinical experience and a one-hour seminar class are required Fall, Spring and Winter Quarters. Thirty-eight (38) hours per week clinical and one-and-one half (1 1/2) hours seminar are required Summer Quarter. Out-of-town assignments may be given. Clinical assignments require day, evening, and weekend shifts.
E. 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 and clinical education setting during their education. Students must attend to the diverse needs of individuals regardless of race, religion, color, national origin, sex, age, economic status, or disabilities and foster an environment in which all individuals are treated with respect, courtesy, and dignity.

The clinical education centers have the right to refuse to provide clinical education to any students involved in any activity not considered professional or conducive to proper patient care.

Failure of a student to practice in a safe manner in a clinical facility may be cause for immediate dismissal from the program.

Students do not have the right to refuse the assignments for clinical education. Clinical education may be assigned out of town.

As required by law, each student must hold in strict confidence medical and personal information pertaining to clients. Any violation of confidentiality, electronic, hard copy or verbal may result in the student’s dismissal from the program.

The use of alcohol and illegal drugs is strictly prohibited. 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 Office of the Dean of Student Services.

F. 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 students interest and pride in their profession. Students in clinical shall always demonstrate professionalism.

During the second-year clinical assignments, a dress code mutually agreed upon by Wenatchee Valley College and its clinical education centers will be observed. Uniforms will be clean and pressed. Unacceptable attire includes jeans, stretch pants, thongs, clogs, heavy (work-type) boots, shorts greater than 2 inches above the knee, 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.
2. Any student reporting to the clinical affiliation 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.
3. An ID pin (nameplate) is required and must be worn on the upper part of the lab coat or as designated by the clinical facility.
4. Hair should be worn well contained, i.e., does not fall forward when bending over a patient.
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.
7. Scented perfumes and after shave lotions may be objectionable and/or unsafe to patients and their use is discouraged.
8. Gum chewing and tobacco use is prohibited while caring for patients.
F. PERSONAL APPEARANCE (continued)

9. Jewelry should be kept to a minimum as a safety measure. Small stud-like earrings are acceptable. Jewelry 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.

G. 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 while the x-ray machines are unlocked. During the clinical assignments the second-year film, badges will be provided by the clinical education center and students must adhere to the Radiation Protection Policy of the clinical education center.

H. EMPLOYMENT

Students are strongly discouraged from holding an outside job while in radiography program. However, if an outside job is held, clinical scheduling will not be changed for the convenience of any student.

A student may have an opportunity to be employed by a clinical education center or other radiology department for relief work or call. 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.

I. EXTENSION OF PROGRAM

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

J. WITHDRAWALS/ REFUNDS

Withdrawals from any Rad Tech class will result in a student being dismissed from the program. Consult the Registrar's Office to determine the last day for withdrawal. Tuition refund depends upon the time the withdrawal application is filed. Consult the Wenatchee Valley College Business Office (Wells Hall) for details.

K. GRADES

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

Advance placement is not granted.

M. DEGREE

Upon successful completion of the program, the student receives an Associate in Technical Sciences degree in Radiologic Technology.

N. GRADUATION

Students are encouraged to attend the June graduation ceremony. Applications for graduation are available at the registrar's office and must be submitted before the deadline listed on the college calendar. Application for graduation is required for the certificate of completion for Radiologic Technology to appear on the student's official transcript. Please gather at the x-ray lab for group pictures to be taken thirty (30) minutes before the ceremony instructions.

O. APPLICATION FOR REGISTRY (ARRT)

Students successfully completing all aspects of the Radiologic Technology program will be eligible to apply to take the ARRT registry examination. The application is distributed by the program director. It is the student's responsibility to complete the application and to schedule a test date. The 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 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 Technologists
1255 Northland Dr.
St. Paul, MN 55120
P. PROGRAM COMPLETION

The last day of summer quarter for the Radiography Program, in the second year, is recognized as the last day of the program.

Q. INSTRUCTION ADMINISTRATION

1. **Program Director**: Responsible for the organization, administration, periodic review, records, continued development, and general policy and effectiveness of the program under the general direction of the Director of Allied Health and Safety.

2. **Clinical Coordinator**: Responsible for coordination, and evaluation of clinical education.

3. **Clinical Instructor**: Responsible for clinical instruction, seminar supervision and clinical competency evaluation of students.

R. CLINICAL EDUCATION ASSIGNMENTS

Clinical assignments are on a two-quarter rotation and are chosen by lottery during the first-year summer quarter. Local and out-of-town clinical assignments are given. One rotation must be at a hospital. Clinical rotations must be accepted one week after the lottery draw. 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, Fall, Winter and Spring Quarters. Thirty eight (38) hours are scheduled 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 Centers:**

1. Central Washington Hospital (509) 662-1511 ext. 2223
   1201 S. Miller
   Wenatchee, WA 98801
   Marie Hauck, R.T.(R) (CT), Clinical Instructor

2. Wenatchee Valley Medical Center (509) 663-8711
   820 N. Chelan
   Wenatchee, WA 98801
   Tami Jameson, R.T. (R), Clinical Instructor

3. Kadlec Medical Center (509) 946-6111
   888 Swift Blvd.
   Richland, WA 99352
   Rick Gabel, R.T.(R), Clinical Instructor
4. Lourdes Medical Center  (509) 547-7704
840 N. Fourth
Pasco, WA 99302
Bekke Diaz, R.T.(R), Clinical Instructor

5. Kennewick General Hospital (509) 586-6111
900 S. Auburn   (509) 586-5830 Direct
Kennewick, WA 99336
Denny Payne, R.T.(R), Clinical Instructor

6. Walla Walla General Hospital
1025 S. 2nd Ave.  (509) 525-0480
Walla Walla, WA 99362
Cinton Watson, R.T.(R), Clinical Instructor

7. Walla Walla Clinic
55 W. Tietan
Walla Walla, WA 99362
Brenda Criss, R.T.(R) (CM), Radiology Manager, Clinical Instructor

8. Pioneer Medical Center  (509) 765-5606 ext. 6560
1550 S. Pioneer Way
Moses Lake, WA 98837
Bobbie Martin, R.T.(R), Clinical Instructor

9. Moses Lake Clinic  (509) 765-0216
840 Hills Avenue
Moses Lake, WA 98837
Ray Ownby, R.T. (R) Radiology Supervisor, Clinical Instructor

10. Samaritan Hospital  (509) 765-6060
801 E. Wheeler Road
Moses Lake, WA 98837
Bobbie Martin, Clinical Instructor

11. St. Joseph's Hospital
PO Box 197  (509) 935-8211 Ext. 5
Chewelah, WA 99109
Bill Nicholas, R.T.(R), Clinical Instructor
12. Gritman Medical Center  (208) 883-2228 Direct
700 S. Main Street
Moscow, ID 83843

Jody Polley, R.T.(R)(M) R.D.M.S., Medical Imaging Leader, Clinical Instructor

13. North Valley Hospital
203 S. Western Ave.  (509) 486-2151
Tonasket, WA 98855

Mary Bachler, R.T.(R), Clinical Instructor

14. Mid Valley Hospital
810 Valley Way            (509) 826-1760 ext. 3651
                         (509) 826-7651 Direct
Omak, WA 98841

Maria Eberlein, R.T.(R), (CT), (M), Clinical Instructor

15. Omak Clinic         (509) 826-1800
916 Koala               (509) 826-1800
Omak, WA 98841

Amanda Fulweiler, R.T.(R), Clinical Instructor

*Clinical education centers may be added or deleted.
S. RADIOLOGIC TECHNOLOGY STUDENT-FACULTY COMMITTEE

1. Membership
   a. Director of the Radiologic Technology Program
   b. Co-Chair Faculty Member (Clinical Coordinator of the Radiologic Technology Program)
   c. One first-year student Co-Chairperson selected by student members to represent students.
   d. College Guidance Counselor assigned as liaison to the Allied Health Programs

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

3. Functions
   a. Defines and discusses all issues, grievances and concerns of the students which require faculty and students in open forum.
   b. Defines and discusses all issues, grievances and concerns of faculty which require student response or action.
   c. Formulates recommendations about students/faculty concerns. 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.

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

5. Communication Lines
   a. Matters for discussion may originate with any individual student or faculty member or any faculty or student organization.
   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-chairpersons one week in advance.
   c. The co-chairpersons shall post and place the agenda three 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 faculty and students.
T. RADIOLOGIC TECHNOLOGY FACULTY COMMITTEE

1. Membership
   a. Director of the Radiologic Technology Program
   b. Clinical Coordinator of the Radiologic Technology Program
   c. Clinical Instructor at the students assigned clinical education center
   d. College guidance counselor assigned as a liaison to the Allied Health Programs
   e. Director of Allied Health and Safety

2. Purpose
   The purpose of the committee is to evaluate the supporting documentation of the student's clinical absence that would result in a clinical failed grade.

3. Function
   a. Defines and discusses all supporting documentation.
   b. Formulates recommendations about clinical failed grade.
   c. Submits the recommendations in writing to the student.

4. Appeal Procedure
   The appeal must be submitted in writing within ten (10) days after the incident has occurred. Supporting documentation from appropriate individuals that support the rationale for the absence is to be included in the appeal.

   If there is no resolution of the matter at the above level, the student may request an appearance before the Academic Regulations Committee.

U. FINANCIAL AID

Inquiries concerning financial aid should be directed to the Wenatchee Valley College financial aid office. Out-of-town students may request financial aid by calling the Financial Aid office, toll free (1-877-982-4968) or by e-mail (said_student@wvc.edu). Signatures on attendance forms for financial aid are not necessary for out-of-town students.

V. REGISTRATION

First-year students register online after receiving their pin number from their advisor. Second-year students register online once they receive their pin number and course ID numbers from their advisor. Out-of-town registration will be arranged by mail.
### III. PROGRAM OF STUDY

#### A. RADIOLOGIC TECHNOLOGY CURRICULUM

Suggested Course Sequence: Associate of Technical Sciences Degree Program offered at Wenatchee campus.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
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<tr>
<td><strong>Fall Quarter</strong></td>
<td><strong>Credits</strong></td>
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<tr>
<td>RADT 241 Radiographic Seminar I</td>
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<tr>
<td>RADT 101 Intro to Rad Tech</td>
<td>2</td>
</tr>
<tr>
<td>RADT 111 Radiation Physics</td>
<td>5</td>
</tr>
<tr>
<td>RADT 121 Princ. Of Exposure I</td>
<td>3</td>
</tr>
<tr>
<td>RADT 131 Rad. Positioning I</td>
<td>4</td>
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<tr>
<td><strong>Winter Quarter</strong></td>
<td><strong>Credits</strong></td>
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<tr>
<td>BIOL 222* Human Anat/Phys II</td>
<td>5</td>
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<tr>
<td>ENGL 101* Composition</td>
<td>5</td>
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<tr>
<td>RADT 122 Princ. Of Exposure II</td>
<td>3</td>
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<tr>
<td>RADT 132 Rad. Positioning II</td>
<td>4</td>
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<td>RADT 152 Patient Care</td>
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<td><strong>Spring Quarter</strong></td>
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<tr>
<td>PSYC 101* Intro to Psychology</td>
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<td>RADT 133 Rad Positioning III</td>
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<td>RADT 171 Rad Pathology</td>
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<td>RADT Quality Assurance</td>
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<td>RADT 141 Rad Bio/Protection</td>
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<td><strong>Summer Quarter</strong></td>
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<td>RADT 134 Rad Positioning IV</td>
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<td>RADT 151 Imaging Modalities</td>
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<td>RADT 161 Special Procedures</td>
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<td>RADT 162 Clinical Observation</td>
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<td>RADT 191 Sectional Anatomy</td>
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### B. REQUIRED TEXTBOOKS

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<tr>
<td>RADT101</td>
<td>Introduction to Radiologic Technology</td>
<td>Gurley/ Calloway</td>
<td>Mosby</td>
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<tr>
<td>RADT111</td>
<td>Radiation Physics</td>
<td>Bushong</td>
<td>Mosby</td>
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<td>RADT121</td>
<td>Principles of Radiographic Imaging</td>
<td>Carlton/Adler</td>
<td>Delmar</td>
</tr>
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<td>RADT131</td>
<td>Atlas of Radiographic Positions/ Radiologic Procedures</td>
<td>Ballinger</td>
<td>Mosby</td>
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<td>Radiographic Anatomy Positioning/ Procedures Workbook</td>
<td>Hayes</td>
<td>Mosby</td>
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<td>Pocket Guide to Radiography</td>
<td>Ballinger</td>
<td>Mosby</td>
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<td>RADT141</td>
<td>Radiation Protection in Medical Radiography</td>
<td>Statkiewicz/ Sherer</td>
<td>Mosby</td>
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<td>RADT152</td>
<td>Basic Medical Techniques and Patient Care</td>
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<td>Essentials of Pharmacology for Health Occ.</td>
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<td>Radiographic Anatomy Positioning Vol III</td>
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<td>RADT231</td>
<td>Radiologic Technology Clinical Handbook</td>
<td>WVC Staff</td>
<td>WVC</td>
</tr>
<tr>
<td>RADT241</td>
<td>Radiographic Examination</td>
<td>SAIA</td>
<td>Appleton &amp; Lange</td>
</tr>
<tr>
<td></td>
<td>Comprehensive Review of Radiography</td>
<td>Calloway</td>
<td>Mosby</td>
</tr>
<tr>
<td></td>
<td>Practice Guide for t Radiography Exam.</td>
<td>Thomas</td>
<td>F.A. Davis</td>
</tr>
</tbody>
</table>

**Textbooks may be added or deleted.

### C. INTERNET ACCESS

Second-year students are required to have internet access.
IV. POLICIES

A. ATTENDANCE

1. FIRST YEAR

Attendance in theory courses is highly encouraged and may be required at the instructor's discretion to fulfill course requirements. When students are unable to attend class he/she must call the instructor prior to the class start-time and leave a message: Wenatchee Valley College, 682-6800. If a student misses a class or lab, it is his/her responsibility to obtain handout materials and/or assignments for that class. It will be assumed that he/she has fulfilled this obligation and is fully prepared on 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.

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 from your instructor.

2. SECOND YEAR CLINICAL

The Wenatchee Valley College Student Calendar will be followed for scheduling, except summer quarter, which will be six weeks. The holidays and breaks between quarters will be observed. 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:

a. Talk to the clinical instructor, via telephone or in person, prior to the designated time.

b. Notify the college clinical coordinator the same day via telephone, e-mail or in person: (509) 682-6677 or szimmerman@wvc.edu

Make-up is voluntary. If a student chooses to make up time, he/she 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 paper. If this occurs, the examination paper(s) of the student(s) involved in this academic dishonesty will be removed at the time of the infraction and a grade of zero “0” will be given.
B. TESTING PROCEDURE (continued)

MAKE-UP TESTS AND ASSIGNMENTS

Make-up tests and assignments will only be allowed if the student has contacted the instructor before class either by phone or in person. All make-up tests and assignments will automatically receive a ten percent (10%) reduction in score regardless of the reason. Tests taken early, with instructor’s permission, will receive a 10% reduction. Make-up tests and assignments not completed on the first returning day will result in an additional ten- percent (10%) reduction per day. After three days a grade of zero will be given.

C. GRADING

1. The following scale of grading has been established for all Radiologic Technology courses except clinical education and Positioning Practicum which are graded as pass/no pass.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 - 100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>92 - 93</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>90 - 91</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>85 - 86</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>83 - 84</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>80 - 82</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>77 - 79</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>74 - 76</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>72 - 73</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>70 - 71</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>69</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

It is necessary to receive a 2.0 (C) or better or a pass in all required Radiologic Technology and support courses to remain in 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.

In calculating the final score the following procedure is utilized by all faculty: 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 84.6 becomes 85; a final score of 84.2 becomes 84.

2. CLINICAL EDUCATION GRADING

The student must maintain a passing grade to progress in the radiologic technology program. The pass/no pass clinical grade is determined as follows:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final PPE</td>
<td></td>
</tr>
<tr>
<td>Competency Evaluations</td>
<td></td>
</tr>
<tr>
<td>Competency Tests (3x20)</td>
<td>60</td>
</tr>
<tr>
<td>Quarterly Objectives</td>
<td></td>
</tr>
<tr>
<td>Punctuality/Attendance (minus as stated below)</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

Punctuality and attendance point reductions are as follows:

a. If a student does not call in to identify their absence there will be a six- (6) point reduction.

b. If a student is tardy (up to ten (10) minutes late) there will be a two- (2) point reduction.

c. A ten- (10) point reduction will be given for every absence of ten (10) minutes or more.
C. GRADING (continued)

2. CLINICAL EDUCATION GRADING

Make-up is voluntary. If a student chooses to make-up time, he/she must make up all the clinical time missed on that given day to earn back eight (8) of the ten- (10) points 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.

To receive a passing score, students must receive at least 80 percent of the total points and a satisfactory final personal and professional evaluation (PPE).

In extreme circumstances a student who misses due to an emergency or illness may appeal to the Radiologic Technology Faculty Committee. The appeal must be submitted in writing. Supporting documentation from appropriate individuals that support the rationale for the absence is to be included in the appeal.

PERSONAL AND PROFESSIONAL EVALUATION (PPE)

Students will receive one mid-quarter and one final Personal and Professional Evaluation each quarter from their clinical instructor. A passing final evaluation is required to continue into the next quarter.

The personal and professional performance of the radiologic technology student is evaluated twice a quarter. The evaluation is done jointly by the staff technologists to whom the student is assigned and the clinical instructor. The evaluation provides an opportunity for guidance and assistance. All evaluations will be discussed with the student by the clinical instructor and signed. The following categories are used in the evaluation process. Objectives are listed under each category to outline the criteria used evaluation.

1. ATTITUDE
   a. Is receptive to suggestions or corrections, exercises self-control.
   b. Displays a positive attitude, courteous attitude and interest in clinical assignments.

2. INITIATIVE
   a. Actively seeks varied and challenging learning opportunities to expand the level of knowledge and/or experience which the student possesses.
   b. Productive use of slow time.
   c. Performs exams whenever possible; does more than just observe.

3. DEPENDABILITY
   a. Observes clinical attendance rules, does not overstay breaks, gives prompt notification of absences or tardiness.
   b. Completes assigned tasks from beginning to end and when needed seeks advice of clinical staff.
   c. Complies with department and program policies.

4. TEAM PARTICIPATION
   a. Accepts constructive criticism and applies the offered suggestions to improve performance.
   b. Provides constructive feedback to others in a positive, professional manner.
   c. Assists others when appropriate.
   d. Displays a cooperative, courteous attitude toward co-workers.
C. GRADING (continued)

5. COMMUNICATION
   a. Uses appropriate, courteous and polite oral and written communication skills with staff.
   b. Demonstrates effective patient communication skills, with sincere interest, respect, care.
   c. Demonstrates listening and observation skills.

6. EFFICIENCY/ADAPTABILITY
   a. Evaluates needs of each procedure and adjusts normal routines to meet the needs of a patient and physician.
   b. Accepts assignment changes with a positive attitude.
   c. Adjusts to new rooms, radiographs, 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 clinical duties.

7. PROFESSIONALISM AND ETHICAL JUDGEMENT
   a. Presents and conducts oneself in a professional manner.
   b. Exhibits critical thinking in making decisions and recommendations.
   c. Demonstrates respect of confidential information (HIPPA regulations)
   d. Practices within scope of education, training, and personal capabilities, accepts professional accountability.

8. PERSONAL APPEARANCE
   a. Uniform meets clinical educational center guidelines: neat and clean.
   b. Practices good personal hygiene and keeps hair appropriate length, neat and clean.

9. PATIENT CARE
   a. Establishes a professional rapport with patients.
   b. Shows concern for patient safety, anticipates and 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.
   d. Applies principles of body mechanics to protect safety of patient, self and others.
   f. Uses radiation protection devices whenever possible and keeps repeat radiographs to

10. TECHNICAL APPLICATION
    a. Operates radiographic and fluoroscopic imaging equipment and accessory devices correctly.
    b. Correctly positions the patient for radiographic exams and procedures.
    c. Places the cassette ID marker and blockers in the proper location.
    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 radiographs, demonstrates knowledge of human structure, function, and pathology.
    g. Recognizes the correct amount of compensation to be used if a radiograph needs to be repeated for technique.
    h. Adapts exposure factors for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic 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.
C. GRADING (continued)

UNSATISFACTORY RATINGS
1. Failure of a student to function in a safe manner, or the violation of the ASRT code of ethics in the clinical facility is grounds for immediate dismissal from clinical.
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.
   a. Inadequate mid-quarter performance
      1) The student will receive written notice of performance deficits.
      2) An informal meeting will be scheduled with the student, clinical instructor and clinical coordinator in person or by phone. This is to allow the student the opportunity to place behaviors into a reasonable context that meets the standards of performance expected by the program.

D. ALLIED HEALTH ADMISSION RECORDS

PLEASE READ THIS INFORMATION CAREFULLY!

It is the student’s responsibility to ensure that adequate documentation of the listed requirements is provided for the student’s file with the Allied Health Secretary. Lack of compliance with any of these requirements will disable a student from entering the clinical area for a clinical field trip or clinical assignment. Lapses in renewal or updating of required immunization and health testing (i.e. PPD, CPR) during the program may jeopardize the student’s enrollment in the program

The following student records required for admission to the Radiologic Technology Program must be completed and on file with the Allied Health secretary prior to the start of Fall Quarter.

2. Criminal History Check

Washington State Law (RCW 43.832) permits businesses or organizations that provide services to children, vulnerable adults or developmentally disabled persons to request conviction records from the state patrol. Facilities used for clinical experience require clearance prior to the student being assigned to the facility. A criminal record check will be required of all students being accepted into the allied health science programs at Wenatchee Valley College. The student must sign an authorization form for the criminal history check. Forms are available from the Allied Health Secretary.

Students need to be aware that a conviction of certain crimes will prevent admission to clinical training facilities and may also prevent ARRT Certification and employment in the allied health field. A pre-application review form can be downloaded from the “Ethics” section of the ARRT [www.arrt.org](http://www.arrt.org) web site or phone (651) 687-0048. See policy concerning Application for Registry, p. 6.

3. Medical Examination with Immunizations

Documentation of student immunization status is essential to ensure the health and safety of students and the patients/clients/residents in clinical education centers that provide clinical learning experiences.
D. ALLIED HEALTH ADMISSION RECORDS (continued)

Students cannot enter clinical education centers unless current immunization status is documented and a copy of the documentation is secured in the student files of the allied health secretary at WVC. Documentation of immunization history should be submitted along with the personal medical record form before entering the Radiologic Technology program. Subsequent updates require that the student bring the documentation to the allied health secretary for placement in the file.

a. Hepatitis B Series

The student is required to have received the initial and second injections prior to entering the radiologic technology program, or sign a waiver. Please note that a 25-30 day time-lapse is required between the first and second injection.

b. PPD (TB)

A yearly TB skin test (PPD) is required, or a chest x-ray for positive reactors, for those who have NOT received INH prophylaxis. If INH has been received prophylactically by a positive reactor, further screening is not necessary. Documentation of treatment is required for the records. Positive reactors are required to provide documentation of the PPD date AND normal chest x-ray following that date.

c. Diphtheria toxoid and tetanus toxoid immunization, or booster within the past 10 years.

d. MMR

Measles, mumps, rubella immunization or a safe titer is required for persons born January 1, 1957 and after.

4. CPR Certification for health care providers

Students are required to have a current CPR for healthcare provider card from program entry until graduation.

5. AIDS Education

Seven (7) hours of AIDS education for health care workers as required by the AIDS Omnibus Bill passed by the Washington State Legislature.

E. STUDENT INSURANCE

1. 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 for fall quarter of the first and second year, a malpractice liability insurance is automatically billed to the student. The student’s registration receipt provides documentation of payment for liability insurance. The coverage is for one calendar year. No student may attend a clinical field trip or a clinical assignment without proof of current liability insurance.
E. STUDENT INSURANCE (continued)

2. Injury and Sickness Insurance

Clinical affiliates associated with the Radiologic Technology Program of Wenatchee Valley College require that students purchase medical accident insurance. Some private insurance companies may deny a student claim for an accident or injury that occurred in a class or clinical environment. A "Student Injury and Sickness Insurance Plan" designed especially for the students of Washington State Community Colleges is available. Students refusing to purchase accident insurance will not be allowed access to clinical agencies to complete clinical course work. The Radiologic Technology Program recommends the carrier approved by the Washington State Board of Community and Technical Colleges. Enrollment forms are available at the Registrar’s office, the Cashier’s station or the Allied Health Office.

Students are responsible for acquiring accident insurance, completing the forms, and providing proof of insurance to the Allied Health secretary.

3. It is the students’ responsibility to pay for any medical or dental expenses incurred while in the Radiologic Technology program, and not the responsibility of any of the clinical education settings or Wenatchee Valley College. Dental services are not covered by the plan made available by Wenatchee Valley College.

F. PROGRAM RE-ENTRY

The student who exits the program and wishes to be readmitted must submit to the Registrar a new application (Wenatchee Valley College Supplemental Application for Admission to Health Care Programs). The student must fulfill all requirements for entrance into the radiologic technology program (refer to the college catalog and the supplemental application form for specific information).

A student may repeat a radiologic technology course only once throughout the radiologic technology program. In the event of a failure, the student must apply for readmission and will be admitted on a space available basis if all requirements for admission are met. 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.

G. PREGNANCY POLICY

The student has the right to choose whether or not she would like to declare her pregnancy. 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, as to precautions to be taken.
G. PREGNANCY POLICY (continued)

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 0.5 mSv (0.05 rem) for the entire pregnancy.

4. The student shall wear two (2) film badges 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
Pregnant Radiologic Technology Student Counseling

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 handwashing must be followed.
   d. The non-immune student should not care for patients with Rubella, Rubeola, Tuberculosis, Chicken Pox, Herpes, radioactive implants, or administered radiopharmaceuticals.
   e. There is not yet sufficient data to establish the safety of magnetic Resonance field exposure to the fetus.

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

Date: ______________________

Student Signature: ______________________________

Radiography Program Director: ______________________________

Radiography Medical Advisor: ______________________________
H. 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 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.

I. CLINICAL INFECTIOUS CONTROL POLICY

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. The cost of medical care is the responsibility of the student.

J. WORKPLACE HAZARDS POLICY

1st year: Policies and procedures regarding workplace hazards are identified in the “Wenatchee Valley College Safety Manual” available in the x-ray lab. Become familiar with the MSDS sheets posted in the x-ray darkroom. Read the Safety/Security manual posted in the x-ray lab.

2nd year: Follow Workplace Hazards Policy at the assigned clinical education settings.

K. HARASSMENT POLICY

Wenatchee Valley College policies regarding harassment can be found in the Wenatchee Valley College Student Programs Office.

L. SUBSTANCE ABUSE POLICY

The Substance Abuse Policy as outlined in the WVC Student Handbook will be followed. Working while under the influence of drugs including alcohol is not tolerated and is grounds for dismissal from the program.

M. 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 or laundered radiation monitoring device is to be reported immediately to the instructor.
M. RADIATION PROTECTION POLICY (continued)

3. Protect the patient from unnecessary radiation by:
   a. Collimating to the area of interest as close as possible.
   b. Using shielding for reproductive 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 lead aprons 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 aprons 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 1250 mrem per calendar quarter or 5 rem per calendar year. In the event of a radiation overdose the following procedure will be followed:

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 Office of Radiation Safety (206) 464-6840, within twenty-four hours

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, ie., fluoro, etc.
      5) any other reason for a high exposure
   c. The student may return to the clinical area as soon as the Washington State Radiation Control Office, and/or Wenatchee Valley College Radiologic Technology staff have given their approval.
N.  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 radiographed 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.

Students are expected to keep the lab neat. Lockers are available for personal items. Backpacks and coats must be kept in the locker room or on the hooks provided. The refrigerator in the lab may be used to store food and drink. Food and drink are not allowed in the x-ray rooms. If you use any supplies, return them to their proper place. This sort of accountability is expected in clinical education. Student cell phones and pager use are not allowed in the classroom.

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.

O.  MAILBOX KEYS

Students are issued a key to a mailbox. The mailbox is used to distribute information to students. Students will be charged $6.00 for a replacement key to the mailbox. The fee must be paid in advance at the cashier’s station in Wells Hall. The receipt is to be presented to the program director for ordering a replacement key.

P.  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. This handbook is distributed annually to enrolled students and is available in the Office of the Dean of Student Services.

Q.  PLAGIARISM AND ACADEMIC DISHONESTY

Academic dishonesty and plagiarism are unacceptable. Refer to the college plagiarism policy. More information on disruptive behavior and the WVC discipline code is detailed in the Student Handbook and Academic Planner. This handbook is distributed annually to enrolled students and is available in the Office of the Dean of Student Services.

V.  STUDENT AFFAIRS

A.  RADIANT KNIGHTS

The Radiant Knights club is composed of interested Radiologic Technology Program students. A student representative and officers are elected. The Radiant Knights club earns money to help send its members to educational meetings.
A. RADIANT KNIGHTS (continued)

1. Representative: attends the weekly student council meetings on campus. He/she 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.
4. Secretary: responsible for the minutes of the meetings and keeping track of points earned.

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 the certification or registration of practitioners of radiologic technology. Application may be obtained by writing to:

State of Washington Department of Health
Radiologic Technology Unit
1300 Quince Street SE
PO Box 47870
Olympia, WA 98504-7870
Fax (360) 586-0745

To obtain information on the Department of Health and your profession, see the DOH internet web site at: http://www.doh.wa.gov. Students employed after clinical hours must be certified with the state of Washington.

VI. STUDENT AGREEMENT

When you have finished reading the Wenatchee Valley College Radiologic Technology Program Student Handbook, please sign the statements on the following pages and return them to the Allied Health secretary for your file.
CONFIDENTIALITY PLEDGE

State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel. Health care workers are entrusted to protect medical information about patients and obligated to not seek out information their job does not require. Civil and criminal penalties may be imposed to protect the patients right to privacy.

Below is a list, while not all inclusive, of actions that may be considered breaches of patient confidentiality:

- Reading a patient’s chart for the sake of curiosity or other personal reasons.
- Talking to other personnel, who do not have a need-to-know, about patients.
- Telling family and friends about patients.
- Attempting to seek out electronic or hard copy information not required by my position.
- Under certain circumstances, acknowledging, to a third party that a person is a patient.
- Discussing patient information with the patient’s family without proper authorization from the patient.
- Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without specific authorization from the patient to do so or as otherwise allowed by law. In addition, I will not seek out information about patients that I do not require to perform my assigned duties. I understand that any attempt to seek out information, hard copy, electronic or verbal, not required by my position or any unauthorized disclosure of information, shall be cause for immediate discipline, including discharge.

I understand that all questions of release of information are to be referred to a diagnostic imaging employee. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

Further, I agree to hold harmless and protect Wenatchee Valley College, the clinical education facility and its shareholders against any and all claims for damages resulting from my unauthorized disclosure of patient information as hereinabove provided.

______________________________
Student Signature                           Date

Please sign and return to the Allied Health secretary.
CONFIDENTIALITY PLEDGE

State and federal laws prohibit the unauthorized use and/or dissemination of patient medical information by health care personnel. Health care workers are entrusted to protect medical information about patients and obligated to not seek out information their job does not require. Civil and criminal penalties may be imposed to protect the patients right to privacy.

Below is a list, while not all inclusive, of actions that may be considered breaches of patient confidentiality:

- Reading a patient's chart for the sake of curiosity or other personal reasons.
- Talking to other personnel, who do not have a need-to-know, about patients.
- Telling family and friends about patients.
- Attempting to seek out electronic or hard copy information not required by my position.
- Under certain circumstances, acknowledging, to a third party that a person is a patient.
- Discussing patient information with the patient’s family without proper authorization from the patient.
- Virtually any disclosure of patient information to a third party without proper authorization or statutory right or obligation to do so.

I hereby reaffirm my pledge that I will not disclose, to anyone, any medical information about patients that I may acquire as a result of my clinical education, without specific authorization from the patient to do so or as otherwise allowed by law. In addition, I will not seek out information about patients that I do not require to perform my assigned duties. I understand that any attempt to seek out information, hard copy, electronic or verbal, not required by my position or any unauthorized disclosure of information, shall be cause for immediate discipline, including discharge.

I understand that all questions of release of information are to be referred to a diagnostic imaging employee. Any time I am not sure of the proper action, I will withhold information until the release or question is resolved.

Further, I agree to hold harmless and protect Wenatchee Valley College, the clinical education facility and its shareholders against any and all claims for damages resulting from my unauthorized disclosure of patient information as hereinabove provided.

______________________________
Student Signature                           Date

Student Copy
RELEASE FORM

WENATCHEE VALLEY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM

The clinical education centers you will be working in may require copies of your abuse statement, police check, immunization records, liability and accident insurance verification, CPR certification and AIDS education. Please sign and return this form as your approval for releasing this information.

If requested, by the clinical facility to which I have been assigned, you have my permission to release the above records to that clinical education center.

________________________________________
Name (Please Print)

________________________________________           _________
Student Signature          Date

I give my permission for release of my social security number or chosen ID number and birthdate to the Program Director and radiology managers of my assigned clinical facilities for the purpose of ordering my radiation monitoring device. This information will be used to track my lifetime accumulated radiation dose.

________________________________________
Name (Please print)

________________________________________
SSN or chosen ID number

________________________________________
Birthdate

________________________________________           _________
Signature          Date

Please sign and return to the Allied Health secretary.
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 that provided radiation monitoring.

*You are responsible for obtaining your prior exposure records.

___________________________________________________________________

___________________________________________________________________

___________________________________________________________________

Please sign and return to the Allied Health secretary.

Name  _________________________________________

Signed  _________________________________________

Date  _________________________________________
STUDENT AGREEMENT

I agree to adhere to the rules and regulations of the clinical affiliates, Wenatchee Valley College and the Radiologic Technology Program.

I have read and understand the Radiologic Technology Student Handbook.

I understand that it is my responsibility to monitor my academic and clinical progress in the Wenatchee Valley College Radiologic Technology Program.

I understand that I may be assigned out-of-town for clinical assignments that may require relocation.

I understand that transportation and housing are my responsibility for any clinical assignment.

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

Name ______________________________________________________
(Please Print)

Date _______________________________________

Please sign and return to the Allied Health secretary.

____________________________________________________________
Student signature
STUDENT AGREEMENT

I agree to adhere to the rules and regulations of the clinical affiliates, Wenatchee Valley College and the Radiologic Technology Program.

I have read and understand the Radiologic Technology Student Handbook.

I understand that it is my responsibility to monitor my academic and clinical progress in the Wenatchee Valley College Radiologic Technology Program.

I understand that I may be assigned out-of-town for clinical assignments that may require relocation.

I understand that transportation and housing are my responsibility for any clinical assignment.

Name ________________________________
(Please Print)

Date ________________________________

Student Copy
### Required Documentation – Student Checklist

<table>
<thead>
<tr>
<th>Required Documentation</th>
<th>Date(s) where applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL</strong> (forms provided by Allied Health &amp; Safety Office)</td>
<td>[To be completed by student - not to be signed by doctor or nurse]</td>
</tr>
<tr>
<td>1. Washington State Patrol Check form (Complete Sections C and D)</td>
<td></td>
</tr>
<tr>
<td>2. Abuse Act form (with your signature and signature of a witness)</td>
<td></td>
</tr>
<tr>
<td>3. Personal Medical Record (completed by student)</td>
<td></td>
</tr>
<tr>
<td><strong>IMMUNIZATION RECORDS</strong> (copy of record from Healthcare Provider)</td>
<td></td>
</tr>
<tr>
<td>4. Negative tuberculin skin test (PPD) or chest x-ray (annually)</td>
<td></td>
</tr>
<tr>
<td>5. Hepatitis B vaccinations, complete (series of 3) (recommended but not required for CDS or NA)</td>
<td></td>
</tr>
<tr>
<td>6. Immunity to Rubella and Rubeola (MMR) or Titer</td>
<td></td>
</tr>
<tr>
<td>7. DPT Immunization, or booster in last 10 years</td>
<td></td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
<td></td>
</tr>
<tr>
<td>8. Proof of liability insurance (copy of receipt--paid at registration Fall Quarter)</td>
<td></td>
</tr>
<tr>
<td>9. Proof of accident insurance (copy of personal insurance card, or copy of Student Plan enrollment form and check)</td>
<td></td>
</tr>
<tr>
<td><strong>CPR CARD/AIDS CERTIFICATE</strong></td>
<td></td>
</tr>
<tr>
<td>10. Current CPR card for Health Care Providers (annually)</td>
<td></td>
</tr>
<tr>
<td>11. AIDS Training (only Rad Tech, MLT and CDS students need to submit a copy of their Certificate of Completion)</td>
<td></td>
</tr>
<tr>
<td><strong>RELEASE/CONFIDENTIALITY FORMS</strong> – Complete and sign all forms provided in program Student Handbook</td>
<td></td>
</tr>
<tr>
<td>12. Student Release Form</td>
<td></td>
</tr>
<tr>
<td>13. Student Agreement</td>
<td></td>
</tr>
<tr>
<td>14. CWH Confidentiality Statement</td>
<td></td>
</tr>
<tr>
<td>15. Columbia Valley Comm Health Liability Release and Indemnification</td>
<td></td>
</tr>
<tr>
<td>16. Wenatchee Valley Medical Center Confidentiality Statement</td>
<td></td>
</tr>
<tr>
<td>17. Signed WVC Confidentiality Statement</td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT AGREEMENT**

I understand that it is my responsibility to ensure the required documentation, as listed above, is on file with the Allied Health Secretary at Wenatchee Valley College.

I understand I may be requested to provide verification of the above documentation to the clinical affiliates upon request.

Name ___________________________  Student Signature ___________________________

Date ___________________________

Student Copy